

# Western International

## Co-op Work Permits for MEng International Students

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# AGENDA

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- Definitions
- Eligibility for a co-op work permit
- Work on or off campus on a study permit
- Co-op work permit application process
- Social Insurance Number (SIN)
- IESC advising services
- Q & A

# IRCC DEFINITIONS

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## Work

**Examples of “work”:** unpaid employment undertaken for the purpose of obtaining work experience, such as an **internship or practicum** normally done by a student.

## Internship

Supervised work or school-related training that may be **either paid or unpaid**. Internship positions can be found with some businesses, government departments and non-profit organizations. Internships can help newcomers gain Canadian work experience.

## Co-op/Internship Work Permit

Foreign students who wish to participate in a co-op or internship program in a Canadian institution must apply for a work permit as well as a study permit. To be eligible for the co-op/internship work permit program, you must meet the following conditions (see next page):

<https://www.cic.gc.ca/english/helpcentre/glossary.asp>

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/foreign-workers/what-is-work.html>

# ELIGIBILITY FOR A CO-OP WORK PERMIT

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a valid **Study Permit**

employment must be an **essential part** of your program

a letter from school

- that confirms all students in your program need to complete work placements to get their degree

Co-op or internship totals **50% or less** of study program

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html>

# WHO'S NOT ELIGIBLE?

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- Students are **not** eligible for a co-op work permit if:
  - the work is not an essential part of their study program, or
  - they are studying English or French as a second language (ESL/FSL), or
  - they are taking general interest or preparatory courses.

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html>

# FAQ

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**Q1: Am I still a Western student while I do my co-op work placement?**

**A1: YES** – you will maintain your student status at Western University

**Q2: Will doing a co-op work placement affect my ability to qualify for a post-graduation work permit (PGWP)?**

**A2: NO** – you maintain full-time students status during your co-op, and you are still considered to be studying during that time as the co-op placement is a mandatory part of your program

**Q3: Can I use my co-op work permit to work with an employer who is not approved by Western or a department at Western?**

**A3: NO** – you can only use the co-op work permit to work for an employer that has been approved by the co-op coordinator

**Q4: What if my study permit expires during my co-op work term?**

**A4:** It is your responsibility to apply for a study permit and your co-op work permit extension before the expiry date.

# WORK ON CAMPUS (WITHOUT A WORK PERMIT)

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## You can work on campus if you:

- ✓ Are a full-time student at a DLI
  - ✓ If you are a part-time student in your last term and you were a full-time student up until your last term
- ✓ Have a valid study permit
- ✓ Have a SIN

## How many hours can I work on campus?

- **Unlimited** number of hours from immigration perspective
- **Note:** No more than an average of 10 hours per week for graduate students. Please contact your Program if you would like to work on campus for more than 10 hours/week.

<https://grad.uwo.ca/administration/regulations/4.html>

# WORK OFF CAMPUS (WITHOUT A WORK PERMIT)

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## You can work off campus if you:

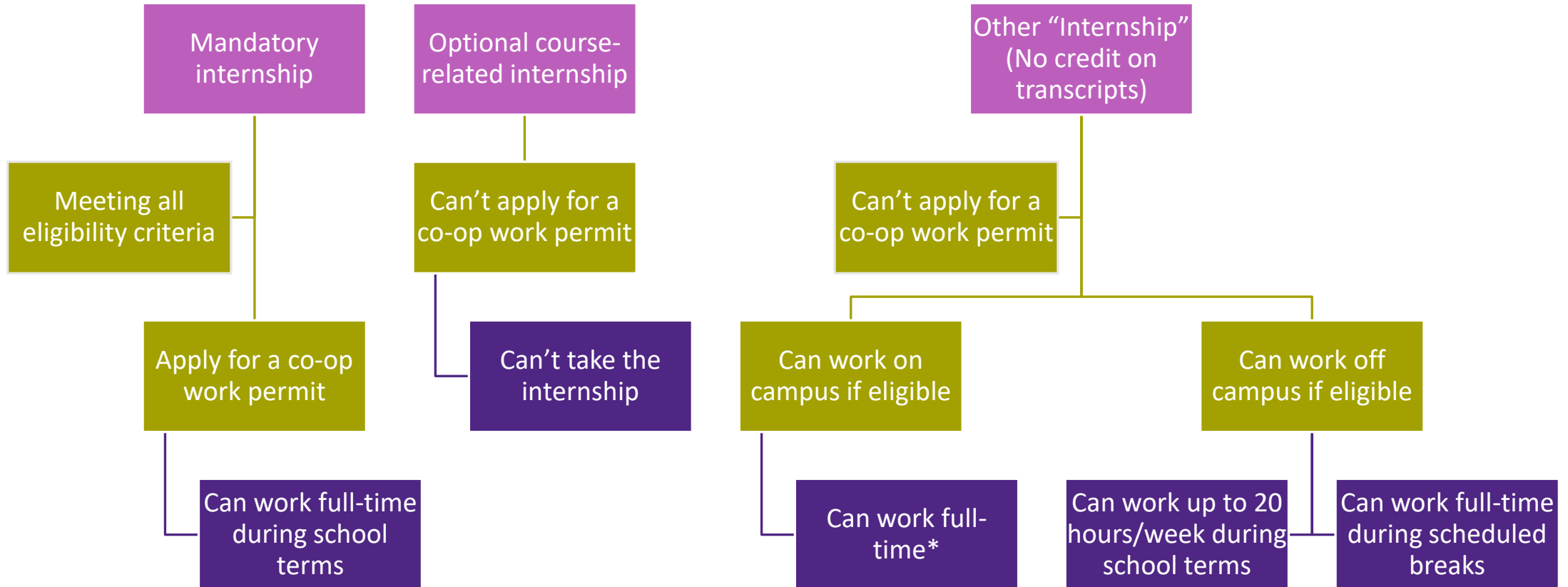
- ✓ Are a full-time student at a DLI
  - ✓ If you are a part-time student in your last term and you were a full-time student up until your last term
- ✓ You are enrolled in a post-secondary program that leads to a degree, diploma or certificate and that is at least 6 months long
- ✓ Have a valid study permit
- ✓ Have a SIN

## How many hours can I work off campus?

- **During school terms**
  - You can work up to 20 hours per week.
- **During scheduled breaks**
  - You can work full-time.
    - Must be a full-time student both before and after the break.

**NOTE: Graduate programs at Western don't have summer breaks.**

# SUMMARY



# CO-OP WORK PERMIT APPLICATION PROCESS

- Sign in or Create an account at [www.cic.gc.ca](http://www.cic.gc.ca)

[Home](#)

## Immigration and citizenship

Apply to travel, study, work or immigrate to Canada, apply for citizenship, a permanent resident card or refugee protection, check the status of your application or find a form.

Follow:



[Find out how to hire a candidate with the Atlantic Immigration Pilot](#)

## Services and information

### [My application](#)

Sign in or create an account, check application status and processing times, find forms, pay fees, learn about medical and police checks, learn about representatives and protect yourself from fraud

### [Immigrate](#)

Find out what immigration programs you

### [Visit](#)

Find out if you need a visa to visit, do business or transit through Canada, and how to extend your stay as a visitor

### [Work](#)

Apply for or extend a work permit, learn

## Most requested

- [Sign in or create an account to apply online](#)
- [Check your application status](#)
- [Check application processing times](#)
- [Get answers to your questions](#)

# CO-OP WORK PERMIT APPLICATION PROCESS

## ➤ Determine your eligibility

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

Please make a selection

Study

Visit

Move there

Work

Transit only - less than 48 hours

IEC - Travel and Work

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? *(required)* ?

Please make a selection

What is your date of birth? *(required)* ?

