

Work Permit for work that is required by the program

(Free but necessary)

(Known by IRCC as a Co-op/Internship Work Permit)



Co-op/Internship Work Permit (IRCC requirement) — is a work permit that authorizes international students to complete work that is a requirement of their 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, fulltime or part-time, on or off campus*.

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 here:

canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html

International students who are eligible, **can work full-time during their scheduled break(s)**. Refer to the Academic Calendar above for the start and end dates of terms.

What does the co-op/internship work permit look like?

The document is a paper document given when entering Canada titled “Work Permit”. It will usually have Algonquin College as the employer and/or a remark that indicates that work cannot form more than 50% of the study program – or something similar. This work permit can only be used for work that is a requirement of the program.

There are different types of work requirements:

CO-OP PROGRAMS:

For some academic programs, work experience is part of the curriculum/program of study. 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)** at this website:

algonquincollege.com/coop/our-programs/

Documents required if completing a program that has a co-op placement. Refer to the Cooperative Education Office website (see link above) to confirm if your program includes a co-op placement. If yes, then use a letter from HireAC (hireac.algonquincollege.com/home.htm) (choose Co-op) **and** a proof of enrolment letter from ACSIS. Look for the print letter option in ACSIS to access the letter. Combine both letters in one pdf to support the work permit application.

International Education Centre (IEC)

The IEC is located in room C021. On-campus services are limited due to the pandemic.

The **IEC Support Team** can help answer some of your questions. Current international students can email iecsupport@algonquincollege.com for assistance. Be sure to include your AC student number in your email. IEC Support work hours are from Monday to Friday from 8:30 am to 4:45 pm excluding holidays— unless otherwise specified.

Most Up-to-Date Information

For the most up-to-date information about **Immigration, Refugee and Citizenship Canada (IRCC)** please refer to the IRCC web site at:

canada.ca/immigration or call them at **1-888-242-2100**. It is the international student’s responsibility to know the rules and regulations that apply to their status in Canada.

IMPORTANT

Studies must be the priority for international students in Canada while on a study permit.

You can only start working in Canada when you start your study program. You can’t work before your studies begin.

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.

Examples include:

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

DOCUMENT TO SUPPORT OTHER TYPES OF WORK THAT ARE PART OF STUDIES.

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.

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 will indicate that the program has a work requirement to support the co-op/internship work permit application.

If a student is in Canada and they have a mandatory work requirement **after their first semester**, they can use their initial letter of acceptance **along with** a current letter of enrolment from ACSIS under “print letter”. We recommend that both letters be saved as one PDF to support the co-op/internship work permit application.

If a student has not yet applied for their initial study permit

If the student has not 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 TO APPLY FOR THE CO-OP/ INTERNSHIP WORK PERMIT

Step 1: Create an on-line account at:

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. At the end of the questionnaire, 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.

Work Hours

Monday-Friday, 8:30 a.m.-4:45 p.m.

Algonquin College of Applied Arts and Technology

1385 Woodroffe Avenue
Ottawa, ON K2G 1V8
Canada

General Contact

iecsupport@algonquincollege.com



IMPORTANT

The co-op/internship work permit can *only be used for work that is essential to the program of study*.

The work permit 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.

There may be **an exception due to the pandemic**.

Learn more here:

canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/service-delivery/coronavirus/temporary-residence/study-permit/work.html