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

**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)

**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)

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)

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)

END

- Submit co-op evaluation to Graduate School
- Graduate School assigns grade for completed co-op course

April 12, 2023