

Mason’s Cooperative Education (Co-op) Program integrates your studies with practical work experience in a field related to your academics. This program is managed by Career Services. Students MUST meet all eligibility requirements to enroll in the program.

**\*\*No exceptions will be made to the eligibility requirements or work option schedules.\*\***

### Co-op Position Requirements for F-1 Visa Holders

- All co-op jobs must be substantive and paid positions related to your studies
- Co-op may be part-time or full-time work covering a minimum of 12 consecutive weeks during the academic semester and a minimum of 10 weeks in SUMMER ONLY
- The earliest start date for any work period is after grades are posted for the semester
- The latest start date is the “last day to add/drop without tuition liability”
- A work period ends on the last day of the Mason exam period
- There is a limit on full-time CPT (Curricular Practical Training) to one academic semester (Fall/Spring) and summers

### Co-op Eligibility Requirements for F-1 Visa Holders

Undergraduate	Graduate
<input type="checkbox"/> Must be in valid F-1 status	
<input type="checkbox"/> Must have completed at least one academic year of full-time study in the U.S.	
<input type="checkbox"/> <b>Currently</b> enrolled in a Mason degree-granting program, taking at least 12 credits	<input type="checkbox"/> <b>Currently</b> enrolled in a Mason degree-granting program, taking at least 9 credits or 6 credits with a GTA/GRA position
<input type="checkbox"/> Completed at least 30 credit hours toward degree <input type="checkbox"/> Have at least 9 credit hours remaining <i>beyond</i> the current semester (EXCEPTION: Summer classes must be taken in session C, X or fall semester)	<input type="checkbox"/> Completed at least 6 credits toward degree <input type="checkbox"/> Have at least 3 credit hours remaining <i>beyond</i> the current semester (EXCEPTION: Summer classes must be taken in session C, X or fall semester)
<input type="checkbox"/> Have at least a 2.0 overall GPA & good academic standing	<input type="checkbox"/> Have at least a 3.0 overall GPA & good academic standing
<b>Note:</b> All your grades will be checked to insure you meet GPA requirements	<b>Note:</b> All your grades will be checked to insure you meet GPA requirements
<b>If you meet the requirements</b> complete the “Intent to Enroll in Co-op” form and return it to Career Services, SUB I, Rm 348.	

### F-1 Visa Holders - Work Schedule Options

Undergraduate	Graduate
<input type="checkbox"/> <b>Part-time</b> work schedule (15-20 hours per week): <ul style="list-style-type: none"> <li>▪ Must enroll for at least 12 credits (during fall and spring) unless completing final semester at Mason</li> </ul>	<input type="checkbox"/> <b>Part-time</b> work schedule (15-20 hours per week): <ul style="list-style-type: none"> <li>▪ Must enroll in at least 9 credits (during fall and spring) unless completing final semester at Mason</li> </ul>
<input type="checkbox"/> <b>Full-time</b> work schedule (32-40 hours per week): <ul style="list-style-type: none"> <li>▪ Must have a <b>minimum</b> of 3.0 GPA to work full-time during academic semester (fall or spring)</li> <li>▪ May take a <b>maximum</b> of 6 credits</li> <li>▪ Full-time work is limited to <b>one</b> academic semester (fall or spring), may also work full-time during summer</li> <li>▪ Students working 21-31 hours per week <b>must</b> take at least one class (3 credits)</li> <li>▪ Students must have 3 credits left in their last semester</li> </ul>	<input type="checkbox"/> <b>Full-time</b> work schedule (32-40 hours per week): <ul style="list-style-type: none"> <li>▪ May take a <b>maximum</b> of 6 credits</li> <li>▪ Full-time work is limited to <b>one</b> academic semester (fall or spring), may also work full-time during summer</li> <li>▪ Students working 21-31 hours per week <b>must</b> take at least one class (3 credits)</li> <li>▪ Students <b>must</b> have 3 credits left in their last semester</li> </ul> <input type="checkbox"/> <b>Doctoral Students</b> <ul style="list-style-type: none"> <li>▪ Doctoral students, who have completed all coursework, are restricted to one work period when enrolled for dissertation/research credits only</li> </ul>