

# Accepting and Finalizing Co-op Job Offer (beta view)



attention co-op students: most students will have a beta view. If your view does not look like this, scroll down to page 8 to review the steps for traditional view.

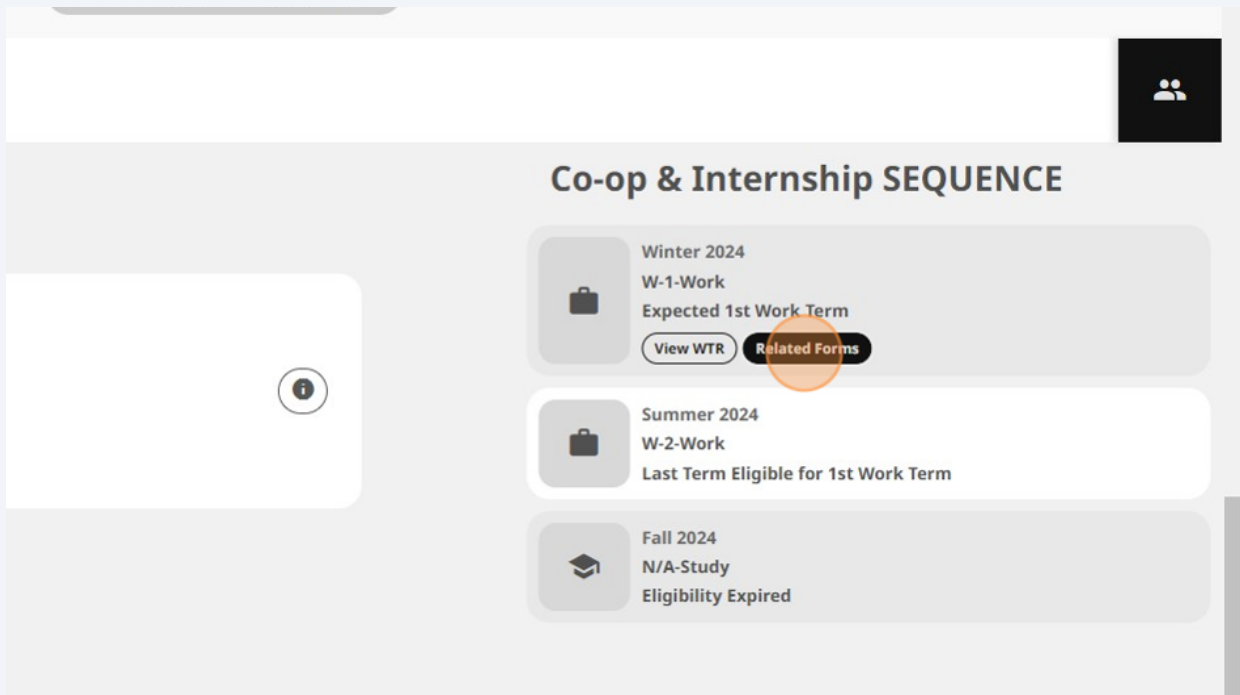
- 1 Log in to your account on the Co-op Portal  
<https://orbis.lassonde.yorku.ca/student/login.htm>

- 2 Click "Co-op & Internship"

The screenshot displays the user interface of the Co-op Portal. On the left, a dark blue sidebar menu is visible under the heading 'OVERVIEW'. The user is logged in as 'ango2 TEST ACCOUNT'. The menu items include: DASHBOARD, Co-op & Internship (highlighted with an orange circle), Jobs, External Job Postings, Documents, Applications, Interviews, Appointments, Events / Workshops, and Logout. The main content area is titled 'Welcome ango2 TEST ACCOUNT' and features a navigation bar with tabs for Dashboard, Co-op, Documents, Posting / Applications, Interviews, and Appointments. Below this, there are sub-tabs for Overview, My Account, My Messages (with a notification badge of 7), and My Forms. The 'Messages' section shows 'New Messages' and the 'Your Upcoming Schedule' section shows 'No upcoming schedules.'

