Co-op Work Permit Application Guide

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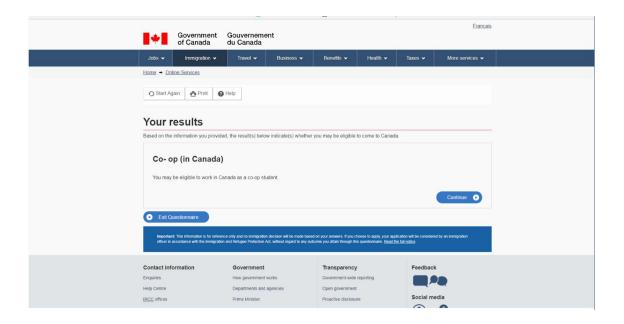
*Processing time can vary, and you cannot start work without a permit.

Please follow the instructions below to apply for your co-op work permit:

1. 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

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

3. You should see the screen below. Click "Continue"

4. Click "Continue" on the next screen to get your document checklist. You will need to provide a few more answers.

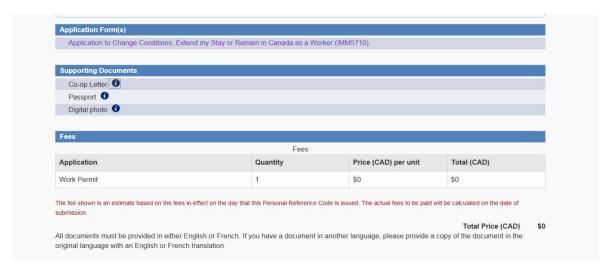| Are you accompanying a family member who has status in Canada? |
| Do you also want to apply for a study permit? |
| When does your status in Canada expire? |
| Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months? |
| Have you lived in a designated country or territory for more than six months in the last year? |

5. "Document Checklist" page should show-up. This page includes all instructions for completing your application, and a list of the documents you need to upload.

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.

6. Complete the IMM 5710 application form (use the form below as a reference only) You can also refer to IRCC's student guide for applying for a work permit: https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5580- applying-work-permit-student-guide.html#complete

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:	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 Work Permit"
2. Details of my prospective employer a) Name of Employer b) Complete Address of Employer	a) Nova Scotia Community College (NSCC) b) Address of NSCC
3. Intended location of employment in Canada? Province City/Town Address	To be determined (or leave blank)
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.	*Not required – leave blank*
7. If you have been issued a Quebec Acceptance Certificate (CAQ)….	*Not required – leave blank*
8. Have you been issued a certificate under the Provincial Nominee program?	*Not required – leave blank*
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	
For co-op permit applicants: information in this section is not required; however, you can fill it in if you wish	
	Enter your NSCC study information first, as your current occupation *is "Student". Then include previous work experience.*
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.*

7. You can check the status of your application using the link below:
https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing- times.html