



# INTERNATIONAL STUDENTS' MANDATORY CO-OP PROCESS

## Securing “Curricular Practical Training” (CPT) Work Authorization:

- 1. Register for mandatory 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 approved WITworks “Report of Hire” documentation and to get his/her signature on your Supplemental Co-op Approval Form.
  - 5. Review the CPT tutorial (PowerPoint) you receive from International Student Services (ISS) and successfully complete the CPT quiz. Access the quiz here:  
[https://forms.office.com/Pages/ResponsePage.aspx?id=xWzxKkl2KEW8TT2bb2TAZmusbws\\_pwtGrahlmaraSbRUOEJV1pCRVpOREFQNEhGM0FUWjBMSUZWQy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=xWzxKkl2KEW8TT2bb2TAZmusbws_pwtGrahlmaraSbRUOEJV1pCRVpOREFQNEhGM0FUWjBMSUZWQy4u)
  - 6. Drop off your completed [CPT Application](#) with copies of required documents to request work authorization at the Student Service Center. \*You must allow 5 business days prior to the start date of co-op for the CPT application to be processed.
  - 7. Go to the Social Security Administration if you need to get a Social Security card. (It takes approximately 2 weeks to receive your card.)
  - 8. Pick up your I-20 with CPT work authorization from International Student Services. Ensure that employer information and dates of employment are correct. **It is a violation of your F-1 Student status to begin working before authorization is granted.**
  - 9. Start work on the date listed on your CPT I-20, not before (You may only work dates permitted on your CPT I-20.). 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.



## For Important Dates and Deadlines:

- See your Co-op & Career Advisor
- See your International Student Services Advisor

# 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.