

# CO-OP WORK PERMITS



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## WHAT IS A CO-OP WORK PERMIT?

A co-op work permit allows international students to work (co-op/placement/internship/practicum) when that work term is for credit and is a required part of the Canadian academic program<sup>1</sup>.

## WHO NEEDS A CO-OP WORK PERMIT?

If your academic program includes a paid or unpaid co-op/placement/internship/practicum, you may need to have a co-op work permit<sup>2</sup>. **Please visit this IRCC website for more information.** Your co-op work permit will list the employer as Durham College and only allows you to do the job approved by your academic program, within your work term.

## WHEN SHOULD YOU APPLY FOR A CO-OP PERMIT?

If you did not receive a co-op work permit when you entered Canada, request a supporting letter from the International Education office and start your application as soon as possible. If you are in a co-op program, start your application as soon as you receive a letter from the International Education office confirming your acceptance into the co-op work term at Durham College.



## HOW DO YOU APPLY FOR A CO-OP WORK PERMIT?

To apply for a co-op work permit:

1. Visit [www.canada.ca](http://www.canada.ca).
2. Choose either English or French and click on the Immigration and Citizenship section. There are two ways to access the application:
  - a) Click on **Sign in or Create an account**, then click on **Apply to come to Canada**. Next, scroll down to **I don't have a personal reference code** and click on **Visitor, Study or Work Permit. OR**.
  - b) Click on **Study**, then **Work as a student, Work as a co-op student or intern** and follow the instructions.

## HOW MUCH DOES IT COST? Free!

## QUESTIONS?

<https://durhamcollege.ca/info-for/international/contact-us>



<sup>1</sup> This is not a legal document and information is subject to change without notice. We recommend you refer to [www.canada.ca](http://www.canada.ca) for the most up-to-date information.

<sup>2</sup> You must keep track of your study permit/passport expiry dates to maintain your immigration status. It is your responsibility to ensure your documents remain valid during your studies in Canada.