

# Co-op FAQ's

## For International Students

### What is Co-op?

"Co-op" means "Co-operative Education". A Co-op program integrates academic learning and paid work experience. Students alternate between academic terms (studying and attending classes) and work terms (at a job site working for a company).

### What are the benefits of taking a Co-op program at Fanshawe?

- Learn how to conduct an effective job search in Canada
- Gain valuable, industry-related Canadian work experience
- Make connections and develop your network with professionals in the field
- Make an income between academic terms

### Can international students apply to Co-op programs?

Yes, but you must obtain a Co-operative Education Work Permit in order to legally work in Canada on your Co-op work terms.

After receiving your Co-op work permit, you must obtain a Social Insurance Number (SIN) in order to legally get paid.

This permit is for your Co-op work terms only.

### Am I guaranteed a Co-op job?

No, students are not guaranteed jobs. You must conduct a personal job search. A Co-op work term is different than a placement.

The Co-op fee you pay as part of your tuition pays for the services that we offer through the Co-op Department (Room D1063), including pre-employment workshops (COOP-1020), individual appointments, access to job postings and all our resources; it does not pay for a job.

### Will anyone help me find a Co-op job?

Yes, your Co-op Consultant is available to guide and assist you in your job search. Your Consultant will run a pre-employment workshop (COOP-1020) and will be available for individual appointments for you to ask questions.

As long as you remain academically eligible, you may apply to the job openings available on the Co-op job posting portal (Jobsite).

### What is expected of me as a Co-op student?

You must meet the academic eligibility requirements set for your program.

In addition, you must:

- Successfully complete the pre-employment workshop (COOP-1020) taught by a Co-op Consultant, where you will learn about the Co-op process, how to write a resume, prepare for interviews and to conduct a successful job search
- Conduct your own job search (apply to several relevant jobs to increase your chances for success)
- Successfully complete the Health and Safety training required
- Use the services and resources offered through the Co-op Department and ask for help when you need it



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### **Where can I work?**

- Anywhere in Canada or abroad at any eligible employer
- All jobs must be pre-approved by your Co-op Consultant
- Be prepared to commute or relocate as you will have more opportunities. Many jobs are not in the city or on a bus route

### **How much will I get paid?**

You must be remunerated for a Co-op job, but wages vary depending on the job and location of the work. You should also consider other things when applying for positions, including the company, the experience you will gain, the location and your long term goals.

### **What can I do before arriving in Canada to prepare for my Co-op work term?**

Create a resume that summarizes your skills, education and experience. You will change your resume after you take the pre-employment workshops so it is suitable for a Canadian job search. If you have work or volunteer experience already, ask your employer or supervisor to write you a letter of reference that explains the work you have done and how they felt about your performance. Put together a portfolio that includes proof of your achievements, such as copies of certificates, diplomas, awards, letters of reference and examples of your work or other things you have created. Many Co-op employers request that students have a valid Ontario driver's license. Visit [mto.gov.on.ca](http://mto.gov.on.ca) for more information.

### **Can I work in Canada if I'm not in a Co-op program?**

Yes, you may qualify to work off-campus as an International student. You may work up to 20 hours per week during the regular academic sessions and full-time during scheduled breaks. To qualify, you must meet **ALL** of the following conditions:

- Have a valid study permit
- Be a full-time student
- Be studying in an academic, vocational or professional training program that leads to a degree, diploma or certificate that is at least 6 months in duration

You do not need a work permit to work off-campus, but you will need a Social Insurance Number (SIN). For more information on how to obtain a SIN, please visit the International Centre (E2025).

### **Where can I get more information?**

#### **Co-operative Education Department**

Fanshawe College, Room D1063  
[www.fanshawec.ca/co-op](http://www.fanshawec.ca/co-op)

#### **International Office**

Fanshawe College, Room E2025  
[www.fanshawec.ca/programs-courses/international](http://www.fanshawec.ca/programs-courses/international)

#### **Citizenship and Immigration Canada**

[www.cic.gc.ca/ENGLISH](http://www.cic.gc.ca/ENGLISH)  
1-888-242-2100

#### **Service Canada**

457 Richmond St., London, ON  
8:30AM – 4:00PM, Monday to Friday  
[www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)