How to Apply for a Co-op Work Permit

York International

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Information contained in this presentation is current of as January 19, 2022. Immigration information can change at any time. For up to date information, always refer to canada.ca.

Beware of scams.

The Government of Canada will not call you to ask for payment over the phone. If you suspect a scam, ask for the agent's name and ID. You should phone the Call Centre to verify before providing any personal information.

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Learning Outcomes

By the end of today's session, you will be able to:

> Outline what you can and can't do with a co-op work permit

> Explain the differences between a co-op work permit and on/off campus work authorization

> Identify the documents required to apply for a co-op work permit

> Submit an application for a co-op work permit from inside and outside Canada

> Understand how COVID-19 is affecting co-op work permit application

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Working in Canada as a Student

What is a co-op work permit?

It is a paper document issued by IRCC to allow you to complete a work experience that is part of your studies.

If you are in a co-op program that is a required and integral part of your studies, you need a co-op work permit **before you can start working**. It does not matter whether the work is paid or unpaid.

The employer on your permit will be York University.
> All work must be approved by your co-op program office (hours, location, employer).

You cannot use the co-op work permit for work that is not part of your co-op program.

DID YOU KNOW?

What IRCC calls a co-op can be called an internship, placement, practicum, etc. by York.

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Working off campus

You can work off-campus, without a work permit, if you meet **all** of these requirements:

- you have a valid study permit that includes a condition that says you can work off-campus

- you're a **full-time** student at a designated learning institution (DLI)

- you're enrolled in a post-secondary academic, vocational or professional training program

- you've started studying

- your study program
  - is at least 6 months long, and
  - leads to a degree, diploma or certificate

- you have a Social Insurance Number (SIN)

Can I work off-campus while on co-op?

As long as you are eligible to work off-campus, the co-op work permit does not prevent you from this.

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Working on campus

You can work on your school campus, without a work permit, if you:

> are a **full-time** post-secondary student

> have a valid study permit, **and**

> have a Social Insurance Number (SIN).

Can I work on campus while on co-op?

As long as you are eligible to work on-campus, the co-op work permit does not prevent you from this.

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Am I a full-time student?

> We recommend international students **maintain full-time student status** not only to be eligible to work with their studies permits, but also to remain eligible for a post-graduation work permit

> To be full-time, undergraduate students must be registered in a minimum of:
> - 9 credits each Fall and
> - 9 credits each Winter

> You are considered full-time while on a co-op term

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More on Co-op Work Permits

Eligibility

Some study programs include work experience as part of their curriculum. You can apply for a co-op or intern work permit if:

> you have a valid study permit

> work is required to complete your study program in Canada

> you have a letter from your <u>school</u> that confirms all students in your program need to complete work placements to get their degree, and

> your co-op placement or internship totals 50% or less of your study program

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QUICK FAQ

WHEN WILL MY CO-OP WORK PERMIT EXPIRE?

The co-op work permit is usually issued for the same time as your study permit.

DO I NEED TO ALSO EXTEND MY STUDY PERMIT?

If your study permit is expiring soon (in the next 3 months), you can apply to extend your study permit at the same time as you apply for a co-op work permit.

HOW MUCH DOES IT COST?

The co-op work permit is free.

If you are also applying for a study permit, you will need to pay for this.

HOW LONG WILL IT TAKE TO GET MY PERMIT?

Currently from inside Canada, the processing times are:

> Work permit only: 123 days

> Study permit extension: 59 days

Check processing times:
https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html

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How to apply for a co-op work permit from inside Canada

Steps to Applying

1   **Make sure you have what you need**
- ❯ scanner or camera
- ❯ valid credit or debit card
- ❯ your documents

2   **Create your online account or sign in**
Need help? read the instruction guide

3   **Answer the questions and upload your documents**
Save copies of everything for your records

4   **Submit and pay the fees (if any)**

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https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html

View the applications you submitted

Review, check the status or read messages about your submitted application.

Search: [   ]   Showing 0 to 0 of 0 entries | Show [5 ▾] entries

Application type ⬍	Application number ⬍	Applicant name ⬍	Date submitted ⬇	Current status ⬍	Messages ⬍	Action
No data available in table						

Did you apply on paper or don't see your online application in your account? Add (link) your application to your account to access it and check your status online.

Continue an application you haven't submitted

Continue working on an application or profile you haven't submitted or delete it from your account.

Search: [   ]   Showing 0 to 0 of 0 entries | Show [5 ▾] entries

Application type ⬍	Date Created ⬇	Days left to submit ⬍	Date last saved ⬍	Action
No data available in table				

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.

Refugees: Apply for temporary health care benefits

Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.

