



# Steinbright Career Development Center Student Co-op Registration Agreement

Completion and submission of this agreement to the Steinbright Career Development Center prior to beginning cooperative education employment is required to officially notify the University that you are a registered student in co-op employment as well as record the cooperative education experience on your official transcript for graduation requirements. This form must be completed in its entirety for all F-1 International Students.

Student Name (Print): \_\_\_\_\_

Drexel ID Number: \_\_\_\_\_

Student Email: \_\_\_\_\_

Co-op Advisor: \_\_\_\_\_

I have accepted a co-op position with the following employer for the specific time period indicated on this agreement. I understand the conditions of employment including work location, transportation method, daily travel time, the nature of the environment, physical conditions, required work hours, compensation rate, seasonal aspects, and opportunity for advancement and agree to be bound thereby.

The co-op is for  1 or  2 term(s):  Fall  Winter  Spring  Summer

Please check the appropriate co-op program:  Undergraduate co-op  Graduate co-op

Work Location – Please check one:  In Person  Remote  Hybrid (both in person and remote)

Hybrid work is any combination of remote work and required in-person work. This may include events/conferences or normally scheduled office days.

Company Name \_\_\_\_\_

Position Title \_\_\_\_\_

Supervisor Name and Title \_\_\_\_\_

Hourly Rate \_\_\_\_\_ Hours/Week \_\_\_\_\_

Employer Street Address (City, State, Zip, Country)  
\_\_\_\_\_

Stipend Amount / Other Compensation \_\_\_\_\_

Supervisor Email \_\_\_\_\_

Return to former co-op  Independent job search

Supervisor Telephone \_\_\_\_\_

Advisor referral  SCDCOnline

**Indicate the source of this co-op experience below:**

I will update/have my current address updated in DrexelOne if move for this co-op position.

I understand and agree to abide by all Drexel and Steinbright policies and procedures. I will notify my advisor immediately of any significant change in my employment status or work environment (i.e. questions of wages/hours; termination, layoff, or resignation; etc.). I understand that failure to inform my advisor of such changes will result in a review of the circumstances for appropriate action which may include probation, a failed work term, or possible suspension from the University or loss of co-op credit.

Start Date of Employment: \_\_\_\_\_

Street Address (during co-op) \_\_\_\_\_

End Date of Employment: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Student Signature/Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**TO BE COMPLETED BY CO-OP ADVISOR:**

Advisor Signature/Date: \_\_\_\_\_

Does the student currently have SSN?  Yes  No

Does this student need SSN for co-op?  Yes  No

**F-1 CURRICULAR PRACTICAL TRAINING (CPT)**  
**UNDERGRADUATE Students**

<b>Family/Last Name:</b>	<b>Given/First Name:</b>
<b>Student ID Number:</b>	<b>Drexel Email:</b>

**CURRICULAR PRACTICAL TRAINING (CPT):**

Curricular Practical Training (CPT) allows F-1 students to engage in employment as long as it is an integral part of their curriculum. This employment includes: *cooperative education*, or any other type of *required internship* or *practicum* that is offered by sponsoring employers through cooperative agreements with the school. According to the federal regulations (8 CFR, §214.2 (f)) "CPT is a type of employment authorization which permits international students with **F-1 visa status** to fulfill their degree program requirement. It is important to understand that CPT is 'an integral part of an established curriculum' (214.2)."

**PREREQUISITES:**

- CPT must be an integral part of the curriculum and must be required by the academic program or, if not required, must be taken for an academic credit that will count toward the degree.
- CPT must fulfill a specific academic objective. If an employment opportunity is solely sought because it is beneficial, relevant, or excellent professional/personal experience it does **NOT** qualify for CPT.

**ELIGIBILITY REQUIREMENTS:**

- Student must have been full-time enrolled and physically present inside the United States for at least one academic year prior to engaging in CPT.
- Student must maintain full time enrollment of course credits during CPT, which can include co-opcredits.
- Student must complete the Registration Agreement form signed by the Steinbright Career Development Center prior to submitting it to the ISSS office.
- **Student must obtain CPT I-20 work authorization from ISSS prior to the beginning of employment.**

**STUDENT ACKNOWLEDGMENT (To be reviewed by the student):**

- I understand that I must fill out the form completely and clearly with the employer's information before submitting to ISSS.
- I understand that my CPT participation must fulfill a specific academic objective.
- I understand that my CPT start date must be consistent with the University's official term start date and **must not** exceed the next term start date.
- I understand that when there is an early training requirement, I need a written explanation from my employer in order to have an early CPT employment start date. This request must be approved by the Steinbright Career Development Center **prior** to ISSS granting CPT work authorization.
- I understand that any CPT employment end date adjustment must be approved by the Steinbright Career Development Center in writing first. Upon approval, ISSS will proceed with further adjustment.
- I understand that if I participate in full-time co-op for more than **364 days** in the United States, I will not be eligible to apply for any OPT at current degree level.
- I understand that my authorization is limited to the employment as outlined in this agreement.
- I understand that I must update ISSS of any employment interruptions and/or changes within three business days while on CPT.
- I understand that ISSS may request additional information at any time during the CPT application process.
- I understand that ISSS requires a minimum of three business days to review and authorize my CPT request.

**STUDENT'S SIGNATURE:**

By signing/typing my name below I verify that I understand the above rules and regulations pertaining to my CPT authorization and I confirm that I will consult with ISSS if I am unclear about my responsibilities and the requirements pertaining to my employment options.

Student Signature: \_\_\_\_\_

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yy)

## Work Authorization Understanding: F-1 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 Steinbright 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 Advisor 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 Advisor.
3. Fill out the International Student Co-op Registration Agreement form and visit your Co-op Advisor to start the CPT work authorization process.

Please be sure to communicate any changes in your employment dates with your co-op advisor and ISSS as soon as you become aware of a change.

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.

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.

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Student Signature (Above)

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Today's Date and Student Drexel ID Number

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Co-op Advisor Signature and Date

### ***Official 2022-2023 Co-op Dates:***

***Fall/Winter: September 19, 2022 - March 31, 2023***

***Spring/Summer: April 3, 2023 - September 22, 2023***

***Summer Only: June 26, 2023 - September 22, 2023***

***Graduate Co-op Summer/Fall: June 26, 2023 - December 15, 2023***