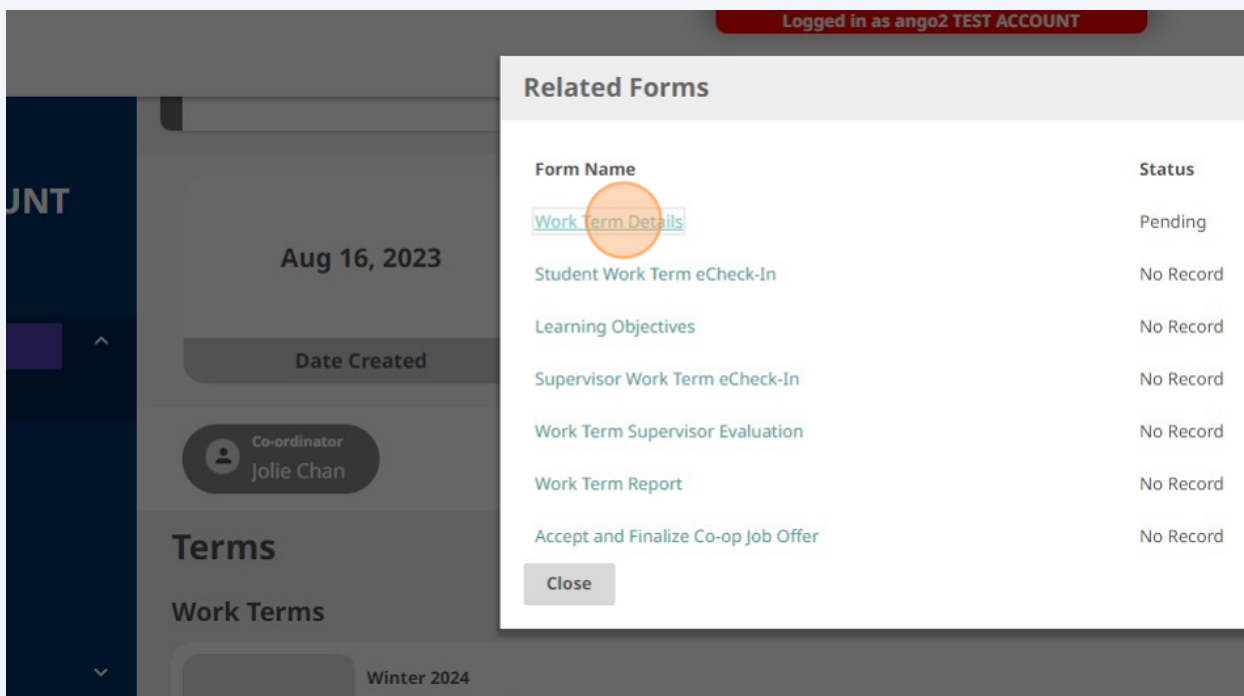
3

Click "Related Forms" that corresponds to the term you are viewing the job offer for (e.g. Summer 2024)



4

Click "Work Term Details"



5 Carefully review the work term details of your offer .

TEST ACCOUNT

S

TEST_ORG (CODE **B**)
Head Office
test@yorku.ca
Test Job Title
Apple
Apple

6 When you are ready to accept the offer and the job, scroll up and look to the right hand side of the page and click "Accept and Finalize Co-op Job Offer - No Record".

If you have questions about the job offer and would like to discuss, please attend a regularly scheduled drop-in session or email a co-op coordinator at lsecoop@lassonde.yorku.ca with the subject line: request to discuss job offer

ms and Conditions

al Job Postings

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s / Workshops

t

Work Term Details - Pending

- Student Work Term eCheck-In - No Record
- Learning Objectives - No Record
- Supervisor Work Term eCheck-In - No Record
- Work Term Supervisor Evaluation - No Record
- Work Term Report - No Record
- Accept and Finalize Co-op Job Offer - No Record

**ATTENTION STUDENTS:** Please R

Students currently enrolled in the Co  
name, title and contact details as well e

Students registering a co-op job: Th

- By filling out your work term record outlined Co-op Terms and Condition job board. Please review and re-fe Throughout this form, you will be r "pending" status.
- The co-op team will take 3-5 busir about your course enrolments and

Print Edit

WORK TERM RECORD DETAILS

\* Company

\* Division

## 7 Click "Create Record"

Work Term Details | Map

- Work Term Details - Pending
- Student Work Term eCheck-In - No Record
- Learning Objectives - No Record
- Supervisor Work Term eCheck-In - No Record
- Work Term Supervisor Evaluation - No Record
- Work Term Report - No Record
- Accept and Finalize Co-op Job Offer - No Record

**ATTENTION STUDENTS:** Please review the following instructions carefully.

Congratulations on your co-op job offer! To review the full details of your offer, click on Co-o

To accept the co-op job offer and finalize registration of your co-op offer, please review the

Create Record

© 2023 Lassonde School of Engineering | York University - Outcome

## 8 Carefully read and review each section of Co-op terms and conditions for accepting a job offer: the general roles and responsibilities

Conditions"

