



Work Permit for work related to your program (free but necessary) (Known by IRCC as a Co-op/Internship Work Permit)

For the most up-to-date information about Immigration, Refugee and Citizenship Canada (IRCC) please refer to the IRCC web site at: www.canada.ca or call them at 1-888-242-2100. It is your responsibility to know the rules and regulations that apply to you as an international student.

The International Education Centre (IEC) can help guide students with the process of applying for the Co-op/Internship Work Permit. Students can come to the IEC, room C429 during drop-in hours, Monday to Friday from 9 am to 12 noon or 1 pm to 4 pm (excluding Wednesday mornings) or email the IEC at iecsupport@algonquincollege.com.

Co-op/Internship Work Permit - required before international students can begin to work even if the mandatory work component is *paid or unpaid, fulltime or part-time, on or off campus*. Note the study permit indicating that the student may work off-campus **cannot** be used for co-op or internship work.

Overview

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html>

For some academic programs, work experience is part of the curriculum/program of study. The Co-op/Internship Program is one way students can get hands-on experience, in their fields of study.

Co-op

What is **co-op**? A program in which classroom instruction is alternated with semesters of work placement related to a student's field of study.

See a list of Algonquin College programs that offer co-op placements here:

<http://www.algonquincollege.com/coop/programs/>

The Algonquin College Co-op office can help international students in co-op programs apply for the Co-op/Internship Work Permit. Find out how to contact the co-op office here:

<http://www.algonquincollege.com/coop/contact/>

Internship

What is an **Internship Program**? A program whereby supervised, on-the-job training assignments are designed to give students the skills and knowledge required for entry into a career or profession.

Important! If an international student is **not enrolled in a co-op program**, and requires essential work experience (internship) in their program of study, the international student will require a Co-op/Internship Work Permit. IRCC refers to this work permit as a **Co-op/Internship Work Permit** even if the student is not in a co-op program.

Examples of mandatory work (Internships) that could be an essential part of a program includes:

Practicums	Industry Projects	Applied Research	
Work Placements	Internships	Field Placement	Work experience hours

If a student is in Canada and they have a mandatory work requirement in their **first semester**, they will require the Co-op/Internship Work Permit before they can begin their work requirement. International students can apply for the permit before classes start using the letter of acceptance which indicates that the program has a mandatory work requirement to support the work permit application.

If a student is in Canada and they have a mandatory work requirement **after their first semester**, they will require the letter from their academic department after classes begin to support the Co-op/Internship Work Permit.

Note - The letter must be original and must state that the intended employment is an essential part of the program of study. The letter must be sent to the student in a PDF copy. The International Education Centre (IEC) can provide the academic department with a template to help ensure the essential information is captured in the letter.

APPLY ON-LINE

The IEC recommends that the latest version of Internet Explorer if using a PC or Safari for MAC be used to avoid unnecessary delays due to glitches or incompatibility issues.

Step 1: Create an on-line account at:

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

Step 2: Choose the visit, study or work option and answer the questions to get to the application and documents required.

Step 3: Upload the required documents, pay with a credit card and submit your application. You will receive a confirmation email from IRCC letting you know that they have received your application. **Processing times** are found here:

http://www.cic.gc.ca/english/information/times/?_ga=2.183972901.2074302452.1515416797-106144711.1511556226

Important!

- ✓ The study permit permitting students to work on or off-campus (if meeting the eligibility requirements), **cannot** be used to complete co-op or internship work. Only the Co-op/Internship Work Permit can authorize a student to complete work that is a mandatory work required.
- ✓ The Co-op/Internship Work Permit can *only be used for work that is essential to the program of study*. The permit will list Algonquin College as the employer. The work permit will authorize you to complete work that is essential to your program **ONLY**.
- ✓ Students studying in a health related field (ex: Nursing, DSW), may be exempt from the co-op/internship work permit requirement. To be sure, contact IRCC. More information is found here (see Health care students section): <https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada/permit/temporary/need-work-permit-work.html>