

This handout was prepared by a Regulated Canadian Immigration Consultant (RCIC) in compliance with the Canadian Immigration and Refugee Protection Act. This handout is for informational purposes only and does not constitute legal advice. Immigration laws and procedures change frequently, and so the requirements and procedure for applying for your work permit may have changed since this handout was prepared. This handout was prepared on Feb. 14, 2017.

WORKING IN CANADA – How to apply for a Co-op Work Permit (from within Canada)

<http://www.cic.gc.ca/english/study/work-coop.asp>

At Seneca College, International students may have a mandatory or optional co-op work term or an un-paid internship as part of the academic curriculum. If you are planning to attend any co-op or internship program, you must apply for a co-op work permit before you start the term.

Summary of co-op work permit:

Seneca College, DLI # O19395536013

When you receive a letter from co-op / field placement coordinator, you can apply online or by paper application. There is no cost to apply for co-op work permit.

Online application: <http://www.cic.gc.ca/ctc-vac/getting-started.asp>

Paper application: <http://www.cic.gc.ca/english/information/applications/work-students.asp>

Application form to use: Application to Change Conditions, Extend My Stay Or Remain In Canada As A Worker (IMM5710)

Supporting Documents:

- Work permit application (IMM5710)
- Co-op letter issued by your Academic School (Placement Advisor/Program Coordinator)
- Confirmation of enrolment letter (only required if applying for a Study Permit at the same time)

General Supporting Documents (additional documents may be required)

- Copy of your passport (include main page, any stamps, visas or markings)
- Study Permit
- Digital photo required for online applications

General overview on how to complete a co-op/field placement work permit application:

- Select Internet Explorer or Safari web browser only
- Go to CIC website <http://www.cic.gc.ca/>
- Click on “Study”
- Click on “Work while/after your study”
- Select “Work as a co-op student or intern”
- Determine how you will apply (look at processing times)
- Online application = completing online eligibility questionnaire & creating MyCIC account
- Paper application = downloading application package & sending package via courier company
- Complete Application IMM 5710; depending on your computer's operating

system you may have to click on hyperlink, download the form to your computer's desktop to open document

- Compile supporting documents (scan documents if applying online)
- Create MyCIC account; required for online applications; platform to upload application form & documents; check messages
- Submit application for processing

Create a MyCIC Account (required for online applications)

- Create account using Sign in Partner or GC Key
 - Sign in Partner allows you to register for MyCIC account using online banking information for listed financial institutions
 - GCKey requires a user ID and password; create security questions; record this information so you do not forget
- Enroll for your MyCIC account
- Scroll down to “What would you like to do today?” then click on “Visitor visa, study and/or work permit”
- The next screen will ask if you have a “Personal Checklist Code” enter the number generated when you completed the eligibility questionnaire
- Upload documents; upload one file per category;
- Application form IMM5710
- Co-op letter issued by your academic school; confirmation of enrolment letter and transcript
- Passport or travel document (include main page, any stamps, visas or markings); copy of study permit, also include copy of work permit if applicable
- Request for or proof of a CIC medical exam may be requested
- Submit application; you will receive a confirmation that application was sent
- Check your MyCIC account messages for updates related to your application

Online Application Procedure:

Helpful tips when completing online questionnaire, “Do you want to come to Canada, or extend your stay?”

- 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/territory of residence? If you are presently in Canada, you should select Canada.
- Family Member questions. Click on hyperlink for definition of a family member
- 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. Not required it is just mandatory that you apply
- “Your results” page select “Co-op (in Canada)”; If “Temporary Resident Visa’ or “International Experience Canada” appears as an option ignore and proceed with Co-op permit application
- Do you also want to apply for a study permit? Answer yes if your study permit will expire prior to the completion of your work opportunity
- Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months? Yes or no.
- Do you want to work in one of the following jobs? Yes or no. Students working in these fields require medical clearance

- Review your answers To modify responses click on the “pencil & eraser” image
- Working in Canada – Your personal checklist Record your personal reference code; scroll to bottom of page for the link to the application form IMM5710 and list of required supporting documents

Paper Application Procedure:

- Download application package
<http://www.cic.gc.ca/english/information/applications/work-students.asp>
- Complete application and appropriate accompanying forms; sign and date application; make a copy for your records
- Use Canada Post Xpress Post or other courier company to track delivery of application package
- Mailing address is in instructions

Work Permit Application (IMM5710): Frequently Asked Questions

Q. What is a UCI?

A. UCI is your “Unique Client Identifier” or “Client ID” an 8 digit number found near the top of your study permit.

Q. I am applying for....?

Select “An initial work permit or a work permit with a new employer”.

