

NVIT INTERNATIONAL STUDENT PROCESS TO APPLY FOR A CO-OP WORK PERMIT

- Step 1:** Meet with the Co-op Coordinator and apply for participation in the co-op component of your program of study.
- Step 2:** Bring your transcript from previous institution (if applicable), study permit, passport and resume to the Co-op Coordinator to confirm that you meet the GPA criteria
- Step 3:** The Associate Registrar will provide you with a Co-op Work Permit eligibility letter and instructions on how to apply for a Co-op Work Permit; this will be emailed to you (you can also pick up the hard copy letter from the Co-op office or registrar)
- Step 4:** You'll be instructed to fill in your work permit application form online, attach the letter, and other documents as required and submit the application form. <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html>
- Step 5:** When Step 4 is completed, Canada Immigration and Citizenship (CIC) will email confirmation of receipt of your on-line application. Forward the confirmation of application email to the Co-op Coordinator or the Registrar. You will then be accepted into the Co-op program and registered into COOP 101- Cooperative Education Preparation.
- Step 6:** **Complete COOP 101 and Register for your first Co-op Work Term.** During COOP 101 you will start looking for work using the Co-op jobs website and/or any other job search websites; also through any networking opportunities on/off campus as appropriate.
- Step 7:** If you've found a co-op position as a result of your own job search, let the co-op coordinator know as soon as possible to ensure the co-op eligibility of the employer.
- Step 8:** When you receive your work permit from CIC you must provide a copy to the Co-op Coordinator or Registrar because until we receive a copy of your work permit from CIC, you will not be able to start working in a co-op position.

All other aspects of the student responsibilities during a work term are the same as domestic students. Please read the student work term handbook.

NVIT Co-op FEES

2019/20 International Tuition per credit \$356.11

- COOP 101- 1 Credit plus lab fee \$30 and textbook
- COOP 110 (210,310,410) – 3 Credits plus experiential fee \$275

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For many students, co-operative education programs provide great opportunities to supplement their in-class education with in-the-field experience.

If you are considering adding a Co-operative Education placement to your program, **YOU NEED TO SUBMIT** a Co-op Program Admission Application. You are required to submit a Co-op application in order to get the letter required to apply for a Co-op Work Permit.

Overview of the Co-op Work Permit application process

- When to Apply:
- As soon as receiving a letter of acceptance to a co-op program
 - *CIC permit process can take up to 16 weeks*
- Permit Cost:
- Free
- Processing Time:
- [Check CIC website for a weekly update](#) of how long it will take to process your application
- How to apply for Co-op work permit:
- [Online](#)
- Application form:
- Change Conditions, Extend my Stay or Remain in Canada as a Worker [IMM 5710]
 - **Note:** Make sure you use the newest form. If applying online, log in to the [IRCC website](#) before starting your application.
- Supporting documents:
- Original letter provided by your NVIT Registrar stating that your intended employment is an essential part of your program
 - Copy of your passport (include the bio-data page plus any pages with stamps, visas or markings)
 - Additional documents may be needed
- Eligibilities include:
- You must have a valid study permit.
 - Your employment must be part of your academic program, certified by a letter from a responsible academic official of the institution.
 - Your intended employment must be an essential part of your program of study in Canada.
 - Your co-op or internship employment cannot form more than 50% (percent) of the total program of study.

WORKING IN CANADA AS INTERNATIONAL STUDENTS

As an international student, you may be eligible to work in Canada while studying and after you graduate. As a study permit holder, you may qualify to work [on-campus](#) or [off-campus](#) without an additional work permit, if you meet specific criteria. You may also apply for a [post-graduation work permit](#) after you graduate from an eligible institution. Please visit <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work.html> to learn more about working as an international student while studying.

OFF-CAMPUS EMPLOYMENT REQUIREMENTS

To work off-campus, an international student must:

- have a valid Study Permit
- be a full-time student
- be enrolled at a designated learning institution at the post-secondary level or, in Quebec, a vocational program at the secondary level
- be studying in an academic, vocational or professional training program that leads to a degree, diploma or certificate that is at least six months in duration
- have a valid Social Insurance Number (SIN) (See details below)

International students cannot work off campus if they are:

- Registered in an English as a Second Language program
- A visiting or exchange student without a study permit
- Participating in a Canadian Commonwealth Scholarship Program funded by Canada's Department of Foreign Affairs and International Trade (DFAIT).
- Participating in a Government of Canada Awards Program funded by DFAIT.
- Receiving funding from the Canadian International Development Agency (CIDA).
- Participating in the Equal Opportunity Scholarship Program, Canada-Chile.
- Participating in the Canada-China Scholars Exchanges Program.
- Participating in the Organization of American States Fellowships Program.

How many hours can you work off campus per week?

Students who meet the eligibilities may work off campus a maximum of 20 hours per week during the regular academic year (**September to April**). They may work full-time during academic scheduled breaks (**Summer, Reading Week, and breaks between terms**) if they meet the eligibilities.

Students in their final term, regardless of when the final term occurs, may work off-campus up to 20 hours/week until their letter of completion becomes available. **Once a letter of completion becomes available, you may work full-time if you meet the requirements outlined in the "working while you wait for a post-graduation work permit" section or else, you must stop working.**

ON-CAMPUS EMPLOYMENT REQUIREMENTS

International students may [work on campus](#) at NVIT without a work permit if you are a full time student in a degree/diploma/certificate program with a valid study permit. Please note:

- A work permit is not required for on campus employment
- There is no time limit for On-Campus work
- A Social Insurance Number (SIN) is required

How many hours can you work on campus per week?

Immigration, Refugees and Citizenship Canada (IRCC) does not limit the number of hours students are permitted to work on campus. However, some NVIT employers may restrict the hours students can work.

SOCIAL INSURANCE NUMBER (SIN): required to work in Canada

What is a social insurance number (SIN)?

A [Social Insurance Number](#) is a nine-digit number that you need to work in Canada or to have access to government programs and benefits. It allows an employer to process payroll while informing the Canadian Revenue Agency of the amount of money a person earns.

How to obtain a SIN?

If an international student has received a job offer **regardless on or off campus**, the student must apply for a SIN before he/she can receive earnings and benefits. International students can obtain SIN onsite by presenting original passport, study permit as well as a full time enrollment letter from Okanagan College at any [Service Canada location](#). Please click [here](#) to find out more about SIN.

DISCLAIMER: While every effort is made to ensure the accuracy of the above information you are encouraged to visit the Citizenship and Immigration Canada website (IRCC) to access the most up-to-date information.