

Co-op and Internship Work Permits

for International Students

Co-op & Internship Programs

The employment is an “**essential part of student’s program of study**”

Work Permit required

- Students must have a valid study permit.
- Employment must be an **essential** part of student’s academic program
- Co-op or internship employment cannot form more than 50% (percent) of the total program of study.

Students will not be eligible to work during their studies if:

- they study English or French as a second language (ESL/FSL), or
- they participate in general interest or preparatory courses.

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

Working regulations for international students

Off-campus

You **must** be registered and enrolled **as a full-time student** at your designated learning institution (DLI) in an academic program that leads to a degree that is at least 6-months in duration

- **20 hours** per week during the academic year
- **Full-time** during scheduled breaks, including summer or winter breaks and Reading Week

On-campus - *UNLIMITED HOURS*

* Graduate Students

See above **BUT** the MTCU regulated employment for graduate students and allows no more than 10 hours per week at university-related or other employment over the school year for graduate students

IRCC terminology

- **Examples of “work” include, but are not limited to:**
- a foreign technician coming to repair a machine, or otherwise fulfill a contract, even when they will not be paid directly by the Canadian company for whom they are doing the work;
- self-employment, which could constitute a competitive economic activity such as opening a dry- cleaning shop or fast-food franchise. (A self-employed person may also be considered to be working if they receive a commission or payment for services);
- unpaid employment undertaken for the purpose of obtaining work experience, such as an internship or practicum normally done by a student.
- <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/foreign-workers/what-is-work.html>

Application Process

- Student need to create “My CIC account” in IRCC at www.cic.gc.ca
- Complete eligibility questionnaire (biometrics may be needed)
- Proceed with co-op WP application



Start Again

Print

Help

Your results

Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.

Temporary Resident Visa

You will need a temporary resident visa to return to Canada.

If you are working or studying in Canada, your temporary resident visa may expire at the same time as your work or study permit. If your work or study permit is expiring soon, please renew your study or work permit first. Once your study or work permit is approved, you may apply for your temporary resident visa.

Continue

Co- op (in Canada)

You may be eligible to work in Canada as a co-op student.

Continue

Exit Questionnaire

Your document checklist

Working in Canada – Your personal checklist

Based on your answers, you may be eligible to come to Canada as a worker.

To apply online, you will need this personal reference code: **OT5549155522**

✓ Step 1:

Record your personal reference code. This code will expire on Sunday March 26 2017 8:14:57 PM GMT. It is valid only for this application. When you apply online, you will need to enter your personal reference code. We will use this code to retrieve the list of documents you need to submit with your application.

✓ Step 2:

Print this page. You will need this information to apply.

✓ Step 3:

[Read the application guide.](#)

✓ Step 4:

Gather these documents and complete the application forms:


[Are you having difficulty downloading a form?](#)

Versions of application forms for study permits and work permits dated November 2013 (11-2013), or later, and applications for temporary resident visas dated March 2014 (03-2014), or later, can only be uploaded to your account.


Application Form(s)

[Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker \(IMM5710\)](#)

Supporting Documents

Co-op Letter 

Passport 

Digital photo 

Fees

Fees

Application	Quantity	Price (CAD) per unit	Total (CAD)
Work Permit	1	\$0	\$0

Documents Required

- ✓ Application to Change Conditions, Extend my stay or Remain in Canada as a Worker [IMM 5710]
- ✓ Passport copy and current study permit
- ✓ Original letter provided by Western University stating that intended employment is an essential part of student's program of study
- ✓ Co-op work permit fee is \$0.00
(biometrics may be needed which is \$85)

FAQ

– Frequently asked questions and answers

Q1: Am I still a Western student while I do my co-op work placement?

A1: YES – you will maintain your student status at Western University

Q2: Will doing a co-op work placement affect my ability to qualify for a postgraduate work permit (PGWP)?

A2: NO – you maintain full-time students status during your co-op, and you are still considered to be studying during that time as the co-op placement is a mandatory part of your program

Q3: Can I use my co-op work permit to work with an employer who is not approved by Western or a department at Western?

A3: NO – you can only use the co-op work permit to work for an employer that has been approved by the co-op coordinator

Q4: What if my study permit expires during my co-op work term?

A4: It is your responsibility to apply for a study permit and your co-op work permit extension before the expiry date.

IESC support with Co-op Work Permit application

- E-mail advising on the process iesc@uwo.ca
- Students can [book an appointment](#) with IESC staff who are RCIC or RISIA