Co-op Work Permits

Can I work in Canada if I’m not in a Co-op Program?
You can work part-time 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 Office (E2025).

When can I apply for a Co-op Work Permit?
As soon as your COOP-1020 course begins. You will not be eligible for a Co-op job without this permit.

How do I apply for a Co-op Work Permit?
- Ask your Co-op Consultant for a Co-op Work Permit Letter
- Sign up for the workshop at the International Centre to apply
- Bring your Permit Letter, passport, study permit and laptop
- The Co-op Work Permit does not cost anything – it is **free**

How long does it take to receive the Co-op Work Permit?
Approximately 1 to 4 months. Apply as soon as COOP-1020 begins.

How do I get a Social Insurance Number (SIN)?
- Apply at the Service Canada building in London (457 Richmond St.)
- Take your Co-op Work Permit, passport and study permit

How long can I work in Canada with the Co-op Work Permit?
The permit will be for the duration of your Co-op program at Fanshawe. It will be valid for all of your Co-op work terms.

How much time can I work?
Only full-time jobs qualify for Co-op, usually 35-40 hours per week.

Can I work in a non-Co-op job using my Co-op Work Permit?
No, you can only use it for a Co-op job that has been approved by your Co-op Consultant.

Where can I get more information?
Co-operative Education Department
Fanshawe College, Room D1063
www.fanshawec.ca/co-op

International Office
Fanshawe College, Room E2025
www.fanshawec.ca/programs-courses/international

Citizenship and Immigration Canada
www.cic.gc.ca/ENGLISH
1-888-242-2100

Service Canada
457 Richmond St. London, ON
8:30AM to 4:00PM, Monday to Friday
www.servicecanada.gc.ca