



International Student Guide: Co-op Work Permit Application

You should apply for your co-op work permit at least 4 months before you are scheduled to begin your work term. You can also apply for your co-op work permit at the same time as your study permit.

Processing time can vary, and you cannot start work without a permit.

The application for a Co-op Work Permit is completed online. Follow these instructions:

Log into my CIC through GCKey or Sign-in partner

If you are a new user, you will need to register. Your Client ID from your Study Permit is required to complete the registration. <http://www.cic.gc.ca/english/e-services/mycic.asp>

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

Questions	Answers
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 your current country of residence?	Canada
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
Do you need a bridge extension?	No
Do you have a written job offer?	No
When does your status in Canada expire?	Your study permit expiry date
Are you giving someone access to your application?	No
There are fees associated with this application. Will you be paying your fees or are you fee exempt?	Yes, I will be paying my application fees.
Do you have the ability to create a digital image of your documents (through scanning or taking a picture) and will you pay your application fees online using a visa, MasterCard or American Express?	Yes
Have you had a medical exam performed by a CIC authorized panel physician (doctor) within the last 12 months?	Dependent on your situation. If "yes" – see below for more information (Section A)
Are you staying in Canada for more than 6 months and have lived in one or more designated countries or territories for more than six months in the last year?	Dependent on your situation. See below for more information (Section B)
Do you want to work in one of the following jobs?	Please read carefully and respond appropriately. See below for more information (Section B)

Last updated June 30, 2017

Visit www.cic.gc.ca for most up-to-date information.

Caroline Lodge, RCIC # R509102

Extra Information

Section A – if you answered “yes” to having a medical exam within the 12 months, upload an eMedical Information Sheet or call IRCC Help Centre to obtain your UMI#. The toll free number is 1-888-242-2100.

Then, create a Word document with the following information:

- date and country where the exam was conducted and the UMI# given by IRCC.

Your online application will prompt you to submit this confirmation of medical examination.

Section B – If you have lived in certain countries, or you intend to work in certain jobs, you may be required to undergo a medical exam – these jobs include any work that brings you in close contact with others (working with children, in healthcare services or labs) or agricultural work. The full list and more information is here:

<http://www.cic.gc.ca/english/information/medical/medexams-temp.asp>

Complete the IMM 5710 application form

Input these answers in the form:

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
Personal Details	
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
Contact Information	
1. Current mailing address Apt/Unit	This is your apartment number
2. Resident address, same as mailing address?	Generally “yes” – unless your mail is delivered to another address.
Coming into Canada	
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
Details of Intended Work in Canada	
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

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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)....	Leave blank
8. Have you been issued a certificate under the Provincial Nominee program?	No
Education	
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.
Employment	Under 'Current occupation/Activity', enter your NSCC study information.
Background Information	
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?	a) If you have studied or worked without a valid study or work permit, provide details and explanation. b) If you were ever refused any visa, admission to Canada or any other country, indicate and briefly explain.
Signature	You don't need to print and sign the form – instead, click " Validate " and then save this version (the last page should be a bar code). This is the version that you will upload online.

Gather the following supporting documents:

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

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

You can check the processing time using this link:

<http://www.cic.gc.ca/english/information/times/index.asp>

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Personal Document Checklist:

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.