

# CO-OP WORK PERMIT



- For students in a Co-op program, with a mandatory co-op or internship component, a valid Co-op Work Permit is required prior to work placement
- It is recommended to apply early (4-6 months prior to the start of the work placement term)

## APPLICATION PROCESS

### 1. Prior to application

- Attend a Co-op Work Permit Application Workshop

### 2. 4-6 months prior to placement

- Gather all required documents
- Create an **IRCC** secure account
- Prepare your application forms using the template
- Scan all required documents
- Opt to have your application reviewed before online submission

### 3. Check your status

- Refer to processing time on **IRCC**
- Refer to your **IRCC** account for application status information
- If approved, a open work permit will be mailed within 2-4 weeks
- If refused, contact ISC or EISO immediately

### 4. Follow-up

- Once your permit is received, send a copy to **ISC@uwindsor.ca**

## APPLICATION TEMPLATE AND TUTORIAL

1. Log in to your UWindsor **Brightspace**
2. Select *Organization*
3. Select *Engineering International Student Advising*
4. Select *Immigration Resources* within menu
5. Select *Co-op Work Permit*

**BOOK APPOINTMENTS FOR APPLICATION REVIEW:**  
**mySuccess ->**  
**Eng. Student Support Services**  
**(Virtual or In-Person)**

**DROP-IN HOURS:**  
**In-person CEI Room 2214 Tues. 1-2pm**  
**Virtual Wed. 10-11am through Teams**  
**[Teams Link](#)**  
Join anytime during that designated hour.

## Contact Information:

**Laura Ducharme, MA,**  
**RISIA**

International Student Advisor  
Engineering International Student  
Support Office  
University of Windsor

**[enginternational@uwindsor.ca](mailto:enginternational@uwindsor.ca)**



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## CO-OP/INTERNSHIP WORK PERMIT ELIGIBILITY

Students must meet all requirements:

- ✓ Hold a valid study permit
- ✓ Work placement is a mandatory component of your degree requirements
- ✓ Have a co-op letter from the Office of the Registrar
- ✓ Placement must be 50% or less of your degree program

**PLEASE NOTE:** Co-op/internship work permits CANNOT be used for any employment that is NOT part of your official program of study.

If your study permit is not sufficient to cover your placement, you can renew your study permit and select that you wish to apply for a co-op/work permit in the same application.

To apply for the study permit extension and co-op/internship work permit together, you must use the *Study Permit Extension Guide*. You will need your original Letter of Acceptance + Enrollment Certificate\* + Unofficial Transcript\*\*

\*Requested from ask.uwindsor.ca

\*\*Obtained from UWinsite

## DOCUMENT CHECKLIST

### Fees

- ✓ Free permit processing
- ✓ \$85 CAD Biometrics Fee (if required)

### Proof of Identity & Travel History

- ✓ Valid passport information page containing name, Date of birth, number, dates of issue, and expiry (your permit cannot be extended beyond passport expiry)
- ✓ Passport signature page
- ✓ Canadian entry stamps
- ✓ Scan ALL other marked pages in passport
- ✓ Valid Study permit (ensure permit is still valid)
- ✓ Temporary Resident Visa (if applicable)

### Proof of Co-op Placement(s)

- ✓ Co-op Letter from UWinsite Student Portal (Academics->Self Service Letters)
- ✓ Enrollment Certificate (Obtain from [ask.uwindsor.ca](http://ask.uwindsor.ca); be sure to request program completion date on the certificate)



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### Photograph

- ✓ Visa application **photograph** (35mm x 45mm) current within the last 6 months

### Medical Examination

- ✓ E-Medical Receipt (if applicable)

**PLEASE NOTE:** A medical may be required to work in designated occupations such as those in childcare or healthcare fields. This must be completed specifically by an IRCC panel physician prior to submitting your application. Panel physicians: <https://secure.cic.gc.ca/pp-md/pp-list.aspx>

### Letter of Explanation

Should be included under *Client Information* for the following reasons:

- ✓ Want to extend the current co-op work permit
- ✓ Work permit has been refused

