

# Co-op Work Permit (applying from within Canada)

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

**When to apply:** When you receive letter from Humber **Cost:** \$0  
**Designated Learning Inst.** #O19376943122 **IRCC Call Centre:** 1-888-242-2100  
**Application Form:** Application to Change Conditions, Extend My Stay Or Remain In Canada As A Worker (IMM5710)

**How:** **Online:** <http://www.cic.gc.ca/ctc-vac/getting-started.asp> sent via MyCIC account  
<http://www.cic.gc.ca/english/e-services/account.asp>  
**Paper:** <http://www.cic.gc.ca/english/information/applications/work-students.asp> applications are couriered to Case Processing Centre, Vegreville, AB  
<http://www.cic.gc.ca/english/information/offices/canada/vegreville.asp>

**Processing Time:** <http://www.cic.gc.ca/english/information/times/index.asp>

**Please read:** In order to legally fulfill your work placement/internship program requirement it is **mandatory** that you apply and be in possession of the work permit before commencing your placement. Regardless of whether the placement is a paid or unpaid position a co-op work permit is required. Please note that the ability to work off-campus potentially listed on your study permit is not transferable to meeting your placement obligation.

## Required Documents

### From Humber: Request via your MyHumber Account (Student Records section)

- ✓ Co-op letter (check your email account, the co-op letter was emailed shortly after Humber's acceptance letter); if you do not have a letter request a copy from the International Centre, email [international@humber.ca](mailto:international@humber.ca)
- ✓ Confirmation of enrolment letter (use letter from your current or most recent semester); verify that the expected graduation date is correct; contact [records@humber.ca](mailto:records@humber.ca) (North students) or [lakeshorerecords@humber.ca](mailto:lakeshorerecords@humber.ca) (Lakeshore) if your letter has any inaccuracies
- ✓ Official transcript (available only if you have completed at least one semester)

### IRCC requirement: additional documents may be required

- ✓ Copy of your passport (include main page, any stamps, visas or markings); study permit
- ✓ Family Information Form (IMM5707) if it appears on document checklist
- ✓ Proof of available funds (e.g. bank statement from the person paying for your studies) to cover the cost of tuition fees and living expenses ONLY required if applying for study permit extension simultaneously
- ✓ Digital photo required for online applications <http://www.cic.gc.ca/english/pdf/photospecs-e.pdf>

## Application Procedure

### Summary of Application Procedure

- ✓ Go to IRCC website <http://www.cic.gc.ca/>; click language preference button
- ✓ Click on the "Immigration" drop-down menu; chose "Study" from the drop-down menu
- ✓ Click "Studying and working" then "Work as a co-op student or intern"

## Summary of Application Procedure

- ✓ Determine how you will apply, online or by paper; look at processing times, in most cases online is best
- ✓ Complete application form IMM 5710; depending on your computer's operating system you may have to click on hyperlink and download the form to your computer's desktop to open document
- ✓ Gather supporting documents (scan documents if applying online)
- ✓ Create MyCIC account; required for online applications; platform to upload application form & documents; check messages
- ✓ Submit application for processing; if you submit an online application monitor the email account you specified on your application (including spam and junk folders) in case IRCC has a query about your application; these messages are time sensitive

### Tips for applying ONLINE (requires completion of eligibility questionnaire AND creating a MyCIC account)

- ✓ Go to "Do you want to come to Canada, or extend your stay" questionnaire <http://www.cic.gc.ca/ctc-vac/cometocanada.asp>
- ✓ If you have questions click in the "?" mark or hyperlink for an explanation
- ✓ What would you like to do in Canada? Work
- ✓ How long are you planning to stay in Canada? Temporarily – more than 6 months
- ✓ What is your current country/territory of residence? If you are presently in Canada, you should select Canada.
- ✓ Family Member questions: Click on hyperlink for definition of a family member
- ✓ Do you plan to work on campus? No
- ✓ Are you a full-time student at a participating Canadian 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
- ✓ Do you have a written job offer? No. Not required.
- ✓ On the "Your results" page select "Co-op (in Canada)"; if "Temporary Resident Visa" appears, students who require a TRV apply for a new one AFTER they receive their new study permit
- ✓ Do you also want to apply for a study permit? Answer yes if you need to extend your study permit
- ✓ Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months? Yes or no
- ✓ Do you want to work in one of the following jobs? Yes or no. Students working in these fields require medical clearance.
- ✓ Review your answers; to modify responses click on the "pencil & eraser" icon
- ✓ "Working in Canada – Your document checklist"; record your personal reference code; scroll to bottom of page for the link to application form IMM5710 and list of supporting documents
- ✓ Upload application and documents using your MyCIC account

### ● Creating/Using your MyCIC account:

- ✓ Create account using **Sign in Partner** or **GC Key**
  - **Sign in Partner** allows you to register for MyCIC account using online banking information for listed financial institutions
  - **GCKey** requires a user ID and password; create security questions; record this information so you do not forget
- ✓ Once you have created your account log-in and scroll down to "What would you like to do today?" then click on "Visitor visa, study and/or work permit"
- ✓ On the same page you will see previous applications or the application you are currently working on
- ✓ When asked if you have a "Personal Reference Code" enter the number generated from eligibility questionnaire
- ✓ Submit application; you will receive a confirmation that application was sent
- ✓ Check your personal (including junk and spam folders) and MyCIC account messages for updates related to your application

