

## How to Apply for Your Co-op Work Permit

International students who have been approved for the co-op option of their program need a co-op work permit before starting their first work term. Once you have this work permit, you may work more than 20 hours per week off-campus during school terms, provided the work is registered with Carleton Co-operative Education. Your co-op work permit will have the same expiry date as your current study permit.

This Guide will help you make the work permit application to [Immigration, Refugees and Citizenship Canada \(IRCC\)](#).

This Guide is for students in Canada who have a valid study permit and are applying for only a co-op work permit. Students with a study permit that is about to expire can apply for a new study permit and a co-op work permit at the same time. If you are in this situation, please see the ISSO's [Study Permit Renewal Guide](#).

Carleton students may contact the ISSO for personal advice and support.

International Student Services Office (ISSO)  
Carleton University, 128 University Centre  
Phone: 613-520-6600  
Email: [immigration.advising@cunet.carleton.ca](mailto:immigration.advising@cunet.carleton.ca)  
Hours: Monday to Friday, 8:30 a.m. to 4:30 p.m.

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### 1. When to Apply for a Co-op Work Permit

You should apply as soon as possible after you receive a letter from Carleton Co-operative Education to IRCC that says you are a student in a program with a required work component. The application can be done in an hour or less, and there is no fee.

### 2. Processing Time

Processing times can vary from 1-5 months and can be even longer. Current processing time is published on the [IRCC website](#). This is an estimate, not a guarantee.

### 3. Documents Needed

You should have a valid passport and study permit.

You need scans or photos of these documents ready to upload to your work permit application.

- Letter from Carleton Co-operative Education
- Passport – Information page plus all visas and stamps. Merge all pages into one digital file.
- Photo – digital passport photo

You need to reference some information that is on your study permit for the application form, but you don't need to scan your study permit.

### 4. Online Application

1. Sign in or create an account at the IRCC website: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>
2. When you are logged in, scroll down the page to look for *Start an application*, then *Apply to come to Canada*. Under that heading, select *Apply for a visitor visa, study or work permit*.
3. Answer the eligibility questionnaire. See Section 5 for tips on answering the questionnaire.
4. Review your questionnaire answers, then proceed to your application, which has a list of forms and documents.
5. Download IMM 5710, open it with [Adobe Acrobat Reader DC](#), and fill in information as described Section 6. When the form is completed and validated, as described in Section 6, upload it to your application.
6. Upload your co-op letter, passport, and photo using the upload buttons beside each item in the list.
7. [Some students may have an additional Family Information form to complete.]
8. There are two optional items, which usually are not needed:
  - a. Schedule 1 IMM 5257 — If you answer “No” to background questions 3-6 on IMM 5710, you don't need to complete this form.
  - b. Client Information — This line is for an explanation letter or extra documents. These usually aren't needed for a co-op work permit application.
9. After all documents are uploaded, select “Next”.
10. Agree that you have told the truth in your application. Answer the security question and type your name.
11. Submit your application.
12. When your application is approved, you will receive an email telling you to look in your account for the approval letter. The co-op work permit will be mailed to the Canadian address you gave in your application.
13. **Important:** If your address changes while you are waiting for the work permit to be processed, use the [IRCC Web Form](#) to update your contact information.

## 5. Questionnaire Answers

*Q. What would you like to do in Canada?*

A. Work

*Q. How long are you planning to stay in Canada?*

A. Temporarily – more than 6 months

*Q. Select the Code the matches the one on your passport*

A. [Pick the country from the pull-down menu]

*Q. What is your current country of residence?*

A. Canada

*Q. Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older?*

A. [Yes or No – Answer yes only if the family member is a spouse/common-law partner or a dependent child]

*Q. What is your date of birth? – day, month, year*

A. [This date should match what is on your passport.]

*Q. Are you a lawful permanent resident of the United States with a valid U.S. Citizenship and Immigration Services (USCIS) number?*

A. [Yes or No]

*Q. What is your current immigration status in Canada?*

A. Student

*Q. Do you plan to work on campus?*

A. No

*Q. Are you a full-time student at a participating post-secondary institution and want to work on campus up to 20 hours per week?*

A. No

*Q. 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 ?*

A. No

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

A. Yes

*Q. Have you been told by an Immigration, Refugees and Citizenship Canada office that you are approved in principle for permanent residence in Canada?*

A. [Yes or No] – probably No for almost all students.

*Q. Have you submitted a permanent resident application in Canada?*

A. [Yes or No] – probably No for almost all students.

*Q. Do you have a written job offer?*

A. No

Q. *What is your current marital status?*

A. [Choose from the pull-down menu ]

Q. *What is your province of destination?*

A. Ontario

At this point, you may see two options (depending on which country you are from):

- Temporary Resident Visa
- Co-op (in Canada)

Click “Continue” beside Co-op.

