

1. Student Information:

List all the semesters you'll be working for the company. As a graduate student, one credit of co-op will qualify you as a full-time student, but you may register for up to 6 per semester. If you have registered for other classes for the semester(s) you are on co-op, we must have your permission to drop them.

Name: (First)			(Middle)			(Last)			Student ID #: M		
Major				GPA:		Masters or PhD Candidate:				Expected Grad Date: / /	
Semester:		Year:		Semester:		Year:		Semester:		Year:	
Co-op:	Intern:	# Co-op Credits:		Co-op:	Intern:	# Co-op Credits:		Co-op:	Intern:	# Co-op Credits:	
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
Permission to drop classes:			<input type="checkbox"/>			Permission to drop classes:			<input type="checkbox"/>		
Mailing Address While on Co-op ** (Please update mailing address in BanWeb)** :								Personal Phone: ()			
City:				State:		Zip:		MTU email address: @mtu.edu			
Emergency contact Name:					Relation to you:			Emergency contact phone #: ()			

2. Company Information

Co-op/Intern Employer (Company Name):		
Supervisor/Contact:		Title:
Supervisor/Contact email address:		Phone: ()
Company Address ** (International Students: This MUST be the physical address at which you will be working)** :		
City:		State: Zip:

3. Compensation

The following information is helpful for maintaining data about co-op compensation offered by employers. Please check all additional benefits that apply and provide details if appropriate.

Hourly Salary: \$	<input type="checkbox"/> Tuition Reimbursement:	<input type="checkbox"/> Relocation Expenses:
<input type="checkbox"/> Transportation:	<input type="checkbox"/> Living Stipend:	<input type="checkbox"/> Other:

4. Next Steps

When we receive this form and all the necessary paperwork listed below, **WE WILL REGISTER YOU FOR YOUR CO-OP CREDITS** and send you an email to confirm.

- 1) Graduate Checklist for Co-op** (ensure you meet all of the eligibility requirements in the first section of this list)
- 2) Cooperative Education Agreement Form** (This form can be emailed or faxed to your contact at the company for their signature. As long as you sign a copy and complete all the other forms you can be registered before we receive a signature from the company. You are responsible for completing this form before you begin your co-op.)
- 3) Submit a copy of your offer letter from the company**

****ATTENTION** We must receive all co-op registration paperwork prior to the University's "Last Day to Add/Drop" to avoid a late registration fee. (see the Registrar's webpage for specific dates - www.mtu.edu/registrar)**

5. Advisor Acknowledgement and Concurrence

By signing I acknowledge that I am aware that my student will be taking part in a co-op/intern experience. If the student is undertaking a co-op, I also agree to read the student's final report and provide the Co-op Office with a final grade for the student at the end of the student's co-op.

Advisor's Name (Print):	Signature:	Date:
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Student Signature & Date Required

X

Date:

Co-op office use only:	SZACOIN <input type="checkbox"/>	T1	T2	T3	T4
	NOTIFIED <input type="checkbox"/>	REG	REG	REG	REG