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## Applying by paper

- ✓ Download application package <http://www.cic.gc.ca/english/information/applications/work-students.asp>
- ✓ Complete application, gather accompanying forms; sign and date application; make a copy for your records
- ✓ Use Canada Post Xpress Post or other courier company to track delivery of application package
- ✓ Courier package to:  
CPC Vegreville  
Student Work Permits  
6212 - 55<sup>th</sup> Avenue, Unit 555  
Vegreville, AB  
T9C 1X6

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## Frequently asked questions regarding application (IMM5709)

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- What is a UCI?** UCI is your “Unique Client Identifier” or “Client ID” an 8 digit number found near the top of your study permit.
- What am I applying for...?** Select “An initial work permit or work permit with new employer”
- What if I don’t have a family name?** If you do not have a family name on your passport enter your given name(s) in this box and leave the given name box blank.
- Current country of residence “to” date?** “From” is the date you entered Canada; “To” is the date your study permit expires.
- What is a designated language testing agency** IELTS, CELPIP or TEF; answer “yes” even if your results have expired.
- What is my Street No.?** “Street no.” refers to “house number”.
- What is a P.O. Box?** A locked box that you rent from the Post Office.
- Which e-mail address?** Use an email address you check frequently; check your junk/spam folders for messages.
- What is meant by original entry date to Canada?** The first time you came to Canada; if you came to Canada prior to studying you would enter that date and place (airport or land border).
- Where can I find my document number?** Your document number appears on the upper right hand corner of your study permit; generally it is one alpha letter followed by 9 numbers, e.g. F310234567.
- How do I complete the details for prospective employer?** Humber acts as your employer; use the contact information for Humber.
- What should I put as my job title? Brief description of duties?** For your job title type “student intern”. Under “description of duties” you can type “mandatory internship/duties as assigned”
- Duration of employment?** “From” count the number of days for processing based on current IRCC processing times and enters that date; “To” is the expiry date on your study permit.
- How do I respond to the “Education” question?** Answer “yes”; type in Humber’s information unless you earned a higher credential at another school; under “field and level of study” answers both portions of this question.
- If I’ve never worked what should I enter under the “employment” section?** If you have never been employed, type in that you are a student and include Humber’s information; if you are, or have been employed in the past include that information here including any employment outside of Canada.

**Do I need to complete the “Background Information” section?** This is a mandatory section. If you answer “yes” to any of the questions you need to provide an explanation.

**How do I sign the application form?** If you are submitting an online application type your name in the signature section; for paper applications you must physically sign documents.

**When I validated the form a series of red boxes appeared, what do I do?** The red boxes indicate that you have either neglected to complete a field or the formatting of the answer is incorrect. Make the correction(s), validate again and save the document. Once the system confirms the application is okay a 6<sup>th</sup> page filled with bar codes will appear, this is part of your application and needs to be submitted.

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## ***Other frequently asked questions***

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**What if my study permit expires during my work placement?** ✓ As a student it is mandatory that you maintain your status in Canada, therefore you must extend your study permit and request a co-op work permit at that the same time  
✓ If IRCC receives your application **before** your current document expires you are in “implied status” which allows you to continue studying until a decision has been made  
✓ If you allowed your study permit to expire and **did NOT** apply for an extension before it expired you are out-of-status and **MUST** stop studying and working. You have 90 days from the time your permit expires to restore your status. You may remain in Canada until a decision is made.

**I have to do an internship, work or field placement; do I still need a co-op work permit?** **Yes.** The conditions allowing you to work off-campus attached to a study permit are **NOT** interchangeable with the requirement to fulfill a work placement related to your studies. It is mandatory that you apply and wait until you receive your co-op work before starting your placement/internship.

**Can I still work off-campus?** Yes, **IF** it is stated on your study permit *and* you are a full-time student. You can amend your study permit if there are no remarks are made regarding off-campus work; if it states you cannot work then you must apply for a new permit. To amend: <http://www.cic.gc.ca/english/information/applications/amend.asp>  
You can work up to 20/hours per week if you continue to meet the eligibility requirements.  
<http://www.cic.gc.ca/english/study/work-offcampus.asp>

**How do I obtain a SIN number?** Social insurance numbers are issued by Service Canada. Take your passport, study permit, work permit (if necessary) and confirmation of enrolment letter <https://www.canada.ca/en/employment-social-development/services/sin/before-applying.html>

**What do I use for proof of a medical?** If you underwent a medical by an IRCC affiliated doctor overseas upload your e-medical form if you have one or write a letter of explanation listing the date, city, country, doctor or clinic you went to. You can also call the IRCC Call Centre for other options to demonstrate proof.

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*Please note: if you have further questions: attend a co-op permit workshop or contact an International Student Advisor.*

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*This handout was prepared by a Regulated Canadian Immigration Consultant (RCIC) in compliance with the Canadian Immigration and Refugee Protection Act. **This handout is for informational purposes only and does not constitute legal advice.** Immigration laws and procedures change frequently, and so the requirements and procedure for applying for your work permit may have changed since this handout was prepared. This handout was prepared on August 25, 2017. This handout is intended for students of Humber College; the information contained herein may not be applicable to students at other academic institutions.*