



Rensselaer

CENTER FOR CAREER AND
PROFESSIONAL DEVELOPMENT

ATTENTION STUDENTS PLANNING TO GO ON CO-OP!!

Once you have an official offer – take note of the next steps:

- Forward a copy of official offer letter and your resume to co-op@rpi.edu
- Attend a required co-op briefing – dates are listed in JobLink under “Events” and then under “Workshops”

To maintain your student status, you will have to register your co-op with the CCPD. **Your offer letter must be on company letterhead or from an official company email and must contain your start date, end date, rate of pay and a brief description of the work you will be doing.** At your briefing you will get the paperwork needed to begin the registration process.

Your co-op is first approved by our office – and then approved by your academic advisor. Once your paperwork has been turned into our office, we will register you for your co-op.

If you have any questions, contact Dawn Cairns-Weaver, Director of the Co-op Program, at cairnd@rpi.edu.

*Graduate student co-op approval process includes approval from your GPD as well as OGE.

**International students required approval from ISSS