\*Instructions: Complete all of the empty fields and mark the appropriate [ ] items with ○.

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| **Name of Training Organization** |  | | | | | **English Name of Training Organization** | | | |  | | | |
| **Name of Representative** |  | | | | | **Business**  **Registration No.** | | | |  | | | |
| **Date of Establishment** |  | | | | | **Korea Standard  Industry Code** | | | |  | | | |
| **Employee Count** |  | | | | | **Revenue** | | | |  | | | |
| **Address** |  | | | | | | | | | | | | |
| **Website** |  | | | | | | | | | | | | |
| **Additional  Information** | **Category** | | | | **Listing Status** | | | | **Type of Service** | | **Type of Business** | | |
| Large company | | [ ] | | KOSPI | | [ ] | |  | |  | | |
| Mid-sized company | | [ ] | | KOSDAQ | | [ ] | |  | |  | | |
| Small company | | [ ] | | Non-listed | | [ ] | |  | |  | | |
| Public institution | | [ ] | |  | |  | |  | |  | | |
| Association / Other | | [ ] | |  | |  | |  | |  | | |
|  | | | | | | | | | | | | | |
| **Work Schedule** | **Regular  Working Hours** | ▪ [ ] hour(s) per day ▪ [ ] hour(s) per week | | | | | | | | | | | |
| **Regular  Working Days** | ▪ [ ] day(s) per week ▪ Working days: [ *fill in* ] \*e.g.: Monday – Friday | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Contact  Details** | **Department** |  | | | | | | **Name** | |  | **Position** | |  |
| **Phone** |  | | | | | | **Mobile** | |  | | | |
| **Email** |  | | | | | | | | | | | |
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| **Admission Method** | *Describe your method of admission based on documents, interviews, faculty recommendations, or others.* | | | | | | | | | | | | |
| **Application Timeline** | **Application Closing** | | | **Interview Date** | | | | **Final Selection Date** | | | | **※ Other Dates** | |
| *Hour, DD-MM-YY* [ ] | | | *Hour, DD-MM-YY* [ ] | | | | *Hour, DD-MM-YY* [ ] | | | |  | |
| Separately appointed [ ] | | | Separately appointed [ ] | | | | Separately appointed [ ] | | | |  | |
|  | | | | | | | | | | | | | |
| **Operating Plan** | See Attachment I "**Operating Plan and Job Description for the Standard Cooperative Education Semester (Co-op) Program**" for more details on the Co-op Program and its operations. | | | | | | | | | | | | |
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| **Others** | *Provide any specific considerations to note about the operations of your Co-op Program if necessary.* | | | | | | | | | | | | |
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| **Operating Standards and Procedures for the Standard Cooperative Education Semester (Co-op) Program  Pursuant to the “University Co-op Program Operating Regulations”** | | | | | | | | | | | | | |
| **[Operating Standards]** Refer to the “University Co-op Program Operating Regulations” (promulgated by the Ministry of Education) in the Korean Law Information Center of the Ministry of Government Legislation.  **[Operating Procedures]** Step 1 (University) Request Co-op Program participation from companies (For voluntarily participating training organizations, go to Step 2) **[Current Step] (Training Organization) Apply to join and submit the Co-op Operating Plan** ▸ (University / Training Organization) Discuss and finalize the details of the Co-op Program ▸ (University) Announce the Co-op Program and open the Co-op course ▸ (University) Receive student applications and recommend applicants ▸ (Training Organization) Select students ▸ (University) Conduct orientation/course registration ▸ (University / Training Organization / Student) Sign the 3-party Co-op work agreement ▸ (Training Organization / University) Purchase industrial accident/personal accident insurance ▸ (Training Organization) Carry out the Co-op Program according to its Co-op Operating Plan and perform attendance check and evaluation ▸ (Student) Complete a report ▸ (University) Assign a grade | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Attachments** | 1. **Operating Plan and Job Description for the Standard Cooperative Education Semester (Co-op) Program** 2. Certificate of Business Registration ▸ required for first-time participation and any changes to the business registration information 3. Brochure or other marketing material ▸ required for first-time participation or if needed for promotional purposes | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Acknowledging the Operating Standards and Procedures for the Standard Cooperative Education Semester (Co-op) Program promulgated by the Ministry of Education, we hereby apply to participate in your institution's Co-op Program course and submit our Co-op Operating Plan.** | | | | | | | | | | | | | |
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| DD MM YYYY | | | | | | | | | | | | | |
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|  | **[Name of Training Organization]** | | | | | | | | | | | (Seal /Signature) | |  |
|  | | | | | | | | | | | | | |
| Recipient: [**Name of University**] | | | | | | | | | | | | | |