



## Apply for a Co-op Work Permit on its own (online) – Step by Step Instructions

### 1. Create or Sign-in to your account.

- Create or Sign-in to your [IRCC Secure Account](#) online.
- If you don't know how to create your account, please review the file "How to Create your IRCC Secure Account".

### 2. Inside your IRCC Secure Account

- On the "Start an application" section, click on "Apply to come to Canada" (even if you are in Canada)
- This includes applications for visitor visas, work permits, and study permits
- You will have the option to enter your personal reference code or answer a series of questions to determine your eligibility and create your Document Checklist right away. Both options will take you to the application.

Personal checklist options:

1. **Personal Reference Code:** create your code in advance by using the [Come to Canada tool](#)
2. **Do not have a Personal Reference Code:** To start the process, click on "Visitor visa, study and/or work permit". By choosing this option, the system will save your Document Checklist right into your account  
→ **Please review:** [Tips on how to answer the questions for a Co-op Work Permit application \(within Canada\)](#)

### 3. Completing the questionnaire wizard or entering the personal reference code

- After completing the questionnaire wizard or entering the personal reference code, the system will provide your results. You must **select 'Co-op (in Canada)'** by clicking "Continue"
- The system will ask you a few more questions. Based on your answers, you will be provided with a personal checklist of all the documents you need to submit with your application.

### 4. Review your answers

- Review your answers (recommended to save a copy) and click "Continue".

### 5. Page: Submitting your application

- At the 'Submitting your application' page, review all the steps to submit your application and click "Continue".

### 6. Your Document Checklist

- The system will generate a list of documents you must submit to apply
- You will only be able to proceed once you upload each file
- You can select the question mark button under "Instructions" to learn more about each document
- **Please review:** [Tips on how to fill out the IMM5710 form for a Co-op Work Permit application \(within Canada\)](#)

### 7. Submit your application

- After submitting your co-op work permit application, you will receive a 'Submission Confirmation' pdf letter.
- Applicants are responsible for providing legit and correct documentation. Immigration, Refugees and Citizenship Canada (IRCC) will assess your application based on the information you provide.



## Tips on how to answer the questions for a Co-op Work Permit application (within Canada)

### 1. Open the [Come to Canada tool](#) to find out if you are eligible to apply.

- Click on “Check your eligibility”

Question	Select
<i>What would you like to do in Canada?</i>	<b>Work</b>
<i>How long are you planning to stay in Canada?</i>	<b>Temporarily - more than 6 months</b>
<i>What is your current country/territory of residence?</i>	<b>Canada</b>
<i>What is your current immigration status in Canada?</i>	<b>Student (if applicable)</b>
<i>Do you plan to work on campus?</i>	<b>No</b>
<i>Are you a full-time student at a participating post-secondary institution and want to work off-campus up to 20 hours per week?</i>	<b>No</b>
<i>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?</i>	<b>No</b>
<i>Is your work an essential part of your studies (for example, a Co-Op or internship program)?</i>	<b>Yes</b>
<i>Do you have a written job offer?</i>	<b>No</b>
<i>What is your province of destination?</i>	<b>British Columbia</b>

### 2. Your results should show Co-op (in Canada) as an option.

- Click “Continue”

**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.

[Continue](#)

[Exit Questionnaire](#)

**3. Create your personal checklist.**


- Based on your answers, you will be provided with a personal checklist of all the documents you need to submit with your application.

