



# International Student Co-op Registration Procedures

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**\*\*Do NOT work until steps 1-6 are completed\*\***

1. Check UCIE website to determine if you are eligible to participate in the practical training:  
<http://www.wright.edu/ucie/students/employment.html>  
Check Career Services website to determine if you are eligible to participate in the co-op program:  
<http://career.wright.edu/student/coopandinternship/eligibility.html>
2. If you are eligible and have been officially offered the job, then contact Career Services to schedule an appointment to meet with your advisor. ***Please be sure you have no holds on your WSU account; otherwise, registration will not be possible.***
3. Bring relevant information to the meeting with your Career Services advisor such as:
  - company name
  - company address
  - phone number
  - supervisor's name
  - supervisor's e-mail
  - job title
  - salary information
  - hours to be worked

A copy of the offer letter is NOT needed to register.

4. After your appointment, your Career Services advisor will e-mail your supervisor the International Student Co-op Agreement Form. The supervisor will be asked to send the form back to your Career Services advisor via email, and include you and Kim Brumbaugh (in UCIE) in the correspondence.
5. Once Career Services and UCIE receive the International Student Co-op Agreement Form, Career Services will forward registration paperwork to Kim Brumbaugh in UCIE. Kim will check your eligibility and forward your final registration paperwork to the Registrar's office.
6. Finally, you will want to check your WINGS Express account periodically to determine that you have been registered for CPE (cooperative education). ***You are NOT to begin working until you are officially registered for co-op which will be indicated on your WINGS Express account.***

***Important note: The registration process can take several weeks to complete due to variability in supervisor response time and the processing time in UCIE and the Registrar. Please plan accordingly.***

## Exit Interview Requirements

- At the end of every quarter you co-op, you must complete an exit interview with your Career Services advisor in order to receive a grade. You will receive an email reminder from your Career Services advisor to schedule and appointment during the last three weeks of the quarter.
- You must bring to the appointment: (1) the performance appraisal completed by your supervisor; (2) a typed job description completed by you. Career Services will e-mail your supervisor the performance appraisal form prior to your appointment.
- If you will continue your co-op, you can register your co-op for the upcoming quarter during the exit interview.