Bachelor of Commerce Co-operative Education Program
Application Form

Applications for the Haskayne Co-operative Education Program will be accepted from students who are in their second year of the Haskayne School of Business in September 2019, **from October 15th to December 1st, 2019**. Second year students may also apply at the end of their second year in the Bachelor of Commerce Program from **March 15th** to the **May 1, 2020** deadline**.**

Application Package **must** include:

Application Form

Application Letter
Application letter must address the following three questions:
- What value would you bring to an employer?
- What are two attributes that make you a strong ambassador for the Haskayne School of Business?
- How do you believe the Co-op Program will contribute to your career goals?

Application Letter Requirements:
- Letters should be approximately 500 words (no more than one page in length).
- Written and signed in business letter format.
- Addressed to Ms. Rasha Tawfik, Haskayne Co-operative Education Program.

Current Résumé
If applicable, current résumé must include the following:
- Previous education
- Awards and scholarships
- Work experience
- Extracurricular activities (eg. volunteer experience, leadership roles, club memberships, sports, hobbies etc.)

A sample of cover letters and resumes can be found at careerlink.ucalgary.ca/myAccount/haskayne/resources.htm

Please submit the completed application to the Haskayne Undergraduate Programs Office, SH 343, at reception, or via email to coop@haskayne.ucalgary.ca.

Students are required to attend a Co-op admission interview.

Please note that the Co-op Program is a quota program and applying to it does not guarantee admission. Once selected for the Co-op Program, students will be required to attend a mandatory orientation and other career related information sessions.

Please note that all communication will be via UCalgary email address.

Additional detailed information on the Co-operative Education Program can be found at:
haskayne.ucalgary.ca/programs/coop.

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Name_____ **U of C ID#**_____

I am applying for:

☐ Admission

☐ Re-Admission (previously in a U of C Co-operative Education/Internship program or reapplying for admission)

- I CERTIFY that the particulars furnished are true and complete in all respects, and that no information has been withheld. I understand that falsifying documents or information on this application will result in immediate permanent dismissal from the Co-operative Education Program.

- I HAVE READ the Co-operative Education/Internship Program information in the Haskayne School of Business section of the Calendar and I agree, if admitted to the Co-operative Education Program, to comply with the rules, regulations and responsibilities applicable to a co-op student.

- I GIVE PERMISSION to the Haskayne School of Business to make my university grade point average, my transcripts including my student number and my resume available to prospective employers.

- I UNDERSTAND that acceptance to the Co-operative Education Program is not a guarantee of a work placement.

- I CERTIFY that I have not applied to another Co-operative Education Program in another faculty.

- I UNDERSTAND that the Co-operative Education Program will likely extend my degree program by at least one semester.

- I UNDERSTAND THAT **ADMITTED** STUDENTS PAY A NONREFUNDABLE ADMISSION FEE OF $50. The fee will be billed through my University of Calgary Student Centre.

Student Signature: _____ **Date:**_____