Question	Select
Are you accompanying a family member who has status in Canada?	No
Do you also want to apply for a study permit?	No (If your study permit is valid and covers your period of studies, and you only want to apply for a co-op work permit on its own)
When does your status in Canada expire?	Enter your study permit expiry date
Have you lived in a designated country or territory for more than six months in the last year?	No (If you have been living in Canada for at least six of the past 12 months) Yes (If you have lived in a designated country outside Canada for more than six of the past 12 months - a medical exam may be required)
Do you want to work in one of the following jobs? <ul style="list-style-type: none"> <li>health sciences worker</li> <li>teacher of primary or secondary schools or</li> <li>other teachers of small children</li> </ul>	No (if you are not going to work in any area listed) Yes (if you are going to work in an area that is listed – for example health sciences or child-care field) -> You may be required to do Medical Exams.
In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada?	No (If you have not given biometrics in the past or your biometrics are no longer valid) Yes (If you have given biometrics in the last 10 years) You can <a href="#">check if your biometrics are still valid</a> .
Are you able to make a digital copy of your documents with a scanner or camera?	Yes

**4. Review your answers.**

- I Review your answers (it is recommended to save a copy) and click “Continue”

**5. Your Document Checklist**

- The system will create your Document Checklist with the list of documents you need to submit in order to apply
- On the next page, please view a sample of the Document Checklist and some tips
- The system will only allow you to submit your application only after you upload all required files
- IRCC doesn’t charge any fee for a co-op work permit application
- You may be required to do medical exams depending on your occupation
- If you need to submit your [Biometrics](#), a charge of \$85 will appear.
- You can always click on the question mark bottom  under instructions to obtain more information on what is being asked.

## Application Form(s)

Application Form(s)			
Details	Document Name	Instructions	Options
Not Provided	① 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	② Family Information Form (IMM5707) (required)	?	Upload File
Not Provided	③ Co-op Letter (required)	?	Upload File
Not Provided	Passport (required)	?	Upload File
Not Provided	④ Digital photo (required)	?	Upload File
Not Provided	⑤ Proof of upfront medical exam (required)	?	Upload File
Not Provided	Request for Medical Exam (required)	?	Upload File

## Optional Documents

Optional Documents			
Details	Document Name	Instructions	Options
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	Upload File
Not Provided	⑥ Client Information	?	Upload File

① Open or Download the **Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710)** form. It is common for the form not to open on a web browser. You can download the form (click on the download arrow at the top right to save the file to your computer) and open it using Adobe Reader.

② This form will be required or not based on your nationality

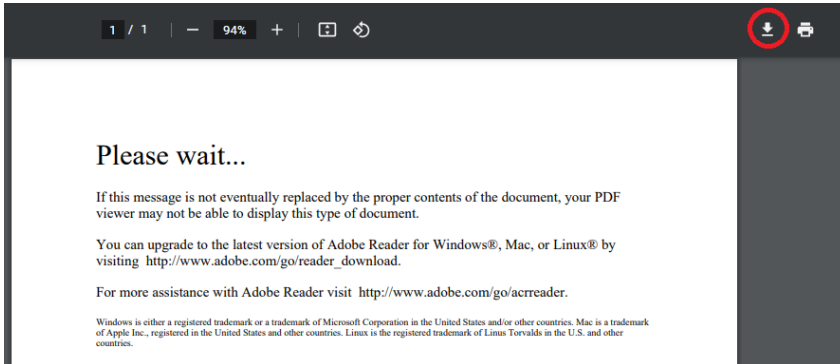
③ Please add your **VCC Co-op Work Permit Letter**

④ Check [Temporary Resident Visa application photograph specifications](#)

⑤ You may be required to do medical exams depending on your occupation (for example health sciences or child-care fields) and based on your answers to the questionnaire wizard

**6** The 'Client Information' is an optional document, meaning you don't need to include it. However, if you would like to provide more details about your particular situation, you may include a [Letter of Explanation](#).

## Tips on how to fill out the IMM5710 form for a Co-op Work Permit application (within Canada)



Open or Download the **Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710)** form. It is common for the form not to open on a web browser. You can download the form (click on the download arrow at the top right to save the file to your computer) and open it using Adobe Reader.

