



February 3, 2023

**Re: Co-op Work Permit for mandatory component of Office Administration Certificate**  
Designated Learning Institution (DLI) #: **O19283886532**

To Whom It May Concern:

This letter confirms that a Co-op/Work Placement/Internship is a mandatory requirement of the **Office Administration Certificate** program at Keyano College. This letter is to be used as supporting documentation to apply for a Canadian Co-op Work Permit.

All students in this program are required to complete a mandatory work experience component in order to receive their credential. The work experience component forms less than 50% of the total program of study in this program.

For students in this intake who follow the program's standard enrolment path, work experience details are:

**Number of hours:**      **160**  
**Date range(s)**            **Term 3 (May 2024 – June 2024)**

Sincerely,

A handwritten signature in black ink, appearing to read "Rebecca Tait".

Rebecca Tait  
Assistant Registrar  
Office of the Registrar  
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Email: [admissions@keyano.ca](mailto:admissions@keyano.ca)