

# Co-op Work Permits

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A co-op work permit is a type of work permit which allows you to complete the mandatory or optional work experience (work placement/internship/practicum/field placement) which your study program requires.

At Seneca, some programs require mandatory or optional work experience as part of their academic curriculum. If co-op work is integrated into the study programs, you must complete the part in order to meet all of the graduation criteria. You need a co-op work permit to fulfil this part.

**For steps and instructions, view the [Co-op work permit application guide](#).**

## **Why do you need a co-op work permit?**

You must hold a valid co-op work permit to fulfil your co-op work placement. A co-op work permit is for co-op-related work only. When the co-op work is finished, the validity of the co-op work permit will expire.

Seneca College will appear as your employer on your co-op work permit. This allows you to work for different co-op-related employers approved by the College.

## **What type of work permit is a co-op work permit?**

A co-op work permit is an open work permit. It allows you to work different jobs that may be required by your program at different companies

## **When should I apply for a Co-op WP?**

1. Apply with your initial [Study Permit](#) (SP) application
2. Apply from [within Canada](#) after your program starts

## **How do I apply for a Co-op WP?**

- [Apply online](#)

- Submit a **paper application** (only if you cannot apply online)

## Required Documents

From Seneca:

- Co-op letter from your Work Integrated Learning (WIL) Coordinator
- Enrolment Verification Letter from Registration Office (only for those applying for a study permit (SP) extension and Co-op WP at the same time)

IRCC requirements:

- A copy of a valid passport including the personal information page
- A copy of your study permit
- **Medical exams** (for those whose work is related to childcare, healthcare and senior services)
- Proof of available funds (only required if applying for study permit extension at the same time)
- **Digital photo** for online application

## Other **Co-op Work Permits FAQs**

**Note:** You may apply for your co-op work permit at the same time you apply for your study permit if you are applying from abroad for your initial study permit using your Letter of Acceptance.

If you have some additional questions and wish to be connected to an immigration specialist, please contact [theservicehub@senecapolytechnic.ca](mailto:theservicehub@senecapolytechnic.ca) to have a case opened.

If you require assistance in reviewing your application with an Immigration Specialist, it is best to book an appointment to visit them in person on-campus with all your relevant documents. Visit the **immigration advisement page** for details on how to book an appointment.

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