



May 19, 2022

**Re: Co-op Work Permit for mandatory component of Business Administration Management  
Coop Diploma**

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 **Business Administration Management Coop Diploma** 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 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:**     **420**

**Date range(s)**        Term 3 (January – April)  
                                  OR  
                                  Term 4 (May – August)

Sincerely,

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

Rebecca Tait  
Assistant Registrar  
Office of the Registrar  
Phone: 780.791.4800  
Email: [admissions@keyano.ca](mailto:admissions@keyano.ca)