Western International

Co-op Work Permits for International Students

Presented by: Heidi Liu, RCIC International Student Advisor November 16, 2023











International Students We want to learn from you!

Complete the CBIE International Student Survey

surveys.cbie.ca/s3/Western-University

Complete by November 30



AGENDA

- Definitions
- Eligibility for a co-op work permit
- Co-op work permit application process
- Work on or off campus on a study permit
- Temporary policy on off-campus work authorization
- Social Insurance Number (SIN)
- Q & A

IRCC DEFINITIONS

Work

An activity for which wages are paid or commission is earned, or that competes directly with activities of Canadian citizens or permanent residents in the Canadian labour market.

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 https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/foreign-workers/what-is-work.html



ELIGIBILITY FOR A CO-OP WORK PERMIT

https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html



NOTE: You can only use the co-op work permit to work for a university-approved employer and for the required school-related work placement.

FAQ

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

A1: YES – you will maintain your full-time student status at Western University.

Q2: Will doing a co-op work placement affect my ability to qualify for a post-graduation 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: Can I use my co-op work permit to work beyond my co-op term for the same employer who is approved by my program?

A4: NO – you can only use the co-op work permit to work for the required school-related work placement.

Q5: What if my study permit expires during my co-op work term?

A5: It is your responsibility to apply for a study permit and your co-op work permit extension before the expiry date.



Sign in or Create an account at www.cic.gc.ca tome

Immigration and citizenship

Apply to travel, study, work or immigrate to Canada, apply for citizenship, a permanent resident card or refugee protection, check the status of your application or find a form.





Find out how to hire a candidate with the Atlantic Immigration Pilot

Services and information

My application

Sign in or create an account, check application status and processing times, find forms, pay fees, learn about medical and police checks, learn about representatives and protect yourself from fraud

Immigrate

Find out what immigration programs you

/isit

Find out if you need a visa to visit, do business or transit through Canada, and how to extend your stay as a visitor

Work

Apply for or extend a work permit, learn

Most requested

- Sign in or create an account to apply online
- Check your application status
- Check application processing times
- · Get answers to your questions

