Co-op Work Permits for International Students

Presented by:
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International Student Advisor
October 20, 2022
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)

• Q & A
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.

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.

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
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 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: 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.
WORK ON CAMPUS (WITHOUT A WORK PERMIT)

You can work on campus if you:

✓ Are a full-time student at a DLI
  ✓ 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

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
  ✓ 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

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.
    o Must be a full-time student both before and after the break.

NOTE: Graduate programs at Western don’t have summer breaks.
WORK OFF CAMPUS
(TEMPORARY POLICY ANNOUNCED ON OCTOBER 7, 2022)

✓ Eligible international students will not be restricted by the 20-hour-per-week rule between November 15, 2022 and December 31, 2023.

✓ This measure also applies to international students who have already submitted a study permit application by October 7, 2022, provided their application is later approved and they meet all the eligibility criteria.

✓ Anyone applying for a study permit 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
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

Visa
   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
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).

# FALL 2022 IMMIGRATION WORKSHOPS

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<tr>
<th>Topic</th>
<th>Date &amp; Time</th>
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<tbody>
<tr>
<td>Co-op Work Permit</td>
<td>Nov 3, 12:30-1:30pm</td>
<td>Zoom</td>
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<tr>
<td>Post-Graduation Work Permit</td>
<td>Nov 9, 12:00-1:00pm</td>
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<tr>
<td>Co-op Work Permit</td>
<td>Nov 17, 5:00-6:00pm</td>
<td>Zoom</td>
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http://www.events.westernu.ca/events/iesc/
ADVISING SERVICES FALL 2022

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

Drop Ins
• In person, IGAB 2nd floor
• Monday – Friday, 1 - 4 pm

Immigration FAQ sessions
• Virtual 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, 8:30 am to 4:30 pm
• Phone: 519-661-2111 ext. 89309
• Email: iesc@uwo.ca