

How to Apply for Your Co-op Work Permit (from inside Canada)

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.

This Guide will help you make the work permit application to [Immigration, Refugees and Citizenship Canada \(IRCC\)](#). **This information is for applicants who are in Canada.** Forms and processes are different for applicants who are not residing in Canada.

Also note that this Guide is for students who have a valid study permit and are applying for only a co-op work permit. If your study permit is about to expire, you 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
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 soon 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 usually vary from 1-3 months. Estimated processing times are published on the [IRCC website](#). *Special note for 2020-21:* Because of COVID-19, IRCC's estimates are not accurate and processing time may be longer than usual. Apply as soon as possible.

3. Documents Needed

You should have a valid passport and study permit. Your co-op work permit will have the same expiry date as your study permit. You need to reference some information that is on your study permit, but you don't need to scan it.

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 file
- Photo – digital passport photo

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 and fill in information as described Section 6. When it 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. If your address changes while you are waiting for the work permit, 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 permanent resident of the United States and have your alien registration card (Green Card) or other proof of permanent residence?*

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....?*

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. No

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

A. No

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?

1. health sciences worker
2. clinical laboratory worker
3. patient attendant in nursing or geriatric homes
4. medical student admitted to Canada to attend university
5. medical elective and physician on short term assignment
6. teacher of primary or secondary schools or other teachers of small children
7. domestics worker, someone who gives in-home care to children, the elderly and the disabled
8. 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

6. Tips for Completing Application Form IMM 5710

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.
- IRCC updates this form from time to time. The date is found in the lower left-hand corner. You can only upload the latest version to your online application.

Answers to Selected Questions on IMM 5710

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)

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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.

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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. Then don't answer any other questions in this section. Leave them all blank. Your work permit will be issued with Carleton University named as your employer.

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 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, say 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.

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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.

Do you agree that officials in any country you have lived in can give information about you to IRCC/CBSA?

Answer Yes. If you say No, then you can't apply.

Do you agree that IRCC and your school can share information about you, to determine whether you are meeting the conditions of your Study Permit?

Answer Yes. If you say No, then you can't apply.

Declaration

You must declare that you have answered all questions fully and truthfully. Type in your name and the date.

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.