



Checklist for International Students in Co-op/Internship

- Check your passport and study permit to ensure it will not expire before you have completed your diploma or degree; apply to renew as appropriate.
- Apply for your [Social Insurance Number \(SIN\)](#). If you already have a SIN number you will not need another one.
- Received a Co-op Work Permit at entry to Canada (Case Type 59 or 24 with Camosun College listed as Employer)? 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
- Need to apply for a Co-op Work Permit (must be in Canada)?
 - 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.
 - Apply for your Co-op Work Permit through the [IRCC](#) website filling out form IMM 5710
 - 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
- Register for CDEV-WPS course and receive a COM
- Complete the pre-requisite courses (based on your program) and have a GPA of 3.0 or higher
- Once you secure a Co-op/Internship position register for your Co-op Work Term course

Questions?

- Refer to the IRCC Co-op Work Permit information for 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

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

*** A Co-op Work Permit can only be used for Co-op Work Terms not other employment.**

Co-op Education EMAIL: Coop-EducationThatWorks@camosun.ca

INTERURBAN: Campus Enterprise Point, 4461 Interurban Road PHONE (250) 370-4100

LANSDOWNE: Fisher 128, 3100 Foul Bay Road, PHONE (250) 370-3425

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