

# Business Administration Co-op Application Form



## Application Steps for Co-op

1. Complete the application form (see page 2).
2. If you are a transfer student from a community college, please include a copy of your unofficial transcripts from the college.
3. Email your co-op application to [co-op@msvu.ca](mailto:co-op@msvu.ca) by the deadline (see below).
  - **Deadline for Winter 2026 Co-op – 4:00 pm, Friday, September 5, 2025**  
\*Students with 7.5 – 12.5 units of study completed are eligible to apply for a winter start
  - **Deadline for Summer 2026 Co-op – 4:00 pm, Friday, September 26, 2025**  
\*Students with 3.5 – 7 units of study completed are eligible to apply for a summer start

## Required Professional Development Sessions

All co-op students are required to attend professional development (PD) sessions to prepare for the co-operative education program and the job competition process. Resumes, cover letters, interviews and understanding the workplace will be discussed during these sessions.

**Please note:** You will be required to attend these PD sessions for successful admission into the business administration co-op program. Location and other relevant details will be communicated prior to each session.

Sessions for the winter start will begin in September. Sessions for the summer start will begin in October. We will communicate with you via email with session details, dates and locations.

## Eligibility Requirements

To be eligible for co-operative education, you must meet the criteria below:

- Be a full-time student and have an overall CGPA of 2.0 or higher
- Be able to complete the required number of co-op work terms according to the sequence outlined by the co-op office
- Maintain full-time status as defined by Mount Saint Vincent University
- International students applying for the winter co-op start must already have a co-op work permit.

Refer to the “Co-operative Education Program” section in the academic calendar for more information.

# Business Administration Co-op Application Form



## Applicant Information

Full Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

City Province Postal Code

Phone: \_\_\_\_\_ Personal Email: \_\_\_\_\_

Mount Email: \_\_\_\_\_ Degree Program: \_\_\_\_\_

Major (declared or anticipated): \_\_\_\_\_

Which semester are you applying for?

Winter Summer

\*Students with 3.5 – 7 units of study completed, check summer

\*Students with 7.5 – 12.5 units of study completed, check winter

## 2+2 Transfer Student Questions

### Questions for 2+2 transfer students only

Did you complete a work experience at your previous post-secondary institution? YES NO

If yes, if approved, would you like to submit this work experience for transfer credit for one co-op work term? YES NO

Please submit a copy of your unofficial transcripts from your previous college with your application.

## Updating your MyMount Contact Information

Please make sure your contact information is up to date with the Registrar's Office. To update your mailing address and phone number, please visit your MyMount page and click on "Change Address" in the bottom right hand corner. To update your personal email address please email [registration@msvu.ca](mailto:registration@msvu.ca). The contact information on your MyMount page, is what we refer to when reaching out to you.

My contact information is up to date

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Input in spreadsheet: ☐ Yes ☐ No

Using transfer credit for BUSI 1188: ☐ Yes ☐ No

Admitted to Co-operative Education: ☐ Yes ☐ No

Admitted by: \_\_\_\_\_ Date: \_\_\_\_\_