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, Immigration, Refugees and Citizenship Canada (IRCC) 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. 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. Processing times can be quite lengthy so it is very important to apply as early as possible.

How to Apply?
- Pick up the co-op work permit letter from your home co-op program – this verifies that you have been accepted into the SFU Co-op Program.
- The Co-op Work Permit instructional handouts from the SFU International Services for Students (ISS) Office can be found online at: [https://www.sfu.ca/students/isap/resources.html](https://www.sfu.ca/students/isap/resources.html) (under ‘Employment and Work Permits’).
  - You may be required to provide biometrics (fingerprints and photo) as part of the application process. In this case you should allow extra time for processing of your work permit application. Please see the ISS handout at the above link for details on the process to give biometrics.
- If necessary, please contact an International Student Advisor at the ISS Office (MBC 1200) for additional assistance with applying ([https://www.sfu.ca/students/isap/contact.html](https://www.sfu.ca/students/isap/contact.html))

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.
  - The Social Insurance Number instructional handout from ISS can be found online at: [https://www.sfu.ca/students/isap/resources.html](https://www.sfu.ca/students/isap/resources.html)
  - The ISS Office (MBC 1200) is able to provide additional assistance and detailed instructions regarding applying for a SIN ([https://www.sfu.ca/students/isap/contact.html](https://www.sfu.ca/students/isap/contact.html))

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 hold a valid 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

JAN/2020