

1. Student Information:

List all the semesters you'll be working for the company. If you are working during the summer, understand that for most situations it is not necessary to register for co-op credits during the summer to be considered a full-time student. If you need the credits and can use them towards your degree you can register for them, otherwise, simply list the summer semester as "intern."

One credit of co-op will qualify you for full-time student status **ONLY IF YOU ARE REGISTERED FOR OTHER CREDITS AT TECH**, i.e. an online class or a class on campus if your co-op is local. If the only credits you are taking are the co-op credits you **MUST** register for 2 credits to be a full-time student.

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:		Class Status While on Co-op/Intern:				Expected Grad Date: / /										
Semester:		Year:		Semester:		Year:		Semester:		Year:		Semester:		Year:						
Co-op:	Intern:	# Co-op Credits:		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"/>			<input type="checkbox"/>	<input type="checkbox"/>							
Permission to drop classes:				Permission to drop classes:				Permission to drop classes:				Permission to drop classes:								
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) 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)**

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