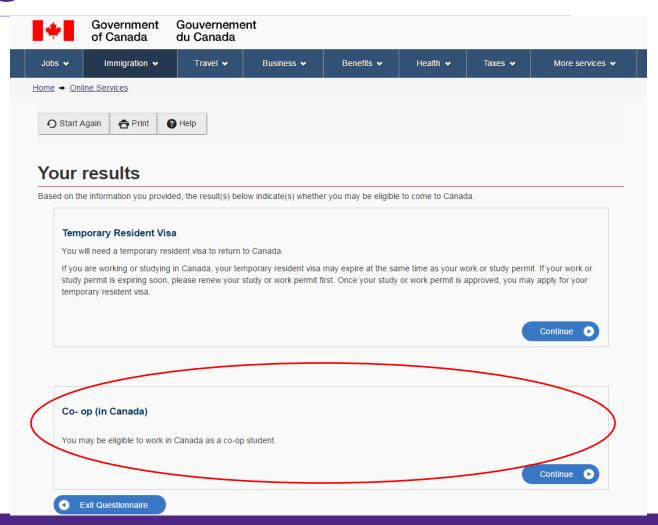


Determine your eligibility

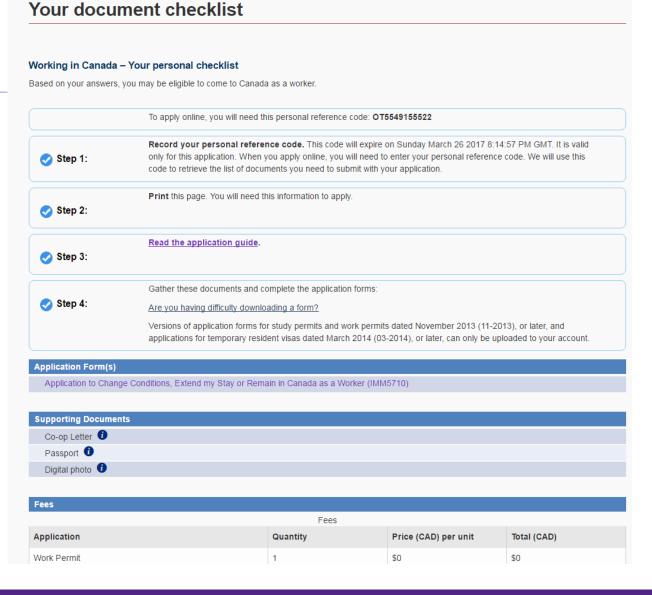




Select Co-op (in Canada) to continue



 Upload required documents and submit application (document checklist is personalized based on answers)



WORK ON CAMPUS (WITHOUT A WORK PERMIT)

You can work on campus if you:

- ✓ Are a full-time student at a DLI
 - ✓ Or if you are a part-time student in your last term and you were a full-time student up until your last term
- √ Have a valid study permit
- √ Have a SIN

Note: Your study permit must have a condition that says you are allowed to work on-campus and you must have started your study program.

How many hours can I work on campus?

- Unlimited number of hours from immigration perspective
- Note: No more than an average of 10 hours per week for graduate students. Please contact your Program if you would like to work on campus for more than 10 hours/week.

https://grad.uwo.ca/administration/regulations/4.html



WORK OFF CAMPUS (WITHOUT A WORK PERMIT)

You can work off campus if you:

- ✓ Are a full-time student at a DLI
 - ✓ Or if you are a part-time student in your last term and you were a full-time student up until your last term
- ✓ You are enrolled in a post-secondary program that leads to a degree, diploma or certificate and that is at least 6 months long
- √ Have a valid study permit
- √ Have a SIN

Note: Your study permit must have a condition that says you are allowed to work off-campus and you must have started your study program.

How many hours can I 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.

NOTE: Graduate programs at Western don't have summer breaks.



TEMPORARY POLICY ANNOUNCED ON OCTOBER 7, 2022

(DOES NOT APPLY TO ON-CAMPUS WORK)

- ✓ Eligible international students will not be restricted by the 20-hour-per-week rule between November 15, 2022 and December 31, 2023.
- ✓ This measure applies to international students who have submitted a study permit application (or study permit extension) by October 7, 2022, provided their application is later approved and they meet all the eligibility criteria.
- ✓ Anyone applying for a study permit (or study permit extension) after October 7 will not be able to benefit from this temporary policy.
- ✓ Students are responsible for keeping track of the hours that they work off campus and proving that they are complying with the conditions of their study permit.
- ✓ Students will be expected to balance their studies and work so that they can continue to take classes full-time.

https://iesc.uwo.ca/visas/working_and_volunteering/Index.html

APPLYING FOR A SIN



□ Online

- https://www.canada.ca/en/employment-social-development/services/sin/apply.html
- You can view your SIN digitally on My Service Canada Account (MSCA) platform within 5 business days if your application is complete with all required documents. You will still receive your SIN in mail.

☐ In person at

Service Canada Dominion Public Building 457 Richmond Street London, Ontario

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

NOTE: You can continue using your expired SIN while waiting for study permit extension or work permit application decision as long as you are eligible to work. You will need to apply to renew your SIN once you receive your new SP or WP.



ADVISING SERVICES FALL 2023

Appointments

https://iesc.uwo.ca/appointment/index.html

Virtual via Microsoft Teams or telephone appointment

Drop Ins

- In person, IGAB 2nd floor
- Monday Friday, 1pm 4pm

Immigration FAQ sessions

- Virtual on Zoom
- Select Fridays, 9:30am 10:30am

Immigration workshopsVirtual on Zoom

- IESC events calendar: http://www.events.westernu.ca/events/iesc/

Office Hours & Reception

- Monday Friday, 8:30 am to 4:30 pm **Phone:** 519-661-2111 ext. 89309
- Email: iesc@uwo.ca

Q & A

