

When an employer offers you a position that you believe will qualify as a co-op position, you must work with Career Services and OIPS to enroll in the Co-op Program. **You may NOT start working until you have received authorization to work.**

<p>Step 1: Verify eligibility for Co-op Program in Career Services* *SOM students MUST go to SOM Career Services, Enterprise Hall, Rm. 008</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete “Intent to Enroll” form and attach your unofficial transcript. Return to Career Services, SUB I, Rm 348 <input type="checkbox"/> Leave paperwork and the Co-op Program Assistant will email you a copy of the Work Agreement <input type="checkbox"/> Register for Patriot Job Web (PJW) 	<p>Step 2: Verify your eligibility for Co-op with OIPS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Arrange a meeting to verify your eligibility for CPT with OIPS in SUB I, Rm 310 <input type="checkbox"/> If eligible, obtain the Curricular Practical Training (CPT) information/form from OIPS
<p>Step 3: Obtain from the employer:</p> <ul style="list-style-type: none"> <input type="checkbox"/> An offer letter, on company letterhead with <ol style="list-style-type: none"> 1. Starting and ending dates (see Co-op Calendar) 2. Job Title 3. Job Location 4. Salary 5. Job/position description <input type="checkbox"/> The signed “Work Agreement – Cooperative Education Program” <p>NOTE: To expedite the process, the employer may fax the completed Work Agreement to Career Services, 703-993-2361</p>	<p>Step 4: Obtain approval from your academic advisor or department chair:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide your advisor a copy of the employer’s offer letter describing the position <input type="checkbox"/> Request your advisor’s signature on the Curricular Practical Training form <input type="checkbox"/> Obtain a signed letter (on department letterhead) acknowledging the position is related to your academics <p>NOTE: Students with teaching or research assistantship, MUST obtain a letter releasing them from the assistantship.</p>
<p>Step 5: Schedule an appointment with a career counselor/consultant:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bring ALL completed documents including: <ol style="list-style-type: none"> 1. Employer offer letter 2. Signed Work Agreement 3. Signed Curricular Practical Training form 4. Supporting letter from faculty advisor 5. Letter releasing you from a GTA/GRA.(if necessary) <input type="checkbox"/> Pay the \$25 Co-op enrollment fee (exact cash or check payable to George Mason University) 	<p>Step 6: Drop off your paperwork at OIPS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Return all paperwork to OIPS to process an I-20 with work authorization <input type="checkbox"/> Remember: It takes at least 2 business days for OIPS to process all the paperwork. You may NOT start a position until you have received authorization to work
<p>Step 7: Signed and stamped I-20</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide Career Services a copy of your I-20 with your work authorization BEFORE you begin working 	<p>Step 8: Start your Co-op on date noted on I-20 form</p> <ul style="list-style-type: none"> <input type="checkbox"/> Congratulations and best wishes in your Co-op position! Keep in touch with us