

Western International

Co-op Work Permits for International Students

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Western



Canadian Bureau for
International Education

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>

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

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

Home

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.

Follow:    



[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

[Visit](#)

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](#)

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

a. *(required)* ?

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

The screenshot shows the Government of Canada's online services interface. At the top, there are logos for the Government of Canada and the Government of Canada in French. Below this is a navigation menu with options: Jobs, Immigration, Travel, Business, Benefits, Health, Taxes, and More services. The main content area is titled "Your results" and contains the following text: "Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada." There are two result boxes. The first box is titled "Temporary Resident Visa" and states: "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." The second box is titled "Co-op (in Canada)" and states: "You may be eligible to work in Canada as a co-op student." This second box is circled in red. At the bottom of the page, there is an "Exit Questionnaire" button.

CO-OP WORK PERMIT APPLICATION PROCESS

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

Your document checklist

Working in Canada – Your personal checklist

Based on your answers, you may be eligible to come to Canada as a worker.

To apply online, you will need this personal reference code: **OT5549155522**

✔ Step 1:

Record your personal reference code. This code will expire on Sunday March 26 2017 8:14:57 PM GMT. It is valid only for this application. When you apply online, you will need to enter your personal reference code. We will use this code to retrieve the list of documents you need to submit with your application.

✔ Step 2:

Print this page. You will need this information to apply.

✔ Step 3:

[Read the application guide.](#)

✔ Step 4:

Gather these documents and complete the application forms:

[Are you having difficulty downloading a form?](#)

Versions of application forms for study permits and work permits dated November 2013 (11-2013), or later, and applications for temporary resident visas dated March 2014 (03-2014), or later, can only be uploaded to your account.

Application Form(s)

[Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker \(IMM5710\)](#)

Supporting Documents

Co-op Letter [i](#)

Passport [i](#)

Digital photo [i](#)

Fees

Fees

Application	Quantity	Price (CAD) per unit	Total (CAD)
Work Permit	1	\$0	\$0

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 workshops

- Virtual 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

