



INTERNATIONAL CO-OP STUDENTS WORKING IN CANADA

After Thompson Rivers University (TRU) has confirmed your acceptance into the Co-op program, you must apply to Citizen and Immigration Canada (CIC) for a co-op work permit.

FAQ (Frequently Asked Questions)

Can I apply for co-op positions before I have my co-op work permit?

Yes.

Can I accept a co-op job if I have not yet received my co-op work permit?

Maybe. TRU will advise the employer whether you have applied for and/or received your co-op work permit. Some employers will not offer the position unless you have received your co-op work permit. Apply early.

Can I start my co-op work term without the co-op work permit and Social Insurance Number (SIN)?

No, you can not. You must have both the co-op work permit and SIN.

When can I apply for my co-op work permit?

Once you have been accepted into co-op and paid your co-op work term fees. Ensure you apply for the co-op work permit by the established deadlines provided by the Career Education Department.

If I have applied for my co-op work permit, but have not received it, what should I do?

Check the CIC web site (<http://www.cic.gc.ca/english/information/times/canada/process-in.asp>) for processing times. If you should have received your co-op work permit and have not, contact the Career Education Department office or your ISA for assistance.

What happens if I don't get a co-op work term?

- You will be withdrawn from the co-op course and your tuition fees will then show as a credit on your account. These fees will be used towards your next academic or co-op semester.
- You may wish to register in classes as a back-up. Check with International Admissions (OM1412) about the process.
- TRU notifies CIC if you have a co-op work permit and are not enrolled in a co-op work term and are not enrolled in classes. This assists CIC to track inappropriate use of co-op work permits.

What can I use my co-op work permit for?

Only for Co-op Work Terms.

A. APPLYING FOR A WORK PERMIT

- Tuition Fees** – Go to International Admissions office to confirm current tuition fees. Pay work term tuition fees at the Campus Cashier (OM1614).
- Co-op Academic/Work Term Plan** – complete this form with the assistance of your Program or Academic Advisor.
- Request for Work Authorization Letter** – complete this form and take it to the Career Education Department office. Your completed Co-op Academic/Work Term Plan form should be attached to this request. Our office will give you a copy of your unofficial transcript and program description from the TRU Calendar with your letter.
- Complete the Application to Apply for a Co-op Work Permit as directed on the CIC website by yourself via your MyCIC account OR schedule an appointment with your ISA who can help you to apply: <http://www.cic.gc.ca/english/study/work-coop.asp>
- If you are applying with your ISA, please take all documentation and completed forms to your International Student Advisor for review and online application process.

*** We encourage the students to apply ONLINE via MyCIC for tracking purposes & fastest processing time.
- The Application Processing Time can be viewed at the following website.
<http://www.cic.gc.ca/english/information/times/temp.asp>
- Once you receive your co-op work permit, you must bring a copy into the Co-op office to remain eligible for future Co-op Work Terms.

NOTE: The Citizen and Immigration Canada Work Permit application fee is waived for Co-op students.

B. RENEWING YOUR CO-OP WORK PERMIT

Your co-op work permit will only be issued for the time period equal to your study permit. If your study permit and co-op work permit expire prior to the completion of your program, you must apply for an extension of your study permit and co-op work permit. Pick-up an application package for a co-op work permit from the Career Education Department Office (OM1712). Complete all steps in section A. APPLYING FOR A CO-OP WORK PERMIT.

C. PROPER USE OF A CO-OP WORK PERMIT

IMPORTANT: A copy of your co-op work permit will be retained by the TRU Career Education Department. Your co-op work permit is issued **ONLY** for co-op work term employment. You are not permitted to use your work permit for any other type of work (like off-campus work). For example driving a pizza delivery car. It is your responsibility to use your co-op work permit in the proper manner. Improper use of your co-op work permit may result in you being removed from TRU Co-op and Canada.

D. APPLYING FOR YOUR SOCIAL INSURANCE NUMBER (SIN)

Service Canada provides Social Insurance Numbers. To apply for a SIN go to the Service Canada office at:

Service Canada
520 Seymour Street, Floor 1
Kamloops, BC
Hours: 8:30 am – 4:00 pm
Monday to Friday

Service Canada will only issue a SIN to an international student with a valid study permit and a valid work permit.

To learn more about SIN, please visit: <http://www.servicecanada.gc.ca/eng/sc/sin/>

You must present your original (not a photocopy) valid work permit to Service Canada. You will be issued a Social Insurance Number immediately. Employers will require a Social Insurance Number before you start work. You will not be paid until you have a SIN. All SIN's created for international students will have an expiry date. If you still need a SIN after the expiry date, you will have to complete a SIN application and provide valid proof of identification, such as a new work permit. If you qualify, you will be issued a new SIN card with the same number and a new expiry date. There is no fee for this service.

APPLYING FOR A CO-OP WORK PERMIT

STEPS TO SUCCESS

1. Pay Co-op Work Term Tuition Fees for upcoming Work Term.



2. Meet with your Academic or Program Advisor to complete Co-op Academic/Work Term Plan.



3. Complete request for Work Authorization Letter.



4. Submit Request for Work Authorization Letter, Academic/Work Term Plan and proof of co-op work term fee payment to Career Education Department office (OM1712).



5. Pick up your Work Authorization Letter, Unofficial Transcript, and Program Description from Career Education Department office (OM1712)

Expected Processing time 2 – 3 days.

You will be e-mailed when the paperwork is ready.



6. Complete and review your CIC co-op work permit application online with assistance from your International Student Advisor (ISA).



7. Submit your online application to CIC as directed by your International Student Advisor (ISA). Save your online confirmation of submission for your records.



8. Receive your Work Permit.

Processing Times Vary. Check current processing times at

<http://www.cic.gc.ca/english/information/times/temp.asp>



9. Bring a copy of your Co-op Work Permit to Career Education Department office (OM1712).



10 Apply for a Social Insurance Number (SIN).



11. Provide your employer with a copy of your Co-op Work Permit and Social Insurance Number (SIN).



REQUEST FOR WORK AUTHORIZATION LETTER

Student Name: _____
Please print (given name, family name)

Male Female

Student Number: _____

Program: _____

Number of work terms expected to complete: _____

Next Work Term to be completed in:

Jan – Apr 20____ May – Aug 20____ Sept – Dec 20____

When does your Student Visa expire? _____

Is your completed and signed Academic Plan attached? Yes No

Note: Completed Academic Plan MUST be attached

Is this a request for a **renewal** of your current Work Permit? Yes No

I understand that receipt of the Work Permit allows me to work in Canada on university-authorized Co-op Work Terms ONLY. I accept that any violation of Citizenship and Immigration Canada policy remains my sole responsibility.

_____ _____
Student's signature Date

For Office Use ONLY:

Signature of Co-op Coordinator: _____ Date: _____

CO-OP ACADEMIC / WORK TERM PLAN

	2014	2015	2016	2017	2018
Jan- Apr	Note: you MUST list each course name for each Academic Semester (writing just "School" is not acceptable)				
May- Aug					
Sept- Dec					

_____ Student Name / Program of Study

_____ Faculty Advisor Name (please print)

_____ Date

_____ Faculty Advisor Signature