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.

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
- 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)**

Temporary residence (visiting, studying, working)

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

Work permit extension

[Get processing time]

**Checklist for International Students**

- Confirm the eligibility with your faculty
- Email 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) 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

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