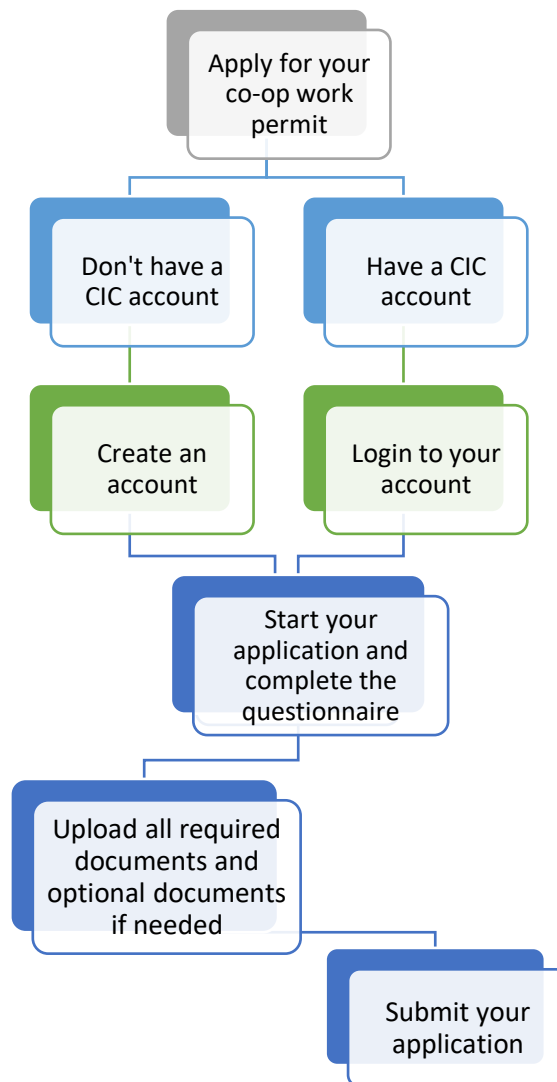# Procedure for applying for necessary Co-op Work Permit from Immigration, Refugees and Citizenship Canada (IRCC)
(Co-op programs – Applying for a Co-op Work Permit)

Studying in Canada can be a rewarding experience. A Co-op or internship program that is part of certain study programs can enhance this experience. Please note that Co-op Work Permit and Post-Graduation Work Permit are two completely different permits. Before presenting an application for a work permit for a co-op or internship program, verify if you meet the basic program requirements by consulting our website: Work as a co–op student or intern - Determine your eligibility. *Please note the co-op work permit is free to exempt.*

The application progress map:

Please visit the following websites and read them very carefully:

- MIAB co-op work permit web page
- Applying for a study permit extension within Canada
- Creating an IRCC account
- Adobe Acrobat Reader : To download and open a PDF form, you need to have Adobe Reader 10 or higher installed. Mobile devices such as iPads, tablets and mobile phones can't be used for IRCC forms.
- Biometrics : Please see the current policy one the Government of Canada's official website.

* Before you submit your application, the following are required documents that you must prepare:

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1. Co-op Letter (required); IRCC letter

You must provide a letter from your school indicating that work is a component of the academic program that all participants are expected to complete to receive their degree, diploma or certificate.

This letter must include:
- details of the work to be performed
- the specific number of hours per term or semester

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2. Passport (required)

You must submit a legible copy of your valid travel document which you will use to travel.

If you have a passport, you must provide a copy of:
- the page that shows your birth date and country of origin, and
- any pages with stamps, visas or markings.

If you do not have a passport and must use another travel document, it must be issued by a government and include your:
- name,
- date of birth,
- document number,
- citizenship or residency status,
- photo, and

expiry date (if applicable).

3. **Digital photo (required)**

Temporary residents (students, workers, visitors), Express Entry and Canadian citizenship certificate.

- o The photo must show a full front view of the head and tops of shoulders, with the face in the middle of the photo.
- o Size of the head, from chin to crown, must be between 31mm and 36mm.
- o Image size: at least 420 x 540 pixels.
- o We accept JPEG or JPEG2000 format.
- o File size: approximately 240 kB, no more than 4 MB.
- o Image must be in colour (24 bits per pixel) in RGB colour space, the common output for most digital cameras.

For more information and instructions, please visit the YouTube Videos via https://www.youtube.com/watch?v=IqLEdJAR3Qg and https://www.youtube.com/watch?v=nKs4Hz76_8s.

*We hope the information provided is helpful in assisting you with your enquiry. We would also like to suggest the following online services that might be helpful to you with any future immigration, refugee and/or citizenship requests:

- Check your application status
- Processing times – Please visit this link to find out how long it may take to process your application.
- Download application forms and guides
- Change of address

If you have any questions, please feel free to contact miabstud@yorku.ca or iadvisor@yorku.ca. We hope everything goes well with your application!

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The document is prepared by MIAB. All the links come from the Government of Canada's official website, YouTube videos and MIAB website.