**On a Work Term Roles and Responsibilities.**

**I will:**

- Complete each work period that I have committed to with my employer and the program. In general, failing to honour (renewing on an offer) will result in a Fail grade in the work term course, de-enrollment from the program and ineligibility
- Withdraw from consideration for other positions and refuse any future offers for the duration of this position.
- Not request changes to your contractual hours of work for the co-op position, without prior written approval from the c
- Prioritize co-op responsibilities and show commitment to the co-op by adhering to conditions stated on the employe of my co-op must not interfere with co-op hours.
- Keep all contact information within the Lassonde Co-op Portal up to date, including work contact details as well as my
- Agree that the Lassonde Co-op/Internship Office reserves the right to contact my employer to discuss my co-op, emp

rm roles and responsibilities

-select-

**I acknowledge:**

- With the acceptance of a job offer, I will be automatically enrolled in the required work term course(s), and pay the ap through your York Student Account:

**Upon acceptance of the first co-op work period, an automatic enrollment in:**

- COOP 2109 0.0 for each work term (every semester) that you complete. Course fees are available on Co-op website
- COOP 2100 2.0 0 "Professional Development for Co-op", to be completed at the beginning of Work Term 1. Regular Fees

**Upon acceptance of the second co-op work period, an automatic enrollment in:**

- COOP 3109 0.0 for each work term (every semester) that you complete. Course fees are available on Co-op website
- COOP 3100 2.0 0 "Critical Reflections Using Professional Portfolios", to be completed in the Last Work Term that I c

9

Review the '**Course enrollment**' section of the Co-op Participation Terms and Conditions and click on the drop-downs to acknowledge your understanding and agreement.

• COOP 2100 2.0 0 "Professional Development for Co-op", to be completed at the beginning of Fees

**Upon acceptance of the second co-op work period, an automatic enrollment in:**

- COOP 3109 0.0 for each work term (every semester) that you complete. Course fees are available on Academic Tuition Fees
- COOP 3100 2.0 0 "Critical Reflections Using Professional Portfolios", to be completed in the 1st visit Academic Tuition Fees

**Upon acceptance of an internship work period, an automatic enrollment in:**

- EECS 3900 0.00 or EECS 3989 or DATT 3929 for each work term(every semester) that I complete. Course fees are available on Academic Tuition Fees

**Studying While on a Work Term. I will:**

- Adhere to the policy of studying while on a work term as outlined below:

-select-

**I will:**

- Adhere to the policy of studying while on a work term as outlined below:
- The program allows students to request permission to enroll in a maximum of one course (up to 3 credits) per term while on a co-op work term. I will submit the request to the Co-op Department via email to lsecoop@lassonde.yorku.ca, including the course name and the Co-op Department.
- Adhere to the requirement that I should not ask professors or my supervisors for permission. The final decision on granting permission is up to the Co-op Department.
  - The course must not conflict in any way with the contracted hours of work (Please Note: this does not apply to the required work term)
  - The course must be offered during evenings, online (asynchronous) or weekends.
  - Project courses such as at ENG 4000, CIVL 4000, EECS 4088 or equivalent are not permitted while on a work term.

a work term

10

Carefully read and review each section of Co-op terms and conditions for accepting a job offer: studying while on a work term

• EECS 3900 0.00 or EECS 3989 or DATT 3929 for each work term(every semester) that I complete. Course fees are available on Academic Tuition Fees

**Studying While on a Work Term. I will:**

- Adhere to the policy of studying while on a work term as outlined below:

\* Course enrollment

I understand and agree to the

**I will:**

- Adhere to the policy of studying while on a work term as outlined below:
- The program allows students to request permission to enroll in a maximum of one course (up to 3 credits) per term while on a co-op work term. I will submit the request to the Co-op Department via email to lsecoop@lassonde.yorku.ca, including the course name and the Co-op Department.
- Adhere to the requirement that I should not ask professors or my supervisors for permission. The final decision on granting permission is up to the Co-op Department.
  - The course must not conflict in any way with the contracted hours of work (Please Note: this does not apply to the required work term)
  - The course must be offered during evenings, online (asynchronous) or weekends.
  - Project courses such as at ENG 4000, CIVL 4000, EECS 4088 or equivalent are not permitted while on work term.

\* Studying while on a work term

-select-

**I understand that:**

- Upon registration of a co-op job offer, my enrollment in the applicable work term course(s) will be automatic. I agree to complete the full duration that I have committed to with the employer and the co-op program. Failure to do this will result in the consequences outlined in the Co-op Participation Terms and Conditions.
- If I am unable to complete my work term, I will first contact the Co-op department as soon as possible for guidance prior to informing the employer. The Co-op team can help facilitate and mediate any difficulties that you may be experiencing in the workplace. Be sure to reach out to the Co-op team as soon as possible.

**Consequences for leaving or ending a work term early:**

- Acknowledge that in general, failing to honour the co-op employment contract will result in a Fail grade in the work term course, and ineligibility for subsequent work terms.
- A fail grade on my official transcript may have a negative impact on future employer screenings of my transcript for full time new graduates.

