

A Student Guide to Global Co-op

The Global Co-op process is a collaborative effort between You (the student), Your Primary Co-op Faculty Coordinator, and GEO (Global Experience Office), all of whom will be integral to the process.

Student Responsibilities – To begin your Global Co-op journey, you are responsible for completing the following:

1. Complete any co-op search forms or agreements, as required by your college
2. Meet with your primary Co-op Faculty Coordinator in person to discuss your interest in Global Co-op. Your specific coordinator is listed on your Banner account.
3. Attend the Global Co-op meetings and complete the [Presidential Global Scholarship](#) application.
4. Complete the [GEO Application](#) (mandatory for all Global Co-ops), register your travel plans through [My Travel Plans](#) on MyNortheastern.edu, and submit a [high-risk travel petition](#) (if applicable). These steps should be taken immediately after receiving your offer.
5. Attend a GEO pre-departure orientation

Co-op Faculty Coordinator Role	Global Experience Office (GEO) Role
<p>Your Co-op Faculty Coordinator will be your main contact throughout the Co-op process! Be sure to CC them on every correspondence with GEO/other administrators while on Co-op.</p> <ul style="list-style-type: none"> ○ Releases you to search for international and domestic co-ops and advises you on co-op selections, employers and locations, including self-developed co-ops ○ Advises you on university and employer resources for relocation housing and logistics ○ Facilitates connections to students and alums familiar with the work location and employer (where possible) ○ Approves all required co-op reflections and assessments ○ Issues your co-op grade on your academic transcript upon completion at the end of co-op reflection meeting(s) ○ Approves Global Presidential Scholarship application ○ Serves as part of your emergency response team 	<p>Once you have your offer, GEO is here to help you prepare for your journey—from important requirements to intercultural preparation.</p> <ul style="list-style-type: none"> ○ Guides you through the process of obtaining the necessary documentation for work abroad, such as internship agreements, and helps you navigate the visa process <ul style="list-style-type: none"> • Complete the GEO Application after receiving your offer to begin a conversation with GEO • A Global Experience Advisor for your designated country will contact you based on your application ○ Advises on preparing to live and work in another culture ○ Connects you with NU students studying in your country ○ Delivers required comprehensive pre-departure orientation ○ Serves as part of your emergency response team
Additional Resources	
<p>A wealth of other offices and resources are available to help you have a safe and successful Global Co-op.</p> <p>Employer Engagement and Career Design – Global Employer Engagement EECD offers Global Sessions with regional and employer information (schedule in NUcareers)</p> <ul style="list-style-type: none"> ○ Aspa Papanastasiou, a.papanastasiou@northeastern.edu <p>Student Housing and Relocation Connections</p> <ul style="list-style-type: none"> ○ Off-Campus Housing and Support Services ○ Tory Hill v.hill@northeastern.edu; Celsea Lumbra c.lubmra@northeastern.edu <p>Financial Assistance Resources</p> <ul style="list-style-type: none"> ○ Presidential Global Scholarship and External Funding Opportunities <ul style="list-style-type: none"> • https://www.northeastern.edu/geo/globalcoop/logistics/finances/ <p>Health & Safety Resources and Emergency Response Abroad NUPD +1.617.373.3333 (24-hour) and International Student Safety Office Khushal Safi and Alyssa Fontana mytravelplans@northeastern.edu Emergency Travel Assistance +1 312-4703108 \$100 fee required WeCare 617-373-4384</p>	
Special Categories	

Self-Developed Co-ops: If you are developing your own global co-op, then you must have the position approved by your Co-op Faculty Coordinator. If you fail to meet with the requirements outlined by your advisor, then you will not be officially placed on co-op.

Co-op in High-Risk Countries: If you pursue a co-op position in a country designated as high risk or in a country with regions designated as high risk, be prepared to discuss your ideas and plans with your Co-op Coordinator. Additionally you will need to complete a petition process with the International Safety and Security Assessment Committee (ISSAC.) *Please note:* you can only begin co-op in one of these countries if your petition is approved.

International Students: All international students should meet with the Office of Global Services (<https://www.northeastern.edu/ogs/>) before co-op, even if returning to home country to ensure there are no steps to follow or concerns for returning to United States.