<b>1</b>	<b>UCI</b>

The UCI (Unique Client Identifier) it is located on your study permit (8 or 10-digit number)

<b>3</b>	<b>I am applying for one or more of the following:</b>
<input type="checkbox"/> * Apply for a work permit with the same employer <input type="checkbox"/> * Apply for a work permit for the first time or with a new employer <input type="checkbox"/> * Restore my status as a worker <input type="checkbox"/> * Get a new temporary resident permit (for inadmissible applicants only)	

Select "Apply for a work permit with the same employer" if you are extending your Co-op Work Permit or Select "Apply for a work permit for the first time or with a new employer" for a new Co-op Work Permit.

<b>7</b>	<b>Current country or territory of residence:</b>				
	Country or Territory	Status	Other	From	To
	Canada	*		YYYY-MM-DD	YYYY-MM-DD

Indicate your "Status" as "Student" (if applicable). At "From" please indicate your arrival date in Canada. At "To" please indicate your study permit expiry date.

### NATIONAL IDENTITY DOCUMENT

<b>1</b>	Do you have a national identity document? <input type="checkbox"/> * No <input type="checkbox"/> * Yes						
<b>2</b>	Document number	<b>3</b>	Country or Territory of Issue	<b>4</b>	Issue date	<b>5</b>	Expiry date
					YYYY-MM-DD		YYYY-MM-DD



# CO-OP WORK PERMIT - INSTRUCTION GUIDE

Not all countries have a National ID. If your country does, provide the information including issue and expiry date. Do not include your passport, BCID or Canadian Driving License details.

## CONTACT INFORMATION

<p><b>If submitting your application by mail:</b></p> <ul style="list-style-type: none"> <li>- All correspondence will go to this address unless you indicate your e-mail address below.</li> <li>- Indicating an e-mail address will authorize all correspondence, including file and personal information, to be sent to the e-mail address you specify.</li> <li>- If you wish to authorize the release of information from your application to a representative, indicate their e-mail and mailing address(es) in this section and on the IMM5476 form.</li> </ul>					
<b>1 Current mailing address</b>					
P.O. box	Apt/Unit	Street no.	* Street name		
* City/Town		* Country or Territory Canada	* Province	* Postal code	
<b>2 Residential address</b> Same as mailing address? <input type="checkbox"/> * No <input type="checkbox"/> * Yes					
Apt/Unit	Street no.	Street name			
City/Town		* Country or Territory Canada	Province	Postal code	

1. Please ensure to have your correct and complete mailing address, as this is the address to where **IRCC will mail your Co-op Work Permit**. If you do not have a P.O. box number, leave it blank. If you do not live in an Apartment/Condo, leave the 'Apt/Unit' section blank. The Street no. is your house or building number.
2. If your Residential address is the same, please click "yes" to this second part.

## COMING INTO CANADA

<b>1</b>	Date and place of your original entry to Canada	* Date YYYY-MM-DD	* Place
<b>2</b>	* a) The original purpose for coming to Canada Study		b) Other
<b>3</b>	Date and place of your most recent entry to Canada (if not the same as original entry)	Date YYYY-MM-DD	Place
<b>4</b>	If applicable, provide the document number of the most recent Visitor Record, Study Permit, Work Permit or Temporary Resident Permit issued to you.		Document Number

1. Date and Place (Port of Entry) where you entered Canada for the first time
2. Original purpose for coming to Canada: Study (if applicable)
3. Date and place where you entered Canada for the last time (for example, if you travelled outside Canada, add the date of your return – last re-entry)
4. The "Document Number" is the black number starting with an "F" (for study permits) at the top right of your immigration document.



# CO-OP WORK PERMIT - INSTRUCTION GUIDE

## DETAILS OF INTENDED WORK IN CANADA

1 * a) What type of work permit are you applying for?		b) Other	
Co-op Work Permit			
2 Details of my prospective employer (attach original offer of employment)			
*a) Name of Employer (If you are employed by a foreign employer who has been awarded a contract to provide services to a Canadian entity, please identify the foreign employer here)			
Vancouver Community College			
*b) Complete Address of Employer (Canadian or Foreign):			
250 W Pender St, Vancouver, BC V6B 1S9			
3 Intended location of employment in Canada?			
*Province	*City/Town	*Address	
BC	Vancouver	Not applicable	
4 My occupation in Canada will be:			
*Job title		*Brief description of duties	
Co-op student		As assigned	
5	Duration of expected employment	From	To
		YYYY-MM-DD	YYYY-MM-DD
6	Labour Market Impact Assessment (LMIA) No. or Offer of Employment (LMIA Exempt) No.		

