



International Education Centre Co-op Work Permit Application

In order to apply for a co-op/internship/practicum work permit you must be registered in a program that requires you to work for at least one term and will receive academic credit during this work term. You must have a valid study permit when you apply. You should apply for your co-op work permit at least 6-8 months before you are scheduled to begin your work term as processing time can vary. **If your study permit is expiring in 8-12 months, please follow the Study Permit + Co-op Work Permit step-by-step guide or talk to Kay Balite first.**

1. Log in to your online immigration account using GKey or Sign-in Partner

**If you are a new user, you will need to create your account through GKey or Sign-in Partner.*

NOTE: Save your username and password. Consider taking a screenshot of all your security questions and answers to avoid getting locked out of your account. Once you are locked out of your account, you will never be able to access it ever again.

Click here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>

2. Under “Start Application” complete the ‘Apply to come to Canada’ questionnaire:

Kay Balite's account

View the applications you submitted

Review, check the status or read messages about your submitted application.

Search: Showing 0 to 0 of 0 entries | Show 5 ▾ entries

Application type ↑↓	Application number ↑↓	Applicant name ↑↓	Date submitted ↓	Current status ↑↓	Messages ↑↓	Action
No data available in table						

Did you apply on paper or don't see your online application in your account? [Add \(link\) your application to your account](#) to access it and check your status online.

Continue an application you haven't submitted

Continue working on an application or profile you haven't submitted or delete it from your account.

Search: Showing 0 to 0 of 0 entries | Show 5 ▾ entries

Application type ↑↓	Date Created ↓	Days left to submit ↑↓	Date last saved ↑↓	Action
No data available in table				

Start an application

[Apply to come to Canada](#)

Includes applications for visitor visas, work and study permits, Express Entry and International Experience Canada. You will need your personal reference code if you have one.

[Refugees: Apply for temporary health care benefits](#)

Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.

[Citizenship: Apply for a search or proof of citizenship](#)

Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.

Even though you are already in Canada, you have to choose this option in order to Start an Application.

You have to Determine your eligibility to apply online for a Visitor/Study/Work Permit.

Signed in as Kay Balite [Account home](#) | [Account profile](#) | [Help](#) | [Logout](#)

Personal checklist

Personal Reference Code

If you have already completed the Come to Canada or the Express Entry wizard, you would have received a document checklist and/or a personal reference code, based on the answers you provided.

*** Please enter your personal reference code to begin your application. (required)**

Continue
Cancel

Leave this blank.

I do not have a Personal Reference Code

If you do not have a personal reference code, you may answer a series of questions to find out if you are eligible to apply for a visa and/or permit, apply for Express Entry, and begin an online application.

If you begin your application **after you have logged into your account**, you will not receive a personal reference code, as the system will save your document checklist right into your account.

Determine your eligibility and apply online:

Visitor visa, study and/or work permit

Express Entry (EE)

International Experience Canada (IEC)

Choose this option.

If you do not see this option, that means you have an existing/open application that you have not yet submitted.

Go back to the main page of your account and look under "Continue an application you haven't submitted" to view your existing application.

3. Answer the online questionnaire

Questions	Answers
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 of residence?	Canada
What is your current immigration status in Canada?	Student
Do you plan to work on campus?	No
Are you a full-time student at a participating 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

You should then see the screen below. Click “Continue” under Co-op (in Canada)

Your results

Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.

Co- op (in Canada)

You may be eligible to work in Canada as a co-op student.

