



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