CO-OP WORK PERMITS
Co-op work permits

WHAT IS A CO-OP WORK PERMIT?
A co-op work permit allows international students to work (co-op/placement/internship) when that work term is for credit and is a required part of the Canadian academic program\(^1\).

WHO NEEDS A CO-OP WORK PERMIT?
If your academic program includes a paid or unpaid co-op/placement/internship, you need to have a co-op work permit\(^2\). You are required to have a co-op work permit before you start your work term. 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\(^3\).
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?
isa@durhamcollege.ca

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\(^1\) This is not a legal document and information is subject to change without notice. We recommend you refer to www.canada.ca for the most up-to-date information.

\(^2\) 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.

\(^3\) For best results use Internet Explorer as the browser on a PC. Other browsers and MACs can cause issues.