

# International Co-op Process

The International Co-op process is a collaborative effort between you, your primary Co-op Faculty Coordinator, and your International Co-op Counselor, all of whom will be integral to the process. To begin, you should:

1. Visit the [International Co-op Website](#) to get more information about the program.
2. Meet with your primary Co-op Faculty Coordinator in person to discuss your interest in international co-op. Your specific coordinator is listed on your Banner account. Ask them to release you for International Co-op.
3. Make an appointment with the appropriate International Co-op Counselor to begin exploring countries and opportunities that might interest you. [Who should I meet with?](#)

Throughout the semester, you will be working closely with both your Co-op Faculty Coordinator and your International Co-op Counselor. It is important to keep each informed about your search process.

## Co-op Faculty Coordinator

- Releases you to search for international and domestic co-ops
- Works with you to search for domestic jobs
- Approves self-developed international co-ops
- Approves notation of your completed co-op on your academic transcript
- Meets with you for your Co-op Reflection meeting at the end of your experience, which varies based on major and college

## International Co-op Counselor

- Provides guidance during your search for potential international co-ops
- Grants access to forms and documents:
  - Visas
  - SOS Insurance
  - Emergency Protocols
  - Other necessary legal paperwork
- Serves as your primary contact while abroad
- Directs you to resources which may be able to help you find international housing
- Hosts the mandatory Pre-Departure Orientation

It is important to **CC both** of these people on every email so that both are kept up-to-date.

## **Warning!**

- If you are developing your own international co-op, you must have the position approved by your Co-op Faculty Coordinator. Your International Co-op Counselor will help you with the necessary legal paperwork mentioned above. If you fail to meet with both advisors you will not be officially placed on co-op, and subsequently will be considered withdrawn from the University.
- All international students must meet with ISSI before co-op, even if they are returning to their home country.

## **Special considerations**

- If this is your first co-op, you should be open to many different types of international co-ops. You should also continue to search for domestic opportunities with your primary Co-op Faculty Coordinator to increase your odds of successfully finding a placement.
- If you accept an international co-op opportunity that you developed yourself or that was developed within your college, you must still work with International Co-op for the paperwork mentioned above. You must also attend the mandatory Pre-Departure Orientation.

## **Before leaving for International Co-op**

- You must attend the mandatory Pre-Departure Orientation held by the International Co-op Office.

- Be sure you have completed all of your necessary paperwork: [Required Forms](#)
- Fill out the Travel Log through your MyNEU “Services and Links” tab.

#### **While on International Co-op**

- Complete and submit the [In-Country Contact Form](#) and update your information in the MyNEU Travel Log.
- Your International Co-op Counselor is your primary contact if you have any problems while you are out of the country, but also make sure to inform your Co-op Faculty Coordinator so they may both assist you.

#### **Returning from International Co-op**

- You must complete all of the reflection and evaluation materials required by your Co-op Faculty Coordinator.
- The International Co-op Office hosts a Re-Entry Celebration which helps students debrief their experience.
- You will be asked to provide feedback to the International Co-op Office about your experience abroad.