Co-op and Internship Work Permits for International Students

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AGENDA

• Definitions
• Eligibility for a co-op work permit
• Work on or off campus on a study permit
• Co-op work permit application process
• Social Insurance Number (SIN)
• FAQ & Summary
• IESC advising services
• Program Information and contact
• Q & A
Examples of “work”: unpaid employment undertaken for the purpose of obtaining work experience, such as an internship or practicum normally done by a student.

Internship

Supervised work or school-related training that may be either paid or unpaid. Internship positions can be found with some businesses, government departments and non-profit organizations. Internships can help newcomers gain Canadian work experience.

Co-op/Internship Work Permit

Foreign students who wish to participate in a co-op or internship program in a Canadian institution must apply for a work permit as well as a study permit. To be eligible for the co-op/internship work permit program, you must meet the following conditions (see next page):

https://www.cic.gc.ca/english/helpcentre/glossary.asp
ELIGIBILITY FOR A CO-OP WORK PERMIT

- A valid Study Permit
- Employment must be an essential part of your program
- A letter from school:
  • That confirms all students in your program need to complete work placements to get their degree
- Co-op or internship totals 50% or less of study program

https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html
WHO’S NOT ELIGIBLE?

• Students are **not** eligible for a co-op work permit if:
  • the work is not an essential part of their study program, or
  • they are studying English or French as a second language (ESL/FSL), or
  • they are taking general interest or preparatory courses.

https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html
WORK ON CAMPUS (WITHOUT A WORK PERMIT)

You must...

- have a valid **Study Permit**
- be a **Full-time student**
  - at a participating institution (Western and its affiliated colleges are included)
- have a SIN

How many hours you can work on campus:

- **Unlimited** hours from immigration perspective

  **Note:** no more than an average of 10 hours per week for graduate students

[https://grad.uwo.ca/administration/regulations/4.html](https://grad.uwo.ca/administration/regulations/4.html)
You must...

- **Have a valid Study Permit**
  - with a condition that says you can work off-campus

- **Be a Full-time student**
  - at a DLI (Western and its affiliated colleges are included)

- **Be enrolled**
  - in a post-secondary program and have started studying

- **Be in a program**
  - that leads to a degree, diploma or certificate that is at least 6 months long

**How many hours you can work off campus:**

- **During school terms**
  - You can work up to 20 hours per week.

- **During scheduled breaks**
  - You can work full-time.
    - Must be a full-time student both before and after the break.
CO-OP WORK PERMIT APPLICATION PROCESS

➢ Sign in or Create an account at www.cic.gc.ca
CO-OP WORK PERMIT APPLICATION PROCESS

➢ Determine your eligibility

Determine your eligibility and apply online:

- Visitor visa, study and/or work permit
- Express Entry (EE)
- International Experience Canada (IEC)

Find out if you're eligible to apply

What would you like to do in Canada? (required)
- Work
- Please make a selection
- Study
- Visit
- Move there

- Work
  - Transit only - less than 48 hours
  - IEC - Travel and Work

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? (required)
- Please make a selection

What is your date of birth? (required)
- Select year
- Select month
- Select day

Save and Exit Questionnaire

Next
CO-OP WORK PERMIT APPLICATION PROCESS

➢ Select Co-op (in Canada) to continue
CO-OP WORK PERMIT APPLICATION PROCESS

➢ Upload required documents and submit application (document checklist is personalized based on answers)
APPLYING FOR A SIN

• You can apply online or by mail.

• If you are unable to apply online or by mail you have the option to apply in person.

• If you apply for a SIN online or by mail and your application meets the requirements, you will receive a letter with your SIN by mail within 20 business days from the date the application is received. If more than 25 business days have passed and you would like to find out the status of your application, contact the SIN program.

• There is no fee to apply for a Social Insurance Number (SIN).

FAQ

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.
SUMMARY

Mandatory internship
- Meeting all eligibility criteria
  - Apply for a co-op work permit
    - Can work full-time during school terms

Optional course-related internship
- Can’t apply for a co-op work permit
  - Can’t take the internship

Other “Internship” (No credit on transcripts)
- Can’t apply for a co-op work permit
  - Can work on campus if all conditions met
    - Can work full-time*

- Can work off campus if all conditions met
  - Can work up to 20 hours/week during school terms
  - Can work full-time during scheduled breaks
ADVISING SERVICES FALL 2021

Appointments
https://iesc.uwo.ca/appointment
- Virtual via Microsoft Teams or telephone
- Monday – Friday, 10am – 12pm & 1 – 3pm

Drop Ins
- In person at 2nd floor, International & Graduate Affairs Building (IGAB)
- Monday – Friday, 1 – 4pm

Immigration FAQ Fridays
- Virtual drop-in on zoom
- Fridays, 9 – 10am

Immigration workshops
- IESC events calendar: http://www.events.westernu.ca/events/iesc/
- IESC weekly network email

Office Hours & Reception
- Monday – Friday, 9am – 4pm
- Phone: 519-661-2111 ext. 89309
- Email: iesc@uwo.ca
PROGRAM INFORMATION (ELIGIBILITY, DEADLINES)

If you are unsure about the internship/co-op/practicum options available in your Faculty, or who to contact for more information:

• Visit wil.uwo.ca and select “Discover Your Options” to find the program information and contact info for the Career Services Officer/Team in your Faculty

OR

• Email experience@uwo.ca
CAREER PREPARATION

For help with your resume, cover letter, interview skills:

• Connect with the Career Services Officer/Team in your Faculty (see wil.uwo.ca)

• Visit career.uwo.ca and select “Prepare” to view resources, schedule an appointment with a Career Coach, request resume feedback, etc.
Q & A