

EASTERN MICHIGAN UNIVERSITY
Application for Cooperative Education
(If already employed)

Follow steps 1-4, read, complete and submit to the office listed below:

Stage 1

- 1. Student Information Form (SIF)** - fill out top portion and print

- 2. Student Agreement Form (SAF)** - print and obtain the following signatures (if applicable) prior to your appointment:
 - a. Faculty Sponsor (underline shows a link)
 - b. Graduate Advisor
 - c. Office of International Students
 - d. Your own (required)

- 3. Letter of Commitment (LOC)**
 - a. On company letterhead from your supervisor, include:
 - ✓ Your Name
 - ✓ Job Description
 - ✓ Start Date
 - ✓ Salary
 - ✓ Hours Per Week
 - ✓ Supervisor phone, fax and/or e-mail

- 4. Handshake** – Be sure your profile is up to date - and upload a resume to Emich.JoinHandshake.com

Stage 2

After you have completed these four steps, submit paperwork to Career Services. You will be notified to pick up Stage 2 paperwork when ready.

CAREER SERVICES CENTER CONTACT INFORMATION

MAIN OFFICE
200 McKenny Hall
734.487.0400
Fax:734.487.0940