



## How to Earn Academic Units Through the Cooperative Education Program

### I. REGISTRATION:

#### Domestic Students

1. Submit the following documents:

- The *Registration Packet (Student Application and Student Liability Release Form)*
- An *Offer Letter* from your employer on their letterhead, including your job description, dates of employment, average hours worked weekly, and your supervisor's signature
- A signed *Faculty Agreement Form* from an SFSU Faculty in your field of study

2. Meet with the *Director of the Cooperative Education Program*

3. Register for one of the following *classes*: SCI 693 (Undergraduate) or SCI 793 (Graduate); or AU 693/AU 793 through College of Extended Learning (CEL)

#### International Students

Follow Steps 1-3 above, plus:

4. Obtain a *Support Letter* from your faculty advisor (a template can be found at [www.sfsu.edu/~oip](http://www.sfsu.edu/~oip))

Then bring your I-20, Support Letter, Offer Letter, and Course Registration to the Office of International Programs, ADM 458A, and they will issue you a Curricular Practical Training Work Permit.

If you have questions about the process, contact us. We're here to help!

