

Co-operative Education (Co-op)

Co-operative Education (Co-op) combines academic studies with relevant work experience. Academic semesters alternate with work terms, giving you up to two years of relevant work experience. Co-op work term placements are not guaranteed, but are obtained on a competitive basis.

BENEFITS OF CO-OP:

- Strengthen and apply academic knowledge through program-related real-world work experience
- Improve job-critical performance through direct feedback from employers
- Explore alternative career options; discover professional talents and interests
- Develop essential employment skills and a professional resume with a solid work history
- Develop a network of professional colleagues and potential employers
- Earn money to help finance your education

CO-OP PROGRAM ADMISSION REQUIREMENTS:

- Successful completion of two **full-time** semesters in an academic program at a Canadian institution
- Hold and maintain a GPA of 2.33(C+) for diploma and 2.67 (B-) for degree
- Students must have enough time remaining and be committed to completing **3** full-time co-op terms in the degree, and/or **2** full-time co-op terms in the diploma
- Conduct yourself in a professional and responsible manner
- Be enrolled and remain **full-time** in one of the following diploma or degree programs:

ACADEMIC PROGRAMS:

- Arts, Associate & Bachelor degree
- Business Administration
- Diploma & Bachelor degree
- Computer Information Systems
- Diploma & Bachelor degree
- Criminal Justice, Bachelor of Arts degree
- Data Analysis Post-baccalaureate certificate
- Environmental Studies, Bachelor degree
- Fine Arts, Bachelor degree
- Integrated Studies, Bachelor degree
- Library & Information Technology Diploma
- Media Arts, Bachelor degree
- Science, Bachelor degree
- Science, Bachelor of Agricultural Science degree

EXAMPLE of Co-op and Study Timeline			
YEAR	FALL Semester	WINTER Semester	SUMMER Semester
1	Study term	Study term	Apply to Co-op
2	Study term	Work term 1	Work term 2
3	Study term	Study term	Study term
4	Study term	Study term	Off
5	Work term 3	Study term*	Graduation

**Must end on an academic study term*

HOW TO APPLY:

- Login to your CareerLink account.
- Upload your Resume and Unofficial Transcript to your 'Documents'
- Select "Apply to Co-op" on the right-hand side of the home page in CareerLink
- Complete the form and select "Submit your Application"
- Once approved and conditionally accepted, you must attend a mandatory employment skills training workshop (one full day) and advisory meeting

WORK TERMS AND FEES:

- Work terms are typically full-time for 4, 8 or 12 month terms on a semester basis:
 - May to August
 - September to December
 - January to April
- Co-op tuition fees are semester based and vary for domestic and international students. For further details please refer to the [Academic Calendar](#)
- Tuition is payable once a student has secured a co-op work term placement

INTERNATIONAL STUDENTS:

Canadian co-op work permit:

- Once you have been **conditionally** accepted into the co-op program you must attend the mandatory employment skills training workshop (one full day) and attend an advisory meeting
- After your advisory meeting with your co-op coordinator, you will receive a letter from the co-op office to apply for your co-op work permit
- You must apply and have received a **Canadian co-op work permit** from Immigration, Refugees and Citizenship Canada (IRCC) before you can accept a co-op job.
<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html>
- You will also need a Social Insurance Number (SIN) number:
<http://international.ufv.ca/current-students/employment/>

Please note:

It may take a minimum of 12-14 weeks to receive your work permit. Estimated processing times are listed on IRCC's website <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html>. It is **your responsibility** to make sure your study and co-op work permit are valid for the entire length of your work term.

According to Immigration Refugees and Citizenship Canada, you must meet the following conditions:

- You have a valid study permit
- Working is a key part of your study program in Canada
- You have a letter from your school that confirms all students in your program need to complete work placements to get their degree
- Your co-op is 50 per cent or less of the total program of study

NEED MORE INFORMATION?

- Drop by the Co-op office: Building S (SUB) 3rd floor, S3123, Abbotsford Campus
- Visit our website: ufv.ca/coop or send us an email: coop@ufv.ca
- Attend a co-op info session! Dates are posted on our website

To see an updated version please refer to [Co-operative Education in the UFV Academic Calendar](#).