

Co-op work permit

Many Portage College programs have a mandatory work-integrated learning or a community service-learning component. If you are in one of these programs, you will be going on a practicum, co-op, or other work placement during your studies.

International students must get a co-op work permit from Immigration, Refugees and Citizenship Canada (IRCC) before beginning the work-integrated learning or community service learning component of their program.

Learn more about [working as a co-op student or intern](#) (see the link below)

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html>

Applying from outside Canada

If your program includes a mandatory work placement and/or a community service learning component, you should apply for a co-op work permit at the same time that you apply for your study permit. Apply as soon as you receive your official offer of admission from the Office of the Registrar. Your offer of admission will confirm that your program has a mandatory work-integrated learning component. You will also need to provide a supporting letter to get your co-op work permit.

1. Review the list below to find your starting term and program.
2. Print the letter and submit it along with your study permit and co-op work permit application.

Applying from inside Canada

If you need a co-op work permit and you already have your study permit, you must apply for your co-op work permit as soon as possible (at least five months before the scheduled work placement or community service learning) to avoid any delays to your program of study.

1. You will need to include a co-op work permit supporting letter, issued to you by Portage College. Email studentservices@campbellcollege.ca to request this letter. Include your full name, Portage student ID number, and program name.
2. Once you get this letter from Portage College, submit it along with your enrolment verification letter as supporting documents when you apply for your co-op work permit.

Optional work courses

In some programs, work-integrated learning components are offered as elective courses. If you choose to enroll in an optional practicum, work-placement, community service learning, or co-op course, contact Portage International at least six months before your placement date to get the necessary documentation to apply for your co-op work permit.

Short-term programs

If you are taking a program of six months or less in duration with a work-integrated learning and/or community service learning component, you must get both a study permit and a co-op work permit before the program start date.

Medical exams

If your placement is in a health sciences setting or needs you to work with children, you may need a medical exam to get your co-op work permit.

Refer to **[medical exams for visitors, students, and workers](https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams/requirements-temporary-residents.html#needs)** (<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams/requirements-temporary-residents.html#needs>) for more information.

Learn more about **[co-op work permit application guidelines](#)** below:

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

Cost is Free

Required documents

- Co-op work permit supporting documentation provided by the Office of the Registrar at Portage College
 - 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