CO-OP WORK PERMIT

TO BE ELIGIBLE FOR A CO-OP WORK PERMIT

• International students who participate in a co-op or internship program as part of your academic curriculum offered by a DLI (Designated Learning Institution) in Canada must apply for a co-op work permit.
• Depending on the conditions of the work term authorized by the DLI, the co-op work permit allows international students to work full-time during the semester. The co-op work permit is required regardless of whether the mandatory work term is on or off campus, paid or unpaid and regardless of the number of work hours involved.
• The co-op work permit is a closed work permit: it can only be used for one job and one employer. Concordia University will be the employer designated on the work permit.
• The co-op work permit will be issued for a specific time period as authorized by the coordinator of the students’ co-op work placement. The validity period of the work permit usually coincides with the validity period of the study permit.
• You must have a letter from the co-op institute/department. The letter must indicate that your intended employment is an essential part of your program of study.
• Work cannot form more than 50% of the total program of study.

APPLICATION PROCEDURE

cic.gc.ca/english/information/applications/work-students.asp

An application for a co-op work permit can be submitted at the same time as the study permit or later in the study program. However, due to processing times, it is recommended that international students requiring a mandatory work term apply for the co-op work permit. The application may be submitted online or by mail.

Before deciding when and where a student should apply for a co-op work permit, take note that the processing time for an application generally takes 60 to 75 days (processing times vary during the course of an academic year).

APPLICATION FEES

There are no application fees for the co-op work permit.

APPLICATION PROCEDURE

1. FROM OUTSIDE CANADA

A student may apply for their co-op work permit at the same time as they are applying for their study permit:

http://www.cic.gc.ca/english/study/study-how.asp

2. FROM INSIDE CANADA

A student may apply for their co-op work permit once they receive their study permit:

http://www.cic.gc.ca/english/study/work-coop.asp

Log in to your MyCIC Portal and choose “Apply for Visitor visa, study and/or work permit”. Follow the prompts and complete the questionnaire to generate your personal checklist, which should include the following:

• IMM 5710—this form is embedded within the online application. Complete, validate and save the form locally onto your computer then upload to your online application. Do not sign this form as you will be asked to provide a digital signature once you are ready to transmit your online application.

NOTE: When completing the application questions regarding Details of Intended Work in Canada - questions 2,3,4,5,6, and 7, leave them blank. These questions do not apply to you.

• Digital Photo: must be in colour, 35 mm x 45 mm, JPEG, refer to online specifications.
• Scan of passport pages clearly showing the passport number, the dates of issue and expiry, name and date of birth, the stamp made by the Canadian authorities on your most recent entry into Canada and any other (Entry/Exit) marked pages.
• Letter from the Institute for Co-operative Education.
• Proof of Medical Exam (only if applicable) – See following page.

Once all the above documents are uploaded, you will sign the application electronically.

3. AT US-CANADA PORT OF ENTRY/BORDER

Although applying at the border is an option for most students, the fact is that applying at the border is a riskier method of filing an application.
1. CAN I USE MY CO-OP WORK PERMIT TO WORK ELSEWHERE?

No. Your Co-op Work Permit has been issued for academic purposes only – work that is essential to your degree program.

2. I HAVE MY CO-OP WORK PERMIT, IS THERE ANYTHING ELSE I NEED TO DO?

• You must apply for a Social Insurance Number (SIN)
• You will receive a Co-op Work Permit that will be valid for the period of time needed to complete the work component for your study program. Note the work permit will not be issued beyond the validity of your study permit.

3. HOW DO I APPLY FOR A SOCIAL INSURANCE NUMBER (SIN)?

All persons working in Canada require a SIN (Social Insurance Number). Apply in person at Service Canada Centre nearest you, locations are listed on the Service Canada website: http://www.servicecanada.gc.ca/tbsc-fsco/sc-hme.jsp

Bring your original Co-op Work Permit and your Passport. There is no fee. A “900” series SIN number will be issued to you.

4. DO I HAVE TO RENEW MY ENTRY VISA (TRV) ONCE I GET MY WORK PERMIT?

No. If your current TRV is still valid and was issued to you as a student, you do not need a new TRV. You can enter Canada with a “student” visa even while you are a “worker”.

5. WHAT TYPE OF WORK EXPERIENCE IS CONSIDERED ESSENTIAL TO A PROGRAM OF STUDY?

Internships (paid or unpaid), field work, volunteer work or clinical work.

6. WHO WILL PREPARE THE LETTER REQUIRED FOR MY WORK PERMIT APPLICATION?

The Institute for Co-operative Education will prepare the certification letter and it will include the following information: Name of student and student ID, Program of study, Work term period and work term hours.

It entails an interview with a border agent as well as providing additional documents to the application.

Required documents:
• Valid Passport
• Valid Study Permit
• Letter from the Institute of Co-operative Education

Recommended documents:
• Unofficial Copy of Transcript from LB-185
• Most recent Admission Letter
• Financial documents
• All terms attestation letter from Birks, LB 185.

• You will need a medical examination if you plan to work in an occupation that requires a medical exam. You can check the list at: cic.gc.ca/english/information/medical/medexams-temp.asp#jobs
• Ask your doctor for a document confirming that you underwent a medical exam and include this document with your application.

IRCC - Immigration, Refugees and Citizenship Canada
Telecentre | 1 888 242-2100

It is highly recommended that students meet with an ISO advisor before they apply at the border.

For the purpose of obtaining a Co-op Work Permit at the border, you do not require a Temporary Resident Visa (Entry Visa) to re-enter Canada. It is strongly recommended that you have a valid US Entry Visa before going to the Land/Border Crossing (Flagpoling) as you will have to pass through US Border Security.

MEDICAL EXAMS

• Ask your doctor for a document confirming that you underwent a medical exam and include this document with your application.

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DISCLAIMER: Every attempt has been made to keep this information as accurate and current as possible, however, immigration regulations may change at any time without notice.

FURTHER INFORMATION

Co-op Work Permit Program: cic.gc.ca/english/study/work-coop.asp
Citizenship and Immigration Canada (CIC): cic.gc.ca
1 888-242-2100

CONTACT US
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