Immigration, Refugees and Citizenship Canada | Immigration, Réfugiés et Citoyenneté Canada
Information disclosed under the Access to Information Act
L'information divulguée en vertu de la loi sur l'accès à l'information

Archived: June 3, 2025 9:57:16 AM
From: [redacted] Représentants [redacted]
Sent: Mon, 14 Apr 2025 16:28:21
To:
Cc: Immigration Representatives / Représentants immigration (IRCC)
Subject: FW: Letter that includes specific hours for work placement/requirement - REP-2025-0405 - Due 6-Mar-25
Importance: Normal
Sensitivity: None

Good day,

[redacted] **Immigration Representatives Mailbox.**

Please note that this mailbox is intended for general guidance and does not provide responses to case-specific inquiries but have provided the following information as guidance. If you have case specific questions about a file, you are encouraged to submit the IRCC Web form.

Please see our response to your question.

***

When applying for a co-op work permit, applicants must demonstrate that the work will not form more than 50% of their total program. To demonstrate that they meet this requirement, applicants are required to provide a letter from their school that includes the specific number of work hours per term or semester.

The onus is on the applicant to provide sufficient documentation to satisfy an officer that they meet all requirements to be issued a co-op work permit. To avoid processing delays, applicants should provide all required supporting documentation when they submit their application.

We hope this information is of assistance.

***

[redacted]

The Immigration Representatives Mailbox

De :
Envoye : 5 février 2025 16:33
À : Immigration Representatives / Représentants immigration (IRCC) <IRCC.ImmigrationRepresentatives-Representantsimmigration.IRCC[redacted]
Cc :
Objet : Letter that includes specific hours for work placement/requirement

Hello,

We have come to learn about a new requirement for a co-op/internship work permit application. The letter used to support the

Immigration, Refugees and Citizenship Canada / Immigration, Réfugiés et Citoyenneté Canada
Information disclosed under the Access to Information Act
L'information divulguée en vertu de la loi sur l'accès à l'information

work permit will require specific number of hours according to these instructions:

Document: Co-op Letter

You must provide a letter from your school indicating that work is a component of the academic program that all participants are expected to complete in order to receive their degree, diploma or certificate.

This letter must include

- details of the work to be performed
- the specific number of hours per term or semester

If a student provided a letter from the school/DLI that includes the following:

> This program has an **unpaid work requirement (field or work placement)** which totals 50% or less of your study program. **You** [redacted] for [redacted] Work [redacted] with your Study [redacted] Study [redacted] DOES NOT authorize any work that is required by your study program. Apply for the Co-op/Internship Work Permit along with your Study Permit by using your letter of acceptance to support both applications. Visit the program webpage for more information about the field or work placement in this program.

Would the information above suffice or would the **specific number of field or work placement hours** be required?

We look forward to your reply and guidance.

Thank you,