

# How to Apply for a Co-Op Work Permit

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

## Before you begin:

First, you must meet the following requirements:

- Have you applied to a co-op appropriate program AND have you spoken to a co-op advisor?
- Do you have proof that you have been approved to take an Okanagan College co-op work term, internship or practicum? This proof usually comes in the form of a co-op letter signed by the Director of Student Services and can be requested through the Co-op office.
- 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 (co-op letter from OC)
- Passport with more than 6 months validity (specifically, copy of bio-page and all marked/stamped pages of current passport)
- If there is NO stamp in passport on your most recent entry into Canada, include copy of your flight itinerary/air ticket/boarding pass for the most recent entry into Canada
- 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
- If you have changed your study program within Okanagan College OR if you came to Okanagan College from another educational institution in Canada (i.e., you changed your educational institution within Canada), request your 'Confirmation of Enrolment Letter' using the webpage: [www.okanagan.bc.ca/intedconfirmation](http://www.okanagan.bc.ca/intedconfirmation) OR using the Okanagan College iCent app, available for FREE download on 'Google Play' or 'App Store' – may take up to 10 business days processing time

*Please note: 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 have received written confirmation of this. Check with the Co-op Office for further details. They are located in A104.

## When should I apply for co-op?

Check with your co-op advisor to find out the application deadlines for your program. Once you have been admitted to your co-op program you can apply.

## 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 supporting documents for your study permit application AND all the documents for your co-op work permit.

## 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 Okanagan College work term.

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

No. Co-op students have special permission to work fulltime as part of their studies. Study permits are not to be used for co-op work terms in any way.

## Is there a fee for this work permit?



No. This permit is free.

## Applying Online

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

Visit your co-op advisor to find out how you can request your co-op letter. Make sure you do this early so that you can apply for your work permit soon.

### Step 2: Create your personal checklist using IRCC online services

Visit the IRCC website and complete the Come to Canada wizard: <http://www.cic.gc.ca/ctc-vac/getting-started.asp>. 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: Scan and attach all supporting documents

Scan your documents to your computer and attach them to your online application. If you do not have a scanner you can 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).

### Step 4: Submit your application

Submit your application. You may receive an email notification from IRCC once there's an update or outcome on your application.

