



COOPERATIVE EDUCATION AND THE INTERNATIONAL STUDENT

Participation in the Cooperative Education Program requires you to comply with immigration regulations and Cahill Center policies. The international student advisor (ISA) will determine your eligibility to participate in the program.

STEP 1 – INITIAL STAGE

- See the ISA to discuss Curricular Practical Training (CPT). Under CPT international students are permitted to work off campus during fall/spring semesters for 15-20 hours per week for 16 weeks or full-time in the summer for 21 or more hours a week for 12 weeks. The ISA will issue the International Student Cooperative Education Eligibility form.

STEP 2 – DOCUMENT SUBMITTAL STAGE

Visit the Cahill Center (Room C-209) to:

- Submit completed ISA approved International Student Cooperative Education eligibility form
- Complete Cooperative Education information card (application)
- Speak with a Cooperative Education advisor to discuss participation and requirements of the Cooperative Education Program (**International students MUST work in positions related to their academic majors**).

Approved International Cooperative Education eligibility form received: _____
Staff Initials Date

STEP 3 – CAREER EXPLORATION AND PREPARATION STAGE

- Complete a resume. Guidelines are available in the Cahill Center as well as on the Cahill Center Web site
- Visit a Cooperative Education advisor in the Cahill Center to submit your resume, discuss available positions and read, understand and sign the Cooperative Education ethical conduct agreement

STEP 4 – COOPERATIVE EDUCATION AUTHORIZATION STAGE

Upon accepting a Cooperative Education position and **BEFORE BEGINNING WORK, IMMEDIATELY:**

- Notify and meet with a Cooperative Education advisor
- Pick up a learning agreement from the Cahill Center and select a participating Cooperative Education faculty advisor
- Make an appointment with the ISA and bring the completed learning agreement. The ISA will authorize you to work for your specific Cooperative Education employer through the SEVIS tracking system. You will receive a **NEW I-20** which **MUST** be given to your employer who will complete the I-9 documentation. **ONLY** upon authorization from the ISA, will you be given permission to register for Cooperative Education.

REMEMBER, YOU ARE NOT PERMITTED TO BEGIN EMPLOYMENT UNTIL CURRICULAR PRACTICAL TRAINING (CPT) HAS BEEN AUTHORIZED BY THE ISA ON PAGE 3 OF YOUR SEVIS I-20. IF YOU WORK WITHOUT ISA PERMISSION YOU WILL BE IN VIOLATION OF YOUR F-1 STATUS, YOU WILL BE TERMINATED FROM SEVIS, AND YOUR STUDENT STATUS MAY BE AFFECTED.

-Employment cannot begin until the appropriate immigration forms are processed as required by law-

Students who continue their Cooperative Education position for subsequent semesters must complete **STEPS 1 through 4** and must follow the conversion process (below)

THE CONVERSION PROCESS

Students who find their own positions OR who choose to stay at a Cooperative Education position for subsequent semesters must follow these steps for approval:

- Submit an updated copy of their resume to the Cahill Center
- Submit a letter on company letterhead, typed and signed by their work supervisor, containing the following:
 1. Job title
 2. Length of time at current position
 3. Hours worked weekly
 4. Salary
 5. Description of responsibilities for upcoming semester—*If continuing in the same position, please identify new responsibilities and/or projects. This letter must demonstrate that new learning will occur.*

Conversion of this position is subject to the approval of the Cooperative Education staff, the faculty advisor and the ISA. In order to receive permission to register you **MUST** have your resume, conversion letter, ethical conduct agreement and the learning agreement completed and submitted to the Cooperative Education department **BEFORE** schedule adjustment for the fall/spring semester or **BEFORE** the first day of Summer Session I.

Failure to follow the above steps WILL jeopardize your immigration status

I have read and understand this agreement to participate in Cooperative Education and am in compliance with ALL US immigration rules and regulations. I understand and abide by the rules governing International Student responsibility provided in this document and in the Office of International Education's "Maintaining Student Status" document.

I will adhere to the policies governing the Cooperative Education Program and Ramapo College of New Jersey and am fully responsible for my participation in this program.

I understand that violation of these aforementioned regulations and standards CAN jeopardize my immigration status and WILL result in immediate dismissal from the Cooperative Education Program and/or disciplinary action.

In signing this document, I acknowledge that I have read it in its entirety, have had the opportunity to ask questions, understand its terms, and have signed it knowingly and voluntarily.

Signature _____ Date _____

DISTRIBUTION: White: Co-op Office **Yellow:** ISA **Pink:** Co-op Faculty Advisor **Goldenrod:** Student