

How to Apply for a Co-op Work Permit – MFAC Program

York International

JAN 05, 2024

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Disclaimer on webinar slides

The following slides were prepared by a licensed immigration professional in compliance with [section 91 of the Immigration and Refugee Protection Act \(IRPA\)](#).

This is **not** a legal document and does not constitute legal advice. It is for information purposes only, designed for York international students.

Immigration information **may change without notice** and it is your responsibility to refer to [Immigration, Refugees and Citizenship Canada \(IRCC\)](#) for the most up to date information and to be sure you meet the eligibility criteria.

IRCC is the authoritative source for immigration legislation, policies, instructions and information.

The information in these slides is current as of Jan 05, 2024.

Learning Outcomes

By the end of today's session, you will be able to:

- › Outline what you can and can't do with a co-op work permit
- › Explain the differences between a co-op work permit and on/off campus work authorization
- › Identify the documents required to apply for a co-op work permit
- › Submit an application for a co-op work permit from inside and outside Canada



Working in Canada as a Student

What is a co-op work permit?

It is a paper document issued by IRCC to allow you to complete a work experience that is part of your studies.

Master of Financial Accountability Program

If you choose the internship option and enroll in **FACC6850**, you must have work authorization to do so, regardless whether the work is paid or unpaid. There are two ways you may obtain this work authorization.

The employer on your permit will be York University.

- All work must be approved by your co-op program office (hours, location, employer).
- You cannot use the co-op work permit for work that is not part of your co-op program.



DID YOU KNOW?

What IRCC calls a co-op can be called an internship, placement, practicum, etc. by York.

Temporary lifting of 20-hour per week cap on off-campus work

According to the [IRCC announcement on December 07, 2023](#), some students may be eligible to work full-time off-campus.

If IRCC received your study permit application (or extension) on or before October 7, 2022, from November 15, 2022, to April 30, 2024, you can work more than 20 hours per week off campus.

If IRCC received your study permit application (or extension) between October 8, 2022, and December 7, 2023, from January 1, 2024, you can work more than 20 hours per week off campus to April 30, 2024.

If IRCC received your application for a study permit extension after December 7, 2024, you need to stop working more than 20 hours per week without a work permit on the date the study permit you are applying to extend expires.

If your co-op placement ends after April 30, 2024, or if you aren't eligible for the temporary policy change, **you need to apply for a co-op work permit** to cover the period after that date.

We recommend all students with a required work placement in their program apply for a co-op work permit.

Working off campus

You can work off-campus, without a work permit, if you meet **all** of these requirements:

- › you have a valid study permit that includes a condition that says you can work off-campus
- › you're a **full-time** student at a designated learning institution (DLI)
- › you're enrolled in a post-secondary academic, vocational or professional training program
- › you've started studying
- › your study program
 - is at least 6 months long, and
 - leads to a degree, diploma or certificate
- › you have a Social Insurance Number (SIN)



Can I work off-campus while on co-op?

As long as you are eligible to work off-campus, the co-op work permit does not prevent you from this.

Working on campus

You can work on your school campus, without a work permit, if you:

- › are a **full-time** post-secondary student
- › have a valid study permit, **and**
- › have a Social Insurance Number (SIN).



Can I work on campus while on co-op?

As long as you are eligible to work on-campus, the co-op work permit does not prevent you from this.

QUICK FAQ

WHEN WILL MY CO-OP WORK PERMIT EXPIRE?

The co-op work permit is usually issued for the same time as your study permit.

DO I NEED TO ALSO EXTEND MY STUDY PERMIT?

If your study permit is expiring soon (in the next 6 months), you can apply to extend your study permit at the same time as you apply for a co-op work permit.

HOW MUCH DOES IT COST?

The co-op work permit is free.

If you are also applying for a study permit, you will need to pay for this.

HOW LONG WILL IT TAKE TO GET MY PERMIT?

Currently from inside Canada, the processing times are:

- Work permit only: 113 days
- Study permit extension: 77 days

Check processing times:
<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html>

An aerial photograph of a large, multi-story university building complex. The building is light-colored with many windows. In the foreground, there is a large, paved courtyard with a central fountain and several trees. The sky is blue with some clouds. The entire image is framed by a thick red border.

How to apply for a co-op work permit from inside Canada

Steps to Applying



Make sure you have what you need

- scanner or camera
- valid [credit](#) or [debit](#) card
- your documents



Create your online account or sign in

Need help? [read the instruction guide](#)



Answer the questions and upload your documents

Save copies of everything for your records



Submit and pay the fees (if any)



MENU

[Canada.ca](#) > [Immigration and citizenship](#) > [My Immigration or citizenship application](#)

Sign in to your IRCC secure account

Your account lets you start an application, submit and pay for your application, get messages related to your application, check the status of your application and update your information.

**Need help signing in
or applying online?**

Option 1: GCKey

Sign in with your GCKey user ID and password.

[Sign In with GCKey](#)

Option 2: Sign-In Partner

Sign in with your online Canadian banking information if you have an existing account with 1 of our partners.