Citizenship: Apply for a search or proof of citizenship

Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.

Personal checklist

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.

* P_____ur 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)

Find out if you're eligible to apply

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

Work

How long are you planning to stay in Canada? *(required)*

Temporarily - more than 6 months

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

Canada

What is your current immigration status in Canada? *(required)* ❓

Student

Do you plan to work on campus? *(required)*

No

Are you a full-time student at a participating post-secondary institution and want t

No

Have you recently graduated from a participating Canadian post-secondary institu eight months? *(required)*

No

Is your work an essential part of your studies (for example, a Co-Op or internship

Yes

Do you have a written job offer? *(required)*

No

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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 ▶

When does your study permit expire?

Do you also want to apply for a study permit? *(required)*

Please make a selection ⌄

If your study permit is expiring in the next 6 months, you can select YES. If not, you should select NO as it is too early to request a study permit extension at this time. When it is time to extend your study permit, you can also extend your co-op work permit.

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Co-op Only

Study Permit Too

Application Form(s)

Details	Document Name	Instructions	Options
Not Provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710) (required)	❓	**Upload File**

Supporting Documents

Details	Document Name	Instructions	Options
Not Provided	Co-op Letter (required)	❓	**Upload File**
Not Provided	Passport (required)	❓	**Upload File**
Not Provided	Digital photo (required)	❓	**Upload File**

Optional Documents

Details	Document Name	Instructions	Options
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	❓	**Upload File**
Not Provided	Client Information	❓	**Upload File**

Application Form(s)

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

Supporting Documents

Document Name
Co-op Letter (required)
Passport (required)
Digital photo (required)
Letter of Acceptance (required)

Space to add an explanation or supporting documents, if needed.

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What about biometrics?

IRCC has granted a temporary exemption for in-Canada applicants.

If the system asks you to pay biometric fees, you can simply not pay them. But, if you do pay them, IRCC will issue a refund once your application has been processed.

If you get a Biometrics Instruction Letter, you can ignore it. The system automatically generates these.

Details on the exemption: https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/biometrics.html.

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Quick tips on filling out the IMM forms

> Only fields with * are mandatory

> UCI is on your study permit

> Personal details:
  - Your status is student.
  - From [date you first got student status]
  - To [study permit expiry date]

> Contact information:
  - The mailing address is where your documents will be mailed. Make sure it is an address you are checking.

> Coming into Canada:
  - Original is the first time you came to Canada
  - Most recent is the last time you entered Canada

> Previous Employment:
  - If you haven't been employed, enter student as your current occupation. Only the first section is required.

Which form?

IMM 5710
Only co-op work permit. Remember York University is your employer.

IMM 5709
Study permit extension and co-op work permit

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I'm having issues!

I CAN'T LOGIN TO MY IRCC ACCOUNT!

If you are being looped back to the homepage instead of logging in, there are a few things you can try:

1. Try another browser
2. Clear cache and try again
3. Try another device

I CAN'T OPEN THE IMM FORM!

You need Abode Reader. If you do not have it, you can download it for free.

The forms cannot be opened in a browser. You must save them to your computer and then open the file from the location where you saved it.

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How to apply for a
co-op work permit
from outside
Canada

IF YOUR STUDY PERMIT HAS EXPIRED/WILL SOON EXPIRE, <u>AND</u> YOU NEED A CO-OP WORK PERMIT

IF YOUR STUDY PERMIT APPLICATION IS STILL BEING PROCESSED, <u>AND</u> YOU NEED A CO-OP WORK PERMIT

You should apply for a new study permit and a co-op work permit simultaneously.

You can't submit a co-op work permit application separately from your study permit application if you're applying from outside Canada.

You can use the <u>web form</u> to show you've been accepted into a program with a mandatory work component.

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Find out if you're eligible to apply

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

Study ⌄

How long are you planning to stay in Canada? *(required)*

Temporarily - more than 6 months ⌄

Have you been accepted to a designated learning institution? *(required)* ❓

Yes ⌄

Your results

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

Students (Study permit)

You may be eligible to come to Canada as a student

Continue ⟳

Do you have a valid work permit or study permit, and need a visa to return to Canada? *(required)* ❓

No ⌄

Are you an exchange student? *(required)* ❓

No ⌄

Is work an essential component of your studies? *(required)* ❓

Yes ⌄

If your study permit is expiring soon, you should choose "no." Otherwise the system will not prompt you to get a new study permit.