Q. What if I don't have a family name?

A. If you do not have a family name on your passport enter your given name(s) in this box and leave the given name box blank.

Q. Current country of residence “from” and “to” date?

A. “From” is the date you entered Canada; “To” is the date of your study permit expires.

Q. Native language:

A. Your first language.

Q. What is a designated language testing agency?

A. IELTS, TOEFL or TEF; even if your results have expired answer “yes” if you took one of these exams.

Q. What is my Street No.?

A. “Street no.” refers to “house number”.

Q. What is a P.O. Box?

A. A locked box found at the Post Office that you rent.

Q. Why is my e-mail address required?

A. If IRCC needs to contact you they often communicate via e-mail. Use an email address you check frequently; check your junk/spam folders.

Q. What is meant by original entry date to Canada?

A. The first time you came to Canada; if you came to Canada prior to studying you would enter that date and place (airport or land border).

Q. Where can I find my document number?

A. Your document number appears on the upper right hand corner of your study permit; generally it is one alpha letter followed by 9 numbers, e.g. F310234567.

Q. How do I complete the details of my prospective employer section?

A. Seneca College acts as your employer. For “intended location of employment in Canada” type “ON” for province but leave the city/town and address blank if you do not know the address of your ultimate employer.

Q. What should I put as my job title? Brief description of duties?

A. For your job title type “student intern”. Under “description of duties” you can type “mandatory internship”.

Q. What should enter for my “duration of expected employment?”

A. “From” is the date you are completing the form; the expiry date of your study permit is inserted in the “to” section.

Q. How do I respond to the “Education” question?

A. Answer “yes”; type in Seneca College’s information unless you already have a degree or diploma; under “field and level of study” answer both portions of this question.

Q. If I've never worked what should I enter under the "employment" section?

A. If you have never been employed, type in that you are a **student** and include Seneca College's information; if you are, or have been employed in the past include that information here including any employment in your home country

Q. Do I need to complete the "Background Information" section?

A. This is a mandatory section. If you answer "yes" to any of the questions you need to provide an explanation.

Q. How do I sign the application form?

A. If you are submitting an online application simply type your name in the signature section; for paper applications you must physically sign documents.

Q. When I validated the form a series of red boxes appeared, what do I do?

A. The red boxes indicate that you either have neglected to complete a field or the formatting of the answer is incorrect. Make the correction(s) and validate again and save the document. Once the system confirms the application is okay a 6th page filled with bar codes will appear, this is part of your application and needs to be submitted.

General questions:

Q. What if my study permit expires during my work placement?

A. As a student it is mandatory that you retain your status in Canada, therefore you must extend your study permit. You will apply for both a study permit and co-op work permit extension at the same time.

Q. I have to do an internship, work or field placement; do I still need a co-op permit?

A. These terms are interchangeable. Any work related to your studies requires a co-op work permit.

Q. If I'm already authorized to work off-campus do I have to apply for a co-op work permit?

A. Yes. The conditions allowing you to work off-campus are not interchangeable with the requirement to fulfill a work opportunity related to your studies. It is mandatory that

you apply and wait until you receive your co-op work permit before you start your work placement.

Q. If I'm not paid a wage for my placement hours do I still a co- op work permit?

A. The co-op work permit is still required regardless of whether it is an unpaid or paid placement.

Q. Can I work off-campus if I have a co-op work permit?

A. Yes, If it is stated on your study permit or you have one of the old off-campus work permits or authorization to work off-campus letters. You can amend your study permit if there are no remarks are made regarding off-campus work; if it states you cannot work then you must apply for a new permit.

To amend:

<http://www.cic.gc.ca/english/information/applications/guides/5218ETOC.asp>

Q. How do I obtain a SIN number?

A. Social insurance numbers are issued by Service Canada. Take passport, study permit, work permit (if necessary) and confirmation of enrolment letter

<http://www.servicecanada.gc.ca/eng/sin/apply/how.shtml>

Q. What do I use for proof of a medical?

A. If you underwent a medical by an IRCC affiliated doctor overseas upload your e-medical form if you have one or write a letter of explanation listing the date, city, country, doctor or clinic you went to. You can also call the IRCC Call Centre for other options to demonstrate proof.

If you require further assistance, please visit International Student Services at Newnham, D2000 to speak with International Student Advisor.