

Western International

Co-op Work Permits for International Students

Presented by:
Heidi Liu, RCIC
International Student Advisor
October 31, 2024



AGENDA

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

Note: This presentation contains accurate information as of the date indicated. For the most up-to-date information on visas and permits, visit [Immigration, Refugees and Citizenship Canada \(IRCC\)](#).

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>

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

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.

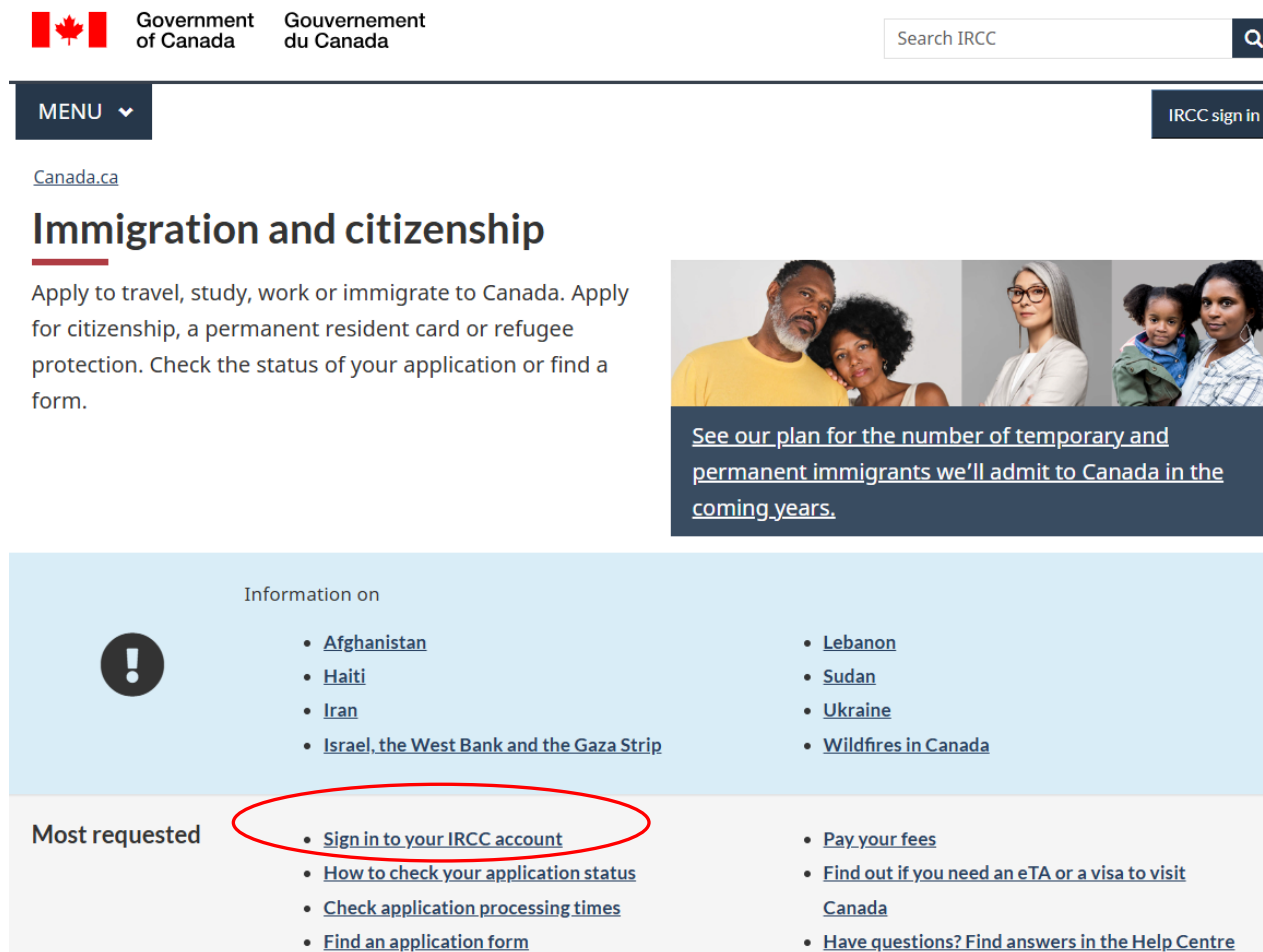
Q5: What if my study permit expires during my co-op work term?

