

## Tips for IMM 5710 form

This is not a legal document. Please refer to Guide 5580 on the IRCC website for more information:

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


You are NOT able to open the IMM5710 form from your online document checklist. Hover over the IMM5710, right-click and select "Save link as...". Save the file somewhere on your computer. Go to the file location and open it with Adobe.

### Page 1: Personal Details


Please double-check that your name is listed correctly on the form. If your name is wrong on the permit, you have to apply to get it corrected, and it may take a few months for this process.

**Question 1**

**Full name**  
Type your **family name (surname)** as it appears on your passport or travel document (even if the name is misspelled). Do not use initials.

 **Note:** If you do not have a family name on your passport or travel document, enter all your given names here and leave the given name field blank.

Type all of your **given names (first, second, or more)** as they appear on your passport or travel document (even if the name is misspelled). Do not use initials.

 **Note:** If you do not have a given name on your passport or travel document, leave this field blank. **Do not enter** "\*", "Not applicable" or "NA".

### Page 2: National Identity Document

If you have a National ID from your home country, you have to say YES here. This is not BCID or Canadian driving license. If you are not sure what is considered a national ID in your home country, check this page;


[https://en.wikipedia.org/wiki/List\\_of\\_national\\_identity\\_card\\_policies\\_by\\_country](https://en.wikipedia.org/wiki/List_of_national_identity_card_policies_by_country)

### Page 2: Contact Information

Your ADDRESS is really important. If your address is not listed correctly, you will NOT receive your permit in the mail. To double-check how to write down your address, go to the Canada Post website (<https://www.canadapost-postescanada.ca/info/mc/personal/postalcode/fpc.jsf>) and search by your postal code.

**Question 1** Indicate your current mailing address (where information should be mailed) by typing the following information:

- Post Office Box (P.O. Box) number, if applicable. If you do not indicate post office box number, the Street number must be provided.
- Apartment (Apt.) or Unit, if applicable
- Street number (No.), if applicable. This must be provided if you did not type in a P.O. Box number
- Street name, if applicable. **Do not** abbreviate words (Street, Avenue, Boulevard, Drive, etc.) except for directions (NW, SE, W, etc.).
- City or Town
- Province
- Postal code

 **Note:** All correspondence will go to this address unless you indicate your e-mail address.

### Page 3: Education

Under the highest education section, you list the highest education you are either studying right now or completed in the past. If the program you are studying at Douglas is the highest, list the Douglas College program details here. You may leave the “to” section blank.

The credential level goes (higher to Lower): PhD → Master’s → PBD → PDD → Bachelor’s → Diploma/Associate Degree → Certificate

### Page 3: Employment

The Employment section is not only for your work. It is about what you have done in the past 10 years. As per the application guide from IRCC (<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5580-applying-work-permit-student-guide.html#complete>), you are not required to complete this section. However, despite what the guide says, you are not able to validate the form unless at least Row #1 is completed. Thus, you may include the details of your studies at Douglas College here.

**Employment (Work/Occupation)**  
For co-op and post-graduation work permit applicants: information in this section are not required.

### Page 4: Background Information

#2 - You have to provide full details about:

- a. any activities you did without authorization in Canada. For example, if you worked more than the hour you were allowed to work or you overstayed in Canada in the past
- b. If you have refused a visa from any country (including Canada), you have to provide details.
- c. your previous applications to Canada, including your initial study permit application or study permit extension from inside Canada.

**Question 2** Check the box to indicate if you have ever:

- a. remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?
- b. been refused a visa or permit, denied entry or ordered to leave Canada or any other country.
- c. applied previously to enter or remain in Canada.
- d. If you checked “Yes” to one of the above questions, provide details.

Not providing full details is considered misrepresenting yourself, and it can lead to refusal of applications or not being able to come to Canada for 5 years. If there is not enough space in the form, you **MUST** create a separate document with full details and upload it at Client Information under the Optional Document section, which you can find at the bottom of the document checklist.

Once you finish filling out the form, hit the blue validate icon. A barcode page shows up, then save the file on your computer. You can then go back to your online document checklist and upload the form to your document list.