



**COLEMAN  
UNIVERSITY**

**MASTER WORK-STUDY APPLICATION**

**APPLICANT INFORMATION**

Last Name		First	Middle
Street Address			Country
City	State		ZIP
Phone	E-mail Address		
Create User Id:	Create Password:	You can check status at <a href="http://htirboard.com">htirboard.com</a>	
Date of Birth: (mm/dd/yyyy)	Marital status:	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Month of Entry:	Year:	Major: <input type="checkbox"/> MBA <input type="checkbox"/> MSISM	
Permanent address:			Country
Place of Birth (City, State):		Country of Birth:	Citizenship:
If in US, type of visa:	Social Security #:	Passport #:	
Are you bringing any dependents? <input type="checkbox"/> Yes <input type="checkbox"/> No		If so, who?	

**EDUCATION**

Give the names and addresses of all colleges/universities you have attended:

Name		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree earned
Name		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree earned

**EMERGENCY CONTACT**

Full Name	Relations
Email	Ph ( )
Address	

**PREVIOUS EMPLOYMENT**

Company	Phone ( )	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

## DISCLAIMER AND SIGNATURE

IN APPLYING FOR THE GRADUATE WORK-STUDY PROGRAM, I UNDERSTAND AND AGREE AS FOLLOWS:

- This is an academic program and not an employment program, and I will be entering as an F-1 visa student with the privileges and conditions of the F-1 visa status.
- The Master's Co-op Program is a study program requiring an F-1 student visa in which Curricular Practical Training (CPT) is mandatory for all participants.
- By selecting a co-op program, I will be given the legal right to engage in Curricular Practical Training (CPT) employment with an off-campus company.
- I understand I will initially obtain an entry level job and I will be free to locate other employment later as I choose.
- I will be required to pay for all of my own tuition as well as my own room and board and personal expenses from my own resources. However, I understand that I will be allowed to use all of the net income from my CPT employment as I see fit for these purposes.
- I may be required to accept an entry level position to gain U.S. work experience, improve my English, and learn U.S. customs and cultures in order to obtain and retain a higher paying job. Most entry level jobs pay \$7-10 an hour.
- The purpose of the Master's Co-op Program is to gain the necessary skills and experience to become a successful professional in the workplace.
- I am required to personally interview for each internship position and will do so with a positive and professional attitude.
- The length of time to obtain my internship will depend on my skills, English abilities, background, previous work experience, ambition and attitude. In some circumstances it may take 30-60 days before I begin my internship.
- I understand that I will not be limited to 11 months of CPT employment and will be allowed to continue working for the entire length of time. However, I understand that if I choose to be employed in CPT for 12 months or more I may not be allowed to apply for the one additional year of Optional Practical Training after I graduate.
- There is a \$250 to \$500 non-refundable processing fee to cover application and I-20 processing expenses and courier costs.
- The processing fee will need to be deposited directly to HTIR or one of its authorized representatives, but only after acceptance.
- Whether the candidate does or does not obtain a visa, the processing fee will not be refunded.
- Work-Study students will sign and agree to conditions noted in the Explanation of Costs for the school to which they are applying.
- If candidate lapses in tuition payments at any time during the master degree program, he/she may lose CPT authorization.
- I understand there are separate entities involved in the co-op program, each having separate fees.

*By signing below, I am certifying that no promises or explanations regarding this program have been made to me by persons or agents representing HTIR or the university that are inconsistent with the above conditions and agreements. I certify that all the information I have furnished is complete and accurate. I understand that all application materials become the property of the university and are not returnable. I further give consent to and authorize HTIR or the school to reproduce and use any and all photographs taken of me in relation to HTIR or the university.*

Print Name

Signature

Date

### Mail all application materials to:

**HTIR Work-Study Program, 3740 University Street, Eugene, Oregon 97405 U.S.A.**

Applications will not be reviewed until the Admissions Office has received the following materials:

1. Completed Application Forms
2. Financial Documentation
3. Official or Attested Transcripts and Diplomas
4. Resume, personal statement and two letters of recommendation
5. Proof of English proficiency
6. Copy of passport

*NOTE: To insure you receive emails from the HTIR co-op office, please put [admissions@htir.com](mailto:admissions@htir.com), [chrissey@htir.com](mailto:chrissey@htir.com) and [visa@htir.com](mailto:visa@htir.com) in your email address book.*