**Circumstances which may warrant ending or leaving a work term early:**

- Understand that for extenuating circumstances, which may involve unsafe work conditions, I will contact the Co-op department prior to leaving my work term to discuss your concerns, situation and/or reasons for leaving your work term early.
- If I experience unsafe work conditions, (see some examples listed below); I may terminate the co-op contract, and contact the Co-op department as soon as possible.



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Carefully read and review each section of Co-op terms and conditions for accepting a job offer: ending a work term early

Circumstances which may warrant ending or leaving a work term early:

- Understand that for extenuating circumstances, which may involve unsafe work conditions, I will discuss your concerns, situation and/or reasons for leaving your work term early.
- If I experience unsafe work conditions, (see some examples listed below); I may terminate the work term as early as possible.

Examples of Unsafe Work Conditions:

- Workplace Violence, Harassment or Discrimination
- Health and safety concerns
- Medical and/or compassionate reasons

ending a work term early

-select-

International students and co-op work authorization

- Understand that international students must have a valid co-op work permit on hand prior to accepting a job offer (I do not have a guarantee I will receive the co-op work permit).
- It is my responsibility to ensure that I have a valid co-op work permit for the duration of my co-op work term.
- I will contact the Co-op Program if a permit extension is required.

For questions regarding co-op work permit, including how to extend the work and/or study permit, contact the Co-op Program Advisor and Immigration Specialist. <https://yorkinternational.yorku.ca/international-student-advising>

- Detailed information from Immigration, Refugees and Citizenship Canada (IRCC), visit <https://www.citizenship/services/study-canada/work/intern.html>

international students and co-op work authorization acknowledgement

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Review the '**International students and co-op work authorization acknowledgement**' section of the Co-op Participation Terms and Conditions. Click on the drop-downs to acknowledge your understanding and agreement. **Not an international student?** Select "I'm not an international student"

International students and co-op work authorization

- Understand that international students must have a valid co-op work permit on hand prior to accepting a job offer (I do not have a guarantee I will receive the co-op work permit).
- It is my responsibility to ensure that I have a valid co-op work permit for the duration of my co-op work term.
- I will contact the Co-op Program if a permit extension is required.

For questions regarding co-op work permit, including how to extend the work and/or study permit, contact the Co-op Program Advisor and Immigration Specialist. <https://yorkinternational.yorku.ca/international-student-advising>

- Detailed information from Immigration, Refugees and Citizenship Canada (IRCC), visit <https://www.citizenship/services/study-canada/work/intern.html>

international students and co-op work authorization acknowledgement

-select-

Financial Implications and Obligations While on Work Term

Governed by York University

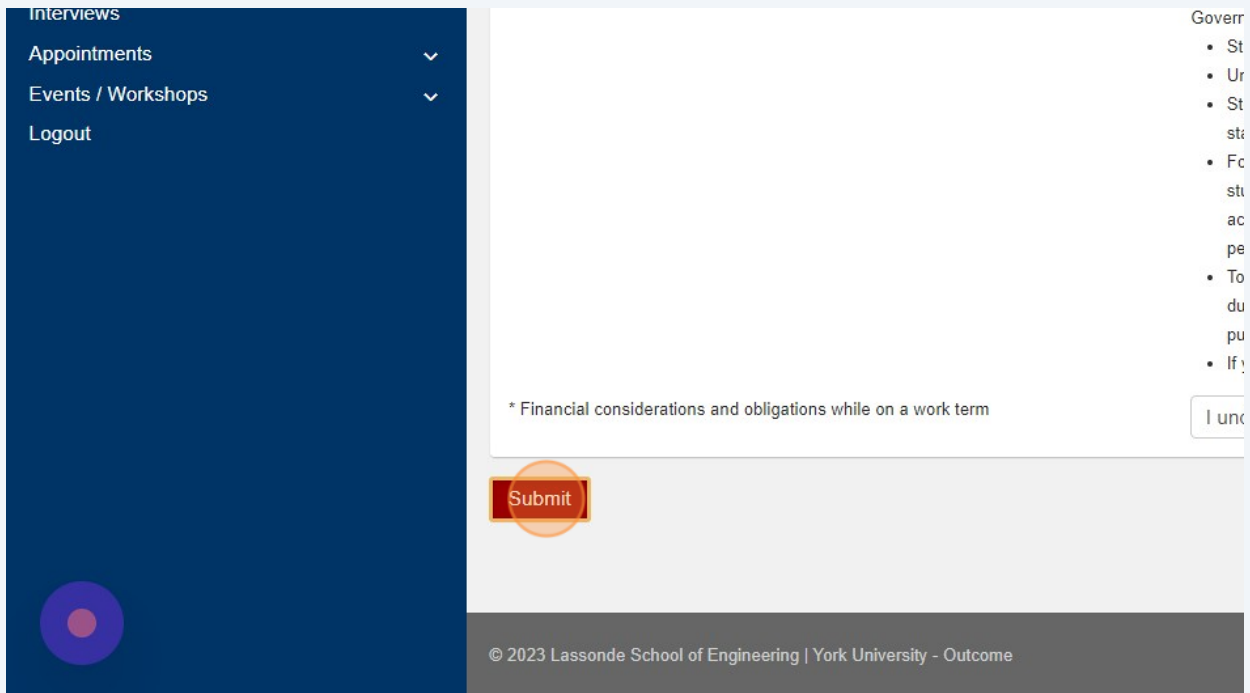
- Students may not be eligible for grants and student loans while on a co-op/internship work term.
- Understand that enrollment in the mandatory co-op/internship course(s) is considered full-time.
- Students who have received OSAP in the past may be eligible to apply for continuation of interest-free status, they do not have to make payments and interest is waived on their OSAP loans.
- For more information about applying for interest-free status, including deadlines to apply, check the students' responsibility to keep up to date on application deadlines pertaining to your OSAP account, visit the York University OSAP website and connect with Registrarial Services directly, in person, virtually, by telephone (416-872-9675) or email ([rscheck@yorku.ca](mailto:rscheck@yorku.ca))
- To maintain your student health & dental plan coverage as per YES student union while on

