

Checklist for International Co-ops

- ☐ Apply for co-op early (5th week) in the study term before the co-op term.
 - ☐ Research co-op opportunities
 - ☐ Decide on co-op
 - ☐ Submit resume and cover letter
- ☐ Valid Passport that will not expire within 6 months of the start of your co-op. Must apply for new passport at least 6 weeks before applying for visa(s). Application forms and instructions available in the co-op office.
- ☐ Make **three** (3) copies of your passport; one for your co-op file, one to leave with a trusted family member or friend, and one to take with you in a separate place in your luggage from your actual passport.
- ☐ Visa(s) when required. Must apply at least 3 weeks before leaving for co-op. Ask international co-op advisor for details.
- ☐ International Student Id. Card (ISIC). Apply for at the AEA office. It costs \$22 plus one passport size photo.
- ☐ Register for co-op.
 - ☐ Confirmation from employer required.
- ☐ Apply for co-op scholarships if necessary. Apply before 9th week in fall or spring before spring or summer co-ops and before the end of second block of summer term before fall co-ops.
- ☐ Shots - See your doctor and the Center for Disease Control website (<http://www.cdc.gov/travel/destinat.htm>) to decide on which shots to get. Some health information is available in the co-op office for some regions. See your doctor at least 6 weeks before your co-op. Some shots are available through the Greene County Combined Health District in Xenia, 937-374-5600. **Most doctors recommend tetanus shots for people doing farm work.**
- ☐ Health insurance (see Dean of Students office for details).
- ☐ Additional travel insurance (optional). The ISIC card provides basic travel insurance.
- ☐ Airline tickets
 - ☐ Check accuracy of ticket and luggage regulations.
 - ☐ Give co-op department a copy of your airline travel itinerary.
- ☐ Travelers' cheques and small amount of US dollars in small bills.
- ☐ Shop for **SMALL inexpensive** gifts for host families (if applicable).
- ☐ First days and nights logistics
 - ☐ Get info on ground transport from airport and to co-op site
 - ☐ Book first night(s) hotel or hostel
- ☐ Inform appropriate friends and family of how to get in touch with you while on co-op.