

# Co-op/ Internship Work Permit

(Necessary for all work activities required for your academic program)



## Co-op/Internship Work Permit (IRCC requirement)

Co-op/Internship Work Permit is a work permit that authorizes international students to complete work that is a requirement of their academic program. International students must have the co-op/internship work permit in order to begin their work requirement even if the work is *paid or unpaid, full-time or part-time, on-campus or off-campus*. The permit is free but necessary.

### Examples Include:

|                 |                       |                  |
|-----------------|-----------------------|------------------|
| Practicums      | Industry Projects     | Applied Research |
| Volunteer       | Work Placements       | Internships      |
| Field Placement | Work Experience Hours |                  |

**NOTE** the study permit indicating that the student may work on or off-campus **cannot** be used for co-op programs or other types of work required by the program.

Learn more from the IRCC webpage on [Work as a co-op student or intern](#).



## IMPORTANT

As part of a temporary measure from IRCC, some international students are eligible to participate in work required for their academic program **without** a Co-op/Internship Work Permit, if they meet **all** of the following conditions:

- You have a valid study permit and IRCC received your application for this study permit on or before October 7, 2022.
- Your study permit shows that you're authorized to work off campus.
- You're eligible to benefit from the **temporary policy change** to work more than 20 hours per week off-campus while class is in session.
- Your co-op placement ends by December 31, 2023.

**Algonquin College recommends that all students apply for a Co-op/Internship Work Permit, to avoid potential issues when the temporary measure expires on December 31, 2023.**

For more information, visit the [IRCC website](#).

## Most Up-to-Date Information

*Disclaimer: This immigration information was updated in January 2023 and is accurate as of the date of publication.*

Information on this page has been reviewed by Regulated Canadian Immigration Consultants (RCIC) and Regulated International Student Immigration Advisors (RISIA) in compliance with the Canadian Immigration and Refugee Protection Act. Please be aware that this is not a legal document and information may sometimes change without notice. For the most up-to-date information about Immigration, Refugee and Citizenship Canada (IRCC) please refer to the IRCC website at: [canada.ca/immigration](https://canada.ca/immigration) or call 1-888-242-2100.

**It is the international student's responsibility to know the rules and regulations that apply to their status in Canada.**

## International Education Centre (IEC)

The IEC is located in room C021. On-campus services are by appointment only.

Current international students can send immigration related questions to [iecsupport@algonquincollege.com](mailto:iecsupport@algonquincollege.com) or you can **book a virtual or face-to-face appointment** with an International Student Advisor.

You may also wish to visit the **IEC events calendar** to register for upcoming immigration workshops and events.

The IEC is open Monday to Friday from 8:30 am to 4:45 pm, excluding holidays.

## Different Types of Work Requirements

**CO-OP PROGRAMS:** The Co-op Program is one way students can get hands-on experience, in their fields of study. **Co-op is a program** in which classroom instruction is alternated with semester(s) of paid work placement related to a student's field of study. See a list of Algonquin College programs that offer co-op work term(s) on the **Cooperative Education Website**.

**OTHER TYPES OF WORK REQUIREMENTS:** Many programs include work requirements that are paid or unpaid, full-time or part-time, on-campus or off-campus. These are NOT Co-op programs.

## STEPS TO APPLY FOR THE CO-OP/INTERNSHIP WORK PERMIT

The letter of acceptance will indicate if your program includes a work requirement. This can be used to support the co-op/internship work permit application.

### Steps If You Have Not Applied for a Study Permit

If a student has not yet applied for their initial study permit, they can apply for the co-op/internship work permit at the same time as the study permit. The letter of acceptance (LOA) should indicate that there is a work requirement that is part of the program of study. The LOA can be uploaded twice in the study permit application portal to support both permits - the study permit and the co-op/internship work permit. Both permits will be processed together.

### Steps If You Have Already Applied for A Study Permit

**Step 1:** Create an on-line **IRCC secure account**

**Step 2:** Choose the **visit, study or work option** and answer the questions to get to the application and documents required. At the end of the questionnaire, you must indicate yes, that the payment will be made with a credit card even though the application for the co-op/ internship work permit is free.

**Step 3:** Upload the required documents and follow next steps. A confirmation email from IRCC will be sent to the IRCC account.

## Documents to Support Your In-Canada Application

| Student Status                                     | Supporting Documents  |
|--|---|
| New Student (not yet studying)                     | Letter of Acceptance  |
| Current Student (Co-Op)                            | Proof of Enrolment Letter from <b>ACSIS</b> (under "print letter") <b>AND</b> letter from <b>HireAC</b> (under "Co-op", if available)<br><i>Note: Please combine your letters into one pdf to support the permit application.</i> |
| Current Student (Other Types of Work Requirements) | Letter of Acceptance<br>Proof of Enrolment Letter from <b>ACSIS</b> (under "print letter")<br><i>Note: Please combine your letters into one pdf to support the permit application.</i>  |

**Co-op Students** - Refer to the **Cooperative Education Website** to confirm your program includes co-op.



### IMPORTANT

The co-op/internship work permit can only be used for work that is **essential to the program of study**. The work permit is a paper document that will likely list Algonquin College as the employer and/or that work cannot form more than 50% of the study permit. This is the indicator that the work permit is for work that is essential to your program **only**. The study permit may authorize on- or off-campus work. The study permit does not authorize work that is essential to your studies. International students who are enrolled in a Co-op program, or not but require essential work experience in their program of study, **must** apply for the co-op/ internship work permit. International students cannot begin any work that is required by their program until they have their co-op/internship work permit "in-hand".