How to Apply for a Co-Op Work Permit

The Co-Op Work Permit allows holders to work full-time in an Okanagan College (OC) approved work-term, internship or practicum.

Before you begin:

First, you must meet the following requirements:

- [ ] **Have you applied to the OC Co-op program** and have you spoken to a Co-op Advisor? Learn more at: https://www.okanagan.bc.ca/careers-hub/co-op.
- [ ] Do you have proof that you have been approved to take an OC co-op work term, internship or practicum? This proof usually comes in the form of a **Co-op Letter**, requested through Career Hub
- [ ] Do you have a valid study permit?

Make sure that you have collected all the supporting documents:
- [ ] Proof that you are approved to take a co-op work term/internship/practicum (i.e., Co-op Letter from OC)
- [ ] Passport with more than 6 months' validity
    - o Combine scanned copies of biodata page (i.e., page stating your name, date of birth, passport number, passport issue and expiry date, etc.) and ALL marked/stamped/visa pages of passport in a single PDF file
- [ ] If there is <u>no</u> entry stamp in your passport on your <u>most recent entry</u> into Canada, include copy of your flight itinerary/air ticket/boarding pass for the <u>most recent entry</u> into Canada, and write and include a simple Explanation Letter explaining the reason for including your flight itinerary
- [ ] Digital photo meeting the requirements explained here: https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/temporary-resident-visa-application-photograph-specifications.html
- [ ] Copy of your valid study permit

<u>Note</u>: you may be required to provide additional supporting documents, and all documents need to be in English or French.

Who can apply for a co-op work permit?

You can only apply for this work permit if you have applied for a **co-op eligible program and are approved to take an OC co-op work term.** Learn more about co-op eligible program at: https://www.okanagan.bc.ca/careers-hub/co-op.

When should I apply for co-op work permit?

Review the FAQ section at: https://www.okanagan.bc.ca/careers-hub/co-op.   If you have been admitted to your co-op program and have a Co-op Letter, you may apply for a co-op work permit as soon as possible.

Make sure you do this early so that you can apply for your co-op work permit soon.

Can I extend my Study Permit AND apply for a Co-Op Work Permit at the same time?

Yes! Make sure you have all the documents for both, your study permit extension application AND your co-op work permit application.

I'm not a co-op student but I want to find my own internship/work-term. Am I eligible to apply for a co-op work permit?

No. This work permit is only for students who are participating in an OC co-op work term.

Can't I just use my study permit for my co-op?

No. Co-op students have special permission to work full-time as part of their study program and for this, a co-op work permit is required.

Is there a fee for this work permit?

No, this is no government processing fee for this work permit. Regarding biometrics, review the IRCC webpage https://www.cic.gc.ca/english/visit/biometrics.asp.

Applying Online

Step 1: Request your proof of co-op eligibility (co-op letter)

Apply for a co-op eligible program. Learn more at: https://www.okanagan.bc.ca/careers-hub/co-op. If you're approved to take an OC co-op work term, you can request your Co-op Letter from the OC Co-op Office.

Make sure you do this early so that you can apply for your co-op work permit soon.

Step 2: Create your personal checklist using IRCC online services

Visit the Immigration, Refugees and Citizenship Canada (IRCC) website and complete the Come to Canada wizard at: https://www.canada.ca/en/immigration-refugees-citizenship/services/come-canada-tool.html. Click "❓" icon next to questions in the Come to Canada wizard.

- For "What would you like to do in Canada?", select "Work".
- For "How long are you planning to stay in Canada?", select "Temporarily – more than 6 months".
- For "What is your current immigration status in Canada?", select "Student" as you've a study permit
- For "Do you plan to work on campus?", select "No"
- For "Is your work an essential part of your studies (for example, a Co-Op)", select "Yes"
- For "Do you have a written job offer?", select "No"
- Answer next questions. When you see different options such as Temporary Resident Visa or Co-op (in Canada), select "Co-op (in Canada)" and click Continue.
- For "Do you also want to apply for a study permit?", if you want to apply for study permit extension too, at the same time, select "Yes" (in this case, there's more requirements – see the Info Sheet on study permit extension); otherwise select "No"
- For "Are you giving someone access to your application?", select "No". If you've a representative, then select as appropriate.
- For "Are you able to make a digital copy of your documents with a scanner or camera?", select "Yes"
- For "Will you be paying your application fees online?", select "Yes"

After you finish answering all questions, the system will generate 'personal reference code' along with several steps. Read and follow these steps carefully.

Step 3: Enter your personal reference code in your IRCC account, scan and attach all supporting documents

- Upon logging into your IRCC account, click 'Apply to come to Canada' under "Start an application", enter your personal reference code and click Continue.

- Click the "❓" icon next to each document name in the Your Document Checklist webpage for instructions. Scan your documents to your computer and attach them to your online application. If you do not have a scanner, you may use the scanner in the Library. The overall size of each file to upload needs to be less than four (4) MB. You may use Adobe Acrobat to reduce file size. Alternatively, you may print out the documents and scan them at a lower resolution (not below 250 dpi).

- In the "Client Information" upload file field, ensure you upload your valid study permit copy, and if you feel you need to explain anything to an IRCC Officer, then your explanation letter.

Step 4: Submit your application

Submit your application online. You may receive an email notification from the IRCC once there's an update or an outcome on your application. You may also monitor your IRCC account for any updates.