Exit Questionnaire
Continue

Are you accompanying a family member who has status in Canada?	No
Do you also want to apply for a study permit?	No. However, if your Study Permit is expiring soon, make sure to follow the guide “Study Permit + Co-op Work Permit”.
When does your status in Canada expire?	Your study permit expiry date
Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last <u>12 months</u> ?	Choose “yes” if you had a medical exam within the past 5 years, *this is a temporary policy until October 5, 2029. Read the section “Medical Exam” below.
<h3>Find out if you're eligible to apply</h3> <p>Do you want to work in one of the following jobs?</p> <ul style="list-style-type: none"> • 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 <p>(required)</p> <p>Please make a selection</p>	<p>If your program is in any of these areas, then choose “Yes”. Otherwise, choose “No”</p> <p>If you intend to work in certain jobs, you may be required to undergo a medical exam – these jobs include any work that brings you in close contact with others (working with children, in healthcare services or labs) or agricultural work. The full list and more information is here: http://www.cic.gc.ca/english/information/medical/medexams-temp.asp</p>
Do you want to submit an application for a family member?	If your family is with you, check to make sure if they also have to renew their permits.
Are you giving someone access to your application?	No
In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada?	If you gave your biometrics between 8-10 years ago, please contact immigration@msvu.ca for further advising.

Are you able to make a digital copy of your documents with a scanner or camera?	Yes
There are fees associated with this application. Will you be paying your fees or are you fee exempt?	Yes, I will be paying my application fees.
Will you pay your application fees online using a Visa, Mastercard, Visa/Mastercard debit?	Yes. If you don't have a credit card, you can purchase a pre-paid visa.

You should now see your **Document Checklist**.

INSTRUCTIONS: You need to download the Adobe Acrobat Reader software to your computer that runs Windows or Mac OS. Do not use a Chromebook, tablet, or phone.

Under Application Form(s), Click on the document "Application to Change Conditions...". After clicking it, a new webpage will open up. Download the file and save the PDF file on your laptop. Go to the folder where you saved the file. Right click on the file and choose "Open with Adobe Acrobat" PDF Reader. Fill it out using a computer and not by hand/print.

Application Form(s)

Application Form(s)

Details	Document name	Instructions	Options
Not provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710) (required)	?	Upload file

Supporting documents

Supporting documents

Details	Document name	Instructions	Options
Not provided	Co-op Letter (required)	?	Upload file
Not provided	Passport (required)	?	Upload file
Not provided	Proof of upfront medical exam (required)	?	Upload file
Not provided	Digital photo (required)	?	Upload file

Optional documents

Optional documents

	Document name	Instructions	Options
Do NOT complete/fill out this form.	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	Upload file
	Not provided	Client Information	Upload file

Letter of Explanation or additional information/documents if necessary.

4. Complete the imm5710e application form

Questions	Answers
1. UCI	Look for "UCI" on your Study Permit. It's an 8 or 10-digit number listed on the top right side of your Study Permit.
3. I'm applying for one or more of the following:	A work permit with a new employer
Personal Details	
7. Country/Residence a) Current Country of Residence b) Status c) From (YYYY-MM-DD) d) To (YYYY-MM-DD)	a) Canada b) Student c) The very first day you arrived in Canada d) Your Study Permit expiry date
Contact Information	
1. Current mailing address a) Apt/Unit b) Street number c) Street name	a) This is your room number OR apartment number inside your apartment building. b) This is the number of your house/building. Please only write the number here. This number is listed directly before your street name. c) Do not abbreviate words (Street, Avenue, Boulevard, Drive, etc.)
2. Resident address, same as mailing address?	If your mailing address is where you live, answer 'Yes'.
Coming into Canada	
1. Date & place of your original entry to Canada	Date & place of your very first entry to Canada. Place is the city where you first landed when you entered Canada (ex. Toronto, Montreal, Vancouver, Halifax, etc.)
2. The original purpose of coming to Canada	Study
3. Date & place of your most recent entry to Canada (if not the same as original entry)	If you have ever travelled outside of Canada, this is the date and place of your most recent return to Canada.

