



# International Student Guide: Co-op Work Permit Application

The application for a Co-op Work Permit is completed online.

You should apply for your co-op work permit at least 4 months before you are scheduled to begin your work term. Processing time can vary, and you cannot start work without a permit.

\*\*If you can't download the form IMM 5710, try using Internet Explorer as your browser.

## Create your MyCIC account using GKey or Sign-in Partner/Log into MyCIC

If you are a new user, you will need to create your MyCIC account through GKey or Sign-in Partner at [www.cic.gc.ca/english/e-services/mycic.asp](http://www.cic.gc.ca/english/e-services/mycic.asp). Your Client ID (8-digit number from your study permit) is required to complete the registration. DO NOT use your passport number to register!

Complete the 'Come to Canada questionnaire': <http://www.cic.gc.ca/ctc-vac/cometocanada.asp>

## Complete the IMM 5710 Application form (instructions below).

Click "Validate" when you have finished, and save the form. You can do this as many times as needed, so be sure to validate your form after making any changes.

### Gather the following supporting documents:

- digital photo (420x540 pixels)
- a scanned copy of every marked page or your passport (pages with stamps, visas, photos)
- a letter from your department confirming your enrollment in a co-op program

## Guide to Completing the IMM5710 Form: Co-op Work Permit

1. UCI	Client ID (8-digit number listed in the box above the expiry date of your study permit)
3. I'm applying for one or more of the following:	A work permit with a new employer
<b>Personal Details</b>	
7. Current Country of Residence – Canada Status From (YYYY-MM-DD) To (YYYY-MM-DD)	Student The very first day you arrived in Canada Your study permit expiry date
<b>Contact Information</b>	
1. Current mailing address Apt/Unit	This is your apartment number
2. Resident address, same as mailing address?	If your mailing address is where you live, answer 'Yes'.
<b>Coming into Canada</b>	
1. Date & place of your original entry to Canada	Date & place of your very first entry to Canada

2. The original purpose of coming to Canada	Study
3. Date & place of your most recent entry to Canada (if not the same as original entry)	If you have recently travelled outside of Canada, this is the date and place of your most recent entry to Canada.
4. If applicable, provide the document number...	Black number starting with only one letter listed under the large red number at the top right of your study permit
<b>Details of Intended Work in Canada</b>	
1 a) What type of work permit are you applying for?	Choose Co-op/Internship WP
2. Details of my prospective employer a) Name of Employer b) Complete Address of Employer	a) To be determined b) To be determined
3. Intended location of employment in Canada? Province City/Town Address	NS Halifax To be determined
4. My occupation in Canada will be: Job title Brief description of duties	To be determined To be determined
5. Duration of expected employment From (YYYY-MM-DD) To (YYYY-MM-DD)	Date of application Date of study permit expiry date
6. Labour market opinion (LMO) No.	Not applicable
7. If you have been issued a Quebec Acceptance Certificate (CAQ), provide the:	Leave it blank
8. Have you been issued a certificate under the Provincial Nominee program?	Answer 'No'
<b>Education</b>	
Have you had any post-secondary education (including university, college or apprenticeship training)?	Answer 'Yes' if you are a transfer student. Then enter your previous college or university study information there. ESL school information can also be put in here.  Answer 'No' if you came to NSCC directly from high school.
<b>Employment</b>	Under 'Current occupation/Activity', enter your NSCC study information.
<b>Background Information</b>	
2. a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada? b) Have you ever refused any kind of visa, admission, or been ordered to leave Canada or any other country?	If you have studied or worked without a valid study or work permit, you will need to provide details and explanation.
<b>Signature</b>	This form cannot be printed, signed and scanned. Click " <b>Validate</b> ", save it to your desktop or on a USB and then upload this version.

**There is no fee required for the Co-op Work permit. Simply upload your application and your documents and submit.**

**Please review the screenshots below for answers regarding your eligibility:**

Start Again Print Help

## Review your answers

Please review your results and modify your answers if required.

What would you like to do in Canada?  
Work

How long are you planning to stay in Canada?  
Temporarily - more than 6 months

What is the country/territory of your passport/travel document?  
BMU (Bermuda)

What is your current country/territory of residence? If you are presently in Canada, you should select Canada.  
Canada

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older?  
No

What is your date of birth?  
April 21, 1991

Are you a lawful permanent resident of the United States with a valid alien registration card (Green Card)?  
No

What is your current immigration status in Canada?  
Student

Do you plan to work on campus?  
No

Are you a full-time student at a participating post-secondary institution and want to work off-campus up to 20 hours per week?  
No

Have you recently graduated from a participating Canadian post-secondary institution for which your study program was full-time and a minimum of eight months?  
No

Is your work an essential part of your studies (for example, a Co-Op or internship program)?  
Yes

Have you been told by an Immigration, Refugees and Citizenship Canada office that you are approved in principle for permanent residence in Canada?  
No

Have you submitted a permanent resident application in Canada?  
No

Do you have a written job offer?  
No

http://onlineservices-servicesenligne.cic.gc.ca/eapp/p Find out if you're eligible to...

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Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months?  
No

Have you lived in a designated country or territory for more than six months in the last year?  
No

Do you want to work in one of the following jobs?

- health sciences worker
- clinical laboratory worker
- patient attendant in nursing or geriatric homes
- medical student admitted to Canada to attend university
- medical elective and physician on short term assignment
- teacher of primary or secondary schools or other teachers of small children
- domestics worker, someone who gives in-home care to children, the elderly and the disabled
- day nursery worker

No

Do you want to submit an application for a family member?  
No

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## These answers should generate your Personal Document Checklist:

http://onlineservices-servicesenligne.cic.gc.ca/eapp/d Your document checklist - L... x

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applications for temporary resident visas dated March 2014 (03-2014), or later, can only be uploaded to your account.

**Application Form(s)**

Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710)

**Supporting Documents**

Co-op Letter

Passport

Digital photo

**Fees**

Fees			
Application	Quantity	Price (CAD) per unit	Total (CAD)
Work Permit	1	\$0	\$0

The fee shown is an estimate based on the fees in effect on the day that this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission.

**Total Price (CAD) \$0**

All documents must be provided in either English or French. If you have a document in another language, please provide a copy of the document in the original language with an English or French translation.

Register / log in to submit your online application.

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