

## Immigration Tips Sheet for International Student on Practicum

### What is a co-op work permit?

A co-op work permit is a **mandatory document** for international students to use during their co-op/internship/practicum/placement period. It allows international students to work full-time during regular academic terms. The co-op work permit application is FREE!

### When can you apply for a co-op work permit?

**You MUST have your co-op work permit prior to starting your co-op work term.**

You can apply for your co-op work permit:

1. Apply for your co-op work permit with your study permit application
2. Separate co-op work permit application

### How can you apply for a co-op work permit?

1. Online application on [MyCIC account](#) \*highly recommended option
2. Paper application

### What documents do you need for a co-op work permit?

- Valid study permit
- Valid passport
- Digital photo (for online applications)
- Medical exam - you must see a physician on [Canada's list of Panel Physicians](#)  
\*If you submit your medical results as part of your application package will speed up the processing of your application
- Enrollment letter from the Nursing Program Office or Offer of Admissions (if it's still valid)
- IMM 5710 form – Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker

### How long does it take to process your co-op work permit?

This can change weekly. Check the processing times at the [IRCC website](#).

Click on “Temporary residence (visiting, studying, working) and “Work permit extension (new employer).

## Check processing times



Find out [why processing times information changed](#) and see [top questions about processing times](#) in the Help Centre.

\* What are you applying for? (required)

Temporary residence (visiting, studying, working) ▼

\* Which temporary residence application? (required)

Work permit extension (new employer) ▼

Get processing time



## Checklist for International Students

- Email [uhip@uoit.ca](mailto:uhip@uoit.ca) **6 weeks before** your practicum term with your full name, student number, and information on any eligible dependents you have.
  - This is to ensure you are eligible, enrolled and charged the appropriate fees for University Health Insurance Plan (UHIP).
- Obtain a letter of enrollment from the Nursing Program Office
- Apply for your co-op work permit
- Receive your co-op work permit and keep this on file
- Upload your co-op work permit or your co-op work permit approval letter here:** <https://forms.gle/BYNCX7UwZVk92CQh7> **before October 4th.**

## For More Information

To find more information about your co-op work permit you can contact Tharsy Selvanantham, International Student Advisor by:

1. Book a meeting on [Student Life Portal](#) website OR
2. Email at [iss@uoit.ca](mailto:iss@uoit.ca)