

# Co-op Work Permit

Langara Global  
DLI O19319074622

## Eligibility

Some programs at Langara College include a work experience, practicum, or internship as an essential part of a student's curriculum. If your program requires a co-op or practicum term, you may be eligible for a co-op work permit allowing you to work full time during the work term.

You may apply for a co-op or intern work permit if:

- You have a valid study permit.
- Work is a key component to completing your study program in Canada,
- You have a letter from your [school](#) confirming that all students in your program must complete work placements to obtain their credential their credential.
- Your co-op or internship is 50% or less of the total program of study.

When you receive your co-op work permit, your institution may be listed under the employer field. The co-op work permit allows you to work for any employer, provided the work fulfills your course requirements.

**\*With a co-op work permit you are only permitted to work full time during the designated work term you are registered in. This permit does not authorize work outside of your work term.**

## Ineligibility

You are not eligible for a co-op work permit if you are studying:

- English or French as a second language (ESL/FSL).
- General interest courses or courses to prepare for another study program.

\*In these cases, you need to get a [valid work permit](#) to work in Canada.

## Compliance

- Students who fail to comply with the terms and conditions of their study permits are considered non-compliant.
- Students who become ineligible and do not cease working are violating their study permit conditions.
- Non-compliance may result in enforcement action by the Canada Border Services Agency (CBSA), or the invalidation of the study permit. It may also negatively affect future applications made under the *Immigration and Refugee Protection Act (IRPA)* and its Regulations.

## Full-time status

- Designated Learning Institutions (DLI's) set the number of hours or credits toward a degree, diploma or certificate that is required for a student to maintain full-time status.
- At Langara, your co-op term is considered a full semester commitment and students are recognized as full-time. This allows students to work off-campus full time under the co-op work permit and an additional 24 hours per week under their study permit.

## How to apply

### 1. **Apply Online – to apply online you must have:**

- A co-op or internship letter, from students DLI, indicating that the placement is part of your program's curriculum.
- Access to a scanner or digital camera to create electronic copies of your documents for uploading.

#### **NEW:**

- **Biometrics-** You will need to provide biometrics (fingerprints and photo) if you are submitting a co-op work permit application. If you have provided biometrics in the last 10 years, you will not need to submit them again. [Biometrics - Canada.ca](#)

#### **Paper Application- You can ONLY submit a paper application if:**

- You cannot apply online because of a disability.
- There is a problem with the online application.
- Application package here: [Get a co-op work permit: If you can't apply online - Canada.ca](#)

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- **\*Note:** If you give an email address on your application, check it regularly for emails about your case. Some spam filters may block these emails. If you are not sure if you are getting emails, check [your account](#) on a regular basis.

## Application process

### ☐ Step 1

Create an IRCC Secure Account ([Sign in to your IRCC secure account - Canada.ca](#))

### ☐ Step 2

Follow the [eligibility checklist](#) and complete the “Apply to come to Canada” questionnaire after you log in to your IRCC Secure Account to obtain your document checklist and the most recent version of application form IMM5710.

### ☐ Step 3

Complete and upload the required application and documents

## Application Steps

1. Document Checklist **IMM5583**
2. Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker **IMM5710**
3. Instruction Guide for application **IMM5580**

## Document List

- ☐ Photocopies of passport pages
- ☐ Photocopy of your current immigration document
- ☐ Letter provided by the institution stating that your intended employment is an essential part of your studies

### ☐ Step 4

Pay your application fees (if necessary) and submit application

***This does not apply for a co-op work permit application.***

### ☐ Step 5

[Check processing times at IRCC - Canada.ca](#)

## Important Links

General Information: [Work as a co-op student or intern - Canada.ca](#)

Application Package: [Working in Canada as an international student - Canada.ca](#)

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