



# **HOW TO APPLY FOR YOUR CO-OP WORK PERMIT**

# Important Notice

- The processing time for the Co-op work permit is long (can take 5 months). Please apply for your Co-op work permit as soon as possible. You need it BEFORE you begin your co-op
- You do not need a Co-op position before applying for the Co-op Work Permit
- The Co-op Work Permit is the Work Permit you need for:
  - Co-op
  - Internships
  - Practicums
  - Work Ops

# Beginning your Co op Work Permit application

- Login to your on-line account: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>
  - If you don't have an account sign up for one here: <https://clegc-gckey.gc.ca/j/eng/l?ReqID=s2457ed818b902b155a222a4c8252eb0139325096e>
- Scroll down and click “Apply to come to Canada”
- Click on “Visitor visa, study and/or work permit”
- Answer “Work” to “What would you like to do in Canada?”
- Answer “Temporarily-more than six months” to “How Long are you planning to stay in Canada?”
- Continue answering the questions until you get a the following page with the IMM 5710 form and checklist

## Application Form(s)

### Application Form(s)

Details	Document Name	Instructions	Options
Not Provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710) (required)	?	<a href="#">Upload File</a>

## Supporting Documents

### Supporting Documents

Details	Document Name	Instructions	Options
Not Provided	Co-op Letter (required)	?	<a href="#">Upload File</a>
Not Provided	Passport (required)	?	<a href="#">Upload File</a>
Not Provided	Proof of upfront medical exam (required)	?	<a href="#">Upload File</a>
Not Provided	Digital photo (required)	?	<a href="#">Upload File</a>

## Optional Documents

### Optional Documents

Details	Document Name	Instructions	Options
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	<a href="#">Upload File</a>
Not Provided	Client Information	?	<a href="#">Upload File</a>

# Co-op Work Permit

- Download the form from this page and not from somewhere else. If you get the IMM 5710 form from elsewhere, it may not upload properly.
- If you have trouble opening the IMM 5710 form download it, save it to your computer, then open it
- If you don't have a receipt from your medical exam, but you completed it within the past 12 months, upload a separate letter explaining details of your medical exam to the best of your memory (ie. Where it happened, the name of the clinic and doctor if you remember, when it happened) Don't worry if you don't remember the exact details. For example you may not remember the date, but you may remember the month and the year, so put as much detail as you can.

# Co-op Work Permit application

- The following pages provide guidance with some of the questions on the application form.
- Be sure to review the form at the end to make sure that you've answered all questions correctly

# Co-op Work Permit application



Government  
of Canada

Gouvernement  
du Canada

PROTECTED WHEN COMPLETED - B

PAGE 1 OF 5

## APPLICATION TO CHANGE CONDITIONS, EXTEND MY STAY OR REMAIN IN CANADA AS A WORKER

If you need more space for any section, print out an additional page containing the appropriate section, complete and submit it with your application.

Validate

Clear Form

1 UCI

Find this number on top  
right of your study permit

2 \* I want service in



OFFICE USE ONLY

Validated

3 I am applying for one or more of the following:

\* Apply for a work permit with the same employer

\* Apply for a work permit for the first time or with a new employer

\* Restore my status as a worker

\* Get a new temporary resident permit (for inadmissible applicants only)

### PERSONAL DETAILS

1 Full name

\* Family name (as shown on your passport or travel document)

Given name(s) (as shown on your passport or travel document)

2

a) Have you ever used any other name (e.g. Nickname, maiden name, alias, etc.)?

\* No

\* Yes

# Co-op Work Permit cont...

<b>7 Current country or territory of residence:</b>				
Country or Territory	Status	Other	From	To
* Canada	* Student		* Date your study permit was issued YYYY-MM-DD	* Date your study permit expires YYYY-MM-DD

## NATIONAL IDENTITY DOCUMENT

<b>1</b> Do you have a national identity document?	<input type="checkbox"/> * No <input type="checkbox"/> * Yes	Example: citizenship card. Not all countries have a national identity document.		
<b>2</b> Document number	<b>3</b> Country or Territory of issue	<b>4</b> Issue date	<b>5</b> Expiry date	
		YYYY-MM-DD	YYYY-MM-DD	

<b>1 Current mailing address</b>					
P.O. box Does not apply for most. It's a locked box away from a building.	Apt/Unit	Street no. Number visible on outside of building	* Street name		
* City/Town	* Country or Territory Canada	* Province	* Postal code		



