

F-1 International Students' Co-op Process

- ☐ 1. Register for mandatory Co-op in Leopardweb.
- ☐ 2. Submit your Report of Hire in WITworks.
- ☐ 3. Get the Report of Hire approved in WITworks by your WIT Co-op & Career Advisor and by your Co-op Employer.
- ☐ 4. Your Co-op & Career Advisor will email your approved Report of Hire to ISS and cc you, so you will know they received it.

Stop here if your co-op is unpaid or if you will be outside of the United States working for a company that is not based in the United States. You still must communicate with your Co-op & Career Advisor and your International Student Services Advisor that you are going out on co-op.

Continue to follow the steps below if your co-op is paid and you are working for a company based in the United States.

- ☐ 5. Submit your Supplemental Co-op Approval Form in person or by email to your International Student Advisor.

*You must allow 5 business days prior to the start date of co-op for the CPT application to be processed.

- ☐ 6. Your International Student Advisor will alert you by email when your I-20 with CPT approval is processed. 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.

- ☐ 7. Go to the Social Security Administration if you do not already have a Social Security card. (It takes approximately 2 weeks to receive your card.)

- ☐ 8. 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.

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-ops & 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.

For Important Dates and Deadlines:

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