

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 is **not intended to be used** for co-op programs or other types of work required by the program.

You may use your study permit work eligibility to complete your work requirement while your co-op/internship work permit application is in process only if the program work requirement is either:

- Less than 24 hours per week off-campus OR
- Is on campus

This information is found on the **IRCC website**. If you will not receive your co-op/internship work permit prior to starting an off-campus placement that is more than 24 hours per week, **contact an International Student Advisor** to explore options.



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.

Most Up-to-Date Information

Disclaimer: This immigration information was updated in December 2024 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 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 using our **Ask the International Education Centre case system**. Students may also book a face-to-face or virtual meeting. Click here to get in touch or book an appointment with us. algonquincollege.com/international/how-to-contact-us

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 4:30 pm, excluding holidays.

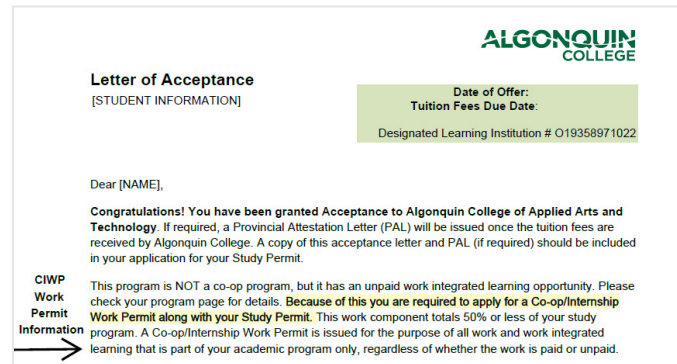
Different Types of Work Requirements

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. Please see an example of a Letter of Acceptance and where you can find the work requirement details, attached.



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.

Need further assistance with your application? [Please contact the IEC.](#)

Documents to Support Your In-Canada Application

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

Co-op Students - Refer to the [Cooperative Education Website](#) to confirm your program includes co-op.