# Co-op Work Permit cont...

## COMING INTO CANADA

1	Date and place of your original entry to Canada	* Date YYYY-MM-DD	* Place
2	* a) The original purpose for coming to Canada	<input type="text"/>	b) Other
3	Date and place of your most recent entry to Canada (if not the same as original entry)	Date YYYY-MM-DD	Place
4	If applicable, provide the document number of the most recent Visitor Record, Study Permit, Work Permit or Temporary Resident Permit issued to you.	<input type="text"/>	Document Number <div style="border: 1px solid black; background-color: #0070C0; color: white; padding: 5px; text-align: center;">           The number on the top right of your Study Permit starting with "F" followed by 9 digits         </div>

# Co-op Work Permit cont...

## DETAILS OF INTENDED WORK IN CANADA

<b>1</b> * a) What type of work permit are you applying for? Co-op Work Permit	b) Other <input type="text"/>	
<b>2</b> Details of my prospective employer (attach original offer of employment)		
a) Name of Employer (If you are employed by a foreign employer who has been awarded a contract to provide services to a Canadian entity, please identify the foreign employer here)		
b) Complete Address of Employer (Canadian or Foreign):		
<b>3</b> Intended location of employment in Canada?		
Province <input type="text"/>	City/Town <input type="text"/>	Address <input type="text"/>
<b>4</b> My occupation in Canada will be:		<b>6</b> Labour Market Impact Assessment (LMIA) No. or Offer of Employment (LMIA Exempt) No.
Job title <input type="text"/>	Brief description of duties <input type="text"/>	
<b>5</b> Duration of expected employment	From <input type="text" value="Today's date"/> YYYY-MM-DD	To <input type="text" value="Expiry date of your study permit"/> YYYY-MM-DD
<input type="text"/>		

# Co-op Work Permit cont...

5	Duration of expected employment ▶	From Date you submit this application YYYY-MM-DD	To Expiry date of your study permit YYYY-MM-DD
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# Co-op Work Permit cont...

## EDUCATION

Have you had any post secondary education (including university, college or apprenticeship training)?

\* No

\* Yes

If you answered "yes", give full details of your highest level of post secondary education.

1	From	Field and level of study	School/Facility name
	YYYY MM		
	To	City/Town	Country or Territory
	YYYY MM		Province/State

Answer "Yes" and include your education at VIU even if you haven't completed it yet. If you have a higher level of education from your home country then answer with details of that education

Put the date you are submitting this Co op Work Permit application.

# Co-op Work Permit cont...

2

a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?

No  Yes

b) Have you ever been refused a visa or permit, denied entry or ordered to leave Canada or any other country or territory?

\*No  \*Yes

c) Have you previously applied to enter or remain in Canada?

\*No  \*Yes

\*d) If you answered "yes" to question 2a), 2b) or 2c), please provide details.

List what documents you've applied for in the past (for example: study permit, Temporary Resident Visa (TRV) or Work Permit) and when

Example: "I applied for a study permit and TRV and came to Canada in 2016. I renewed my study permit in 2018."

The answer "No" to 2a) and b) applies to most people. If it doesn't apply to you then answer "Yes". There are serious consequences for not being truthful on an immigration form.

# Co-op Work Permit cont...

## SIGNATURE

Immigration, Refugees and Citizenship Canada (IRCC), or an organization at IRCC's request, may want to contact you in the future to ask you about any services you received from IRCC prior to the application process (such as participation in an information forum), during the application process (including the application process itself as well as orientation or accreditation services), and services received after arriving in Canada (including settlement, integration and citizenship). IRCC will use this information, along with the information provided by other individuals, for research, performance measurement or evaluation purposes. IRCC will not use this information to make any decisions about you personally.

Do you consent to be contacted by IRCC, or an organization at IRCC's request, in the future? (Y/N)  No  Yes

I consent to the release to Immigration, Refugees and Citizenship Canada (IRCC) and Canada Border Services Agency (CBSA) of all records and information for the purpose of processing my request that any government authority, including police, judicial and state authorities, may possess about me. This information will be used to evaluate my suitability for admission to Canada or to remain in Canada pursuant to Canadian law.

I declare that I have answered all questions in this application fully and truthfully.

Signature of Applicant or Parent/Legal Guardian's for a person under 18

You can leave this blank as you can't sign if applying on-line. After uploading your documents and this form, you will get to a page that asks you to electronically sign by typing in your name

Date: YYYY-MM-DD



### IMPORTANT NOTE:

**This application must be signed and dated before it is submitted by mail.**

Do not forget to include photos, fees (if applicable) and any other documents required. Review the application guide for more information and verify that you have completed and provided all of the required documents as per the document checklist.

# Co-op work permit application cont...

- Once you've uploaded the completed form and all of the required documents you'll be guided to a online signature page where you'll type your name to finalize the application
- There is NO fee for the co-op work permit
- Take a photo or screenshot after you submit the application so that you have proof of submission in case there's a technical problem with the system.