

Co-op Checklist for International Students



Pre-Requisites for a Co-op Work Term

- Register and complete CDEV-WPS course or HMGT/TMGT 100 (for HMGT and TMGT students)
- Complete the pre-requisite courses (based on your program) and have a GPA of 3.0 or higher
- Have a valid co-op work permit and you have sent it to educationthatworks@camosun.ca

Co-op Work Permit Checklist (one will apply to you)

- Need to apply for a Co-op Work Permit?**

Follow Instructions Here:

1. Request a Co-op Work Permit support letter from the Co-op Office [here](#). Once your form has been reviewed, an Employment Assistant will email you your letter within two business days.
2. Apply for your Co-op Work Permit through the [IRCC](#) website by filling out form IMM 5710
3. After you receive your Co-op/Internship Work Term Permit, email a copy of the document to educationthatworks@camosun.ca
 - Subject Line: Copy of Co-op Work Permit
 - Email Body: include student number and program name

- Received a Co-op Work Permit at Entry to Canada**

1. Email a copy of the document to educationthatworks@camosun.ca
 - Subject Line: Copy of Co-op Work Permit
 - Email Body: include student number and program name

***You are not eligible to apply for Co-op positions or go on a work term without your valid Co-op/Internship work permit.**

How to Find a Co-op

Contact the [Employment Facilitator](#) for your program to assist you with the process.

Additional Questions?

- Refer to the IRCC Co-op Work Permit information for the most relevant and up to date information: [Work as a co-op student or intern - Canada.ca](#)
- Email Karena Dachsel, International Employment Facilitator dachselk@camosun.ca