

Co-operative Education

International Students

LEARN MORE:

If you have further questions and need help with your Canadian co-op work permit, please book an appointment with John Fernando, International, Student Relations Specialist, UFV International

john.fernando@ufv.ca

HOW TO APPLY:

1. Login in to your CareerLink account at ufv.ca/jobs
2. Click on your “initials” on the top right corner and click on “Apply to Co-op”
3. Complete the application form and select “Submit Application”
4. Upload your Resume and Unofficial Transcript to your “My Documents”
5. How to upload your unofficial transcript <https://www.ufv.ca/jobs/co-operative-education/>

WORK TERMS AND FEES:

Work terms are full-time for 4, 8 or 12 months on a semester basis:

- May - August
- September - December
- January - April

For Co-op tuition fees please refer to the <https://www.ufv.ca/calendar/current/General/COOP.htm>

Tuition is payable once a student has secured a co-op work term

CANADIAN CO-OP WORK PERMIT:

- To be part of the co-op program, international students must have a valid Co-op work permit, a valid study permit, and a Canadian Social Insurance Number (SIN). For more information on working in Canada and how to get your SIN visit: international.ufv.ca/current-students/work-in-canada/
- Once you have been **conditionally accepted** into the co-op program you must attend the mandatory Free Online Co-op and Career Education course and attend an advisory meeting with your co-op coordinator
- After your advisory meeting with your co-op coordinator, you will receive a letter from the co-op office to apply for your co-op work permit
- You must apply and have received a Canadian co-op work permit from Immigration, Refugees and Citizenship Canada (IRCC) before you can apply for a co-op job. Please submit a copy of your co-op work permit to the co-op office. For more information visit:

www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html

ADDITIONAL REQUIREMENTS:

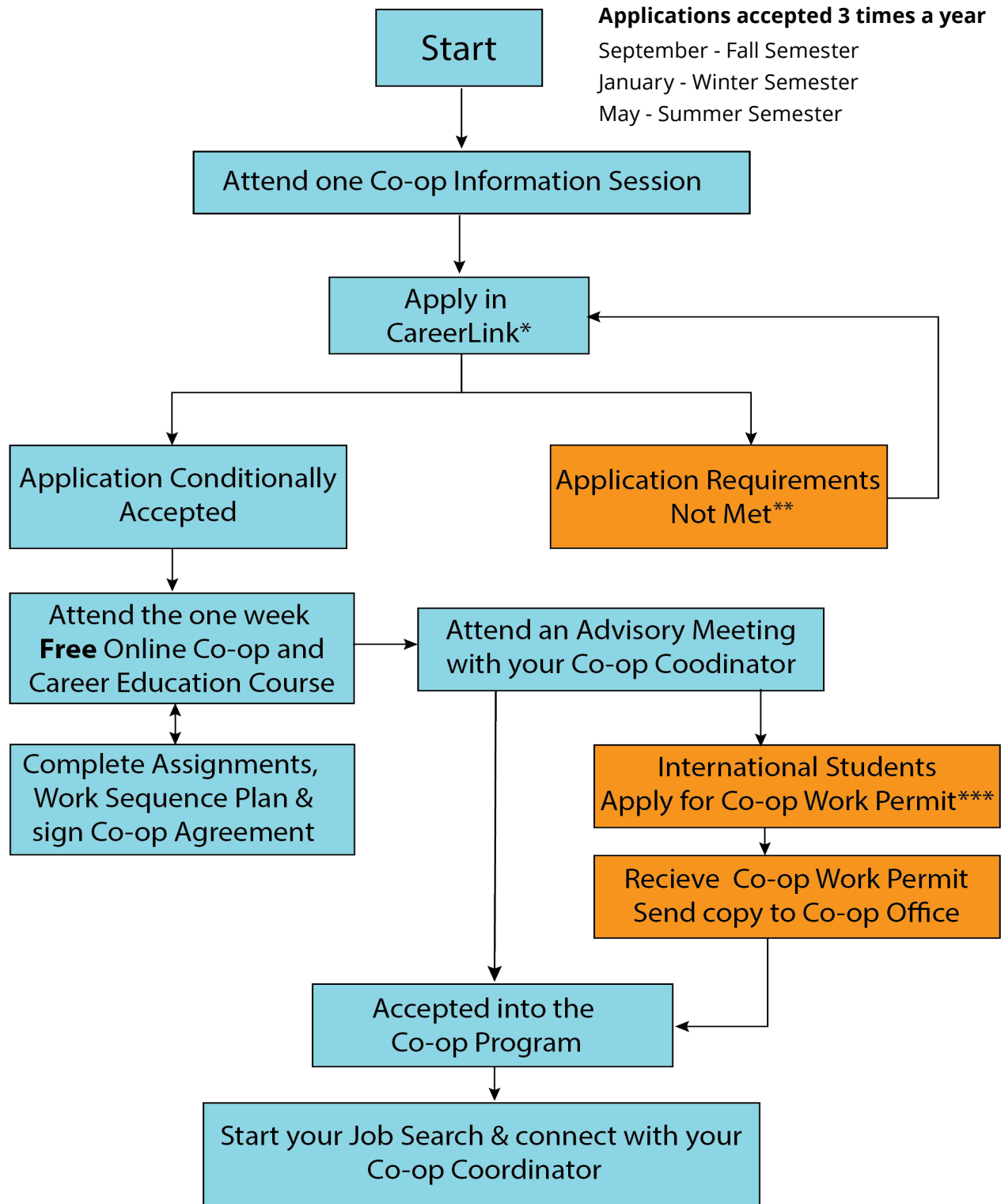
- Processing times vary so we recommend students apply to the co-op program as soon as you are eligible. Estimated processing times are listed on IRCC's website:
- www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html
- It is your **responsibility** to make sure your study and co-op work permits are valid for the entire length of your work term.
- According to Immigration, Refugees and Citizenship Canada, you must meet the following conditions:
 - You have a valid study permit
 - Working is a key part of your study program in Canada
 - You have a letter from your school that confirms your status in the co-op program
 - Your co-op is 50 percent or less of the total program of study

FURTHER INFORMATION:

Visit our website at ufv.ca/coop or email us at coop@ufv.ca

How to apply to the Co-op Program

(Application timeline)



* Deadline to Apply: ufv.ca/jobs/co-operative-education/

** Check eligibility requirements: ufv.ca/calendar/current/General/COOP.htm

*** Receive a letter from the Co-op Office and apply for your Co-op Work Permit