As an international student with an F-1 visa, you must receive work authorization from International Student & Scholar Services (ISSS) located at 3109 Susquehanna Hall in order to work off-campus in the U.S. You are eligible to apply for a type of work authorization called curricular practical training (CPT) if you are enrolled in the Co-op/Intern Program, and if you have been in lawful F-1 status for nine (9) consecutive months.

Here are the steps you need to take once you have been offered a co-op/internship position with an organization and BEFORE you can begin working:

1. Get an offer letter on company letterhead from your employer that states the following:
   - Your name and that you have been hired as a co-op, cooperative education, or intern student
   - Job title and a 2-3 sentence job description that makes it apparent that the position relates to your major and/or curriculum
   - Name of supervisor
   - Exact start and end dates of your work assignment
   - Number of hours per week you will work
   - Salary

   You will also be asked to have your employer sign a copy of our Co-op/Intern & Supervisor Agreement form. This form can be found on our website at www.careerengr.umd.edu/students/international.html.

2. Bring this letter to the Engineering Co-op & Career Services Office in 1131 Glenn L. Martin Hall, any time Monday - Friday between 8:30 AM and 4:30 PM. It will take about 15 minutes to meet with a staff member and complete the required paperwork to enroll in the Co-op/Intern Program.

3. Register for ENCO for the semester(s) you will be working. ENCO is a zero credit course that is required for all students enrolled in the Engineering Co-op/Intern Program.

4. Take your offer letter and Supervisor Agreement to ISSS. If everything is in order, ISSS will grant you work permission on your I-20 for the exact dates of your employment. NOTE: If you and your employer decide to extend your employment, you must receive an extension of work permission from ISSS before you can continue work.

**Questions about Co-op?**

Contact:

Engineering Co-op & Career Services
1131 Glenn L. Martin Hall
(301) 405-3863 phone
(301) 314-9867 fax
co-op@eng.umd.edu
http://www.careerengr.umd.edu

**Questions about CPT?**

Contact:
Office of International Student & Scholar Services (ISSS)

3109 Susquehanna Hall

For appointments: (301) 314-7740 or email an ISSS International Student Advisor. A list of advisors and their contact information can be found online at:

http://www.international.umd.edu/ies/