Select year Select month Select day

Save and Exit Questionnaire

Next

# CO-OP WORK PERMIT APPLICATION PROCESS

- Select Co-op (in Canada) to continue

The screenshot shows the Government of Canada's online services portal. At the top, there is a navigation bar with the Canadian flag and the text 'Government of Canada' and 'Gouvernement du Canada'. Below this is a menu with various service categories: Jobs, Immigration, Travel, Business, Benefits, Health, Taxes, and More services. A breadcrumb trail indicates the user is on the 'Online Services' page. Below the navigation bar, there are buttons for 'Start Again', 'Print', and 'Help'. The main content area is titled 'Your results' and contains a message: 'Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.' There are two result boxes. The first box is titled 'Temporary Resident Visa' and contains text about needing a temporary resident visa to return to Canada. The second box is titled 'Co-op (in Canada)' and contains text about being eligible to work in Canada as a co-op student. This second box is highlighted with a red oval. Both result boxes have a 'Continue' button with a right arrow. At the bottom of the page, there is an 'Exit Questionnaire' button.

Government of Canada / Gouvernement du Canada

Jobs Immigration Travel Business Benefits Health Taxes More services

Home Online Services

Start Again Print Help

### 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

Exit Questionnaire

# CO-OP WORK PERMIT APPLICATION PROCESS

- Upload required documents and submit application (document checklist is personalized based on answers)

## Your document checklist

### Working in Canada – Your personal checklist

Based on your answers, you may be eligible to come to Canada as a worker.

To apply online, you will need this personal reference code: **OT5549155522**

#### ✓ Step 1:

**Record your personal reference code.** This code will expire on Sunday March 26 2017 8:14:57 PM GMT. It is valid only for this application. When you apply online, you will need to enter your personal reference code. We will use this code to retrieve the list of documents you need to submit with your application.

#### ✓ Step 2:

**Print this page.** You will need this information to apply.

#### ✓ Step 3:

[Read the application guide.](#)

#### ✓ Step 4:

Gather these documents and complete the application forms:

[Are you having difficulty downloading a form?](#)


Versions of application forms for study permits and work permits dated November 2013 (11-2013), or later, and applications for temporary resident visas dated March 2014 (03-2014), or later, can only be uploaded to your account.


### Application Form(s)

[Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker \(IMM5710\)](#)

### Supporting Documents

Co-op Letter 

Passport 

Digital photo 

### Fees

Fees			
Application	Quantity	Price (CAD) per unit	Total (CAD)
Work Permit	1	\$0	\$0

# APPLYING FOR A SIN



- SIN Clinics at IESC: September 1 & 9, 2022. Register to reserve your spot.  
<http://www.events.westernu.ca/events/iesc/>
- You can apply online or by mail.
- If you are unable to apply online or by mail you have the option to apply in person.
- If you apply for a SIN online or by mail and your application meets the requirements, you will receive a letter with your SIN by mail within 20 business days from the date the application is received. If more than 25 business days have passed and you would like to find out the status of your application, contact the SIN program.
- There is no fee to apply for a Social Insurance Number (SIN).
- <https://www.canada.ca/en/employment-social-development/services/sin/apply.html>



# ADVISING SERVICES SUMMER 2022

## Appointments

<https://iesc.uwo.ca/appointment/index.html>

- Virtual via Microsoft Teams or telephone appointment
- Monday – Thursday, 10am-12pm & 1pm-3pm

## Drop Ins

- In person, IGAB 2nd floor
- Monday – Friday, 1 - 4 pm
- Only on Tuesdays and Wednesdays

## Immigration FAQ sessions

- Virtual on zoom
- Fridays 9-10am

## Immigration workshops

- IESC events calendar: <http://www.events.westernu.ca/events/iesc/>
- IESC weekly network email

## Office Hours & Reception

- Monday – Friday, 8:30 am to 4:30 pm
- **Phone:** 519-661-2111 ext. 89309
- **Email:** [iesc@uwo.ca](mailto:iesc@uwo.ca)

# Q & A

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