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

CO-OP WORK PERMIT APPLICATION PROCESS

Step 1:

Go to ircc.canada.ca

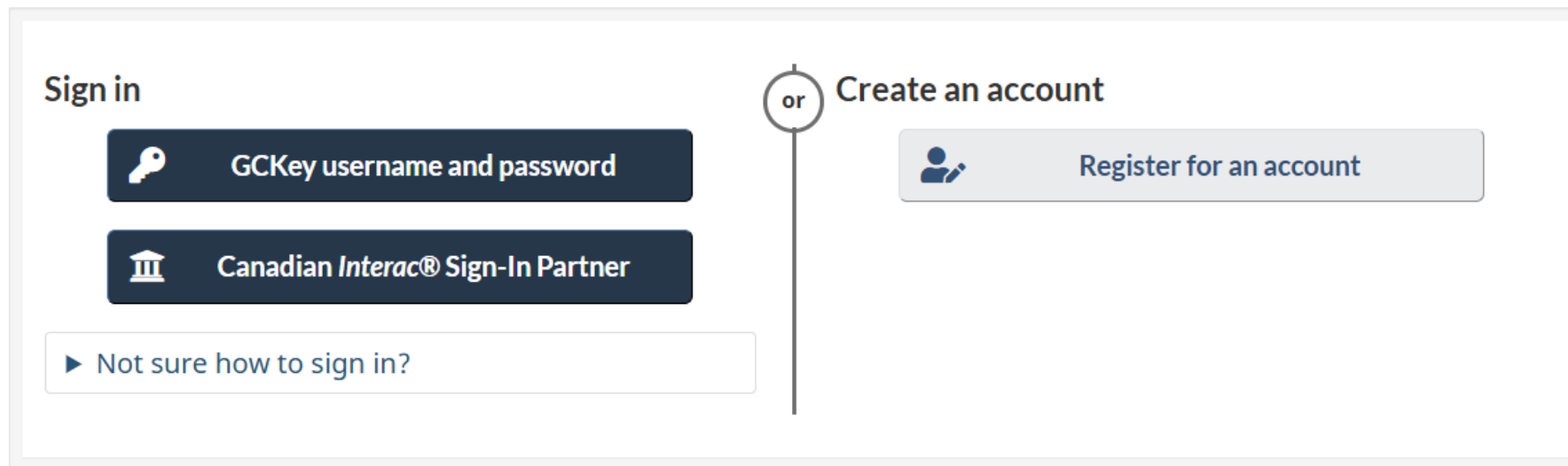


The screenshot shows the IRCC website homepage. At the top, there is a navigation bar with the Government of Canada logo and a search bar labeled "Search IRCC". Below the navigation bar, there is a "MENU" dropdown and an "IRCC sign in" button. The main content area features a heading "Immigration and citizenship" with a sub-heading "Canada.ca". Below this, there is a paragraph describing the services: "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." To the right of this text is a photograph of a diverse group of people. Below the photograph is a link: "See our plan for the number of temporary and permanent immigrants we'll admit to Canada in the coming years." Below this is a section titled "Information on" with a list of links: Afghanistan, Haiti, Iran, Israel, the West Bank and the Gaza Strip, Lebanon, Sudan, Ukraine, and Wildfires in Canada. Below this is a section titled "Most requested" with a list of links: Sign in to your IRCC account (circled in red), How to check your application status, Check application processing times, Find an application form, Pay your fees, Find out if you need an eTA or a visa to visit Canada, and Have questions? Find answers in the Help Centre.

CO-OP WORK PERMIT APPLICATION PROCESS



Step 2:

Sign in or Create an account




The image shows a user authentication interface with two main sections: 'Sign in' and 'Create an account', separated by a vertical line with a circle containing the word 'or' at the top.

Sign in

-  GCKey username and password
-  Canadian *Interac*® Sign-In Partner

[▶ Not sure how to sign in?](#)

Create an account

-  Register for an account

CO-OP WORK PERMIT APPLICATION PROCESS

Step 3: Start an application

Start an application

[Apply to come to Canada](#)

Includes applications for visitor visas, work and study permits, Express Entry and International Experience Canada. You will need your personal reference code if you have one.

Personal Reference Code

If you have already completed the Come to Canada or the Express Entry wizard, you would have received a document checklist and/or a personal reference code, based on the answers you provided.

* Please enter your personal reference code to begin your application. (required)



Continue

Cancel

I do not have a Personal Reference Code

If you do not have a personal reference code, you may answer a series of questions to find out if you are eligible to apply for a visa and/or permit, apply for Express Entry, and begin an online application.

If you begin your application **after you have logged into your account**, you will not receive a personal reference code, as the system will save your document checklist right into your account.

Determine your eligibility and apply online:

Visitor visa, study and/or work permit

Express Entry (EE)

International Experience Canada (IEC)

CO-OP WORK PERMIT APPLICATION PROCESS

Step 4:

Determine your eligibility

➤ Select “Work”
if applying for
a co-op work permit only

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

What is your current country/territory of residence? If you are presently in Canada, you should select Canada. (required) ?

Please make a selection

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

Step 4:

Determine your eligibility

➤ Select “Study”

if applying for
a co-op work permit

AND

study permit extension

Find out if you're eligible to apply

What would you like to do in Canada? (required) ?

Study

Please make a selection

Study

Visit

Move there

Work

Transit only - less than 48 hours

IEC - Travel and Work

What is your current country/territory of residence? If you are presently in Canada, you should select Canada.

(required) ?

