

Co-op Work Permit Application Guidelines

What it is and why it is required

A co-op work permit authorizes you to work full-time as part of your practicum, co-op, field placement, or community service learning during your academic term.

The off-campus work authorization on your study permit does not replace the co-op work permit. Immigration, Refugees and Citizenship Canada (IRCC) requires that all international students obtain a valid co-op work permit before starting their work placement, practicum, clinical, co-op, or field placement, regardless of whether this work is paid or not.

Eligibility

- You must hold a valid study permit; you may also apply for a co-op work permit at the same time as you apply for study permit
- Work placement must be an integral part of your program
- Co-op work permit supporting documentation will be emailed to you from the Office of the Registrar or NorQuest International

Students in Academic Upgrading, English as a Second Language programs, and Open Studies are not eligible for the co-op work permit

Cost

Free

Required documents

- Co-op work permit supporting documentation provided by the Office of the Registrar or NorQuest International
- Copy of your passport (include the bio-data page plus any pages with stamps, visas, or markings)
- A filled out [Application to Change condition, Extend my Stay or Remain in Canada as a Worker](#) (IMM 5710)
- Additional documents may be needed; review the [Document Checklist](#) (IMM 5583)

Apply online

1. Read the IRCC [guide to apply for a co-op work permit](#).
2. Fill out the [IRCC questionnaire](#) and receive a checklist code.
3. Log in to your MyCIC account before starting your application. If you do not yet have a MyCIC account, you will need to [create one](#) first.
4. Upload all required documents through your MyCIC account and submit your application.

If your study permit application is being processed

If you have submitted a study permit application without co-op work permit supporting documentation, and your application is still under review, you can add a request of a co-op work permit to your application by uploading the supporting documentation through the [IRCC web form](#).

Medical exam

You might need a medical exam in order to obtain your co-op work permit. If your placement is in a health sciences setting, or requires you to work with children, then it is likely you will need a medical exam. [Learn more about getting a medical exam](#).

For those who completed a practicum without the co-op work permit

Contact international@norquest.ca for supporting documentation to inform immigration authorities that NorQuest College was yet to establish the process of providing respective international students with the necessary documentation required for co-op work permits.

Note: This explanation letter will not be provided after August 31, 2019 as students are expected to follow the process above.

Take screenshots as you apply

Sometimes applications are refused because the online tools and systems may not have uploaded required documents completely. You may be able to convince IRCC to change the decision if you have proof showing that your required documents were submitted as part of your application.

Issues with online forms

If you see a "Please wait..." message when trying to access an IRCC form, download the document onto your computer, then open it with Adobe Reader or Acrobat.

Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting http://www.adobe.com/go/reader_download.

For more assistance with Adobe Reader visit <http://www.adobe.com/go/acrreader>.

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