

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 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.

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

ONLINE APPLICATION

To apply for their co-op work permit log in to your IRCC account: <http://www.cic.gc.ca/english/study/work-coop.asp> 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.
- Payment of 85\$ for biometrics**

APPLYING IN PERSON AT US-CANADA BORDER CROSSING (FLAGPOLING)*

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.

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
- Biometrics** (85\$)
- Unofficial Copy of Transcript from LB-185
- All terms attestation letter from Birks, LB 185.
- Most recent Admission Letter
- Financial documents

*It is highly recommended that students meet with an ISO advisor before they apply at the border. For the purpose of PGWP application at the Land/Border Crossing (Flag-poling) 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 (Flag-polling) as you will have to pass through US Border Security.

WHERE TO GO

Saint-Bernard-De-Lacolle or Saint-Armand/Philipsburg

Monday - Thursday: 12: 00p.m. to 5: 00p.m.

Saturday: 9: 00a.m. to 5: 00p.m.

It is possible that even during the scheduled hours some applications may not be processed due to increase in wait times and you will be asked to apply online.

FREQUENTLY ASKED QUESTIONS

I. 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 (S.I.N)
- 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 (S.I.N)?

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>

MEDICAL EXAMS

- 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.

**BIOMETRICS

As of December 3, 2019, you need to give your fingerprints and photo (biometrics) if you're applying within Canada for your Study permit extension or your Temporary Resident Visa. It is not required if in the past 10 years you have given biometrics for an application to come to Canada.

Once you have submitted the application you will receive a notification requesting you to complete the biometrics. If you do not complete this requirement within 30 days then your application will be refused.

For more information please visit:

<https://www.cic.gc.ca/english/visit/biometrics.asp>

Biometrics Status tool:

<https://onlineservices-servicesenligne.cic.gc.ca/extapp/termsAndConditions?&lang=en>

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.

FURTHER 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 and Planning Services (CAPS)

concordia.ca/offices/caps.html

Social Insurance Number

servicecanada.gc.ca

Temporary Foreign Worker - Understand your rights

cic.gc.ca/english/work/tfw-rights.asp

Labour standards in Québec - Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST)

cnesst.gouv.qc.ca/Pages/accueil.aspx

CONTACT US

International Students Office

Phone: 514-848-2424 ext. 3515

Email: iso@concordia.ca

concordia.ca/ISO

IRCC - Immigration Refugees and Citizenship Canada

S.I.N - Social Insurance Number

RAMQ - Regie de l'Assurance Maladie du Quebec



STUDENT SERVICES

International Students Office

2011/2019

ALL EFFORTS HAVE BEEN MADE TO ENSURE THAT THE INFORMATION IN THIS PAMPHLET IS AS ACCURATE AND UP-TO-DATE AS POSSIBLE.