

City Colleges of Chicago Cooperative (CAREER) Agreement Guidelines

Please read the following guidelines carefully. Failure to comply will prevent you from obtaining approval. Your application must be filled out completely or it will not be processed.

- Please refer to the [CCC Cooperative Agreement webpage](#) to see the application dates for the upcoming term. Late or incomplete applications will not be approved.
- Your application and all required documentation must be received electronically no later than 11:59 PM (Central time) on the final day of the application period posted on the [CCC Cooperative Agreement Webpage](#). No exceptions. Download the application, fill it out with your information, save it with your last name, first initial, and the date as the file name (example: Smith-A-05-01-2019), and send it as an attachment to cccchargeback.edu.
- All applicants must supply two (2) different pieces of information to prove current Chicago residency:
 - Valid Illinois driver's license or valid Illinois state identification card or City of Chicago identification card.
 - Voter registration card for the current election year--[check your voter registration status](#) **OR** current utility bill (gas, electric, water, cable, or home telephone--land line only; cellular bill not accepted) dated within the last 30 days.
- New Applicants:
 - Must provide official/catalog program description and requirements for the program for which approval is requested. For example, a page from the college catalog, online program page, or a program brochure would be acceptable.
 - Must complete a City Colleges of Chicago admissions application. To apply, click [here](#).
- Returning Applicants are only required to reapply once per academic year (beginning with the summer term). Approved applications are valid for the semesters indicated on the approval letter.