



York International:

**Co-op Work Permit
Application**



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

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

MEET THE ISA TEAM



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Immigration Lawyer

English, Tamil



Don Ghafari

RCIC

English, French,
Arabic



Vivian Wang

RCIC

English, Mandarin



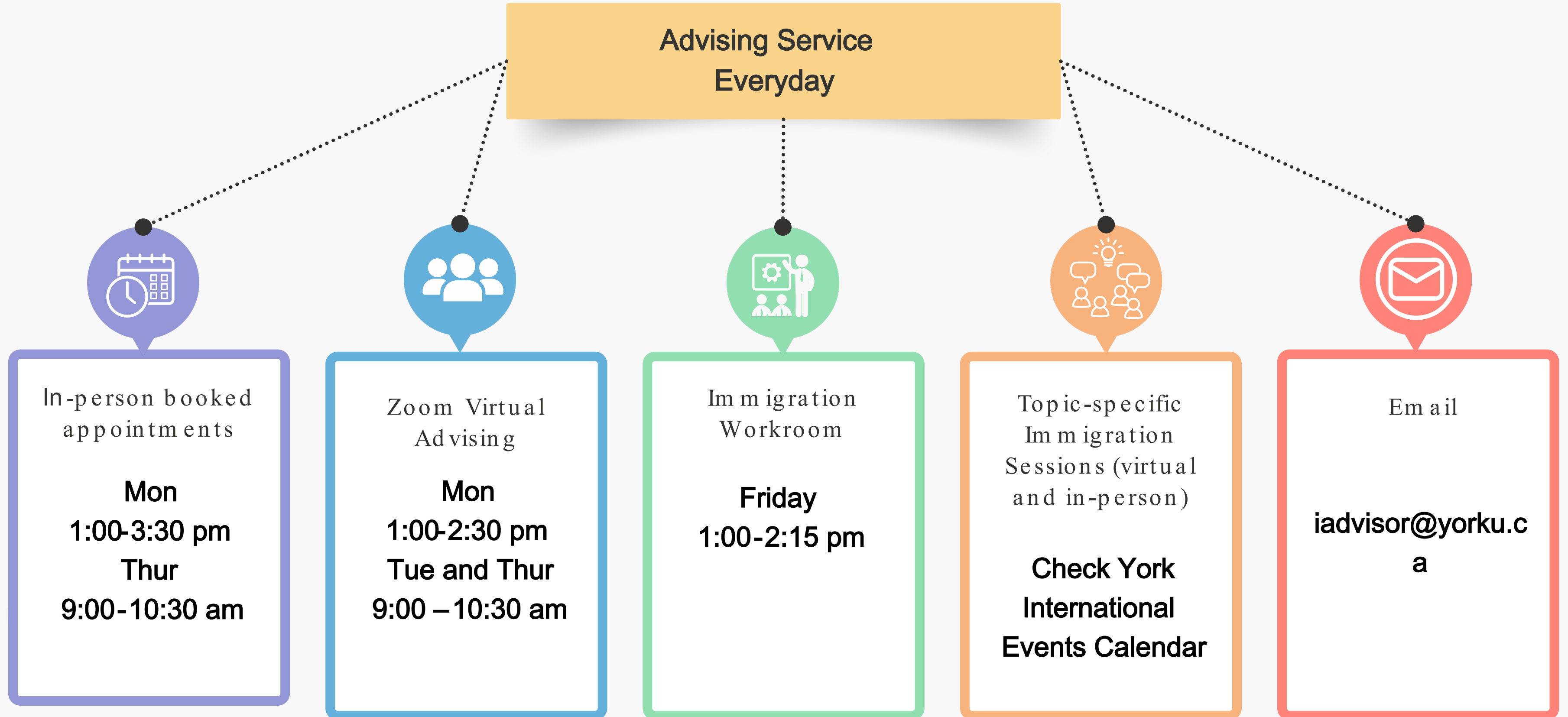
Gilbert Totime

RCIC-IRB

English, Twi, Ewe

Only a licensed person can give immigration advice

IMMIGRATION ADVISING SERVICES



Working in Canada as a Student



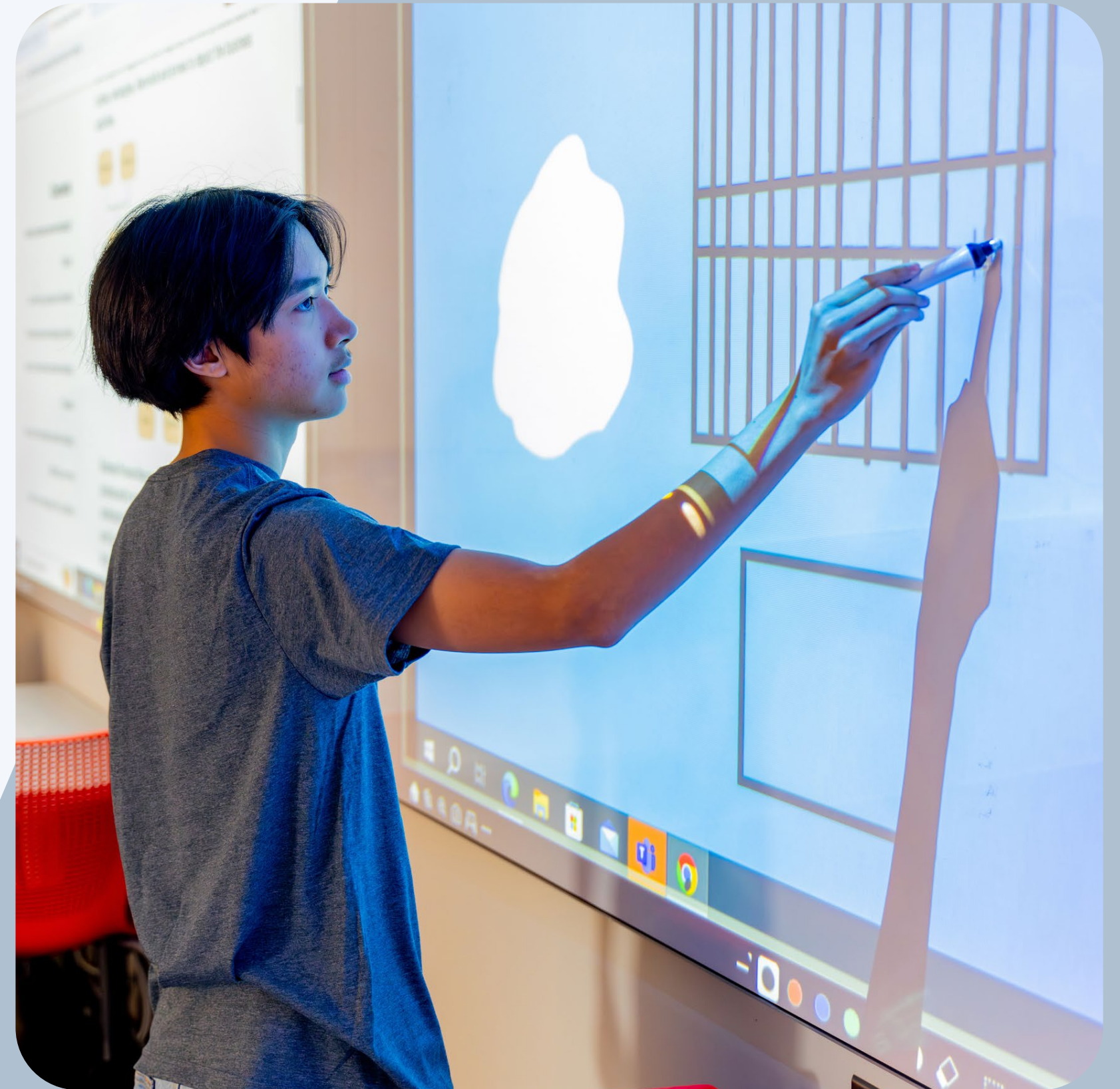
What is a co-op work permit?

