



# Northeastern University

## College of Professional Studies

Cooperative Education and Internships  
41 Belvidere, 360 Huntington Avenue, Boston, MA 02115  
1.617.373.3122

## COOPERATIVE EDUCATION APPLICATION

Please read through all of the instructions below before you start your application. Consult with the Cooperative Education Department if you have any questions.

### APPLICATION DEADLINES

Please check the cooperative education website for upcoming application deadlines: [www.northeastern.edu/cps/coop](http://www.northeastern.edu/cps/coop)

### ELIGIBILITY REQUIREMENTS

- Cumulative QPA 3.000 or above.
- Undergraduate students must have completed 42 QH of *foundation/major* courses. Graduate students must have completed 21 QH of *required* degree courses.
  - Students may not have an “incomplete” mark on any of their required *foundation/major* or *required* courses.
- Students with an F-1 visa must be enrolled in full time status (9 QH: graduate and 12 QH: undergraduate) at CPS for three consecutive quarters before being eligible for co-op.

### APPLICATION CHECKLIST

- Personal Information
- Academic Information
- Personal Statement (250-400 words total). Please answer both questions:
  1. What are your objectives for this co-op? How would they relate to your present and future academic and career goals?
  2. What aspects of your personal experience, such as relevant coursework or job experiences, have prepared you for this position?
- Degree audit  
Contact your Academic Support Specialist to request a degree audit 3-4 weeks prior to the application deadline. You can access the form on line at this link: <http://www.cps.neu.edu/student-services/office-of-academic-and-student-services-support/forms>. Please indicate in Part II of the audit form that this is a requirement of your co-op application.
- Resume: Attach an updated resume
  - \* Note: The Office of Academic and Student Support Services offers workshops on resume writing.

**PERSONAL INFORMATION**

Applicant's Name \_\_\_\_\_  
*First* *Last* *Middle*

Student ID Number 000- \_\_\_\_\_ Gender  Male  Female Country of Citizenship \_\_\_\_\_

Current Address:

Street \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_ Country \_\_\_\_\_

Day Time Phone ( ) \_\_\_\_\_ Evening Phone ( ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Indicate which quarter and year you intend to do an internship (check the boxes):

Fall  Winter  Spring  Summer  Year \_\_\_\_\_

How did you learn about this program?

- Campus newspaper
- Professor
- NEU/CPS Website
- Former Participant
- Advisor
- Other \_\_\_\_\_

**ACADEMIC INFORMATION (available through myNEU)**

Cumulative QPA \_\_\_\_\_ Academic Program \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

Do you currently have or have you ever had any disciplinary sanctions at a college or university?

- Yes (please explain on a separate sheet)
- No

**PERSONAL STATEMENT (attach your response 250-400 words)**

1. What are your objectives for this internship? Be specific. How would they relate to your present and future academic and career goals?
2. What aspects of your personal experience, such as relevant coursework or job experiences, have prepared you for this position?

I certify that the statements made throughout this application are true.

**APPLICANT'S SIGNATURE**

**DATE**

**PLEASE SEND THIS FORM AND ADDITIONAL APPLICATION MATERIALS TO**

Ellen Stoddard  
 Northeastern University College of Professional Studies  
 41 Belvidere, 360 Huntington Avenue, Boston, MA 02115  
 Phone: 1.617.373.3122 | Fax: 1.617.373.3843 | Email : e.stoddard@neu.edu