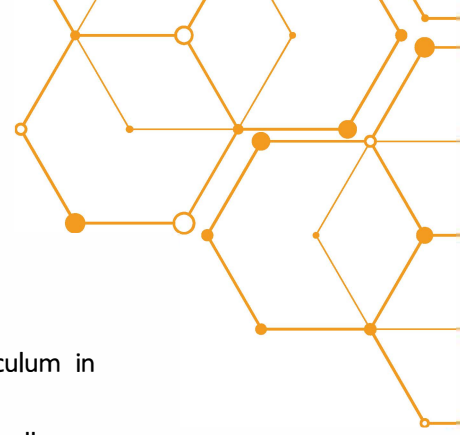


Co-op work permit information sheet



To be eligible for a co-op work permit:

- International students who participate in a co-op or internship as part of their academic curriculum 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 as part of their internship. The co-op work permit is required regardless of whether the internship 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 only for an internship in which you are enrolled. Concordia University will be the employer designated on the work permit.
- 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 indicating that an internship is an essential part of your program of study.
- An internship or placement cannot form more than 50% of the total program of study.

There is no application fee when applying for the co-op work permit from inside Canada if you already have a valid study permit, but you will need the following:

To apply for your co-op work permit, log in to your IRCC account: www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html 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:

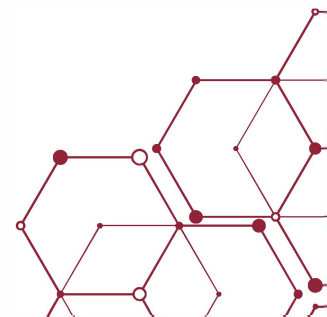
- IMM 5710* - this form is embedded within the online application. Complete, validate, and save the form locally onto your computer then upload to your online application. Do not sign this form as you will be asked to provide a digital signature once you are ready to transmit your online application.
- Digital Photo: must be in colour, 35 mm x 45 mm, JPEG.
- Scan of passport pages clearly showing the passport number, the dates of issue and expiry, name and date of birth and, if applicable, 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 or Department.
- Proof of Medical Exam (only if applicable) – see the following page.
- Once all the above documents are uploaded, you will sign the application electronically.
- Payment of 85\$ for biometrics (unless you already have valid Canadian biometrics)

NOTES

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

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. The co-op work permit will not be issued beyond the validity of your study permit.

***IMM5710 - Download the form on your computer and use Adobe Reader to open and complete the form.**



Frequently asked questions

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, meaning an internship in which you are enrolled.

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 can apply online or in person. Find out how at) You can apply online or in person. Find out how at <https://www.canada.ca/en/employment-social-development/services/sin/apply.html> There is no fee. A "900" series SIN number will be issued to you. If you already have a SIN then you do not need to request a new number will be issued to you. If you already have a SIN then you do not need to request a new one. one.

Do I have to renew my temporary entry visa (TRV) once I get my co-op 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".

What type of work experience is considered essential to a program of study?

Internship (paid or unpaid) in which you are enrolled, such as field work, clinical work, placement, practicum, etc.

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. If your internship is not through Co-operative Education, then the letter must be provided by your department.

I have applied for the co-op work permit but did not receive it, can i begin my internship?

Generally, the answer is "no". However, please speak with your ISO advisor to see if there are exemptions.

Medical exam

A medical examination is required if you plan to work in certain occupations (such as with children, youth, the elderly, the infirm or other vulnerable populations) or if you have been to a designated country. To verify if a medical exam is required, consult the IRCC website. The medical exam must be done by a Panel Physician.

- Find out who needs a medical exam at <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams/requirements-temporary-residents.html#needs> or speak with your ISO advisor
- Find a panel physician who can perform the medical exam at <https://secure.cic.gc.ca/PanelPhysicianMedecinDesign/en/Home>

Useful information

- Co-op work permit program: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html>
- Institute for Co-operative Education: <https://www.concordia.ca/academics/co-op.html>
- Career Advising and Professional Success (CAPS): <https://www.concordia.ca/students/success/career-planning.html>
- Temporary Foreign Worker - Understand your rights: <https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada/permit/temporary/start-working.html#rights>
- Labour standards in Québec - Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST): <https://www.cnesst.gouv.qc.ca/en>

Need help with the online application

Watch the online tutorial on how to apply for the co-op work permit at https://pegasus.concordia.ca/Flv_Content/ISO/apply-coop-work-permit.mp4 or scan the QR code.



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