

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 degree 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.

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

*If you are a new user, you will need to create your account through GCKey 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.

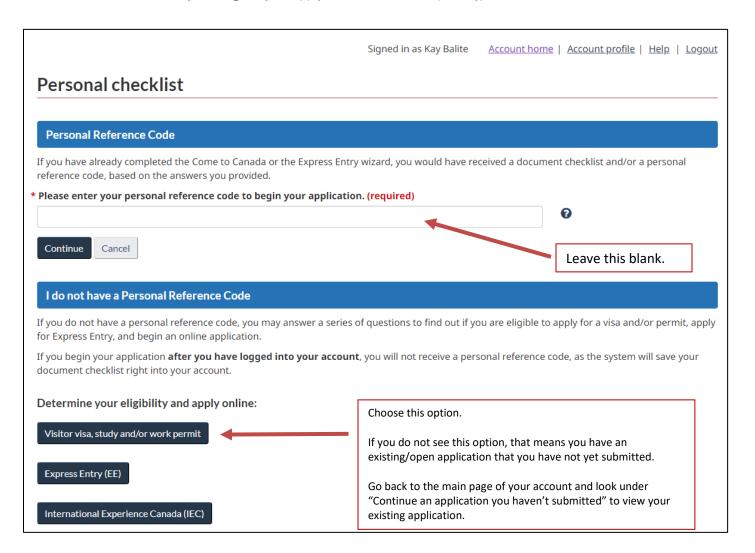
https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html

2. Under "Start Application" complete the 'Apply to come to Canada' questionnaire:

View the applic	cations you subr	nitted				
Review, check the status	or read messages about you	ur submitted application.				
Search:	Showing 0 to 0 o	of 0 entries Show 5 •	entries			
Application type ↓↑	Application number ↓↑	Applicant name ↓↑	Date submitted ↓	Current status ↓↑	Messages ↓↑	A
		No data avail	able in table			
Did you apply on paper of	r don't see your online applic	cation in your account? Add	(link) your application to	your account to access it	and check your s	status
O						
Continue an ap	oblication vou na	iven i submitted				
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Canada, you have to choose this option in order to Start an Application.





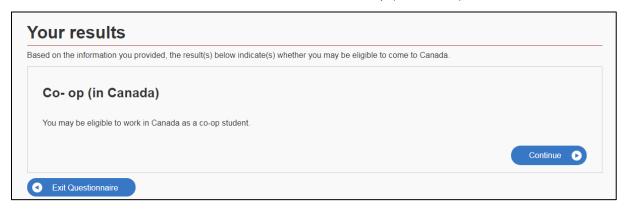
3. Answer the online questionnaire

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	No
want to work off-campus up to 20 hours per week?	
Have you recently graduated from a participating Canadian post-secondary	No
institution for which your study program was full-time and a minimum of	
eight months?	



Is your work an essential part of your studies (for example, a Co-Op or	Yes
internship program)?	
Do you have a written job offer?	No

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



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.
Find out if you're eligible to apply	If your program is in any of these areas, then choose "Yes". Otherwise, choose "No"
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 (required) Please make a selection	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
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?	Dependent on your situation. If you have not given biometrics, you will be asked to give them at the closest collection centre. Appointment required plus \$85 in fees.



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,	Yes. If you don't have a credit card, you can
Mastercard, Visa/Mastercard debit?	purchase a pre-paid visa.

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

INSTRUCTIONS: You need to download the Adobe Acrobat Reader application to your computer.

Under <u>Application Form(s)</u>. Click on the document "Application to Change Conditions...". After clicking it, a new webpage will open up. The webpage will say "Please Wait...". You don't have to wait. Immediately press the download button of your web browser. 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 Upload File Stay or Remain in Canada as a Worker (IMM5710) (required) **Supporting Documents Supporting Documents Details Document Name** Instructions Options Not Provided Passport (required) 0 Upload File Not Provided Digital photo (required) Upload File Proof of upfront medical exam (required) Not Provided 0 Upload File Not Provided Co-op Letter (required) 0 Upload File **Optional Documents Optional Documents** Do NOT **Document Name** Instructions Options complete/fill Schedule 1 - Application for a Upload File out this form. Temporary Resident Visa Made Outside Canada (IMM 5257) Letter of Explanation or additional Not Provided Client Information information/documents if necessary.



$4. \ Complete \ the \ imm 5710e \ application \ form$

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
	al Details
7. Country/Residence a) Current Country of Residence	a) Canada
b) Status	b) Student
c) From (YYYY-MM-DD)	c) The very first day you arrived in Canada
d) To (YYYY-MM-DD)	d) Your Study Permit expiry date
Contact	Information
1. Current mailing address	
a) Apt/Unit	a) This is your room number OR apartment number inside
b) Street number	your apartment building.
c) Street name	b) This is the number of your house/building. Please only
3, 2003	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	nto 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
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 Intend	ed Work in Canada
1 a) What type of work permit are you applying for?	Co-op work permit
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



NS
Halifax
To be determined
Write "To be determined"
Write "To be determined"
Date of application
Date of study permit expiry date
Leave it blank
Leave it blank
Louve te blank
Answer 'No'
Allower No
cation
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.
oyment
Put your job information. If you do not have a job, put the
following:
Current occupation/Activity: Student
Employer: Mount Saint Vincent University
d Information
a) If you have studied or worked without a valid study
or work permit, you will need to provide details and
explanation.
explanation.
b) If you were ever refused any visa, admission to
Canada or any other country please indicate and
briefly explain.
опену ехріані.
a) Channe VEC Than list all the normite that you've
c) Choose YES. Then, list all the permits that you've
been granted. For example: "I have a Study Permit,
Canadian visa and/or have extended my Study
Permit.
Type your full your name in the signature line, press
the validate button, and save it to your desktop,
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the validate button, and save it to your desktop,

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
- 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 <u>temporary public policy</u> for immigration medical exams (IMEs) <u>until October 5, 2029 only.</u> 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	\$0	
Biometrics Fee	1	\$85	\$85	