[Sign In with Sign-In Partner](#)

[View the full list of Sign-In Partners](#)

Don't have an account?

[Register](#)

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>

View the applications you submitted

Review, check the status or read messages about your submitted application.

Search: Showing 0 to 0 of 0 entries | Show entries

Application type ↑↓	Application number ↑↓	Applicant name ↑↓	Date submitted ↓	Current status ↑↓	Messages ↑↓	Action
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No data available in table

Did you apply on paper or don't see your online application in your account? [Add \(link\) your application to your account](#) to access it and check your status online.

Continue an application you haven't submitted

Continue working on an application or profile you haven't submitted or delete it from your account.

Search: Showing 0 to 0 of 0 entries | Show entries

Application type ↑↓	Date Created ↓	Days left to submit ↑↓	Date last saved ↑↓	Action
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No data available in table

Start an application

[Apply to come to Canada](#)

Includes applications for visitor visas, work and study permits, Express Entry and International Experience Canada. You will need your personal reference code if you have one.

[Refugees: Apply for temporary health care benefits](#)

Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.

[Citizenship: Apply for a search or proof of citizenship](#)

Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.

Personal checklist

Personal Reference Code

If you have already completed the Come to Canada or the Express Entry wizard, you would have received a document checklist and/or a personal reference code based on the answers you provided.

* Provide your personal reference code to begin your application. *(required)*



Continue

Cancel

I do not have a Personal Reference Code

If you do not have a personal reference code, you may answer a series of questions to find out if you are eligible to apply for a visa and/or permit, apply for Express Entry, and begin an online application.

If you begin your application after you have logged into your account, you will not receive a personal reference code, as the system will save your document checklist right into your account.

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

How long are you planning to stay in Canada? *(required)*

Temporarily - more than 6 months

What is your current country/territory of residence? If you are presently in Canada

Canada

What is your current immigration status in Canada? *(required)* 

Student

Do you plan to work on campus? *(required)*

No

Are you a full-time student at a participating post-secondary institution and want to

No

Have you recently graduated from a participating Canadian post-secondary institution in the last eight months? *(required)*

No

Is your work an essential part of your studies (for example, a Co-Op or internship program)?

Yes

Do you have a written job offer? *(required)*

No


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 

When does your study permit expire?

Do you also want to apply for a study permit? *(required)*

Please make a selection



If your study permit is expiring in the next 6 months, you can select YES. If not, you should select NO as it is too early to request a study permit extension at this time. When it is time to extend your study permit, you can also extend your co-op work permit.

Co-op Only

Application Form(s)			
Application Form(s)			
Details	Document Name	Instructions	Options
Not Provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710) (required)	?	<input type="button" value="Upload File"/>

Supporting Documents			
Supporting Documents			
Details	Document Name	Instructions	Options
Not Provided	Co-op Letter (required)	?	<input type="button" value="Upload File"/>
Not Provided	Passport (required)	?	<input type="button" value="Upload File"/>
Not Provided	Digital photo (required)	?	<input type="button" value="Upload File"/>

Study Permit Too

Application Form(s)	
Application Form(s)	
Document Name	
Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709) (required)	

Supporting Documents	
Supporting Documents	
Document Name	
Co-op Letter (required)	
Passport (required)	
Digital photo (required)	
Letter of Acceptance (required)	

Optional Documents			
Optional Documents			
Details	Document Name	Instructions	Options
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	<input type="button" value="Upload File"/>
Not Provided	Client Information	?	<input type="button" value="Upload File"/>

Space to add an explanation or supporting documents, if needed.

What about biometrics?

Biometrics for visas, study permits and work permits are valid for 10 years. If you are not sure if/when you've given them in the past, you can use the [biometrics check status tool](#).

Some people may be exempt from giving biometrics. [Check to see if you are exempt from giving biometrics](#).

Steps if you must give biometrics:

1. Pay the \$85 fee with your application
2. Get an instruction letter
3. [Book an appointment](#) (select Service Canada Centres)
4. Give your biometrics

Quick tips on filling out the IMM forms

- Only fields with * are mandatory
- UCI is on your study permit
- Personal details:
 - Your status is student.
 - From [date you first got student status]
 - To [study permit expiry date]
- Contact information:
 - The mailing address is where your documents will be mailed. Make sure it is an address you are checking.
- Coming into Canada:
 - Original is the first time you came to Canada
 - Most recent is the last time you entered Canada
- Previous Employment:
 - If you haven't been employed, enter student as your current occupation. Only the first section is required.



Which form?

IMM 5710

Only co-op work permit. Remember York University is your employer.

IMM 5709

Study permit extension and co-op work permit

I'm having issues!

I CAN'T LOGIN TO MY IRCC ACCOUNT!


If you are being looped back to the homepage instead of logging in, there are a few things you can try:

1. Try another browser
2. Clear cache and try again
3. Try another device

I CAN'T OPEN THE IMM FORM!

You need Abode Reader. If you do not have it, you can download it for free.

The forms cannot be opened in a browser. You must save them to your computer and then open the file from the location where you saved it.



