

*\*Directed for only Faculty of Business and Information Technology, Faculty of Health Sciences, Faculty of Science and Faculty of Social Science and Humanities*

## Immigration Tip Sheet for Co-op Work Permit

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

A co-op work permit is a **mandatory document** for international students during your co-op/internship/placement/practicum period.

#### Please note:

- You are responsible for keeping the original co-op work permit and ensure it is **valid**
- The co-op work permit application is free
- You cannot use this co-op work permit in lieu of your study permit

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

**You MUST have your co-op work permit prior to starting your work term.** It is highly recommended to apply for your co-op work permit at the beginning of the semester prior to your work term. Do not wait until you have a job offer.

For example, if your work term starts in the winter semester (January), it is recommended to apply for your co-op work permit in the fall semester (September).

You can apply for your co-op work permit during one of the following times:

1. Apply for your co-op work permit with your study permit extension application or
2. Apply separately for the co-op work permit application

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

You can apply through the online application through your [MyCIC](#) account on the IRCC website

\*If you are an upper-year student outside of Canada and want to apply for the co-op work permit from outside of Canada, please email your International Student Advisor at [iss@ontariotechu.ca](mailto:iss@ontariotechu.ca).

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

- Co-op work permit letter from the Registrar Office by emailing [connect@ontariotechu.ca](mailto:connect@ontariotechu.ca)
- Valid study permit
- Valid passport
- Digital photo (for online applications)
- IMM 5710 form – Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker

**Last updated:** October 2020

The information presented is not legal advice and is subject to change without notice.

*\*Directed for only Faculty of Business and Information Technology, Faculty of Health Sciences, Faculty of Science and Faculty of Social Science and Humanities*


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

Due to COVID-19 the processing times are delayed. Check the processing times at the Immigration, Refugee, Citizenship Canada ([IRCC website](#)). It's recommended you apply for your co-op work permit early.

Click on "Temporary residence (visiting, studying, working)" and "Work permit extension".

**\* What are you applying for? (required)**

**\* Which temporary residence application? (required)**

### Checklist for International Students

- Confirm the eligibility with your faculty
- Email [uhip@ontariotechu.ca](mailto:uhip@ontariotechu.ca) **6 weeks before** your work 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)
- Medical exam \*only if you are working in certain jobs listed above
- Obtain a letter of enrollment from the Registrar Office ([connect@ontariotechu.ca](mailto:connect@ontariotechu.ca)) after you have been approved for co-op from your faculty
- Apply for your co-op work permit on the [IRCC website](#)
- Receive your co-op work permit and keep this on file
- Present to your employer your co-op work permit and your job offer acceptance

### For more information

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

1. Booking a meeting on [Student Life Portal](#) website or
2. Email at [iss@ontariotechu.ca](mailto:iss@ontariotechu.ca)