

**Northeastern University**  
**College of Computer and Information Science Co-op Status Form**

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Name: \_\_\_\_\_ Year: \_\_\_\_\_ Division: \_\_\_\_\_

ID #: \_\_\_\_\_

Citizenship: **FI**                      **PR**                      **US**                      **Other** \_\_\_\_\_

*FI Students must submit additional visa paperwork before every work period!*

Company Name: \_\_\_\_\_ Manager: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Status for \_\_\_\_\_. I have contacted my current employer and informed them:  
(current co-op period)

I will return for six months beginning on \_\_\_\_\_ (date)

Job Title: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_ Weekly Rate: \_\_\_\_\_

Hours/Week: \_\_\_\_\_ Overtime Y/N Salary: \_\_\_\_\_

I will **NOT** return

Reason: \_\_\_\_\_

\_\_\_\_\_

*Make sure to discuss this with your Faculty Coordinator **before** confirming it with your employer.*

I certify that I have contacted my employer to discuss my co-op status as indicated above.

Student

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

I understand that failure to return this form on time will lead to loss of my co-op position. In addition, failure to return this form may lead to withdrawal from the University resulting in: Loss of Financial Aid, Scholarships, Loan, and Health Insurance.

**Tell us your plans as soon as possible, and return to 302 WVH.**  
**Attach an updated resume**