Applying for your Co-op Work Permit

http://www.cic.gc.ca/english/study/work-coop.asp

This is not a legal document. Although we strive to keep this information as up-to-date as possible, information may have changed. Please see the complete guide (Guide 5580 – Applying for a Work Permit – Student Guide) to read the appropriate guidelines and instructions for preparing your application.
Before you start....

If you do not have an IRCC online account, go to [http://www.cic.gc.ca/english/eservices/account.asp](http://www.cic.gc.ca/english/eservices/account.asp). You are able to choose either Sign-In Partner or GC Key to create your online account.

Most students use GC Key. Click this to create your account. As you proceed, you will be asked to create your login and password.

Click “Sign Up” to create and account. You will need to come up with your login name, password, and security question.

Frequently asked questions (FAQs) on GCKey: [https://clegc-gckey.gc.ca/j/eng/FQ-02?ReqID=s20d9d6014663b9fd189359142de4099067bb27d55](https://clegc-gckey.gc.ca/j/eng/FQ-02?ReqID=s20d9d6014663b9fd189359142de4099067bb27d55)
Go to this link (http://www.cic.gc.ca/ctc-vac/getting-started.asp) or type “Do you want to come to Canada or extend your study” in a search engine.

Frequently asked questions (FAQs) on GCKey: https://clegc-gckey.gc.ca/j/eng/FQ-02?ReqID=s20d9d6014663b9fd189359142de4099067bb27d55
Alternatively, you may go to the questionnaire from your online account. After logging in to your account, scroll down the page and click “Apply to come to Canada”.

If you already gone through the questionnaire and have a Personal Reference Code, type it in here.

If not, click “Visitor visa, study and/or work permit”.
*****For the questionnaire, please select the answers that fit best to your situation****

Find out if you're eligible to apply

- What would you like to do in Canada? (required)
  - Work

- How long are you planning to stay in Canada? (required)
  - Temporarily - more than 6 months

- Select the code that matches the one on your passport. (required)
  - Please make a selection

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

- Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? (required)
  - No

- What is your date of birth? (required)
  - 1994 January 19

- Are you a lawful permanent resident of the United States with a valid U.S. Citizenship and Immigration Services (USCIS) number? (required)
  - No

- What is your current immigration status in Canada? (required)
  - Student

- Do you plan to work on campus? (required)
  - No

- Are you a full-time student at a participating post-secondary institution and want to work off-campus up to 20 hours per week? (required)
  - 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? (required)
  - No

- Is your work an essential part of your studies (for example, a Co-Op or internship program)? (required)
  - Yes

Your answer

YES to trigger Co-op work permit application
If your study permit expires during your co-op term, you may apply for your study permit extension at the same time, please talk to International Office staff for more details.

Expiry date of your study permit

This usually refers to the medical exam you went through for your initial study permit application overseas

Your answer. If you have lived in Canada for more than six months in the last year, the answer is NO.

If your co-op placement is in one of these fields, select YES
After clicking the “Next”, you will see all your responses. Review your answers → Click continue
Save **YOUR Personal Reference Code**

If you are already logged into your online account, you will be directed to a page with **Upload File** buttons to upload your documents.

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**Your document checklist**

**Working in Canada – Your personal checklist**
Based on your answers, you may be eligible to come to Canada as a worker.

To apply online, you will need to enter your personal reference code. We will use this code to retrieve the list of documents you need to submit with your application.

**Step 1:**
Record your personal reference code. This code will expire on Wednesday November 20 2019 12:52:13 AM GMT. It is valid only for this application. When you apply online, you will need to enter your personal reference code. We will use this code to retrieve the list of documents you need to submit with your application.

**Step 2:**
Print this page. You will need this information to apply.

**Step 3:**
Read the application guide.

**Step 4:**
Gather these documents and complete the application.

**Application Form(s)**
Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710)

**Supporting Documents**
- Family Information Form (IMM5710)
- Co-op Letter
- Passport
- Digital photo

**Fees**

<table>
<thead>
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<th>Fees</th>
<th>Quantity</th>
<th>Price CAD per unit</th>
<th>Total CAD</th>
</tr>
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</tr>
<tr>
<td>Work Permit</td>
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<tr>
<td>Biometrics Fee</td>
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<td>$85</td>
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</table>

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)** $85

All documents must be provided in either English or French language with an English or French translation.

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**Use Internet Explore to open this form. Other browsers would not work. Open Internet Explore and search for “IMM5710”**

Family Information may/may not appear, depending on the passport you hold. If “Family Information Form” is generated, you need to complete the form and upload it.

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If you select NO to biometrics questions in the questionnaire, then the Biometrics Fee of $85 will appear on the fee payment section. After submitting your application, you will receive a biometrics invitation letter in your online account. You must follow the instruction on the letter.

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Updated on April 18, 2021