

Hello and welcome to the KPU Co-op Program!

My name is *Lilia* and I'm one of the Co-op Education Officers at the [Career Development Centre](#).

In this video we're going to discuss one of the *frequently asked questions*:

-How to apply and get accepted into the Co-op program

We will discuss the following:

-Do I meet entrance requirements?

-What are the steps?

-When should I apply?

So let us begin. So what are the typical *co-op entrance requirements*? Typically, when we review the applications, we're looking for the following items:

-Declared program

-Declaration of the Co-op option

-Completion of the Co-op 1101 course prior to maximum number of credits and

-GPA

The interesting point here to notice is that the Co-op entrance requirements are specific to each program. So let's focus now on a few programs and their *entrance requirements* as the example.

Now I'm on the Co-op programs' website and here we see a number of programs listed that currently have a Co-op option. So we have programs for Business Co-ops and also Science and Arts Co-ops.

If we look, for example, at the Bachelor of *Business Administration in Accounting*, we will see under program requirements: declaration into the program, minimum GPA of 2.7 and maximum of completed credits 75.

As I mentioned, different programs have different criteria for entering the Co-op program. Let us now have a look at the *Computer Information Systems Diploma* program. You will notice that eligible for Co-op students can have Computer Information Systems **Intended status**, which would qualify them for proceeding with the entry requirements. And once you're approved, as we can see on the website, students with approved Co-op applications are encouraged to enroll into Co-op 1101 as soon as possible.

So now that we've reviewed the Co-op program's entrance requirements, let's focus on what are the *steps* and important *dates*. Applications for the Co-op are only accepted online, through the Career Connections, and we've provided the link where you can review the information and apply. It's a very short application. And once we receive your application online, we will respond within 10-15 business days.

So typically, students, as we discussed, need to indicate the program that they are in, the GPA and the number of credits completed. If you're unsure about your current credits and whether you're eligible for the Co-op, you can check the KPU [MAP](#) (My Action Plan).

The next point we're going to address is the applications deadlines, which can be reviewed on our Co-op [website](#). Currently we're accepting Co-op applications for the Spring 2021. Applications submitted AFTER the start of Spring 2021 registration – Monday, November 16 – will be considered for Summer 2021.

So let's do a quick review – what are the steps for the application & the process of the Co-op program? You need to *apply*, you need to *take the Co-op 1101* after being accepted, and you need to *maintain the continuous requirements*. It's that simple!

The last point that I'd like to cover today is how to get in touch with us in case you have questions, comments or concerns. The best way to get in touch with us is to write to the Co-op via co-op@kpu.ca or visit us online www.kpu.ca/co-op

We also have other opportunities listed under [Career Development Services](#) including working full time, part time, volunteering and also programs like Work Study on campus and applying for Student Assistants job on campus.

If you wish to book an appointment with the Academic Advisor, you can book an appointment [online](#).

And this is the end of our video.

So today we've learned a few things, mainly:

- Do I meet entrance requirements?
- What are the steps?
- When should I apply?

Thank you for watching and best of wishes!