Q. *Are you accompanying a family member who has status in Canada?*

A. [Yes or No]

Q. *Do you also want to apply for a study permit?*

A. No

Q. *When does your status in Canada expire?*

A. [Enter the date that your study permit expires]

Q. *Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months?*

A. [Yes or No] If your answer is *Yes*, you will need to find your E-medical receipt from the last twelve months. It has your photo and a barcode on it.

Q. *Have you lived in a designated country or territory for more than six months in the last year?*

A [Yes or No.] If you have been in Canada for more than 6 months, the answer is *No*. Designated countries are those where there is a risk of contracting a dangerous disease. [Here is a link to the list of designated countries.](#)

Q. *Do you want to work in one of the following jobs?*

- health sciences worker
- clinical laboratory worker
- patient attendant in nursing or geriatric homes
- medical student admitted to Canada to attend university
- medical elective and physician on short term assignment
- teacher of primary or secondary schools or other teachers of small children
- domestics worker, someone who gives in-home care to children, the elderly and the disabled
- day nursery worker

A. [Yes or No] If you answer *Yes*, you will need to do an immigration medical exam and include the receipt in your application.

Q. *Do you want to submit an application for a family member?*

A. No

Q. *Are you giving someone access to your application?*

A. No

Q. *In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada?*

A. [Yes or No]

*Q. Are you able to make a digital copy of your documents with a scanner or camera?*

A. Yes

At the end of the questionnaire, you will see a page with all the questions and your answers. If you need to revise anything, click on the pencil icon.

Click on “Continue” to proceed to your application list.

## 6. Tips for Completing Application Form IMM 5710

Click on the name of the form in your application list. It won’t appear correctly until you download the application form to your computer and open it with [Adobe Acrobat Reader](#). Fill in the information, saving as you go. Click on “validate” when you are done. Save the file. Then it is ready to upload to the application.

- Boxes that have an asterisk (\*) must be completed. Other fields may be left blank, if they don’t apply to you.

### Page One

*UCI = Unique Client Identifier*

This is your identity number with IRCC and it remains the same for your lifetime. It is on your study permit.

*I am applying for one or more of the following:*

- Apply for a work permit or with a new employer

*Name*

Enter your name exactly as it appears on your passport.

*Current country of residence – Canada*

- *Status – Student*
- *From: (Date when your first study permit was issued) to (Date of current Study Permit expiry)*

### Page Two

*National Identity Document*

Not all countries have a National ID. If yours does, provide the information.

*Contact Information*

- Mailing address in Canada — This is where you want IRCC to send the new study permit.
- Residential address — This is where you are living now in Canada.

### Page Three

*Date and place of your original entry to Canada*

This should be the first time you ever came to Canada. Dates and locations of entry should match stamps in your passport or your travel records, if you don’t have a stamp.

*Date of place of your most recent entry to Canada*

When and where did you last come into Canada?

*Document number of your current status document (Study Permit)*

This number starts with an F and is printed in black ink near the top right of your Study Permit.

### *Details of Intended Work in Canada*

Pick Co-op Work Permit from the pull-down menu in the first box. Leave the rest of the details blank. Your work permit will be issued with Carleton University named as your employer. You do have to answer *No* to the question: “Have you been issued a certificate under the Provincial Nominee Program?”

### *Education - Have you had any post-secondary study?*

Put information about your studies at Carleton.

### *Employment*

You must enter something in the first line, so enter your current activity as “Student” at Carleton.

### **Page Four — Background Information (for students who are at least 18 years old)**

Answer *Yes* or *No* to questions about:

- Your exposure to tuberculosis
- Any physical or mental disorder, if you might use services in Canada
- Your immigration history, especially in Canada
- Your criminal history
- Your history in the police or the military
- Your exposure to war crimes.

Most students answer *No* most of these questions, but read them all carefully, and answer truthfully. Note that you should answer *Yes* to at least one part of Question 2:

*(a) Have you ever remained beyond the validity of your status, attended school or worked without authorization?*

Answer *Yes* if this was ever true in the past.

*(b) Have you ever been refused a visa or permit, denied entry or ordered to leave Canada, or any other country?*

Answer *Yes* if you ever applied for a visa and were not successful. Otherwise, answer *No*.

*(c) Have you previously applied to enter or remain in Canada?*

Your answer is *Yes*. Your explanation could be: “I got a study permit in [Year]”. But if you’ve come as a visitor before, or had a study permit extension before, include those things too.

### **Page Five – Declarations and Signature**

*Do you agree to be contacted by IRCC or their representative?*

Check *Yes* or *No*. If you answer *Yes*, you may get an email in the future from IRCC asking you to answer a survey. If you answer *No*, you can still get your co-op work permit.

You must consent that information about you can be shared by IRCC/CBSA and by government and police authorities from other countries where you have lived.

You must declare that you have answered all questions fully and truthfully.

Type in your name and the date where indicated.

## Validation

When the application is completed, click the “Validate” button. If there are no errors and no blanks in mandatory fields, the form will validate. Save the validated document on your computer. Then it is ready to upload to your online application.

If you make any changes to the form, re-validate and save it once more before uploading.