



International Student Guide: Co-op Work Permit Application (for work placement)

You need this permit for your work placement. You should apply for this permit at least 4 months before your work term. 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>

1. Complete the questionnaire

Scroll down to **"Start an Application"**, and choose **"Apply to come to Canada"**. You should not have a personal reference code at this time, so scroll down to **"I do not have a Personal Reference Code"**, and click on:

Visitor, study and/or work permit

Answer the questions according to your situation – the first are mostly personal information. Some answers are below:

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
Select the code that matches the one on your passport.	<Choose your country>
What is your current country of residence?	Canada
Do you have a family member who is.....	<Based on your situation>
What is your current immigration status in Canada?	Student
Do you plan to work on campus?	No
Are you a full-time student... 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?	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



You should now see the screen below.
Click “Continue” under Co-op (in Canada)

(Depending on your country of origin, you may also see the option of “Temporary Resident Visa”. Do **not** click “Continue” for this option.)

Click “Continue” on the next screen to generate your document checklist.
You will need to provide a few more answers.

Are you accompanying a family member who has status in Canada?	No
Do you also want to apply for a study permit?	No
When does your status in Canada expire?	Your study permit expiry date
Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months?	Dependent on your situation. If “yes” – see below for more information (Section A)
Have you lived in a designated country or territory for more than six months in the last year?	<Answer based on your situation> If you have lived in certain countries, you may be required to undergo a medical exam



Last updated May 27, 2019
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Caroline Lodge, RCIC # R509102

If your program is in any of these areas, then choose “Yes”. Otherwise, choose “No”

If 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>

Do you want to submit an application for a family member?	<Based on your situation>
Are you giving someone access to your application?	No
Are you able to make a digital copy of your documents with a scanner or camera?	Yes
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.

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.

You should now see your “Document Checklist”. This page includes all instructions for completing your application, and a list of the documents you need to upload.

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

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.



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Complete the IMM 5710 application form

Input these answers in the form:

1. UCI	Client ID (8- or 11-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:	Apply for a work permit for the first time or with a new employer
Personal Details	
7. Current Country of Residence – Canada Status From (YYYY-MM-DD) To (YYYY-MM-DD)	Student The first day you arrived in Canada Your study permit expiry date
National Identity Document	
1. Do you have a national identity document?	Not all countries have this – answer what is true for you
Contact Information	
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?	Co-op Work Permit
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	Leave these blank. If the form won't let you, then input 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 (“Today”) Date of study permit expiry date
6. Labour market opinion (LMO) No.	n/a



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)?	Depending on your situation, 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	
Give details...for the past 10 years	Under 'Current occupation/Activity', enter your NSCC study information. Then include previous work experience.
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? c) Have you previously applied to enter or remain in Canada?	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. c) If you have a previous visitor, study or work permit, indicate here
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.

