



# Co-op Work Permit Application

York International

MAY 29 2024

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- Disclaimers
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- Application system
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# International Student Advising

## WHAT WE DO

Study permit  
Temporary residence visa (TRV)  
Work on/off campus  
Co-op work permit  
Post-graduation work permit  
Permanent residence

## HOW TO CONTACT US

Email: [iadvisor@yorku.ca](mailto:iadvisor@yorku.ca)

### Advising options:

- Virtual drop-ins
- In-person drop-in at 200 York Lanes
- 1:1 appointments upon invitation for special circumstances

Check the YI events calendar for times and dates:

<https://yorkinternational.yorku.ca/calendar/>



**Only get immigration advice from a licensed professional**

# Disclaimer on scope of service

As licensed immigration professionals, we are authorized to provide immigration advice and represent individuals on Canadian immigration matters.

However, as International Student Advisor and Immigration Specialists:

In scope	Out of scope
<ul style="list-style-type: none"><li>• Provide general guidance/feedback for individual situations</li><li>• Review refusals</li></ul>	<ul style="list-style-type: none"><li>• In-depth application review</li><li>• Reviewing/confirming supporting documentation (i.e. financial documents, study plan, etc.)</li><li>• Confirming eligibility or admissibility</li></ul>

Immigration law is complex and providing accurate and comprehensive legal advice requires complete understanding of personal/immigration history. This is out of our scope.

# Disclaimer on webinar slides

The following slides were prepared by a licensed immigration professional in compliance with [section 91 of the Immigration and Refugee Protection Act \(IRPA\)](#).

This is **not** a legal document and does not constitute legal advice. It is for information purposes only, designed for York international students.

Immigration information **may change without notice** and it is your responsibility to refer to [Immigration, Refugees and Citizenship Canada \(IRCC\)](#) for the most up to date information and to be sure you meet the eligibility criteria.

IRCC is the authoritative source for immigration legislation, policies, instructions and information.

**The information in these slides is current as of May 2024.**

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



A photograph of a modern, multi-story glass-walled atrium. The structure features multiple levels with glass railings and wooden paneling. The interior is lit with warm, yellowish lights. The entire image is framed by a thick red border. The text "Working in Canada as a Student" is overlaid in white on the left side of the image.

# 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?

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



# 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?

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

## 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?

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

# Am I a full-time student?

- We recommend international students **maintain full-time student status** not only to be eligible to work with their study 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
- For graduate students, your program defines your full/part-time status
- All students are considered full-time while on a co-op term



A photograph of a modern building with a glass facade and a set of stairs leading up to it. The building has a mix of glass and light-colored panels. The stairs are made of concrete and have metal railings. The scene is set against a clear blue sky with some greenery visible in the background. The entire image is framed by a thick red border.

# 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 school 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





**Documents for your  
application**



# Co-op Letter

You must provide a letter from York indicating that work is a component of academic program that all participants are expected to complete in order to receive the degree, diploma or certificate.

The letter must include:

- Details of the work to be performed
- The specific number of hours per term or semester.

## Confirmation of current enrolment

As you are a current student, you should be providing proof of enrolment. Only students starting a new program should provide a letter of acceptance. Your letter of enrolment should confirm:

1. your enrolment for the next academic session and
2. your expected graduation date.

### HOW TO REQUEST YOUR LETTER OF ENROLMENT

1. Visit this website: <https://registrar.yorku.ca/program/letters>.
2. Under the tab, choose undergraduate or graduate as appropriate and select option #3, “I need a special or customized confirmation letter that is not available from MyCreds.ca at this time.”
3. Complete the *Letter and Document Verification Request* form and select the option, “Student Visa Extension Application.”
4. Email the form to [yuverify@yorku.ca](mailto:yuverify@yorku.ca). In the body of the email, mention that you are an international student and that you are requesting the confirmation of enrolment letter for the purpose of your study permit extension application.
5. The letter will take about weeks to prepare. Once it is prepared, you will receive a link to pay for the letter which costs \$25.
6. Once payment is confirmed, you will be emailed a copy of the letter.

SCHOOL OF  
CONTINUING  
STUDIES

Your letter of  
enrolment is  
available in [your  
Student Portal](#).

# 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 your study permit.

## HOW LONG WILL IT TAKE TO GET MY PERMIT?

Currently from inside Canada, the processing times are:

- Work permit only: 90 days
- Study permit extension: 44 days

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





# IRCC Systems



## Step 1: Make sure you have what you need

scanner or camera

valid [credit](#) or [debit](#) card

your documents



## Step 2: Create your online account or sign in

Need help? [read the instruction guide](#)



## Step 3: Answer the questions and upload your documents

Save copies of everything for your records



## Step 4: Submit and pay the fees



# IRCC account

Create your account or sign in:  
<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>

Need help? [Read the instruction guide](#)

## IRCC secure account

We have different accounts for some applications.

You may need a different account to apply, depending on the application you submit.

### Check if this is the right account for you

▶ Apply for these applications

▶ Check the status of these applications

▶ Upload requested documents for these applications



▶ Study permit applicants

▶ Delays with the status of your medical exam results

▶ Student Direct Stream applicants

Sign in



GCKey username and password



Canadian Interac® Sign-In Partner

▶ Not sure how to sign in?



Create an account



Register for an account



## 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  entries

Application type	Application number	Applicant name	Date submitted	Current status	Messages	Action
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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  entries

Application type	Date Created	Days left to submit	Date last saved	Action
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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

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### 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.

\* Provide 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)

## 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 to continue your studies in Canada? *(required)*

No

Have you recently graduated from a participating Canadian post-secondary institution within the last eight months? *(required)*

No

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

Yes

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

No

## 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.



# Co-op Only

Application Form(s)			
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			
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

# With Study Permit

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

  

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

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

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

## What about biometrics?

Biometrics (fingerprints and photo) are valid for 10 years. If you're not sure if your biometrics are still valid, you can use the [Check Status tool](#).

To avoid delays due to biometrics, make sure to:

- Pay the biometric fee with your application
- Book an appointment for biometrics as soon as you get your biometrics instruction letter

# Tips for IMM form



# 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?

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### **IMM 5710**

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

### **IMM 5709**

Study permit extension and co-op work permit



**After you apply**





# Social Insurance Number

- Your study permit and SIN will expire at the same time
- You can only apply to renew your SIN once you have the new (extended) study permit. You can [apply for a SIN](#) online or at a Service Canada Centre.
- As long as you submit your study permit extension before the expiry of your study permit, you can continue to use your SIN (assuming you are eligible to work).

# Need immigration help?



Bookmark and check the [YI events calendar](#) regularly. Here you'll find:

- The advising schedule
- Information sessions on various immigration topics



Visit [yorkinternational.yorku.ca](http://yorkinternational.yorku.ca) for information and guides to help you.



Email us at [iadvisor@yorku.ca](mailto:iadvisor@yorku.ca)

- Always include your student number in all communications with York
- Expect a delayed response due to the high volume of inquiries, especially at peak times



Scan the QR code and check the [YI events calendar](#)