International students who possess an F-1 visa must obtain Curricular Practical Training (CPT) work authorization for employment before each period of cooperative education employment in the United States.

It is the student’s responsibility to obtain CPT work authorization before the first day of employment (including training).

*If you possess a different type of visa, please contact your co-op coordinator immediately.

### STUDENTS

**BEFORE EMPLOYMENT**

1. Confirm start and end date with employer.
2. Contact Steinbright:
   - Obtain co-op coordinator’s signature on Student Registration Agreement form and Supplemental Agreement.
3. Contact International Students & Scholars Services (ISSS):
   - Initiate CPT work authorization process.
4. Retrieve updated I-20 from ISSS once notified by email that your I-20 is ready for pickup.
5. If paid position, obtain a Social Security Number (SSN).

**FIRST DAY OF WORK**

1. Present updated I-20 to employer.
   *Also SSN if paid position*

### EMPLOYER

**BEFORE EMPLOYMENT**

1. Provide student with offer letter indicating start and end dates, hours per week, and hourly rate.

**FIRST DAY OF WORK**

1. Request I-20 from student for employment records.
   *Also Social Security Number (SSN) if paid position*

### DREXEL

**BEFORE EMPLOYMENT**

1. Upon request of student, ISSS will process CPT work authorization.
2. ISSS will notify student when CPT work authorization is finalized and I-20 has been updated.