	Place is the city where you first landed when you entered Canada (ex. Toronto, Montreal, Vancouver, Halifax, etc.) Leave it blank if you have not left Canada since your first entry.
4. Document number	Black number starting with only one letter listed under the large red number at the top right of your study permit. It usually starts with a letter F or U.
Details of Intended Work in Canada	
1 a) What type of work permit are you applying for?	Co-op work permit
5. Details of my prospective employer a) Name of Employer b) Complete Address of Employer	a) Mount Saint Vincent University b) 166 Bedford Highway, Halifax, NS B3M 2J6

6. Intended location of employment in Canada? Province City/Town Address	NS Halifax To be determined
7. My occupation in Canada will be: Job title Brief description of duties	Write "To be determined" Write "To be determined"
8. Duration of expected employment From (YYYY-MM-DD) To (YYYY-MM-DD)	Date of application Date of study permit expiry date
9. Labour market opinion (LMO) No.	Leave it blank
10. If you have been issued a Quebec Acceptance Certificate (CAQ), provide the:	Leave it blank
11. Have you been issued a certificate under the Provincial Nominee program?	Answer 'No'

Education

Have you had any post-secondary education (including university, college or apprenticeship training)?	Answer 'Yes' if you are a transfer student. Then enter your previous college or university study information there. ESL school information can also be put in here.
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Employment

Give the details of your employment....	Put your job information. If you do not have a job, put the following: Current occupation/Activity: Student Employer: Mount Saint Vincent University
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Background Information

2. A) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?	a) If you have studied or worked without a valid study or work permit, you will need to provide details and explanation.
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<p>B) Have you ever refused any kind of visa, admission, or been ordered to leave Canada or any other country?</p> <p>C) Have you previously applied to enter or remain in Canada?</p>	<p>b) If you were ever refused any visa, admission to Canada or any other country please indicate and briefly explain.</p> <p>c) Choose YES. Then, list all the permits that you've been granted. For example: "I have a Study Permit, Canadian visa or eTA, and have extended my Study Permit.</p>
<p>Signature</p>	<ul style="list-style-type: none"> Type your full your name in the signature line, press the validate button, and save it to your desktop, OneDrive, or on a USB. Do not insert an e-signature. This form should not be printed, signed and scanned.

5. List of documents for review:

NOTE: please email the following documents plus your Study/Work Permit to immigration@msvu.ca for review.

- imm5710e – primary application form to stay in Canada as a worker
- Digital photo – similar to a passport photo and you can take this photo yourself using your phone
- Passport – scan all pages except blank pages. Save multiple pages as 1 PDF file
- Co-op Letter from the Co-op Office/Registrar's Office/Academic Department. More information on the 'WORKING' section of our webpage: <https://www.msvu.ca/international/advising-for-current-international-students/immigration-permit-renewals-in-canada/>
- Medical exam (optional but required for students in Applied Human Nutrition and Child & Youth Studies)
- Letter of explanation (if necessary) – upload this in the section 'Client Information'
- Study Permit, and Co-op Work Permit if you have one

Medical Exam

IMPORTANT: in-Canada applications only

IRCC created a [temporary public policy](#) for immigration medical exams (IMEs) **until October 5, 2029 only**. If you completed an IME within the past 5 years, submit a copy of your previous medical exam.

To qualify for this temporary policy, you must meet **all** of these conditions:

- You applied, or are applying, for either permanent residence or temporary residence.
- You already live in Canada.
- You completed your previous IME in the last 5 years.
- Your previous IME indicated a low risk or no risk to public health or public safety.

NOTE: You need to submit your proof of medical exam performed by an IRCC approved physician if you plan to work in the fields of education, childcare, medical and healthcare services, nursing homes, taking care of elderly and other vulnerable people, hospital, and agriculture, etc. Click on this link to [view the list of IRCC approved physicians by country](#) to book your appointment if necessary.

6. Submit the application. Co-op Work Permit is free.

Fees

Fees

Application	Quantity	Price (CAD) per unit	Total (CAD)
Work Permit	1	\$0.00	\$0.00

The fee shown is an estimate based on the fees in effect on the day that this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission.

Total price (CAD) \$0.00