Co-op and placement prep checklist

Get ready for a co-op term, practicum or clinical placement. What you need to work depends on IRCC's rules for your program, and what the placement needs comes from your school's placement office, so each line points you there.

NAME _____ DATE _____

CAN I WORK IN THIS PLACEMENT?

- [ ] Is the co-op or placement a required part of my program? [yes / no, from the program page]
- [ ] What IRCC says I need for it, read on [date]: [link and summary]
- [ ] SIN: [have it / applied on date]

WHAT THE PLACEMENT OFFICE LISTS

- [ ] [document or check 1, for example a background check, immunization record or certificate, only if listed]
- [ ] [document or check 2]
- [ ] [deadline to hand them in]

APPLICATIONS

- [ ] Resume tailored to the posting: [yes / no]
- [ ] Interview practised: [date]
- [ ] Postings applied to: [list]

BEFORE DAY ONE

- [ ] Start and end dates: [dates] · hours a week: [hours]
- [ ] Supervisor and contact: [name, email]
- [ ] Pay, if paid: [rate]
- [ ] Learning goals agreed with the school: [goals]

Replace every [bracket] with your own words.

SOURCES (CHECKED 2026-11-26)

Check current details on the official page. https://www.canada.ca/en/employment-social-development/services/sin/apply.html (checked 2026-11-26)