Co-op Work Permits for International Students

Presented by:
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November 17, 2022
AGENDA

• Definitions

• Eligibility for a co-op work permit

• Work on or off campus on a study permit
  • Temporary policy on off-campus work authorization

• 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
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.
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

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
  ✓ 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.
    o 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
DO I STILL NEED TO APPLY FOR A CO-OP WORK PERMIT UNDER THE NEW POLICY?

Scenarios you will need to apply for a co-op work permit if one of the following conditions applies to you:

➢ Part of your co-op placement is outside the period of November 15, 2022 to December 31, 2023;

➢ Your entire co-op placement takes place between November 15, 2022 and December 31, 2023, but you are not eligible for the temporary policy for the entire period for the co-op placement
  ➢ because your current SP expires before the end of the co-op placement and your SP extension application was received after October 7, 2022; or
  ➢ because you are not a full-time student and you are not in your final academic session

* Western international students are highly recommended to apply for a fee-exempt co-op work permit for the required co-op/internship placement.

https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.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
- Study
- Visit
- Move there

Work
- Visit 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).


**NOTE:** You can continue using your expired SIN while waiting for SP 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 2022**

**Appointments**  
[https://iesc.uwo.ca/appointment/index.html](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/](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