

Apply for a Co-op/Internship Work Permit

With a co-op work permit, you can **work full-time** while still being enrolled as a full-time student in the co-op program. You can only use this work permit during your co-op term(s) in a work placement authorized by your UCalgary Co-op Office.

Who can apply?

- You have a **valid study permit**; and
- You have a **Co-op letter** issued by your Co-op Office at UCalgary stating that you are **formally enrolled** into a Co-op program

Online Application Process

Application cost: Free



Apply online using your IRCC account.

- Under “**Start an application**” click “**Apply to come to Canada**”
- Go to “**I do not have a Personal Reference Code**”
- Click “**Determine your eligibility and apply online for a visitor visa, study and/or work permit**”.



When answering the questionnaire, answer as following:

- “What would you like to do in Canada?” **Work**
- “What is your current immigration status in Canada?” **Student**
- “Do you plan to work on campus?” **No**
- “Is your work an essential part of your studies (for example, a Co-op or internship program)?”
Yes
- “Do you have a written job offer?” **No**
- “Are you a full-time student at a participating post-secondary institution and want to work off-campus up to 20 hours per week?” **No**.



Fill out [**IMM 5710**] (**Application to change conditions, Extend my stay or Remain in Canada as a worker**) and click the blue “validate” button, then upload it along with all other required documentation.

Once approved, IRCC will send your co-op work permit to your Canadian address.

Please access additional resources at the following link:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5580-applying-work-permit-student-guide.html>

Frequently Asked Questions

Am I eligible for a co-op work permit?

- Certain undergraduate and graduate program students who are formally enrolled into a **co-op program** are eligible.

Can I begin working full-time without my work permit?

- **No**. You must have your co-op work permit prior to beginning your full-time co-op placement. Your study permit will only allow you to work up to 20 hrs/week off-campus.

Do I need a job offer before I can apply for the work permit?

- **No**. You only need a letter from your Co-Op/Internship office confirming your placement in the program.
- You should apply for your co-op work permit **well in advance** due to lengthy processing times.

Can I stop studying and just work with this work permit?

- **No**. You must maintain your full-time student status and your participation in your Co-op/Internship program.
- You may not continue to work off-campus full-time with this work permit once your work term has ended.
- You cannot use a co-op work permit to perform work that is not integral to your studies.

