

Admission process

Q: If I am not a Concordia student, can I still apply to the Co-op Institute at Concordia?

No, you need to be enrolled in a program at Concordia. You can also apply to join the Co-op Institute when applying to enter Concordia.

Q: When do Graduate students need to apply for Co-op?

Please visit our website for application information and deadlines:

<https://www.concordia.ca/academics/co-op/programs/graduate.html>

Q: What are the eligibility criteria in terms of GPA?

Graduate students need a minimum GPA of 3.3 to be eligible for consideration.

Q: When will I get an answer regarding my application?

Students will be advised of their admissions status to the Institute within 2 weeks of the application closure date. Admission is highly competitive.

Q: Is it possible to provide a travel support letter for international students to reach Canada?

Please contact Concordia's International Student Office (ISO). ISO will provide you with the most up-to-date and accurate information: <https://www.concordia.ca/iso>

Q: After getting a study permit, can I apply for co-op work permit even if I am not yet in Canada?

Please review the instructions sent to you with your co-op work permit support letter. Students can only apply for the co-op work permit once they are in Canada (assuming you already have applied for your study permit.)

Q: Do both international students and local students need a Co-op work permit?

Only International students need a Co-op work permit to work in Canada.

Q: Once international students get a co-op work permit, how long will it be valid for?

Contact the ISO for more info: <https://www.concordia.ca/iso>

Q: I am applying for the Co-op work permit and they asked me the expected date of the internship, what date do I put?

You will be provided with a proposed sequence which will indicate your internship semester.

Fees

Q: How much does the Graduate Co-op program cost?

Please visit our website for questions related to fees: <https://www.concordia.ca/academics/co-op/students/fees.html>

Q: Do we have to pay fees every semester or only during the internship period?

Fees begin from the moment you are admitted to the Institute and are unrelated to securing an internship or not. They are fees for all the services that you will be receiving from the Institute. Please visit our website for additional information related to fees: <https://www.concordia.ca/academics/co-op/students/fees.html>

Q: Would it be possible to change our location/distance of internship preference later?

Yes.

Q: How can I apply for the Institute French training courses?

You will self-evaluate your French language proficiency and then be invited to the French language modules to complete, if your level of proficiency requires the training.

Q: If I scored very high on the French Test, do I still need to enroll in the Institute French training course “Vous êtes engagé?”

No. Students self-evaluate their French proficiency and if they are at a 0 or 1 level they will be invited to the French training.

Internship Sequence

Q: When I’m trying to access the jobs on the Institute portal, COMPASS, I’m seeing this message: “You do not have access to postings at this time”. Why don’t I have access to internship postings?

Students can only view job postings once they are in the semester prior to their internship semester - this is also known as the “search term”.

Q: Is the Co-op internship semester selected for us or do we have the option to select our semester?

The Co-op semester is assigned by your Co-op Program Coordinator and Co-op Academic Director. The earliest possible semester will be assigned to you. If you would like to discuss moving the internship semester to a later date, you can do this by working with your Co-op Program Coordinator and Co-op Academic Director. It is important to remember you must have a “study term” (at least one class, but no internship) after your internship semester and before your graduate. In other words, you cannot end your degree while completing your internship.

Q: What are the semesters that a student can do an internship in?

Internships align with semesters, and it can be in Fall, Winter, or Summer. But it cannot be in your last semester as a student at Concordia.

Q: What is the length of an internship?

Internships are between 12 and 17 weeks, those weeks must fall within a given semester. In some **exceptional** cases, an internship can be extended for an additional semester (up to a total of 8 months) with approval, but this is contingent on your program. You will need to speak to your Co-op Program Coordinator and Co-op Academic Director.

Q: Is it mandatory to do an internship in my field of study?

The purpose of the internship is to gain exposure and experience in your field of study. So, yes, that is what we aim for.

Q: What is the maximum and minimum credits to be completed before the internship semester?

This is dependent on your program of study. Typically, students must complete 24 credits before starting an internship. Your Co-op Academic Director will be able to advise you.

Q: Can't we do our internship in the last term of our degree?

You absolutely cannot complete your internship in the final term for your degree. You must have at least 1 academic term after your internship semester.

Q: How many credits are earned, once I complete the internship successfully?

Students do not receive academic credits for completing their internship. There are complementary credits -which you will see on your record- but these do not count towards the required number of credits for your degree.

Q: I saw a mention of an industrial training course that is worth 9 credits for my degree. Does this internship count for this credited course?

Please contact your Co-op Academic Director or Grad Coordinator to ask about any internships that have academic credits tied to them. This is not managed by the Institute.

Internship Search Term

Q: Will the Co-op Institute provide me with a letter of support to apply for my Co-op Work Permit?

The Co-op office will send you a co-op work permit letter of support confirming that you are registered with Co-op. You will use this letter to apply for your co-op work permit. You will either:

- 1 - apply when you arrive in Canada, or
- 2 - apply at the same time as your study permit.

Follow the instructions in the email sent to you with your co-op work permit support letter. You can contact the International Student Office (ISO) for additional information: <https://www.concordia.ca/iso>

Q: Can we search for an internship without having a co-op permit?

Canadian and Permanent residents - If you are Canadian or a permanent resident you are not required to have a Co-op Work permit

International students - The moment you receive the Co-op work permit letter of support from the Institute, you must apply for your Co-op work permit. You can begin to search while you await the arrival of the work permit in the mail. You will need to have the Co-op work permit by the time you start your internship.

Q: If I am an international student but am not currently in Canada, when do I need to arrive in Canada to ensure that all documentation and preparations are in order?

To do a Co-op internship, all international students must obtain a Co-op work permit. The processing time approximately 3 months to receive, and students must be on Canadian soil to apply.

Q: Do we need to check the Co-op Institute portal, Compass, for positions to be able to apply for internships?

Yes, the Institute provides you with many resources – including access to internship opportunities that you can apply to. You will need to check Compass daily to ensure that you don't miss out on any opportunities. You will gain access to the job postings the term prior to your scheduled internship term.

Q: Can I apply to external positions and indicate that I am a Co-op student before my scheduled internship semester?

You should keep in mind your scheduled internship semester when you begin to search for an internship so that you cannot communicate this information to prospective employers.

Q: Will I be able to graduate if I fail to secure an internship?

If you are unable to secure an internship, you will be able to switch to the non-Co-op option and graduate without issue.