INTERNATIONAL STUDENTS’ MANDATORY CO-OP PROCESS

Checklist for International Students’ Mandatory Co-op Process

1. Register for Co-op in Leopardweb
2. Report a Co-op Hire in WITworks
3. Get the Co-op Hire approved in WITworks by your WIT Co-op and Career Advisor and by your Co-op Employer
4. See your Co-op and Career Advisor to get a print-out of your WITworks documentation and to get his/her signature on your Supplemental Co-op Approval Form
5. Drop off your completed CPT Application and copies of required documents to request work authorization at the Student Service Center. (Allow 5 business days for processing before your co-op start date)
6. Go to the Social Security Administration if you need to get a Social Security card. (It takes approximately 2 weeks to receive your card.)
7. Pick up your I-20 with CPT (work authorization) from International Student Services. Double check to assure that employer information and dates of employment are correct.
8. Start work on the date listed on your CPT I-20, not before. You must bring your CPT I-20 and passport with you to your first day of work.

• DOING CO-OP OUTSIDE THE U.S.? You are required to complete the first four steps above and submit a printed copy of WITworks documentation to International Student Services before starting your co-op. You must communicate with your Co-op and Career Advisor and your International Student Services Advisor.

• IF YOU ARE A SACM SCHOLARSHIP STUDENT, SACM REQUIRES THAT YOU DO CO-OPS IN THE USA.
Important Dates for Spring 2018 Co-op

• January 4: First employment start date for international students

• January 11: Last day for international students to register for Co-op on Leopardweb, report employment in WITworks & Apply for CPT

• January 18: Latest employment start date

☑ January 4 – April 20 (first day of classes through last week of final exams)
  - Go on co-op! Work 32 - 40 hours per week for 12 - 16 consecutive weeks.

• April 20: Last date of employment for credit & for CPT

• April 13: Co-op Evaluations due from students and employers

• April 25: Final grades posted

TIPS FOR SUCCESS & FOR MAINTAINING YOUR F-1 VISA STATUS

See Your International Student Services Advisor to:

• Learn about the process of getting permission to work in the U.S.

• Get submission deadlines for work authorization paperwork

• Find out how to obtain a Social Security Number

• Report any change including your address, employment, enrollment status

See Your Co-op and Career Advisor to:

• Plan your Co-op search

• Get answers to questions about WITworks or about registering for Co-op on Leopardweb

• Learn how to talk about your status with employers

• Get tips for interviewing and negotiating with employers

• Get deadlines for Co-op registration, reporting a Co-op hire, and starting a Co-op

• Get date ranges for Co-op employment