International Student Application Addendum

Cooperative Education is an experiential learning program whereby students have the opportunity to gain practical hands-on work experience relevant to their studies. Employers use Co-op as a Human Resource strategy to recognize and develop talent for permanent employment after graduation. **Co-op is not a job creation program for students to earn money while in school.** Eligibility for permanent employment after graduation is a factor in the hiring process for many employers using Co-op.

Admittance into the Business Cooperative Education program is based on a series of factors evaluated through the application and interview process.

**WORKING VISA**

As an International student you are required to apply for a co-op working visa through Immigration Canada. The Co-op office cannot do this for you. However, we will provide you the necessary letter of admission indicating you are enrolled in the Co-op program. You need to do this early in September, as it can take 10-13 weeks to process your application. The Co-op office, in conjunction with the International Centre, will hold an Information Session on applying for your work permit. **Attendance is mandatory and failure to attend will be considered grounds for withdrawal from the Co-op program**. Further questions related to application procedures for working visas or Immigration Canada policies should be directed to the International Centre.

**WORK TERMS**

**Competitive Process** - Co-op is a competitive process by the nature of the program. Students compete for jobs posted by employers and are selected not only by the skills they can demonstrate, but on their ability to communicate. **There is no guarantee of employment for any Co-op student.**

**Employment Policies** - many employers hire only persons legally entitled to work in Canada on a permanent basis as a matter of policy.

**Security Check** – Many employers require a security clearance as part of their application process. For select employers, if you are unable to provide a certified Canadian criminal record check, you will not be considered as a candidate for those jobs. If possible, it is recommended that you bring a police security check from your home country with you to Canada in order to simplify the process of gaining a Canadian certified criminal record check when required for employment.

**DECLARATION:**

I have read all the points outlined above, understand the additional challenges faced by an international student, and wish to continue my application into the Business Cooperative Education Program. I understand that admission is by invitation based on several factors. I accept that if I am not invited into Co-op initially and my appeal is not overturned, there are no further avenues of appeal available to me. I understand and accept that there are no guarantees of employment.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_