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**Career Services and Cooperative Education**

**Co-Op/Internship Application**

**Instructions**

Complete all sections of the form. Return to Career Services and Cooperative Education Office with a current resume. All documents must be sent to [techcareerservices@mail.wvu.edu](mailto:techcareerservices@mail.wvu.edu) with the subject line: Co-Op/Internship Application.

**Student Information**

Name: Click here to enter text. Student ID: Click here to enter text.

Email Address: Click here to enter text. Phone Number: Click here to enter text.

Address: Click here to enter text. Major: Click here to enter text.

Academic Advisor: Click here to enter text. GPA: Click here to enter text.

Completed Credit Hours: Click here to enter text.

**Citizenship Status**

U.S. Citizen

Permanent Resident

International (F-1 Visa)\*

**Have you already secured a co-op or internship site?**

Yes  No

*If yes, please complete the following:*

Employer: Click here to enter text.

Address: Click here to enter text.

Telephone Number: Click here to enter text.

Contact Name and Title: Click here to enter text.

Contact Email Address: Click here to enter text.

I hereby consent to release my co-op/internship file, including academic transcripts, to potential employers. I agree to register for the appropriate cooperative education course and pay the registration fee for each co-op/internship work period. I understand and agree that the Career Services and Cooperative Education Office may register me for any work term while I am on the job, and I will be responsible for paying the required fees.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*International students must also complete the Curricular Practical Training (CPT) Application.*

Disclaimer: Career Services and Cooperative Education cannot guarantee placement in cooperative education/internship sites since this is an elective program. Students are encouraged to begin the search process at least one semester before the anticipated co-op or internship semester.