

Applying for Co-op Work Permit

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html>

Create an online IRCC account if you do not have one yet: <http://www.cic.gc.ca/english/e-services/account.asp>

Documents required:

- ✓ Completed *Application to Change Condition, Extend my stay or Remain in Canada as a Worker (IMM 5710)* **(You need to use Internet Explore to open this form.)**
- ✓ Supporting letter issued by Douglas International
- ✓ Scanned copy of your passport (include all pages with photos, signature, stamps, visas and other markings) and current Study Permit
- ✓ Digital photo – for specifications, refer to: <http://www.cic.gc.ca/english/pdf/photospecs-e.pdf>

Application fee for Co-op Work Permit is FREE.

You must apply for Co-op Work Permit after receiving a supporting letter from Douglas International office. Once you submit your co-op work permit application, you will receive a confirmation of submission in your online IRCC account.

Applying for “extension” of your Co-op work permit?

In normal circumstances, if you are extending your co-op work permit and your study permit is expiring soon, make sure you apply three (3) months in advance and apply for both at the same time.

If you would like to go over the full guide on application, you can look for the Instruction Guide (IMM 5580) on IRCC website.

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5580-applying-work-permit-student-guide.html>

See below for recent important updates!

Biometrics

Starting on December 3, 2019 you need to give biometrics (digital finger printing and photo), with your online application. If you have given your biometrics for your temporary resident applications in the past, it will be **valid for 10 years** and you do not need to give them till they are valid.

- Biometrics **Fee of \$85** will apply, in addition to the application fees. (If you and your family are applying at the same time, the biometrics fee is up to maximum **\$177**). Your application will be processed once the fee is paid.
- After you pay the biometrics fee, you will get a biometrics invitation letter (BIL) in your IRCC online account with further instructions. You must respond within 30 days from the date on the letter. You are required to [book an appointment](#) to give your biometrics. During the current COVID-19 pandemic, many centers are operating with reduced hours an appointment slots fill up quickly.

**** Temporary Measure during COVID-19 pandemic on giving biometrics for temporary residence applications from inside Canada:**

As a temporary measure, you are exempt from giving biometrics if you are **both** of the following:

- **in Canada**
- **applying or have an application in progress**
 - to extend your stay as a student, worker or visitor
 - to restore your status as a student, worker or visitor
 - for a work or study permit
 - for a visitor visa
 - for a temporary resident permit

This exemption applies even if

- your application form for a work permit, study permit or visitor visa says it is for applicants outside Canada
- our online application system asks you to pay a biometric fee (CAN\$85)

This exemption does not apply if you are outside Canada.

To find out more about [updates on Biometrics during COVID-19](#), please visit IRCC website!

You are **required to make appointments in advance** by creating an account in the Service Canada website at the following link:

https://apps.canada.ca/login?redirect=/reservation?utm_campaign=not-applicable&utm_medium=vanity-url&utm_source=canada-ca_service-canada-appointment

- Please take your confirmation letter and valid passport with you to the appointment.
- The processing posted on IRCC website, does not include the time you need to give your biometrics and receive the results. For more information on biometrics, please visit the following link: <https://www.canada.ca/en/immigration-refugees-citizenship/campaigns/biometrics/facts.html>

****When you contact College staff, please include your full name and student ID number****