

CSSH - GLOBAL CO-OP – Steps, Resources & Checklist

The following information is for all CSSH students considering a Global Co-op.

First Steps: If you plan to pursue Global Co-op:

- Complete Co-op Search and Work Agreement** (Select Yes or Maybe for global co-op)
- Set up meeting with your primary co-op coordinator** to discuss global co-op goals, to be released on NUCareers and to discuss co-op self-development (if applicable).
- CSSH Global Co-op Info Sessions**– Attend one of two in-person global coop information sessions.
- Submit Presidential Global Scholarship Application** - We recommend that you apply for this before you have accepted a co-op opportunity so you fully understand the financial resources available to you
- *Check on [the International Travel website](#): to see if you are pursuing a co-op in a “high risk location”**. If yes, then visit the [international travel website petition information](#) for information on the petition process for this location.

Next Steps: Once you commit to applying to and formally pursuing Global co-op jobs

- Do Research for any location you are considering. The following resources are suggested:**
 - [GlobeSmart](#) - Country guides, quizzes, GlobeSmart work profile - discover your preferred work style and see how it is similar or different in different countries ([create account](#); must use NU email)
 - **iJet WorldAware** (Company Name: Northeastern University) - Country risk information, money, weather, tips, etc. Via the WorldCue mobile app - students will receive an e-mail invitation with instructions once they have registered their travel plans through the "My Travel Plans" link on their myNortheastern portal.
 - **GoinGlobal Country Guides** (Login: [Northeastern NUCareers](#) under Career Development → Resources)

Final Steps: After you have accepted a Global co-op job

- Complete the GEO Application**
- Complete the online visa questionnaire** (linked from the GEO Application)
- Attend GEO Pre-departure Orientation** or complete a pre-departure orientation online: In person is in April. Complete any other GEO requirements: See GEO Global Co-op Application and checklist for full details.
- International students only:** View the Global Co-op letter information on the OGS website. Set up meeting

RESOURCES AVAILABLE TO YOU

- **Co-op Coordinator**: Set up an appointment for advice and approval to browse jobs on NUCareers
- **Northeastern International Travel Website** – Information on petition process for high risk locations, and details on other Northeastern requirements and resources related to international travel.
- **Presidential Global Scholarship**– Research the cost of living for your destination and calculate your budget for the Co-op. The Presidential Global Scholarship is there to provide funding to assist you. This funding considers financial need and GPA, but all should apply regardless of GPA. You may apply before your co-op is confirmed.
- **Relocation and Housing**: Review job description to see if housing is provided or if you need to research and secure housing on your own. If you need to find housing then **Off Campus Housing and Support Services** may be able to help.
- **Online Resources/Research**: Use GlobeSmart, iJet WorldAware & GoinGlobal for research.
- **Parents/Guardians** - Discuss the location(s) and financial considerations of your Global Co-op choices with your family/community outside of Northeastern.

CSSH - GLOBAL CO-OP – CHECKLIST

Once you accept a Global Co-op, use this checklist to confirm that you have done all that is required to embark on your Global co-op experience

- Co-op Search and Work Agreement**: I completed the CSSH Co-op Search and Work Agreement.
- Primary Co-op Coordinator Meeting**: I have met with and discussed my global co-op plans with my primary Co-op Coordinator.
- CSSH Global Co-op Info Session**: I attended an info session, or if unable to attend either session, I reviewed the slides from the session and met with my Co-op Coordinator to review the requirements.
- Co-op Research**: I have utilized the resources listed in the resources above to research the location where I plan to travel.
- Presidential Global Scholarship**: I have applied for the Presidential Global Scholarship.
- Visa**: I understand that I must obtain a valid visa, if applicable, and have completed the visa questionnaire with the Global Experience Office (GEO). I will be responsible for communicating with GEO regarding obtaining a visa.
- GEO Application and Pre-departure Session**
 - I have completed the GEO Application
 - I have attended the GEO Pre-Departure Orientation Session (in person, or online)
- GEO Requirements**: I will complete any additional steps required through the Global Experience Office for taking part in a Global Co-op including registering my travel plans.
- Housing**: I have worked with Off Campus Housing and Support Services, my employer and/or my co-op coordinator to investigate and secure safe housing options abroad.
- Ongoing Communication with Co-op Faculty**: I will continue to contact my co-op Faculty if I encounter challenges related to workplace culture, job expectations, other non-urgent concerns, or if the job dates/responsibilities/hours change. In emergency situations, always use NUPD or the WorldAware contact information provided by GEO (found on International Travel Website)
- *OGS approval: International Students Only***: I reviewed the International Co-op Letter form on the OGS (Office of Global Services) website and reached out to OGS to discuss my travel plans.

We strongly recommend that you review this checklist in person with your co-op coordinator before leaving campus to ensure that no details have been overlooked.