

How to Apply for a Co-Op Work Permit

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

Before you begin:

First, you must meet the following requirements:

- Review the FAQ “What programs have co-op?” at <https://www.okanagancollege.ca/careers-hub/co-op>; if your program is listed, you may apply to the OC Co-op program and, once approved, request your **Co-op Letter** through Career Hub.
- If your study program has a mandatory practicum and your program is not listed on the FAQ “What programs have co-op?” at <https://www.okanagancollege.ca/careers-hub/co-op>, request a Verification of Enrollment (VOE) via the webform: <https://forms.office.com/r/WKsGHEA6HH> OR using the OC [iCent app](#); thereafter, email intedimmigration@okanagan.bc.ca and mention you’ve requested a VOE as your study program has a mandatory practicum, you’re applying for co-op work permit, and your program is not listed on the FAQ “What programs have co-op?”.
- Do you have a valid study permit?

Make sure that you have collected all the supporting documents:

- Proof that you shall be taking a co-op work term/internship/practicum (e.g., Co-op Letter)
- Passport with more than 6 months’ validity
 - Combine scanned copies of biodata page (i.e., page stating your name, date of birth, passport number, passport issue and expiry date, etc.) and ALL marked/stamped/visa pages of passport in a single PDF file
- If there is no entry stamp in your 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, and write and include a simple Explanation Letter explaining the reason for including your flight itinerary
- 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

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 are approved to take an OC co-op work term**, OR if your study program has a mandatory practicum and your program is not listed on the FAQ “What programs have co-op?” at <https://www.okanagancollege.ca/careers-hub/co-op>.

When should I apply for co-op work permit?

Review the FAQ section at: <https://www.okanagan.bc.ca/careers-hub/co-op>. If you have been admitted to your co-op program and have a Co-op Letter, you may apply for a co-op work permit as soon as possible.

Make sure you do this early so that you can apply for your co-op work permit soon.

Can I extend my Study Permit AND apply for a Co-Op Work Permit at the same time?

Yes! Make sure you have all documents for both, your study permit extension application AND your co-op work permit application.

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 OC co-op work term.

Is there a fee for this co-op work permit?

No, this is no government processing fee for this work permit. Regarding biometrics, review the IRCC webpage <https://www.cic.gc.ca/english/visit/biometrics.asp>.



How to Apply for a Co-Op Work Permit

Applying Online

Step 1: Obtain document about your required co-op work term/practicum

- Review the FAQ “What programs have co-op?” at <https://www.okanagacollege.ca/careers-hub/co-op>; if your program is listed, you may apply to the OC Co-op program and, once approved, request your **Co-op Letter** through Career Hub.
- If your study program has a mandatory practicum and your program is not listed on the FAQ “What programs have co-op?” at <https://www.okanagacollege.ca/careers-hub/co-op>, request a Verification of Enrollment (VOE) via the webform: <https://forms.office.com/r/WKsGHEA6HH> OR using the OC [iCent app](#); thereafter, email intedimmigration@okanagan.bc.ca and mention you’ve requested a VOE as your study program has a mandatory practicum, you’re applying for co-op work permit, and your program is not listed on the FAQ “What programs have co-op?”.

Make sure you do this early so that you can apply for your co-op work permit in time.

Step 2: Create your IRCC account (if you don’t have one already)

You can create a free GCKey (Government of Canada) account here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/register.html> Keep your security questions in a safe place.

Step 3: Scan and attach all supporting documents

- Upon logging into your IRCC account, click “**Start an application**”, and then “**I do not have a personal reference code**”. You must now answer the series of questions, and once completed, a personal documents checklist will be generated to upload the documents to your account.
- For “What would you like to do in Canada?”, select “Work”.
- For “How long are you planning to stay in Canada?”, select “Temporarily – more than 6 months”.
- For “What is your current immigration status in Canada?”, select “Student” as you have a study permit
- For “Do you plan to work on campus?”, select “No”
- For “Is your work an essential part of your studies (for example, a Co-Op)”, **select “Yes”**
- For “Do you have a written job offer?”, select “No”
- Answer next questions. When you see different options such as Temporary Resident Visa or Co-op (in Canada), select “Co-op (in Canada)” and click Continue.
- For “Do you also want to apply for a study permit?”, if you want to apply for study permit extension too, at the same time, select “Yes” (in this case, there’s more requirements – see the Info Sheet on study permit extension); otherwise select “No”
- Click the “” icon next to each document name in the Your Document Checklist webpage for further instructions. Save your documents to your computer and upload them to your online application. The overall size of each file to upload must be less than 4 MB. You may use Adobe Acrobat to reduce file size.

In the optional “Client Information” section, create a simple explanation letter, explaining why you are applying for a co-op work permit, and including your current study permit underneath.

Step 4: Submit your application

Submit your application online. You may receive an email notification from the IRCC once there’s an update or an outcome on your application. You should also monitor your IRCC account for any updates.

