



# International Student Guide: Co-op Work Permit – For Employers

## WHAT TO LOOK FOR

A co-op work permit is issued to student who must complete a work term as a required component of their educational program. It is an additional permit to a study permit, allowing the holder to work full-time while still enrolled as a student at their institution.

The permit itself does not say “Co-op” in the title – it simply states “Work Permit”.

The expiry date of the permit is usually the same as the expiry of the holder’s study permit. If the permit will expire before the end of their work term, the student will need to apply to renew both the study permit and the work permit at the same time.

- 1) The **“Employer”** is listed as the institution. A co-op work permit is an open work permit, allowing the holder to work for any employer, as long as the work is authorized and approved by the institution.
- 2) The **“Employment Location”** should state “Unknown”; however, it is not uncommon for the location to be listed as the location of the institution (for example, “Dartmouth”). If this is listed under the “*Additional Information*” section of the permit, students are permitted to work anywhere in Canada. If this is causing an issue, the student can apply for a new work permit to remove this location.

## CONDITIONS

There can be a few different conditions listed on a work permit, depending on when the student applied, and from where the permit was issued. However, generally all co-op work permits indicate the following:

*“Valid only for employment that is an integral part of the educational program.”*

Some permits state that *“Work may not exceed 50% of the total program”*. It is not necessary to count the number of hours – NSCC work terms all comply with this condition.

Other conditions may state the nature of work allowed, and that the holder must leave Canada upon expiry of the permit. These are all standard.

If you see any conditions on a work permit that are of concern, talk to the student, and ensure they contact NSCC International for advice.