13

Review the **'Financial implications and obligations while on a work term'** section of the Co-op Participation Terms and Conditions. Click on the drop-downs to acknowledge your understanding and agreement.

14

Click submit



15

Congratulations! You've just finalized registration of your Co-op Offer! For next steps, a Co-op Coordinator will follow up with you closer to the start of your work term to send you key details about your work term. For now, we hope you will take time to celebrate this milestone in your co-op journey! Contact the co-op team via drop-ins or at [lsecoop@lassonde.yorku.ca](mailto:lsecoop@lassonde.yorku.ca) should you have additional questions.

# Accept and Finalize Co-op Job Offer on Co-op Portal (traditional view)



1 Log-in to the Co-op Portal <https://orbis.lassonde.yorku.ca/student/login.htm>

2 Click "Co-op & Internship"

The screenshot shows a user interface for a co-op portal. On the left is a dark blue sidebar menu with the following items: DASHBOARD, Co-op & Internship (highlighted with an orange circle), Jobs, External Job Postings, Documents, Applications, Interviews, Appointments, Events / Workshops, and Logout. The main content area is titled 'Welcome Len Roberto' and includes a navigation bar with 'Dashboard', 'Co-op', 'Documents', 'Posting / Applications', 'Interviews', and 'Appointme'. Below this is a sub-navigation bar with 'Overview' (selected), 'My Account', 'My Messages', and 'My Forms'. The 'Messages' section shows 'New Messages' with a count of '0'. The 'Your Upcoming Schedule' section shows 'No upcoming schedules.'



3

Scroll down the page and find the "Co-op & Internship SEQUENCE" section. Click on the organization name of the corresponding term (e.g. in this case, the job offer is a Summer 2024 start)

ORG (CODE **B**)-test	Start Term:	Summer 2024
da - partially remote	CO-OP & INTERNSHIP Program:	DIGM-Digital Media - Co-op
Khorshidchehr	Co-ordinator(s):	Delnaz Khorshidchehr

Co-op & Internship SEQUENCE		
Term	Type	
Summer 2024	W-1-Work Expected 1st Work Term	<a href="#">TEST_ORG (CODE **B**)</a> (Pending)
Fall 2024	W-2-Work Last Term Eligible for 1st Work Term	TEST_ORG (CODE **B**) (Pending)
Winter 2025	N/A-N/A Eligibility Expired	
Summer 2025	N/A-N/A Off Sequence	

4

Review the work term record details of the job offer. E.g. company name, the position title, contract start and end dates, salary, etc...

Logged in as Len Roberto

* HR/Tax Credit Contact Email	test@gtest.ca
* Student Job Title	test
* Contact First Name	test
* Contact Last Name	test
* Contact Job Title	
* Contract Start Date	May 06, 2024
* Contract End Date	December 21, 2024
Job Details	test

5

Continue to review the work term record details of the job offer such as work term length, location, location type, etc...

attach a copy of the job offer letter here:

---

International Students Only - Co-op Work Permit. I have a valid Co-op work permit for the full duration of my contract.