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.



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?

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?

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



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
- you are not a medical intern or extern, nor a resident physician (except in veterinary medicine).

If you are studying English or French as a second language (ESL/FSL), or participating in general interest or preparatory courses, you are not eligible for a co-op work permit.





Documents for your application



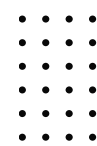
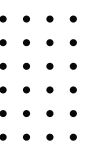


Preparing your documents

1. Co-op letter

2. Passport and digital photo

3. Letter of Enrollment (if applicable)



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:

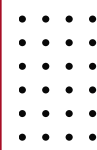
1. your enrolment for the next academic session and
2. your expected graduation date.

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. 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 till the same expiry date 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.

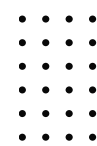
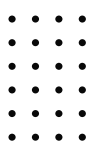
If you are also applying for a study permit, you will need to pay for your study permit.

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 APPLICATION SYSTEM





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](#)

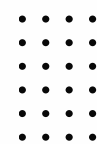


Step 3: Answer the questions and upload your documents

Save copies of everything for your records



Step 4: Submit and pay the fees





MENU

Home > Immigration and citizenship > My immigration or citizenship application

Sign in to your IRCC secure account

Your account lets you start an application, submit and pay for your application, get messages related to your application, check the status of your application and update your information.

Need help signing in or applying online?

Option 1: GCKey

Sign in with your GCKey user ID and password.

[Sign in with GCKey](#)

Option 2: Sign-In Partner

Sign in with your online Canadian banking information if you have an existing account with 1 of our partners.

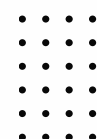
[Sign in with Sign-In Partner](#)

[View the full list of Sign-In Partners](#)

Don't have an account?

[Register](#)

<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 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 entries

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

No data available in table

Choose this option

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.

[Students: Transfer schools](#)

For approved study permit holders only Tell us if





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.

* 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.

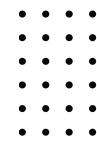
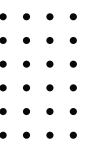
If you begin your application **after you have logged into your account**, you will not receive a personal reference code, as the system will save your document checklist right into your account.

Determine your eligibility and apply online:

Visitor visa, study and/or work permit

Express Entry (EE)

International Experience Canada (IEC)





Find out if you're eligible to apply

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

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

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

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

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

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

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

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

TIP: Click on “?” button to view additional document instructions or examples

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





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.

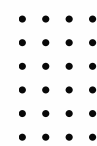
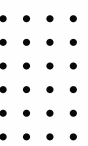
If you are working or studying in Canada, your temporary resident visa may expire at the same time as your work or study permit. If your work or study permit is expiring soon, please renew your study or work permit first. Once your study or work permit is approved, you may apply for your temporary resident 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.





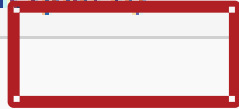
If you are only applying for a co-op work permit



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

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

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





If you are applying for a study permit extension and a co-op work permit

Details	Document name	Instructions	Options
Not provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709) (required) <small>(Opens a new window)</small>	?	Upload file

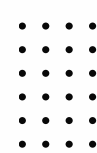
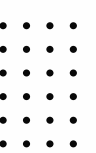
Supporting documents

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
Not provided	Letter of Acceptance or Letter of Enrollment / Registration (required)	?	Upload file

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

Optional documents

Optional documents			
Details	Document name	Instructions	Options
Not provided	Schedule 1 - Application for a Study Permit Made Outside	?	Upload file



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?

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



What about my SIN?

- 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.



[Visit YI for information and guides to help you.](#)



Check YI immigration resource page for application guides



Email us at advisor@yorku.ca

Always include your student number in all communications with York