



## COOPERATIVE EDUCATION PARTICIPATION INSTRUCTIONS TO PARTICIPATE

### IN THE CO-OP PROGRAM COMPLETE ALL REQUIRED STEPS:

\* PhD & Graduate Students: Please see second page

#### 1. Apply To The Co-Op Program:

- Discuss eligibility with your academic advisor through Navigate - ([instructions can be found here](#))
- Log in to Handshake and complete your profile, upload your resume, and select your career interests
- To apply on Handshake: Click “Career Center,” then “Surveys,” and complete the Co-op application
  - You will receive an email confirming your acceptance within 3-5 business days

#### 2. Prepare the Necessary Documentation for Your Co-op:

- Offer Letter that contains the following:
  - Job title and a 2-3 sentence job description that confirms the position is related to your major
  - Name of your supervisor and their contact information
  - Exact start and end dates of your work assignment
  - Number of hours per week you will work
  - Salary by hour, week, or month
- Unofficial Transcript as a PDF (found on your Highlander Pipeline)
- Locate your career advisor and faculty co-op advisor:
  - [Your Career Advisor](#)
  - [Your Faculty Co-op Advisor and co-op course](#)

#### 3. After Acceptance, Enter your Co-op as an Experience on Handshake On

Handshake: click “Career Center,” then “Experiences,” then “Request an Experience,” select the “Experience Type” that reflects your degree, college, and work authorization

- Complete ALL fields accurately
  - Failure to do so will result in delayed processing
- After submitting the Experience, click “New Attachment”
  - Upload your offer letter as a PDF
  - Upload your offer letter and unofficial transcript as a PDF
    - Failure to upload either of these documents will result in delayed processing

#### 4. Processing and Registration

- CDS will review your submission and begin the approval process
  - You will be contacted by email, or Handshake comments, if additional information is needed

Review approvers in Handshake to monitor your progress. After your faculty co-op advisor and supervisor have approved your Experience, contact your CDS advisor for a course registration permit. Approvals may take up to 7 business days.

- Once registered for the co-op course, upload your latest transcript to your Experience and email your

career advisor to finalize the approval from CDS.

- **If you are an international student: the Office of Global Initiatives (OGI) must also approve your co-op for CPT and generate a new I-20 after you have registered for the co-op course. OGI requests that this may take up to 7 business days.**

## 5. During Your Co-op Experience

- Update your Experience by clicking “*Career Center*,” then “*Experiences*,” then your current experience
  - Add to the “Learning Objectives” section throughout the semester
- Complete your Experience
  - Upload your Co-op paper and Presentation by clicking “New Attachment” within your Experience
  - A “Student Self-Evaluation” will be emailed to your NJIT email at the end of the semester
  - Confirm with your supervisor that they received

### Note For PhD & Graduate Students:

- If you are a Ph.D. student your current and/or future NJIT funding may be impacted (reduced or terminated) because of CPT. Consult with the Graduate Studies Office before you submit this application.
- Students CANNOT enroll for only online courses while they are doing CPT. If enrolled part-time, students must submit the Adviser Form for Full-Time Certification to the Office of Global Initiatives.