---

\* Salary ( based on contract) attention students: If your salary is not yet determined, you can enter \$0.00 as a \$19.75 per hour @ 35 hours/week

---

\* Work Term Length 8 Month

---

\* Is this an extension? No

---

\* Student work location type Where will you be working from? Enter what you know based on your offer.  
In Canada - partially remote

---

\* Student work location (Province and Country) Toronto, ON

---

**TERMS & CONDITIONS ACKNOWLEDGMENT**

6

When you are ready to accept the offer, proceed with the next steps in Steps 7 and on.



If you have questions about your offer, or need to discuss, please contact your Co-op Coordinator directly or email us at [lsecoop@lasssonde.yorku.ca](mailto:lsecoop@lasssonde.yorku.ca) with the subject line: Discussion required: job offer details

7

To accept your offer and register it, under the section " Work Term Details" on the left side of your page, select, "Accept and Finalize Co-op Job Offer"

Terms and Conditions

- Jobs
- External Job Postings
- Documents
- Applications
- Interviews
- Appointments
- Events / Workshops
- Logout

Learning Objectives - No Record

Supervisor Work Term eCheck-In - No Record

Work Term Supervisor Evaluation - No Record

Work Term Report - No Record

**Accept and Finalize Co-op Job Offer - No Record**

your supervisor's name, title and contact information.

**Students registering a co-op job:**

- By filling out your work term record, you are agreeing to the outlined Co-op Work Term Conditions below prior to registering for a co-op job. Upon submitting your work term record, you will receive confirmation about your co-op job offer.
- The co-op team will take 3-5 business days to review your work term record and will receive confirmation about your co-op job offer.

Print

**WORK TERM RECORD DETAILS**

\* Company

\* Division

\* Work Term Supervisor Contact Email

8

Click "Create Record"

Work Term Details | Map

Work Term Details - Approved

Student Work Term eCheck-In - No Record

Learning Objectives - No Record

Supervisor Work Term eCheck-In - No Record

Work Term Supervisor Evaluation - No Record

Work Term Report - No Record

Accept and Finalize Co-op Job Offer - No Record

**Create Record**

**ATTENTION STUDENTS:** Please review the following instructions carefully.

Congratulations on your co-op job offer! To review the full details of your offer, click on the 'View Offer' button.

To accept the co-op job offer and finalize registration of your co-op offer, please review the 'Work Term Conditions' and 'Co-op Job Offer' page.

9

Review the '**On a work term roles and responsibilities**' section of the Co-op Participation Terms and Conditions and click on the drop-downs to acknowledge your understanding and agreement.

Complete each work period that I have committed to with my employer and the program. In general, failing to honor contract (including renegeing on an offer) will result in a Fail grade in the work term course, de-enrollment from the p subsequent work terms.

- After the completion of each of my work period (e.g. end of my employment contract), I will return to York University Engineering or Honours degree studies as a full-time student (at least 9 credits per semester).
- Withdraw from consideration for other positions and refuse any future offers for the duration of this position.
- Not request changes to your contractual hours of work for the co-op position, without prior written approval from the
- Prioritize co-op responsibilities and show commitment to the co-op by adhering to conditions stated on the employr unpaid positions outside of my co-op must not interfere with co-op hours.
- Keep all contact information within the Lassonde Co-op Portal up to date, including work contact details as well as r contact details.
- Agree that the Lassonde Co-op/Internship Office reserves the right to contact my employer to discuss my co-op, er progress.

\* On a work term roles and responsibilities

-select-

**I acknowledge:**

- With the acceptance of a job offer, I will be automatically enrolled in the required work term course(s), and pay the e each work term through your York Student Account.

**Upon acceptance of the first co-op work period, an automatic enrollment in:**

- COOP 2109 0.0 for each work term (every semester) that you complete. Course fees are available on Co-op websit
- COOP 2100 2.0 0 "Professional Development for Co-op", to be completed at the beginning of Work Term 1. Regula visit Academic Tuition Fees

**Upon acceptance of the second co-op work period, an automatic enrollment in:**

- COOP 3109 0.0 for each work term (every semester) that you complete. Course fees are available on Co-op websi
- COOP 3100 2.0 0 "Critical Reflections Using Professional Portfolios", to be completed in the Last Work Term that I Fees Apply, visit Academic Tuition Fees

10

Review the '**Course enrollment**' section of the Co-op Participation Terms and Conditions and click on the drop-downs to acknowledge your understanding and agreement.

ERVIEW

Logged in as Len Roberto

Recently logged in as lenroberto

INTERNSHIP

Conditions

Postings

Workshops

\* On a work term roles and responsibilities

-select-

**I acknowledge:**

- With the acceptance of a job offer, I will be automatically enrolled in the required work term course(s), and pay the applicable course fee(s) each work term through your York Student Account.

