

Supplemental Co-op Agreement for International Students

You are responsible and accountable for tracking your CPT days. Please note: Optional Practical Training (OPT) is never guaranteed. In order to maintain eligibility to apply for OPT, you cannot work more than 364 full-time Curricular Practical Training (CPT) days.

If you plan on applying for OPT in the future, please follow the steps below **before** completing the International Student Co-op Registration Agreement form and beginning the work authorization process:

1. Consult the second page of your I-20 to calculate the amount of full-time CPT days you have already used. If this is your first co-op, you may not have acquired any full-time CPT days. All days between the start and end date of CPT listed on your I-20, including holidays, weekends, and vacation/sick days, count as days worked. Calculate the amount of full-time CPT days you have used **before** completing the International Student Co-op Registration Agreement form. Neither ISSS nor SCDC can confirm or calculate this information.
2. You are expected to work the full length of your co-op cycle. If your co-op will exceed 364 full-time CPT days and you would like to maintain your OPT eligibility, you may be permitted to adjust your work schedule by switching to part-time CPT for the days required at the end of your co-op cycle. To switch to part-time CPT, two levels of approval are required **before** CPT is issued:
 - **First:** Contact your Co-op Coordinator and notify him/her of the exact date you wish to switch to part-time CPT.
 - **Second:** Contact your employer to request permission to switch to a part-time schedule (20 hours/week) for the days required at the end of your co-op cycle to maintain your OPT eligibility.
 - *Please note, employers expect you to work as originally planned for the entire co-op cycle and your employer can approve or deny your request.*
 - **Third:** If approved, ask your employer to send an email confirmation of your approved, modified work schedule to your Co-op Coordinator.
3. Fill out the [International Student Co-op Registration Agreement](#) form and visit your Co-op Coordinator to start the CPT work authorization process.

Please note, once CPT is issued, you cannot change your co-op employment dates unless there are extenuating circumstances. If there are extenuating circumstances, please communicate with your Co-op Coordinator prior to speaking to your employer. A letter of appeal outlining reasons for your requests may be required.

Failure to comply with these policies may result in failure to receive co-op credit and/or a career hold being placed on your account. For more information on work authorization policies and procedures, please visit the ISSS employment website: http://drexel.edu/studentlife/get_involved/international_students_scholars/current-students/Employment/.

My signature below indicates that I have read, and that I understand, the above-stated policies and procedures in regards to my upcoming co-op placement and the official co-op dates listed below.

Student Signature and Date

Student Name (Printed) and Drexel ID Number

Co-op Coordinator Signature and Date

Official 2017-2018 Fall/Winter Co-op Dates:
Start Date: September 25, 2017
End Date: March 30, 2018