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Application Form(s)

Application Form(s)

Details	Document Name	Instructions	Options
Not Provided	Application for Study Permit Made Outside of Canada (IMM1294) (required)	❓	Upload File

Supporting Documents

Supporting Documents

Details	Document Name	Instructions	Options
Not Provided	Passport (required)	❓	Upload File
Not Provided	Proof of Means of Financial Support (required)	❓	Upload File
Not Provided	Digital photo (required)	❓	Upload File
Not Provided	Family Information (IMM5645) (required)	❓	Upload File
Not Provided	Evidence of Work Requirement in Study (required)	❓	Upload File
Not Provided	Letter of Acceptance (required)	❓	Upload File

Optional Documents

Optional Documents

Details	Document Name	Instructions	Options
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	❓	Upload File
Not Provided	Client Information	❓	Upload File

Fees

Fees

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

Include as many documents as possible. Not enough **financial support** is a common grounds for refusal.

Upload a copy of your **co-op work permit letter**.

Upload a **letter of enrolment**. <u>Not</u> your old letter of acceptance – that is only for new students.

Write a **letter of explanation** and upload a **copy of your current study permit**. You may also include any other relevant supporting documents here.

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For a study permit application, where do I get my letter of enrolment?

If you need a study permit extension, you must submit a letter of enrolment that shows enrolment beyond your study permit expiry date.

Do not submit your letter of acceptance since you are a current student – this is only for new students.

You can get your letter of enrolment online here: https://registrar.yorku.ca/program/letters.

> The standard online confirmation is fine

> After logging in to Passport York, make sure to choose the "detailed" version

Print My Verification of Enrolment and Registration Letter for Fall/Winter 2020-2021

The online service is only available to Undergraduate degree students only.

The following statements must be true:

1. I am an undergraduate student enrolled in Fall/Winter 2020-2021 courses.

For "New" Students Only (including Visiting Students and those taking a course on an LOP):

2. I have paid my registration deposit to the University and it has been processed (check your payment status by looking a

Note: the Verification of Enrolment and Registration Letter shows the information that is currently on your student record. A Academic Honesty policy, and could result in disciplinary action.

If this online service is unavailable to you and your registration deposit appears on your student account, you may submit a Services or fax it to 416-736-5444.

Generate a Standard Enrolled and Registered Letter

Generate a Detailed Enrolled and Registered Letter

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What to write in your letter of explanation

It is uncommon for current students to apply for a study permit from outside Canada. You want to be clear about your situation so IRCC can properly process your application. In your letter of explanation, write that:

> you are applying for a study permit and a co-op work permit from outside Canada

> you have a valid study permit, including the expiry date (attached)

> you need [amount of time] to complete your studies and expect to graduate on [date]

> you are requesting a study permit until the end of your program plus 90 days

> you are also applying for a co-op work permit to participate in your co-op program

> how you plan to afford your studies, including a budget

> a list of supporting documentation you are including with your application

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What other documents do I need?

Local visa offices may have specific requirements in terms of forms, types of financial support documentation they require, etc.

Make sure to check your local visa office for any specific requirements that they may have.
https://www.cic.gc.ca/english/information/applications/student.asp

If there is not a specific section in the document checklist to include these, you can upload them under client information.

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COVID-19 Updates:
Co-op Work Permit

Students outside of Canada

If you're studying online from outside of Canada because of the COVID-19 pandemic, you can still complete a co-op placement. You can start working even if your study permit and co-op work permit applications are still being processed.

If your school and employer agree, you can either
- accept a Canadian work placement and begin working remotely from your home country or
- work for a company in your home country

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Students in Canada

As a <u>temporary measure due to COVID-19</u>, IRCC is permitting students to begin their co-op placement while your co-op work permit is being processed.

Students who are already **in Canada**, and have applied for a co-op work permit, may begin their co-op placement using their off-campus work authorization as outlined on their study permit, provided they meet all other eligibility requirements.

Students can work a total of 20 hours per week during an academic term/semester, including both the hours for co-op and the hours for their regular paid job (if they have one), OR full-time during scheduled breaks, while they are waiting for their co-op work permit.
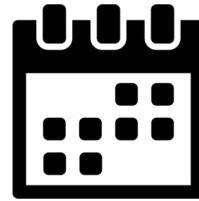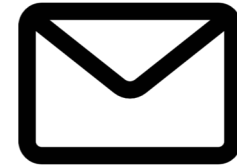
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Need immigration help?

USEFUL WEBSITES

MEET AN INTERNATIONAL STUDENT ADVISOR

EMAIL

York International:
https://yorkinternational.yorku.ca/

IRCC:
https://www.canada.ca/en/immigration-refugees-citizenship.html

Drop-in: **(RECOMMENDED)**
https://yorkinternational.yorku.ca/calendar/

iadvisor@yorku.ca

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