**Upon acceptance of the first co-op work period, an automatic enrollment in:**

- COOP 2109 0.0 for each work term (every semester) that you complete. Course fees are available on Co-op website and
- COOP 2100 2.0 0 "Professional Development for Co-op", to be completed at the beginning of Work Term 1. Regular Tuition Fees Apply, visit Academic Tuition Fees

**Upon acceptance of the second co-op work period, an automatic enrollment in:**

- COOP 3109 0.0 for each work term (every semester) that you complete. Course fees are available on Co-op website and
- COOP 3100 2.0 0 "Critical Reflections Using Professional Portfolios", to be completed in the Last Work Term that I complete. Regular Tuition Fees Apply, visit Academic Tuition Fees

**Upon acceptance of an internship work period, an automatic enrollment in:**

- EECS 3900 0.00 or EECS 3989 or DATT 3929 for each work term(every semester) that I complete. Course fees are available on Co-op website

**Studying While on a Work Term. I will:**

- Adhere to the policy of studying while on a work term as outlined below:

\* Course enrollment

-select-

**I will:**

- Adhere to the policy of studying while on a work term as outlined below.
- The program allows students to request permission to enroll in a maximum of one course (up to 3 credits) per term while on a co-op/interns work term. For permission, I will submit the request to the Co-op Department via email to lsecoop@lassonde.yorku.ca, including the course name and catalogue number.
- Adhere to the requirement that I should not ask professors or my supervisors for permission. The final decision on granting permission will from the Co-op Department.
  - The course must not conflict in any way with the contracted hours of work (Please Note: this does not apply to the required work term course(s)).
  - The course must be offered during evenings, online (asynchronous) or weekends.

11

Review the '**Studying while on a work term**' section of the Co-op Participation Terms and Conditions and click on the drop-downs to acknowledge your understanding and agreement.

Logged in as Len Roberto

Studying while on a work term

- Adhere to the policy of studying while on a work term as outlined below:
- The program allows students to request permission to enroll in a maximum of one course (up to 3 credits) per term while on a co-op/internship work term. For permission, I will submit the request to the Co-op Department via email to lsecoop@lassonde.yorku.ca, including the course name and catalogue number.
- Adhere to the requirement that I should not ask professors or my supervisors for permission. The final decision on granting permission will be from the Co-op Department.
  - The course must not conflict in any way with the contracted hours of work (Please Note: this does not apply to the required work term course(s)).
  - The course must be offered during evenings, online (asynchronous) or weekends.
  - Project courses such as ENG 4000, CIVL 4000, EECS 4088 or equivalent are not permitted while on work term.

I understand that:

- Upon registration of a co-op job offer, my enrollment in the applicable work term course(s) will be automatic. I agree to complete each work period and for the full duration that I have committed to with the employer and the co-op program. Failure to do this will result in the consequences outlined below.
- If I am unable to complete my work term, I will first contact the Co-op department as soon as possible for guidance prior to informing my employer. Note: The co-op team can help facilitate and mediate any difficulties that you may be experiencing in the workplace. Be sure to reach out to the Co-op team for assistance.

Consequences for leaving or ending a work term early:

- Acknowledge that in general, failing to honour the co-op employment contract will result in a Fail grade in the work term course, de-enrollment from the program and ineligibility for subsequent work terms.
- A fail grade on my official transcript may have a negative impact on future employer screenings of my transcript for full time new graduate positions.

Circumstances which may warrant ending or leaving a work term early:

- Understand that for extenuating circumstances, which may involve unsafe work conditions, I will contact the Co-op department prior to taking any action to discuss your concerns, situation and/or reasons for leaving your work term early.
- If I experience unsafe work conditions, (see some examples listed below), I may terminate the co-op contract, and contact the Co-op department as soon as possible.

Examples of Unsafe Work Conditions:

- Workplace Violence, Harassment or Discrimination

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Review the '**leaving or ending a work term early**' section of the Co-op Participation Terms and Conditions and click on the drop-downs to acknowledge your understanding and agreement.

Leaving or ending a work term early

Consequences for leaving or ending a work term early:

- Acknowledge that in general, failing to honour the co-op employment contract will result in a Fail grade in the work term course, de-enrollment from the program and ineligibility for subsequent work terms.
- A fail grade on my official transcript may have a negative impact on future employer screenings of my transcript for full time new graduate positions.

Circumstances which may warrant ending or leaving a work term early:

- Understand that for extenuating circumstances, which may involve unsafe work conditions, I will contact the Co-op department prior to taking any action to discuss your concerns, situation and/or reasons for leaving your work term early.
- If I experience unsafe work conditions, (see some examples listed below); I may terminate the co-op contract, and contact the Co-op department as soon as possible.

