

Canada International Graduate Students Checklist – Co-Op

*****Your Academic Advisor and Co-op Advisor are here to support you in your co-op search! Please note that experiential learning opportunities are not guaranteed*****

Step 1 (Recommended Completion in First or Second Academic Term of Program):

- Meet with your Academic Advisor to map out a course plan in order to participate in co-op (If you started your program prior to Fall 2021, you may have the option to enroll in a 3-credit or 4-credit course associated with your co-op).
- If you were not issued a Co-op Work Permit on entry to Canada, please see this link for instructions and apply as soon as possible: [Co-Op Work Permit - officeofglobalservices \(northeastern.edu\)](https://www.northeastern.edu/global-services/co-op-work-permit/)
- Complete INT6200 Preparing for Experiential Learning course (1-credit) to increase your likelihood of success (optional, but recommended.)
- Create a profile for the [NUWorks Co-Op Database](https://www.northeastern.edu/global-services/nuworks/) (*Please note successfully completing INT6200 is required to be granted access to the co-op positions in NUworks*)
- Attend the workshops on Experiential Learning, Co-op Search Strategies, and Working in Canada
- Visit Career Design Center and attend additional [career workshops](#) to help ensure you are “career ready”
- Complete an [XN project](#) to gain professional knowledge and expertise (completing INT6200 is a prerequisite for a co-curricular XN project and enrollment in INT5964 is required during the same academic term as the project)

I have taken or plan to take the Experiential Prep course in the following term: _____

I will be academically eligible to complete a co-op starting: _____

As an international student, you must meet ALL the following eligibility requirements to participate in a co-op

Co-Ops (full-time) 30-40 hours per week
<ul style="list-style-type: none">• Complete 3 *consecutive terms/academic terms of full-time study (minimum of 8 credits completed each academic term)• Complete 20 quarter hours in the current CPS program• Cumulative GPA of 3.0 or higher• Must be related to a current degree program• The length of a co-op can be one or two academic quarters (3 and/or 6 months)• A co-op cannot be completed in a student's final term• International students must have a valid co-op work permit to participate in co-op

Step 2 (Recommend Completion in Term Before you're Eligible to Start):

A) Confirm Your Academic Eligibility:

- I will complete one academic year of consecutive full-time study (minimum of 8 credits each academic term) on: _____
- I will complete the minimum credits needed for experiential learning (see requirements above) on: _____
- My Cumulative GPA is 3.0 or higher

B) Review Co-op Course Requirements:

- I understand the course requirements which need to be completed during the time period I am participating in a co-op. See information on co-op course requirements below:
 - All students participating in co-op will be enrolled in a 0-credit, pass/fail, COP6945 Experiential Learning course, which includes a required reflection component and self-assessment managed by your co-op advisor through NUworks
 - For students enrolled in Fall 2021 or after, there is no for-credit option co-op/internship and students must

complete the above NUworks reflection requirements through COP6945. Students who started their program prior to Fall 2021 may have the option to enroll in a 3-credit or 4-credit elective course, COP6940 Personal and Career Development. This course can take the place of a required program elective and a student enrolled in this course would not be required to complete the reflection component in NUworks. *Meet with your Academic Advisor to ensure that you have room in your course map for this option.*

- I have academic program requirements to complete upon returning from co-op.

C) Search for and Apply to Positions:

- Review CPS Academic Calendar and Deadlines for Co-Op Start Dates (Co-op is approved is on a PER ACADEMIC TERM BASIS). Be sure that the dates of the co-op are aligned with the academic calendar and will keep you in status for the duration of the academic term that you will be engaging in experiential learning.
- Attend a Job Search Strategies Workshop.
- Keep in mind co-op positions are generally posted four months earlier than the start date
- Search for positions on NUworks Database (successful completion of INT6200 is required for access)
- Search for positions through outside sources (example: LinkedIn, Indeed.com, etc.)
- Be informed and conduct due diligence to ensure that your intended co-op employer/organization and the practical training that you will engage in are valid.

*Only apply to Co-ops that are **academically integral to your program of study and learning objectives** – your Co-op Advisor will give guidance and final approval**

D) Once you have received an Offer Letter:

- Review your offer letter and make sure the start and end dates align with your academic calendar
- Upload your Co-op Work Permit and offer letter on NUWorks Date sent: _____
- Email a copy of the offer letter to your Co-op Advisor
- Wait for approval. **Do not work prior to or beyond Co-op authorized dates**
- Co-op work cannot be approved for greater than six months per academic program
- Without your co-op work permit, you cannot work during your scheduled co-op work term in any capacity – on/off-campus, full/part-time, paid/unpaid – for co-op credit
- You must be registered in an official co-op course (consult with your co-op advisor)
- Your co-op position must be full time (30 - 40 hours per week)
- Summer co-op positions must meet the requirements above, if you choose to work full time on your study permit in the summer, the position will not be considered as co-op work, and you must return to complete at least one course.

Questions?

Contact Your Academic Advisor For Questions Regarding:	Contact Your Co-op Advisor for Questions Regarding:
Course Planning and Mapping	Experiential Learning, Search Strategies, and Career Readiness Programing
Academic Eligibility/INT62000 Experiential Learning Prep Course	NUworks Database Registration and Use
Aligning Co-Op placement dates with your graduation date	Co-Op Start Date Deadlines
	Co-op Approval
Find your Academic Advisor Here	Find your Co-op/Experiential Advisor Here or visit our website for our Walk-In schedule.

For questions related to your Co-op Work Permit application or other Canadian immigration questions related to working in Canada, please contact your International Student Advisor, or see the OGS Canada website: <https://international.northeastern.edu/ogs/student-support/global-campuses/canada/working-while-studying/>