

Annual Cooperative Education Calendar F-1 Visa Holders Summer 2009 through Spring 2010

Co-op eligibility information and instructions for enrollment are available in Career Services or on our website at: <http://careers.gmu.edu/students/getexperience/coop.html>

Semester	Start Work Dates		Work Ending Dates	
	Earliest Date to Begin Work	Deadline to Begin Work	Graduating Student	Continuing Student
Summer 2009	May 13, 2009	June 19, 2009**	August 7, 2009	August 28, 2009
Fall 2009	August 7, 2009	September 15, 2009	December 21, 2009	January 15, 2010
Spring 2010	December 21, 2009	February 2, 2010	May 12, 2010	June 4, 2010

**Deadline for Summer renewal is June 5, 2009

- **Renewing your co-op for subsequent semesters:** You will need a new offer letter, and a new Curricular Practical Training (CPT) form signed by your advisor. Bring these two documents and your fee to an appointment with your career counselor, and follow up with OIPS for work authorization. Your work authorization will take up to 48 hours to process with OIPS. Please observe the dates above, and do not work past your authorized work date. Final grades are verified each semester to determine continued Co-op eligibility.
- **Minimum Requirement:** All Co-op positions must meet the requirement of 12 weeks or more during the academic semester and a minimum of 10 weeks in SUMMER ONLY.
- **Work Authorization:** You may not begin work until you have processed all Co-op paperwork and obtained proper work authorization from the Office of International Programs and Services (OIPS).
- **Allow 3 to 5 days to complete the paperwork process:** Please coordinate with Career Services, OIPS, and your academic advisor to complete all necessary paperwork for enrollment. (Students in the School of Management, School of Public Policy, and School of Law enroll through the career services office associated with their school.)
- **Required Meeting with Career Counselor:** You are required to meet with your career counselor as part of the enrollment process. Please schedule your appointment in advance—no walk in appointments. **Students in the School of Management, School of Public Policy or School of Law**, please inquire with your career services office for counselor/consultant availability.
- **Campus Closing:** The campus is closed during Winter Break from December 24th through January 2, 2009. Appointments are not available during this time.
- **Contact Information:** If you have questions or concerns contact Debbie Zuiker at coop@gmu.edu or 703-993-2365, or the front appointment desk at 703-993-2370.
- **Please note:** It is the student's responsibility to verify university policies regarding add/drop deadlines for courses enrolled.