

Kathleen Cobb (RCIC # 531193) Winter 2025

A <u>co-op work permit</u> is a required document for type of work integrated learning (WIL) that is a requirement in your NBCC program. Work-integrated learning (WIL) is referenced in a variety of different ways at NBCC (practicum, placement, field work, co-op, internship, on-the-job training, etc.). If you are not certain if you have a work-integrated learning (WIL) component in your NBCC program, confirm this with your coordinating instructor (CI).

If you do not already hold a co-op work permit, you will need to submit an online application for one. Processing times for these applications are lengthy so you should submit this as application as soon as possible during your program.

If you have questions about that you already hold, contact immigration@nbcc.ca.

If you have questions about your program, contact your

in your NBCC

- 1) Log into your <u>IRCC account</u> and answer eligibility questions.
 - a. Once you sign in to your account, you need to go to the on the account welcome page and click not the section and select the button. Then you will be prompted to answer the eligibility questions.
 - b. See NBCC Resource for answering eligibility questions here.
- 2) Gather necessary documents for personal document checklist
 - a. Co-op Letter: Mandatory Work Experience Letter
 - b. If a Medical Exam is required: <u>Medical exams for visitors, students and workers</u> Canada.ca
 - c. If you cannot download your application form: <u>How to Open IRCC Application</u> forms
- 3) Review & Complete
 - a. IRCC Guide 5580: <u>Guide 5580 Applying for a Work Permit Student Guide online application Canada.ca</u>
 - b. See NBCC Resource here.



- 4) Upload all documents and submit the application
- 5) Review <u>IRCC Processing Times</u>
 - a. Temporary Residence > Work permit from inside Canada
- If you need to apply for a can apply for a study permit and request a co-op work permit within that application (or indicate that you also want to apply for a study permit on the eligibility questions).
- You need a co-op work permit to participate in the work-integrated learning component of your program (any type of work that you are receiving academic credit for). You can only use this work permit for an NBCC-