Examples of Unsafe Work Conditions:

- Workplace Violence, Harassment or Discrimination
- Health and safety concerns
- Medical and/or compassionate reasons

International students and co-op work authorization

- Understand that international students must have a valid co-op work permit on hand prior to accepting and starting my work term (application is not a guarantee I will receive the co-op work permit).
- It is my responsibility to ensure that I have a valid co-op work permit for the duration of my co-op.
- I will contact the Co-op Program if a permit extension is required.

For questions regarding co-op work permit, including how to extend the work and/or study permit, contact York International to International Student Advisor and Immigration Specialist. <https://yorkinternational.yorku.ca/international-student-advising/>

- Detailed information from Immigration, Refugees and Citizenship Canada (IRCC), visit <https://www.canada.ca/en/immigration-citizenship/services/study-canada/work/intern.html>

International students and co-op work authorization acknowledgement.



13

Review the '**International students and co-op work authorization acknowledgement**' section of the Co-op Participation Terms and Conditions. Click on the drop-downs to acknowledge your understanding and agreement.

Not an international student? **Select "I'm not an international student"**

Logged in as Len Roberto

Examples of Unsafe Work Conditions:

- Workplace Violence, Harassment or Discrimination
- Health and safety concerns
- Medical and/or compassionate reasons

\* Leaving or ending a work term early

I understand and accept the t

International students and co-op work authorization

- Understand that international students must have a valid co-op work permit on hand prior to accepting and starting my work term. (Submission of application is not a guarantee I will receive the co-op work permit).
- It is my responsibility to ensure that I have a valid co-op work permit for the duration of my co-op.
- I will contact the Co-op Program if a permit extension is required.

For questions regarding co-op work permit, including how to extend the work and/or study permit, contact York International to speak to an International Student Advisor and Immigration Specialist. <https://yorkinternational.yorku.ca/international-student-advising/>

- Detailed information from Immigration, Refugees and Citizenship Canada (IRCC), visit <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html>

\* International students and co-op work authorization acknowledgement.

-select-

Financial Implications and Obligations While on Work Term

Governed by York University

- Students may not be eligible for grants and student loans while on a co-op/internship work term.
- Understand that enrollment in the mandatory co-op/internship course(s) is considered full-time course load for OSAP purposes.
- Students who have received OSAP in the past may be eligible to apply for continuation of interest-free status (CIFS). When student loans are in interest-free status, they do not have to make payments and interest is waived on their OSAP loans.
- For more information about applying for interest-free status, including deadlines to apply, check the Money Matters page on the Co-op website. It is the students' responsibility to keep up to date on application deadlines pertaining to your OSAP loans including CIFS. For support and questions pertaining to your account, visit the York University OSAP website and connect with Registrarial Services directly. Check out their website for ways to connect with their team in person, virtually, by telephone (416-872-9675 ) or email (rscheck@yorku.ca)
- To maintain your **student health & dental plan coverage** as per YFS student union while on a work term, students are responsible for ensuring they opt-in during the opt-in periods. Students should always check their Student Account Statement to confirm enrollment before seeking undergoing treatments or purchasing services and medications. Contact the Co-op team if you need a supporting letter to verify your

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Review the '**Financial implications and obligations while on a work term**' section of the Co-op Participation Terms and Conditions. Click on the drop-downs to acknowledge your understanding and agreement.

Logged in as Len Roberto

For questions regarding co-op work permit, including how to extend the work and/or study permit, contact York International to speak to an International Student Advisor and Immigration Specialist. <https://yorkinternational.yorku.ca/international-student-advising/>

- Detailed information from Immigration, Refugees and Citizenship Canada (IRCC), visit <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html>

\* International students and co-op work authorization acknowledgement.

I am not an international stud

Financial Implications and Obligations While on Work Term

Governed by York University

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- If you have a **scholarship**, students may be able to defer it. Contact the Undergraduate Student Awards at [bursary@yorku.ca](mailto:bursary@yorku.ca) for the process.

\* Financial considerations and obligations while on a work term

-select-

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## 15 Click submit

OVERVIEW Logged in as Len Roberto

You are currently logged in as **Len Roberto**

Dashboard

**CO-OP & INTERNSHIP**

- Terms and Conditions
- Jobs
- External Job Postings
- Documents
- Applications
- Interviews
- Appointments
- Events / Workshops
- Logout

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**Financial Implications and Obligations While on Work Term**  
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\* Financial considerations and obligations while on a work term

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16 You have just finalized registration of your Co-op/Internship. Congratulations once again! For next steps, a Co-op Coordinator will follow up with you closer to the start of your work term to send you key details about your work term. For now, we hope you will take time to celebrate this milestone in your co-op journey! Contact the co-op team via [drop-ins](#) or at [lsecoop@lassonde.yorku.ca](mailto:lsecoop@lassonde.yorku.ca) should you have additional questions.