



## Checklist for International Students in Co-op/Internship

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- 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.
- Complete and submit the Co-op/Internship Information Form on Camosun's Co-operative Education & Career Services webpage: <http://camosun.ca/services/cooperative-education-career-services/coop-students/international.html> or ask for an Employment Assistant in the Co-operative Education & Career Services office to prepare a letter to Citizenship and Immigration Canada (CIC) verifying your status as a Co-op/Internship student. Once your form has been reviewed, an Employment Assistant will email your Co-op/Internship Work Permit Request letter.
- Make sure you apply for your Co-op/Internship Work Permit either in person or on-line once you enter a co-op/internship eligible program or at least 3 months prior to the start of your Co-op/Internship work term. <http://www.cic.gc.ca/english/study/work-coop.asp>  
**You are not able to go on a work term without your Co-op/Internship work permit.**  
\* Be prepared with your passport, study permit and Co-op/Internship Work Permit request letter.
- After you receive your Co-op/Internship Work Term Permit, bring it to the Co-operative Education & Career Services office and to the Camosun International office so it can be copied for your student file.
- Take your passport, study & work permits to SERVICE CANADA located at 595 Pandora Avenue to apply for your Social Insurance Number (SIN). If you already have a SIN number you will not need another one.
- Once you secure a Co-op/Internship position, please see your International Student Advisor at Camosun International, to pay the fee for your Co-op/Internship work term.

### For Assistance:

If you have **questions regarding your co-op/internship enrolment or your Co-op/Internship Work Permit Request Letter**, please see your Employment Facilitator at: Lansdowne, Fisher Building, Room 128 or Interurban, Liz Ashton Campus Centre Building Room 251.

**\*\*\*Please be advised that Camosun International Student Advisors and Employment Facilitators are not certified Immigration Consultants and do not provide information or advice on *Citizenship and Immigration Canada* (CIC) policy\*\*\***

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Co-op Education EMAIL: [Coop-EducationThatWorks@camosun.ca](mailto:Coop-EducationThatWorks@camosun.ca)

INTERURBAN: Campus Centre 251, 4461 Interurban Road PHONE (250) 370-4100 FAX: (250) 370-4104  
LANSDOWNE: Fisher 128, 3100 Foul Bay Road, PHONE (250) 370-3425