

# Process

## PLANNING

- Attend a Coop Work Permit workshop

## PREPARATION (4-6 months prior to the placement start date)

- Gather all your supporting documents
- Create a MYCIC account
- Use the template to prepare your application forms
- Scan all supporting documents
- Have your application reviewed (Recommended)

## APPLICATION STATUS

- Check application processing time on IRCC website
- Check your application status on MYCIC account
- If your application is approved, the work permit will be mailed to you within 2 -4 weeks.
- If your application is refused please contact the ISC immediately

## APPLICATION STATUS

- Send a copy of the coop work permit to your coop office



## Application Template and Tutorial

1. Visit the U Windsor Blackboard
2. Select "Organization"
3. Select "International Student Centre"
4. Click "Immigration and Visas"
5. Select "Coop Work Permit"

## Application Review

1. Visit mySuccess
2. Click "Student"
3. Login with your UWin ID and password
4. Select "International and Exchange"
5. Click "Appointments"
6. Select "Book by Appointment Provider"
7. Select "Amal Jammali" or "Romi Saraswat"
8. Choose the date and time you would like to meet

## Contact Information

**Amal Jammali**, RCIC  
**Romi Saraswat**, RISIA  
International Student Advisors  
University of Windsor  
E: intladvisors@uwindsor.ca

# CCBP Work Permit

If you are enrolled in a program that has a mandatory Co-op or Internship component, a valid Co-op/Internship Work Permit is required to start and complete the co-op/internship placement. It is important to apply early so that you will receive the work permit in time for your co-op/internship placement.





## Eligibility

To be eligible for a co-op/internship work permit, you must meet the following requirements:

- you have a valid study permit
- the co-op/internship placement is a key part of your U Windsor degree requirements
- you have a co-op letter from the Office of the Registrar
- your co-op or internship placement is 50% or less of your degree program

Co-op/internship work permit CANNOT be used for any employment that is NOT part of your official program of study.



# Document Checklist

## PAYMENT

- Free
- Biometrics fee: \$85 CAD per person (if applicable)

## PROOF OF IDENTITY AND TRAVEL HISTORY

- Passport information page that contains the passport number, the dates of issue and expiry, name and date of birth
- Passport signature page
- Study Permit
- Temporary Resident Visa (if applicable)
- Canadian entry stamps
- Scan **ALL** other marked pages in passport

## PROOF OF COOP PLACEMENT

- Co-op Letter from UWinsite Student Portal (Academics> Self Service Letters)
- Enrollment verification letter from UWinsite Student Portal (Academics> Self Service Letters)

## PHOTOGRAPH

- A visa application photograph (35mm x 45mm) taken within the last 6 months



## MEDICAL EXAMINATION

- E-Medical Receipt (if applicable)
- If you are requesting a work permit to allow you to work in a designated occupation, such as the field of health services or with children, you must complete and pass a medical exam before you submit your application for a work permit. You can find the list of IRCC panel physicians: <https://secure.cic.gc.ca/pp-md/pp-list.aspx>

## LETTER OF EXPLANATION (optional)

It is highly recommended that you include a letter of explanation under the Client Information section for the following situations:

- Want to extend the current co-op work permit
- The work permit was refused

If your study permit is not sufficient to cover your internship/coop placement, you can renew your study permit and indicate that you also would like to apply for the coop/internship work permit. To extend the study permit and apply for the coop/internship together, please use the Study Permit Extension Guide

