

# Co-operative Education Campus Partners

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**Supporting your International Activities** – Co-op talent is fueling numerous UWaterloo-based initiatives outside of Canada and USA!

Listed here are some resources if you are hiring a co-op student for their co-op work term / internship outside Canada and USA with your international research or industry collaborator / partner.

1. Please indicate clearly that the opportunity being advertised is an international opportunity (with country) on your job description when you submit it on WaterlooWorks: [waterlooworks.uwaterloo.ca/home.htm](http://waterlooworks.uwaterloo.ca/home.htm). We will contact you for further international-specific details that helps students make more informed choices as they go through the recruitment process.
2. When a student is 'matched' to the opportunity, the student gets a 'Letter of Support' that says the following. This letter is to facilitate their visa / permit process:  
*This is to certify that as of the date of issuing this letter the above-named student is enrolled for full-time study in the Faculty of <name of faculty> at the University of Waterloo: Program – <name of program>, Current Academic Level – <xy>. The student is expected to graduate in <month and year>. The student is on a 4<or 8, as applicable>-month internship / work term from <month, year> with <organization name> in <city, country>. This internship is a mandatory part of their academic degree program. The student is scheduled to return to campus upon the completion of this degree requirement for his/her next academic term in <month, year>. Students participating in a cooperative education degree program are required to successfully complete work terms in business, industry or government agencies relevant to their course of study as an essential and integral part of their program in order to fulfill their academic graduation requirements. The students alternate four-month academic terms with four-month internship / work terms until the completion of the degree requirements. Some programs have 2 four-month internships back-to-back. This opportunity will provide the student with the relevant technical experience that will benefit his/her academic studies as well as his/her long-term career goals.*  
*The University of Waterloo also encourages co-op students undertaking these opportunities abroad to immerse themselves in the local culture towards the goal of becoming global citizens.*
3. About visas / permits:
  - Students are advised to reach out directly to the host organization for further paperwork from their side that they can take to the visa / permit issuing authority
  - They are advised to present their case honestly using the letter above, and let the issuing authority issue whatever class of permit is best applicable
  - We let both the host organization and student know that we do not advise on the type and class of visa best applicable as we are not certified by any immigration authority to provide such consultation in any capacity. The type and class of immigration documentation is between the employer, the student and the issuing authority
  - Sometimes, a receiving university prefers to enroll the student, thereby requiring a study visa. Sometimes a local company will partner with a university, and host an intern as a student enrolled in that university. Again, the immigration process is completely up to the receiving organization, and it is their responsibility to ensure the process used is in alignment with legal expectations

- A known resource that students can refer to is International Experience Canada (IEC). Also, some countries have ‘Youth Mobility Agreements’ with Canada (e.g.: Germany). But, they must ascertain applicability and eligibility themselves, in consultation with the receiving organization
  - If you would like to seek legal counsel on outbound immigration matters, please email the Account Manager ([cecaintam@uwaterloo.ca](mailto:cecaintam@uwaterloo.ca)), and we will get you in touch with our on-campus immigration support
4. On potential funding:
    - The Student Awards and Financial Aid (SAFA) office on campus has a database of international experience awards ([uwaterloo.ca/student-awards-financial-aid/undergraduate-awards/international-experience-awards](https://uwaterloo.ca/student-awards-financial-aid/undergraduate-awards/international-experience-awards)). Students must ascertain applicability and eligibility in consultation with SAFA. Co-op cannot answer any questions.
    - Other resources that may be applicable are those like MITACS, ASEAN, GAC funding, Erasmus+, DAAD RISE program, etc. Mostly, it is up to the faculty member from UWaterloo to investigate and best apply these funding streams
    - For faculty-driven opportunities, funding options can be reviewed at: <https://uwaterloo.ca/research/find-and-manage-funding>
  5. On risk management:
    - The student gets enrolled in an online pre-departure course on LEARN that has basic information on housing, taxes, visas/permits
    - The student fills in a risk form (no action from employer on this) to self-attest to several things such as age, considerations for travel planning, insurance, best practices for behavior in another country, and their emergency contact information
    - On arrival, the student must provide their residence and contact details during non-work hours
    - Co-op handles its risk management and emergency response within the unit, but stays closely connected to Waterloo International’s Safety Abroad office
  6. For any questions on the study part of exchange agreements, please contact [studyabroad@uwaterloo.ca](mailto:studyabroad@uwaterloo.ca). All current exchange agreements can be viewed at: [uwaterloo-horizons.symplicity.com/index.php?s=programs](https://uwaterloo-horizons.symplicity.com/index.php?s=programs)
  7. More recently, co-op has brought into effect a specialization of a ‘research certificate’ that can be acquired via work terms and completing other milestones: [uwaterloo.ca/co-operative-education/find-your-co-op-job/alternate-co-op-opportunities/co-op-research-certificate](https://uwaterloo.ca/co-operative-education/find-your-co-op-job/alternate-co-op-opportunities/co-op-research-certificate). Please contact the Account Manager ([ceeintam@uwaterloo.ca](mailto:ceeintam@uwaterloo.ca)) for more information if you are interested
  8. If you’re hosting an international partner or potential collaborator who would like to either know more about co-op, or offer co-op opportunities, we are happy to assist you at that discussion table. Please contact the Manager – International Co-op Mobility at [sivkovic@uwaterloo.ca](mailto:sivkovic@uwaterloo.ca)
    - Waterloo International has information on hosting visitors and collaborators [uwaterloo.ca/international/we-welcome-visiting-delegations](https://uwaterloo.ca/international/we-welcome-visiting-delegations) via their office

*We look forward to working with you to successfully hire co-op talent for your international research or industry collaborators and partners!*