



## Diploma Programs - International Students in WORK2LEARN F17-W18

International students in designated Diploma programs can register in the first phase of WORK2LEARN, which is the general course “WORK 120 Skills for Employment”. The Job Search Workshop plus a range of support services will help prepare students for success in a job search, whether they are looking for a summer job or eventually a full-time job upon graduation.

**To access the School’s Job Portal and participate in the Summer 2018 Optional Work Placement program, International Diploma students must meet the following criteria:**

- **Must be enrolled as a full-time student in good academic standing, and**
- **Must successfully complete WORK 120, and**
- **Must be returning Fall 2018, and**
- **Must have a valid Coop Work Permit, and**
- **Must be legally eligible to work in Canada from May to August (per Coop Work Permit).**

### 3 Step Process for International Students:

#### 1. Register in WORK 120

Registering in WORK120 – Skills for Employment, signals your interest in participating in Work Placement in Summer 2018. Effective November 16, 2017, the Work Placement Services office will release a letter indicating your interest in participating in the optional Work Placement program (provided you are eligible to do so). This letter is one requirement to apply for the COOP Work Permit.

#### 2. Complete Your Application for a Coop Work Permit

Check with the **International Centre** for the requirements for the Coop Work Permit. Typically you will need the **letter from the Work Placement Office** (see #1 above) and a **Confirmation of Enrolment** from the Registrar’s Office (go to MyHumber.ca or see reverse). It is strongly advised that you work with the International Office before you submit your documents – even a small error will result in your application being returned to you.

#### 3. When Your Coop Work Permit Arrives

Notify the Work Placement Services Office immediately. We will need a copy of your actual Coop Work Permit to provide you with access to the Job Portal, and advance you to the next phase of WORK2LEARN. You can submit your Coop Work Permit:

In-person: Room NX302

Scan then email to: [WorkAppliedTechnology@humber.ca](mailto:WorkAppliedTechnology@humber.ca)

### **NOTE: Technician Students – ATMN, ELEC, ELIC, MECH, HVAC**

To qualify for a Coop Work Permit, you must be returning for Year 3. If you are in Year 2 ATMN, ELEC, ELIC, MECH or HVAC, your Program Coordinator must also approve your return to Year 3, through a Student Action Form (SAF) in MyHumber.

Your Coordinator may choose to wait until s/he sees your marks at the end of the fall semester, or a mid-term in the winter semester, before s/he enters a SAF in MyHumber. The approval for your returning for Year 3, and when approval is granted, are all at the discretion of your Program Coordinator.

### **NOTE: Interior Decorating Students - DEC**

To advance to work placement and qualify for a Coop Work Permit, you must be a student in good academic standing. The Work Placement Office reserves the right to review your marks at the end of the fall semester (Semester 1) prior to issuing letters related to the Coop Work Permit.

### **What if Your Coop Work Permit Application is Declined?**

While WORK2LEARN is an optional work placement program, Canada Immigration is advising Humber that our students must still apply for a “Coop” Work Permit. It could happen that a particular Immigration Agent may not approve your application for a Coop Work Permit. If this happens to you, you will not be able to participate in the Summer Work Placement or access jobs in the Portal. The School has agreed to refund the WORK2LEARN fee of \$285 (upon proof from CIC that your application has been declined). We feel this is only fair. We hope the great resume and other services you have received will help you in your search. For job postings we refer you to the Humber Career Center at [www.careers.humber.ca](http://www.careers.humber.ca)

### **What To Do While Waiting for Your Coop Work Permit?**

While you are waiting for your Coop Work Permit to arrive, you can still be actively involved in your job search. We recommend students attend the WORK 120 Job Search Workshop and submit all deliverables (another set of requirements to access the Job Portal), research companies and network using the techniques discussed in the Workshop. You can accept summer work in accordance with the terms of your Study Permit. However, you cannot be advanced to WORK121/122 or access jobs in the Portal until you have an approved Coop Work Permit.

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### **How to Request a Confirmation of Enrollment**

For your convenience, you can now view and print an official Confirmation of Enrollment document on MyHumber. Here are the simple steps to access your Confirmation of Enrollment document on MyHumber:

1. Log in to MyHumber
2. Click the Student tab, followed by the Student Records tab
3. Click Confirmation of Enrollment to view and print your required document

For further information, please see the Registrar’s Office or the International Office.  
[www.humber.ca/myhumber/how-request-confirmation-enrollment-or-graduation](http://www.humber.ca/myhumber/how-request-confirmation-enrollment-or-graduation)