



STUDENT APPLICATION

ALL APPLICANTS MUST:

1. Be registered in a degree program at the University of Winnipeg and will have completed 30 credit hours of study prior to their first work term
2. Have a minimum GPA of 3.0
3. Submit an application form, cover letter, resume, two references and an unofficial transcript (from WebAdvisor)
4. Signed "Terms and Conditions" agreement
5. Students must be returning to University after completing their work term
6. International Students must have either an Off-Campus Work Permit or a Co-op Work Permit. You must submit a copy of the work permit. If you do not possess have either one, a meeting will be set up to see your suitability for the program
7. Students may submit any additional information that may be relevant to gaining acceptance into the program. For example: portfolio of accomplishments *optional

Note: The Co-operative Education Program does NOT guarantee that all students will find job placements

Write neatly and clearly.

Name: _____ Student Number: _____

Citizenship: _____ SIN: _____

Email: _____

Address: _____ Postal Code: _____

Permanent Address (if different than above): _____

Main phone number: _____

Faculty: _____

Major: _____

Current year of study: _____ Academic credits completed at time of application: _____

Most recent GPA: _____

Area of work experience that you are looking for:

What work term(s) are you interested in working? Please check off one or more.

Summer (May – August) ☐

Fall (September – December) ☐

Winter (January – April) ☐

If you are an international student, do you have: Off-Campus Work Permit ☐ Co-op Work Permit ☐

Are you willing to travel? (Must check off one box): YES ☐ NO ☐



May I contact your references? (Must check off one box):

YES ☐

NO ☐

Are you interested in doing volunteer work through out the school year to enhance your resume?

YES ☐

NO ☐

Please list volunteer opportunities you would be interested in:

If you were interested in volunteering, would you like to volunteer for the UWinnipeg Open House held in February?

YES ☐

NO ☐

If you were interested in volunteering, would you like to volunteer for the UWinnipeg at the Rotary Career Fair in early April?

YES ☐

NO ☐

CO-OP PROGRAM – TERMS & CONDITIONS

If you are accepted into the Co-operative Education Program, you agree to adhere to the following terms & conditions:

- Attend all co-op meetings and seminars. This includes all job search workshops, professional development meetings, seminars and interviews
- Adhere to all Co-op guidelines and deadlines set by The University of Winnipeg and prospective employers
- Represent the University of Winnipeg in a professional, ethical and responsible manner at all times.
- Discuss and communicate any concerns and/or potential problems in completing the co-op work term with the Co-op Coordinator and the employer (i.e. If a family emergency occurs, please notify both parties)
- If accepted into the program, I acknowledge and understand that once I agree to accept a job that has been identified as a co-op position, I will agree to accept on of the conditions as outlined above. I also understand that if I take this job and discontinue my participation in the co-op program I will receive a “Fail” on my transcript for this Co-op course and will not be able to continue in the work placement. In addition, I understand/agree that I am still obligated and must pay the remaining tuition as designated by the University of Winnipeg for this Co-op course.

Signed: _____

Date: _____

All fields above must be completed.

Applications can be submitted in person, email or fax to:

Jessica Adkin

Faculty Assistant & Co-operative Education Coordinator

4BC59A Buhler Centre

E: je.adkin@uwinnipeg.ca

P: 204.786.9872 F: 204.772.4183