

CO-OP APPLICATION PROCESS

STEP ONE IDENTIFY CO-OP OPPORTUNITY

Are you eligible?



- Completed at least 1 semester in program
- In good academic standing with GPA ≥ 3.0
- If international student, have been in F-1 status for at least 9 months

START

Secure co-op employment offer

Discuss with academic advisor

1-3 weeks

Create or update Plan of Study to include co-op course for appropriate term (GRAD 5944 / 7944)

STEP TWO APPLY FOR CO-OP (allow three weeks for this step)

Complete co-op application online and upload your job offer letter (login with VT Google credentials to access application)



1-5 days

Advisor/departmental review and decision

2-5 days

Graduate School review and decision

2-5 days

Apply for CPT through Cranwell International Center (international students only)



STEP THREE CO-OP EXPERIENCE



Begin co-op employment

Graduate School registers you for co-op course GRAD 5944 or 7944

(co-op employment may begin before co-op course registration is finalized)

after co-op (and CPT) is approved

END

Submit co-op evaluation to Graduate School



Graduate School assigns grade for completed co-op course

