



Engineering Co-op & Career Services
www.coop.eng.umd.edu
301.405.3863



Co-op/Intern Program: Steps for International Students

CO-OP/INTERN PROGRAM: STEPS FOR INTERNATIONAL STUDENTS

As an international student with an F-1 visa, you must receive work authorization from International Education Services (IES) located at 3117 Mitchell Building in order to work off-campus in the U.S. You are eligible **to apply** for a type of work authorization called curricular practical training (CPT) if you are enrolled in the Co-op/Intern Program, and **if you have been in lawful F-1 status for nine (9) consecutive months**.

Here are the steps you need to take once you have been offered a co-op/internship position with an organization and **BEFORE** you can begin working:

1. Get an **offer letter on company letterhead** from your employer that states the following:
 - Your name and that you have been hired as a co-op, cooperative education, or intern student
 - Job title and a 2-3 sentence job description that makes it apparent that the position relates to your major and/or curriculum
 - Name of supervisor
 - Exact start and end dates of your work assignment
 - Number of hours per week you will work
 - Salary

You will also be asked to have your employer sign a copy of our **Co-op/Intern & Supervisor Agreement** form. This form can be found on our website at www.coop.eng.umd.edu/students/international.html.

2. Bring this letter to the Engineering Co-op & Career Services Office in 1131 Glenn L. Martin Hall, any time Monday - Friday between 8:30 AM and 4:30 PM. It will take about 15 minutes to meet with a staff member and complete the required paperwork to enroll in the Co-op/Intern Program.
3. Register for ENCO for the semester(s) you will be working. ENCO is a zero credit course that is required for all students enrolled in the Engineering Co-op/Intern Program.
4. Take your offer letter to IES with your original I-20. If everything is in order, IES will grant you work permission on your I-20 for the exact dates of your employment. **NOTE: If you and your employer decide to extend your employment, you must receive an extension of work permission from IES before you can continue working.**

Questions about Co-op?

Contact:

Engineering Co-op & Career Services

1131 Glenn L. Martin Hall
(301) 405-3863 phone
(301) 314-9867 fax
co-op@eng.umd.edu
www.coop.engr.umd.edu

Questions about CPT?

Contact:

International Education Services (IES)

3117 Mitchell Building

For appointments: Call (301) 314-7740 or email an IES International Student Advisor. A list of advisors and their contact information can be found online at www.international.umd.edu/ies/268.

