Co-op Work Permit

Updated August 2023

A co-op work permit allows students who have been admitted to a program which has a mandatory work/field experience component as part of the curriculum (co-op or internship programs and programs with a practicum component) to work full time during their work placement.

To apply, you need a letter from your department stating you are registered/admitted to an Internship/Co-op Program or a program where the work component is an essential part of the program.

The letter must confirm:

1. The internship/co-op placement is an **integral part of your program of study** *(you will not be able to graduate from your program if you do not complete the work placement component)*

2. The amount of work is not more than 50% of the total program of study (e.g., an internship can not be longer than 24 months in a four-year program)

For more information about the co-op work permit visit: https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html

IMPORTANT NOTES:

- There is **no fee** for co-op work permit applications. *However, if you have not provided IRCC with your biometrics (fingerprints & photo) in the last 10 years, you will be required to pay $85 biometrics fee at the time of application*.

- **Apply as early as possible** to ensure you receive a work permit **before** you start your co-op placement, internship or practicum. **You cannot start your co-op/internship/practicum work component/course prior to receiving your work permit. Certain**

- If you are extending an existing work permit, you may continue to work while your application is in process, as long as you submit the new application before your current work permit expires.

- You have the option to apply for both a study permit and a co-op work permit at the same time if your study permit will be expiring **in less than 12 months**. In this case, you will apply for "Study Permit" extension (see "*Study Permit Extension*" tip sheet). We highly recommend you include an explanation letter when you do if your SP is valid for 6 months or more at the time you apply.

Co-op Work Permit Online Application Process:

Step 1- Create an online account on IRCC website

Google search "*IRCC login*" then click on the first link: "**Sign in to your IRCC secure account**"

- **Select: "Continue to GC Key" or "Continue to Sign-In Partner"** (if you already have an account)

- **Don't have an account? – select Register and then choose either GC Key or Sign in Partner option** *NOTE*: If you sign up for a GC Key, save the Username, Password, Account Recovery Questions and Security Questions as you will require these later on to access your account.

- **Select: "I accept"** after reading the terms and conditions.

Step 2 - Login to your account

At the bottom left of the main account page under **"Start an Application"** - Click on **"Apply to Come to Canada"**

You will be asked if you have a Personal Reference Code.

*If you did not answer the assessment questions previously, **you do not have a Personal Reference Code, scroll down.***

International Student Services

UNIVERSITY OF ALBERTA INTERNATIONAL

Cick on "Apply for Visitor Visa, Study and/or Work Permit" and answering all assessment questions.

Step 3 - Answer eligibility questions (10 – 15 minutes)

Consider the following when you do:
- Select "**Work**" to answer "**What would you like to do in Canada?**"
- If you are asked "**Have you lived in a designated country or territory for more than six months in the last year?**" you should select "**NO**" if you have not been outside Canada for 6 months in the past year
- Select "**No**" to the question "**Are you giving someone access to your application?**" as you will be applying on your own

Step 4 - Complete Application form (IMM 5710)

Guidelines for completing the IMM 5710 Application Form:

1. **Page ONE**: question number 3:

   First-time applicants select "**A work permit with a new employer**";

   Applicants extending a current co-op work permit select "**A work permit with the same employer**"

2. **Page THREE:**

- **Document Number** in the "Coming to Canada" section**:** This number is a **bold black number** that starts with **"F" followed by 9 digits** at the top right of your study permit

- "**DETAILS OF INTENDED WORK IN CANADA**":

   o Q.2: **list "University of Alberta" as employer**

   o Q.4: about your intended occupation, type "To be determined" in the relevant boxes of that section

   o Q.5: on the "Duration of expected employment": put the current date (the date you complete the application) until the expiry date of your study permit

   o Qs 6 & 7: leave boxes empty

- "**EDUCATION**":

   o Select "**No**" if you are an **undergraduate student**. Select "**Yes**" if you are a **graduate student;** enter details of most recent degree received.

- In the "**Employment**" section: If you have only been studying for the past ten years list details about the years you were a student and where you studied during that time. You do not need to include information about any work done DURING your study in Canada.

3. Page FOUR:

- **Background Information** Question 2(c)**:** *Have you previously applied to enter or remain in Canada?* Select **YES**, as you entered Canada on your Study Permit. Include all dates and documents you applied for in the past in the available box including any entry as a visitor *(e.g., first study permit: Aug. 2020, extended study permit Dec. 2022).*

Step 5 - Prepare your Supporting Documents

1. Make a pdf scanned copy of your passport, with the pages clearly showing the passport number, the dates of issue, expiry date, name, date of birth, and the stamp made by the Canadian authorities on your most recent entry into Canada and any other marked pages.

2. Scanned copy of original letter from your faculty/department stating that your internship/ co-op placement is an essential part of your program of study

3. Digital passport-style photo

Step 6 - Save form and upload IMM5710 form and supporting documents to document checklist in your online account

Important Note: If you saved your document on one of the International Services Centre computers, make sure you **email a copy of the form to yourself** as an attachment for future access before deleting the file from the computer!

Step 7 - After you submit your application
- IRCC processing office may request additional information to process your application after you have submitted your application. Always check your email and/or your online IRCC account for new messages.

Processing times
Check online for weekly updates on processing times: https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html