



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. First Year Students can join the program provided that the above condition of 30 credit hours is completed prior to their first work term is met.
3. Have a minimum GPA of 3.0 *in your major* OR
 - a. In the case of First year students, have an 80% average from their high school and maintain a GPA of 3.0 throughout the Academic Year OR
 - b. In the case of a transfer/international student
 - i. have at least 30 credit hours of courses from another institution
 - ii. within that amount, 15 credit hours of which are relatable to your current area of study
 - iii. maintain a GPA of 3.0 throughout the Academic Year
4. Submit **ALL** of the following:
 - a. An application form
 - b. Cover letter, stating why you are interested in joining the Co-op Program
 - c. Resume
 - d. Two references (preferably professional, however, volunteer, academic or character references are acceptable)
 - e. An unofficial transcript (from WebAdvisor)
 - f. Signed "Terms and Conditions" agreement
5. Students **must** be returning to University after completing their work term (no exceptions)
6. 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 students will find job placements

Write neatly and clearly.

Name: _____

Student Number: _____ First three digits of SIN: _____

Citizenship: _____ Are you a Permanent Resident? YES NO

Main phone number: _____

Email: _____



Address (including postal code): _____

Permanent Address (if different than above): _____

Faculty: _____

Major: _____

Current year of study (1st, 2nd, 3rd, etc): _____

Academic credits completed at time of application: _____

Number of credits enrolled in at time of application: _____ Most recent GPA: _____

Area of work experience that you are looking for*:

**This information helps to determine which industry the Co-op Office contacts for speakers and possible job postings*

Which work term(s) are you interested in? Please check off only one.

Fall (September 2017 – December 2017) Deadline to apply for this term is **March 1st, 2017**

Winter (January 2018– April 2018) Deadline to apply for this term is **July 1st, 2017**

Summer (May 2017 – August 2017) Deadline to apply for this term is **October 1st, 2016**

Please note that all Co-op positions are FULL TIME positions, thus making it difficult for a student to work and attend University in the same term as their work term.

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

** Some positions are outside the City of Winnipeg, outside the province or international positions*



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 workshops, professional development meetings, seminars and interviews.

If I cannot make a meeting or seminar, I am responsible to arrange for an alternative date and time.

- 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.
- I understand that the Co-op Office does not apply for positions on my behalf. It is up to me to apply for positions.
- 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 must fulfill the terms of the Co-op position and cannot back out of the position to accept a different position
 - If I did step down from a role, I would discontinue my participation in the co-op program
 - I would receive a “Failing Mark/Incomplete” on my transcript for the Co-op course
 - I would not be eligible to join the Co-op Program in future years
 - In addition, I understand/agree that I am still obligated and must pay any remaining fees associated with the Co-operative Education Program as designated by the University of Winnipeg for Co-op
 - If for some reason, I cannot complete the Co-op position, I must submit a reason in writing to the Co-op Office and to the employer
- I understand that the Co-op Office **DOES NOT** guarantee that I will secure a job placement
- I understand that if I choose the credit option for the Co-op program upon securing and starting a job placement and then decide to withdraw from the Co-op program or switch to the non-credit version, the tuition that was paid for the for-credit option is subject to the University’s Withdrawal Policy.



- I understand that if I choose to completely withdraw from the Co-op Program, regardless of the option chosen (non-credit or credit), the Co-op fee that is paid once I am accepted into the Co-op Program, is **non-refundable** and is not subject to fee appeal.
- If accepted into the Co-op Program, I realize that the Co-op Fee of \$424.00 is **non-refundable once paid**
- I understand that the Co-op fee that I pay once accepted into the program is for the training that I receive, not for a job placement.

Signed: _____

Date: _____

All fields above must be completed.

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

Jessica Adkin

Co-operative Education Coordinator

Office: 1BC14, Buhler Centre

Email: Je.Adkin@UWinnipeg.ca

Phone: 204-982-1170

Mailing Address:

515 Portage Ave

Winnipeg, MB

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