Co-op checklist for international students

Cooperative Education Program
152D Benedum Hall
Email: caf54@pitt.edu
Tel: 412-624-9826

What is co-op? Cooperative education (co-op) is a partnership between an employer and a college or university that provides relevant, paid work experience for undergraduate and graduate students. By alternating between six-month work rotations and school terms, co-op prepares students to take on challenging assignments with local, national, and international companies and organizations, while also gaining academic credit!

Before registering with co-op:

- ☑ Review OIS' website about work authorization in the United States (https://www.ois.pitt.edu/sites/default/files/docs/ENGR-CPT-guidelines.pdf)
- ☑ After reviewing the information on our website--If you have questions, see your **Immigration Specialist, Susanna Deemer** (https://ois.acuityscheduling.com/schedule.php).They can help you to ensure that you're eligible to participate in the program.
- ☑ You can come to the Co-op office (152D Benedum Hall) or contact a staff person with any questions. If you are ready to become an applicant to look for a position, you can sign up here: https://usr.engr.pitt.edu/CoOpStudent
- ☑ Be sure to read emails from the Co-op office

After accepting a co-op offer:

- ☑ **Review and Complete OIS' CPT (Curricular Practical Training) application** (https://my.ois.pitt.edu/istart/controllers/start/StartEngine.cfm, click on "F-1 Students", and then select "CPT Application")
- ☑ Provide OIS with the CPT job offer letter, which includes start and end co-op dates and the location of the co-op.
- ☑ You must provide your academic advisor's information who will have to complete a portion of the application before it can be approved. Please make sure you are enrolled in the relevant co-op credits when you apply for CPT from OIS (if you are still the process of being registered for the co-op course, someone from the Co-op program will need to notify OIS).
- ☑ OIS will issue you a new I-20 with the CPT approval on page three. It will include the location and dates of your approved work. You are only eligible to work per the location, hours, and dates on the I-20.

*NOTE: CPT is only valid for 1 semester at a time. You need to renew your CPT each semester that you plan to co-op! ***You may not work outside the CPT dates authorized on your I-20.***

- ☑ Inform OIS of your graduation date. You may need to extend your I-20 or comparable form.
- ☑ Obtain the necessary signatures on your I-20 to obtain CPT authorization. The Co-op office requires that you provide the office with a copy of your I-20 *with CPT approval*
- ☑ Complete co-op paperwork with the Co-op office and register for the co-op course