Applying for a Co-op Work Permit Online

> This is not a legal document and information may change without notice. Always refer to http://www.cic.gc.ca for the most up-to-date information, or visit International Education Office for assistance.

To apply online for a Co-op Work Permit online, you need to prepare required documents in an acceptable format (PDF, WORD or JPEG) and upload them from your MyCIC account.

Check your study permit expiry date before applying for a co-op work permit since the work permit can only be issued up to your study permit expiry date. If your study permit will expire soon, see your International Student Advisor to learn how you can apply for a study permit and a co-op work permit together.

Application Form, Supporting Documents and Fee (additional documents may be requested):

- **IMM5710** (Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker)
- **Co-op Letter**
- Option -- **official transcript** issued by Centennial College
- **Copy of Passport** (Scanned copy of your photo page and all other pages with stamps and visas. Also include a copy of your current study permit.)
- **Digital Photo**
- **Proof of medical exam** (if applicable):
  - A medical exam may be required depending on your country of residence from the past 12 months and your program of study. Your medical exam results are valid for 12 months once it is done.
- **Fee** - $0 (There is no fee for a coop work permit application.)

Tips in Answering Questions in MyCIC

You need to answer series of questions before you reach the document upload page.

What would you like to do in Canada? ❓

Work

Select WORK if you have a valid study permit and wish to apply for a Coop Work Permit.

How long are you planning to stay in Canada?

Temporarily - more than 6 months ▾

What is the country/territory of your passport? ❓

Jamaica ▾

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

Canada

Select Canada if you currently live in

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? ❓

1980 ▾   Select month ▾   Select day ▾

Continue to answer questions about your situation.

Are you a permanent resident of the United States and have your alien registration card (Green Card) or other proof of permanent residence? ❓

No ▾

What is your current immigration status in Canada? ❓

Student ▾

What is your marital status? ❓

Never Married/Single ▾

What is your province of destination?
If visiting multiple provinces, select the one in which you will be spending most of your time.
❓

Ontario ▾

Do you plan to work on campus?

No

Select NO as selecting YES will not give you an option for a Coop Work Permit. Selecting NO does not

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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 ▾

> Select YES here for a Coop Work Permit

Continue to answer questions regarding your situations.

Have you been told by a Citizenship and Immigration 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 ▾

What is your marital status? ❓

Never Married/Single ▾

What is your province of destination? If visiting multiple provinces, select the one in which you will be spending most of your time. ❓

Ontario ▾

When you reach "Your results" page, continue with Co-op (in Canada) application.

Your results

Based on the information you provided, the result(s) below indicates whether you may be eligible to come to Canada.

Temporary Resident Visa

You will need a temporary resident visa to return to Canada.

If you are working or studying in Canada, your temporary resident visa may expire at the same time as your work or study permit. If your work or study permit is expiring soon, please renew your study or work permit first. Once your study or work permit is approved, you may apply for your temporary resident visa.

Continue ▶

Co- op (in Canada)

You may be eligible to work in Canada as a co-op student.

Continue ▶

Continue to answer more questions.

Are you accompanying a family member who has status in Canada? ❓

No

> Accompanying family member refers to your spouse/common-law partner and dependent children. It does not include other family members such as parents.

Do you also want to apply for a study permit?

No ▼

When does your status in Canada expire? ❓

Date

2015

August ▼

30 ▼

> Enter your current study permit expiry

Answer questions to determine if you need to provide a proof of medical exam.

Have you had a medical exam performed by a CIC authorized panel physician (doctor) within the last 12 months? ❓

Yes

> If your answer is YES, upload the proof of medical exam completed during the previous

Have you lived in a designated country or territory for more than six months in the last year? ❓

No

> Click here to learn more about the designated countries and territories.

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

Please make a selection

Please make a selection
Yes
No

> Select YES or NO depending on where you will likely be working.
>
> Students in a program such as Practical Nursing, Early

Last series of questions before the document upload page.

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Are you giving someone access to your application? ❓

○ **Yes, I will be appointing a representative to apply on my behalf**

○ **Yes, grant authorization for Citizenship and Immigration Canada to release your application information to another person.**

○ **Yes, both appoint a representative and grant authorization to release information to another person**

◉ **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. ▾

Are you able to make a digital copy of your documents with a scanner or camera? ❓

Yes ▾

Will you be paying your application fees online? To pay online, you need a Visa, MasterCard or American Express. ❓

Yes

Select YES even though your fee will be $0.

Tips in Completing the IMM5710 Form

You need to complete the form and validate it before uploading. Please see below for frequently asked questions for a co-op work permit application.

Questions	Answers/Hints
Page 1	
1. UCI	8~10 digit number located on your study permit. Indicated as Client ID or UCI.
3. I'm applying for one or more of the following	An initial work permit or a work permit with a new employer.
PERSONAL DETAILS	
7. Current Country of Residence • Status • From • To	Canada • Student • The date your very first study permit was issued • The date your current study permit expires
Page 2	
National Identity Document	
1. Do you have a National Identity Document	Click yes only if you have a **valid** ID document that was issued to you from your Country of Citizenship or Permanent Residence. Examples: citizenship card, driver's license, Identification for the right to vote etc. This does not included your passport document.
CONTACT INFORMATION	
1. Current mailing address	This is the address where your permit will be mailed. Make sure to enter a valid address where your documents will not be lost.
COMING INTO CANADA	
1. Date and place of your original entry to Canada.	The date you first arrived in Canada and the first Canadian city you arrived.
3. Date and place of your most recent entry to Canada (if not the same as original entry)	If you travelled outside of Canada since you first arrived, enter the most recent date and place of your entry to Canada.
4. If applicable, provide the document number of most recent Visitor Record, Study Permit, Work Permit.....	Found on top right corner of your study permit. Starts with a letter followed by 9 digit numbers (For example, F123456789)
Page 3	
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	You may say "To be determined" or "Pending" if your employer is unknown.

3. Intended location of employment in Canada • Province, City/town • Address	 ON, Toronto "To be determined" or "Pending"
4. My occupation in Canada will be • Job title • Brief description of duties	 "To be determined" or "Pending" "To be determined" or "Pending"
5. Duration of expected employment	From: The date when you submit this application To: Your study permit expiry date
EDUCATION	
1. Have you had any post-secondary education (including college...)?	Click NO if you enter Centennial directly from a high school. Click YES if you attended a post-secondary education in or outside of Canada before coming to Centennial. Enter the highest level of education.
EMPLOYMENT	
1. Current occupation/activities • Company/employer/Facility name • City, Province, Country	Student • Centennial College • Enter Centennial information
Page 4	
BACKGROUND INFORMATION	
2 (c). Have you previously applied to enter or remain in Canada?	Click YES and provide details on what you've applied for in the past. (E.g. I applied for my initial study permit in December 2013 and an extension of a study permit in May 2015.)
Page 5	
SIGNATURE	Do not print the form to sign as it will create an error for uploading. You may simply type your name and enter the date instead.
VALIDATE	You must validate the form at the end to obtain a barcode page. If you see error messages in red, modify your answers and validate until a barcode page is created. Save the form for uploading.