How to Earn Academic Units Through the Cooperative Education Program

1. 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)

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!