Please make a selection

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

Step 5: Select Study Permit or Co-op to continue

Your results

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

Study Permit (in Canada)

You may be eligible to extend your stay in Canada as a student

Continue

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

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


CO-OP WORK PERMIT APPLICATION PROCESS

Step 6: Upload required documents and submit application


Application Form(s)


Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709)


Supporting documents

Co-op Letter 

Passport 

Letter of Acceptance or Letter of Enrollment / Registration 

Proof of Means of Financial Support 

Digital photo 

Fees


Fees

Application	Quantity	Price (CAD) per unit	Total (CAD)
Study Permit	1	\$150	\$150


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

NOTE: There is no application fee if students are applying for a co-op work permit only.

CO-OP WORK PERMIT SAMPLE

NOTE:

- Expiry date
- “Employer” must indicate **Western University**
- Check under “Conditions” if you are “Not authorized to work in childcare, primary / secondary school, teaching, health service field occupations.”

Immigration, Refugees and Citizenship Canada / Immigration, Réfugiés et Citoyenneté Canada

PROTECTED WHEN COMPLETED / PROTÉGÉ UNE FOIS REMPLI - B

CANADA

Application/Demande: _____
UCI/IUC: _____

WORK PERMIT/PERMIS DE TRAVAIL

CLIENT INFORMATION/INFORMATION DU CLIENT

Family Name/Nom de Famille: _____
Given Name(s)/Prénom(s): _____
Date of Birth/Date de naissance: _____ (yyyy/mm/dd - aaas/mmm/jj)
Sex/Sexe: MALE
Country of Birth/Pays de naissance: IRAN
Country of Citizenship/Citoyen de: IRAN
Travel Doc No./N° du document de voyage: _____ PASSPORT

ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE

Date Issued/Délivré le: 2023/08/10 (yyyy/mm/dd - aaas/mmm/jj)
Expiry Date/Date d'expiration: 2023/12/01 (yyyy/mm/dd - aaas/mmm/jj)
Case type/Genre de cas: 59
LMA or Exempt No./N° de l'EIMT ou Dispense: _____
Employer/Employeur: WESTERN UNIVERSITY
Employment Location/Emplacement de l'emploi: UNKNOWN
Occupation/Profession: OPEN
In Force From/En vigueur le: 2023/03/10 (yyyy/mm/dd - aaas/mmm/jj)

Conditions:

1. NOT AUTHORIZED TO WORK IN CHILDCARE, PRIMARY/SECONDARY SCHOOL TEACHING, HEALTH SERVICE FIELD OCCUPATIONS.
2. MUST LEAVE CANADA BY 2023/12/01
3. NOT VALID FOR EMPLOYMENT IN BUSINESSES RELATED TO THE SEX TRADE SUCH AS STRIP CLUBS, MASSAGE PARLOURS OR ESCORT SERVICES.

Remarks/Observations:
EMPLOYMENT PRACTICUM CANNOT FORM MORE THAN 50% OF THE TOTAL PROGRAM OF STUDY.
AUTHORIZED TO UNDERTAKE EMPLOYMENT WHICH FORMS INTEGRAL PART OF STUDIES AS CERTIFIED THE INSTITUTION.

THIS DOES NOT AUTHORIZE RE-ENTRY/CECI N'AUTORISE PAS LA RÉ-ENTRÉE

THIS FORM HAS BEEN ESTABLISHED BY THE MINISTER OF IMMIGRATION, REFUGEES AND CITIZENSHIP CANADA - THIS DOCUMENT IS THE PROPERTY OF THE GOVERNMENT OF CANADA
FORMULAIRE ÉTABLI PAR LE MINISTRE DE L'IMMIGRATION, RÉFUGIÉS ET CITOYENNETÉ CANADA - LE PRÉSENT DOCUMENT EST LA PROPRIÉTÉ DU GOUVERNEMENT DU CANADA

IMM 14428 (1-2019)

Canada

IMMIGRATION MEDICAL EXAM (IME)

You need a medical exam if you plan to work in certain jobs in which public health must be protected. Examples of such jobs are:

- workers in health care settings
- clinical laboratory workers
- patient attendants in nursing and geriatric homes
- medical students admitted to Canada to attend university
- medical electives and physicians on short-term locums
- workers in primary or secondary school settings, or workers in child-care settings
- domestics
- workers who give in-home care to children, the elderly and the disabled
- day nursery employees
- other similar jobs

NOTE: Temporary policy for IMEs **until October 5, 2029** for **in-Canada applicants**:

If you completed an IME within 5 years of submitting your new application, include the IME number (or the unique medical identifier number) from your previous IME in your current application.

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams/requirements-temporary-residents.html>

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.

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.



STUDENT ADVISING

International Student Advising Appointments

- iesc.uwo.ca/appointment

Drop-In Support

- In person Monday to Friday 1- 4 pm, IGAB 2nd floor
- Virtual Immigration FAQ on select Fridays 9:30 - 10:30 am

Workshops & Information Sessions

events.westernu.ca/events/iesc

Office Hours & Reception

- Monday to Friday, 9:00 am - 4:00 pm
- **Phone:** 519-661-2111 ext. 89309
- **Email:** iesc@uwo.ca

Q & A