**How to apply for a
co-op work permit
from outside
Canada**

IF YOUR STUDY PERMIT HAS EXPIRED/WILL SOON EXPIRE, AND YOU NEED A CO-OP WORK PERMIT

You should apply for a new study permit and a co-op work permit simultaneously.

You can't submit a co-op work permit application separately from your study permit application if you're applying from outside Canada.

IF YOUR STUDY PERMIT APPLICATION IS STILL BEING PROCESSED, AND YOU NEED A CO-OP WORK PERMIT

You can use the [web form](#) to show you've been accepted into a program with a mandatory work component.

Find out if you're eligible to apply

What would you like to do in Canada? *(required)* ?

Study

How long are you planning to stay in Canada? *(required)*

Temporarily - more than 6 months

Have you been accepted to a designated learning institution? *(required)* ?

Yes

Your results

Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.

Students (Study permit)

You may be eligible to come to Canada as a student.

Continue

Do you have a valid work permit or study permit, and need a visa to return to Canada? *(required)* ?

No

Are you an exchange student? *(required)* ?

No

Is work an essential component of your studies? *(required)* ?

Yes

If your study permit is expiring soon, you should choose “no.” Otherwise the system will not prompt you to get a new study permit.

Application Form(s)

Application Form(s)

Details	Document Name	Instructions	Options
Not Provided	Application for Study Permit Made Outside of Canada (IMM1294) (required)	?	Upload File

Supporting Documents

Supporting Documents

Details	Document Name	Instructions	Options
Not Provided	Passport (required)	?	Upload File
Not Provided	Proof of Means of Financial Support (required)	?	Upload File
Not Provided	Digital photo (required)	?	Upload File
Not Provided	Family Information (IMM5645) (required)	?	Upload File
Not Provided	Evidence of Work Requirement in Study (required)	?	Upload File
Not Provided	Letter of Acceptance (required)	?	upload File

Include as many documents as possible. Not enough **financial support** is a common grounds for refusal.

Upload a copy of your **co-op work permit letter**.

Upload a **letter of enrolment**. Not your old letter of acceptance – that is only for new students.

Optional Documents

Optional Documents

Details	Document Name	Instructions	Options
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	Upload File
Not Provided	Client Information	?	Upload File

Write a **letter of explanation** and upload a **copy of your current study permit**. You may also include any other relevant supporting documents here.

Fees

Fees

Application	Quantity	Price (CAD) per unit	Total (CAD)
Study Permit	1	\$150	\$150

For a study permit application, where do I get my letter of enrolment?

If you need a study permit extension, you must submit a letter of enrolment that shows enrolment beyond your study permit expiry date.

Do not submit your letter of acceptance since you are a current student – this is only for new students.

You can get your letter of enrolment online here:

<https://registrar.yorku.ca/program/letters>.

- The standard online confirmation is fine
- After logging in to Passport York, make sure to choose the “detailed” version

Print My Verification of Enrolment and Registration Letter for Fall/Winter 2020-2021

The online service is only available to Undergraduate degree students only.

The following statements must be true:

1. I am an undergraduate student enrolled in Fall/Winter 2020-2021 courses.

For "New" Students Only (including Visiting Students and those taking a course on an LOP):

2. I have paid my registration deposit to the University and it has been processed (check your payment status by looking at

Note: the Verification of Enrolment and Registration Letter shows the information that is currently on your student record. / Academic Honesty policy, and could result in disciplinary action.

If this online service is unavailable to you and your registration deposit appears on your student account, you may submit a request to Student Services or fax it to 416-736-5444.

[Generate a Standard Enrolled and Registered Letter](#)

[Generate a Detailed Enrolled and Registered Letter](#)



What to write in your letter of explanation

It is uncommon for current students to apply for a study permit from outside Canada. You want to be clear about your situation so IRCC can properly process your application. In your letter of explanation, write that:

- you are applying for a study permit and a co-op work permit from outside Canada
- you have a valid study permit, including the expiry date (attached)
- you need [amount of time] to complete your studies and expect to graduate on [date]
- you are requesting a study permit until the end of your program plus 90 days
- you are also applying for a co-op work permit to participate in your co-op program
- how you plan to afford your studies, including a budget
- a list of supporting documentation you are including with your application

What other documents do I need?

Local visa offices may have specific requirements in terms of forms, types of financial support documentation they require, etc.

Make sure to check your local visa office for any specific requirements that they may have.

<https://www.cic.gc.ca/english/information/applications/student.asp>

If there is not a specific section in the document checklist to include these, you can upload them under client information.



Your Questions



International Student Advising

WHAT WE DO

Study permit
Temporary residence visa (TRV)
Work on/off campus
Co-op work permit
Post-graduation work permit
Permanent residence



Only get immigration advice from a licensed professional

HOW TO CONTACT US

Email: iadvisor@yorku.ca

Advising options:

- Virtual drop-ins
- In-person drop-in at 200 York Lanes
- 1:1 appointments upon invitation for special circumstances

Check the YI events calendar for times and dates:

<https://yorkinternational.yorku.ca/calendar/>