Co-op Work Permits for International Students

Why do I need a Co-op Work Permit?
As an international student participating in the SFU Co-op program, Citizenship and Immigration Canada (CIC) requires you to apply for a co-op work permit. It is illegal to work in Canada without a valid work permit during your co-op placement. Failure to comply could result in a range of negative consequences. Your home co-op program office must have a copy of your valid co-op work permit on file before you can be released to view and apply to co-op jobs. NOTE: the co-op work permit may only be used for authorized co-op work term employment.

When to Apply?
You should apply immediately upon acceptance into your home co-op program.

How to Apply?
• You will find the co-op work permit letter under the “Documents” tab in Symplicity. Log in to retrieve this document which verifies that you have been accepted into the SFU Co-op Program.
• The Co-op Work Permit instructional handout from the SFU International Student Services (ISS) Office, in MBC 1200, and can be found online at: students.sfu.ca/isap/faq.html
• If necessary, please visit the ISS Office for additional assistance with applying (students.sfu.ca/international).

Additional Steps Required:
• After receiving your co-op work permit, you must bring a photocopy of the permit to your home co-op program office, and submit this photocopy before you can be released to view and apply to co-op jobs.
• You should apply for or renew your Social Insurance Number (SIN) as you will need to give this number to your employer for taxation purposes.
  o The Social Insurance Number instructional handout from ISS can be found online at: students.sfu.ca/isap/faq.html
  o The SFU International Services for Students (ISS) office in MBC 1200 is able to provide additional assistance and detailed instructions regarding a SIN (students.sfu.ca/international).

Signing below indicates that you have read and understood the above information. This also acknowledges that you have received the co-op work permit letter from a representative of your home co-op program.

I understand that as an international student, I must apply for a co-op work permit and Social Insurance Number to legally work in Canada on a co-op work term.

_________________________________________  ____________
Signature                                              Name (printed)

_________________________________________  ____________
SFU Student Number                                      Date

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