



Supplemental Co-op Agreement for International Students

You are responsible and accountable for tracking your Curricular Practical Training (CPT) days prior to the start of your co-op experience. If you are uncertain about the number of days you have used, please consult with International Students and Scholars Services (ISSS).

If you plan on applying for Optional Practical Training (OPT) in the future:

- You must notify your co-op coordinator on what date you would need to end your co-op. (Please note, OPT is not guaranteed.)
- You are expected to work the full length of your co-op cycle and, if you wish to alter your end date for any reason, you must first receive approval from your co-op coordinator before speaking with your co-op supervisor.
- Please note that employers expect you to work until the end of the term and, if an early end-date is approved by the Steinbright Career Development Center, your co-op supervisor can approve or deny your request.
- After meeting with your co-op coordinator, you must speak with your supervisor before your first day of work to ensure that you have the necessary approval for any date changes.
- Your supervisor must e-mail your co-op coordinator written approval for both your modified end date, as well as understanding of the reason for which you wish to end your co-op early.

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:

http://drexel.edu/studentaffairs/get_involved/international_students_scholars/employment/

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.

Student Signature and Date

Student Name (Printed) and Drexel ID Number

Co-op Coordinator Signature and Date

Official Fall/Winter 2014 Co-op Dates:

Start Date: March 30, 2015

End Date: September 18, 2015