- Please complete this section as shown above
- On Duration of expected employment “From” please add today’s date
- On Duration of expected employment “To” please add your study permit expiry date

## EDUCATION

Have you had any post secondary education (including university, college or apprenticeship training)?				<input type="checkbox"/> *No	<input checked="" type="checkbox"/> *Yes
If you answered “yes”, give full details of your highest level of post secondary education.					
1	From	*Field and level of study	*School/Facility name		
	*YYYY *MM		Vancouver Community College		
	To	*City/Town	Country or Territory	*Province/State	
	YYYY MM	Vancouver	Canada	BC	

- Please complete this section as shown above and include the “Field and level of study” accordingly.
- At “From” please indicate your start date at VCC
- At “To” please leave blank



# CO-OP WORK PERMIT - INSTRUCTION GUIDE

## EMPLOYMENT

Give details of your employment for the past 10 years, including if you have held any government positions (such as civil servant, judge, police officer, mayor, member of parliament, hospital administrator)

1	From	* Current Activity/Occupation	* Company/Employer/Facility name	
	* YYYY * MM	Student	Vancouver Community College	
	To	* City/Town	* Country or Territory	* Province/State
	YYYY MM	Vancouver	Canada	BC

- For COWP applications, the information in this section is not required. However, you need to fill out the first part in order to validate the form, so you can include the information to indicate you were a VCC student if you never worked. You must add your program start date and you can leave “To” blank.
- Alternatively, you can also add information from previous or current employment (even if part-time)

2

a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?  \*No  \*Yes

b) Have you ever been refused a visa or permit, denied entry or ordered to leave Canada or any other country or territory?  \*No  \*Yes

c) Have you previously applied to enter or remain in Canada?  No  Yes

\*d) If you answered "yes" to question 2a), 2b) or 2c), please provide details.

I have a valid study permit that was issued on Month day, Year, and it is valid until Month day, Year. I also have a TRV that is valid until Month day, Year.

- a) If you are not compliant with your study permit and/or work permit conditions. Provide details and explanation
- b) If you were ever refused a visa, admission to Canada or any other country please indicate and briefly explain
- c) Answer “Yes” to this question as you are currently in Canada. Please provide details of your current or previous immigration documents (example above).





# CO-OP WORK PERMIT - INSTRUCTION GUIDE

## SIGNATURE

Immigration, Refugees and Citizenship Canada (IRCC), or an organization at IRCC's request, may want to contact you in the future to ask you about any services you received from IRCC prior to the application process (such as participation in an information forum), during the application process (including the application process itself as well as orientation or accreditation services), and services received after arriving in Canada (including settlement, integration and citizenship). IRCC will use this information, along with the information provided by other individuals, for research, performance measurement or evaluation purposes. IRCC will not use this information to make any decisions about you personally.

Do you consent to be contacted by IRCC, or an organization at IRCC's request, in the future? (Y/N)  No  Yes

I consent to the release to Immigration, Refugees and Citizenship Canada (IRCC) and Canada Border Services Agency (CBSA) of all records and information for the purpose of processing my request that any government authority, including police, judicial and state authorities in all countries in which I have lived may possess about me. This information will be used to evaluate my suitability for admission to Canada or to remain in Canada pursuant to Canadian legislation.

I declare that I have answered all questions in this application fully and truthfully.

Signature of Applicant or Parent/Legal Guardian's for a person under 18 years of age: \_\_\_\_\_ Date: YYYY-MM-DD \_\_\_\_\_

**IMPORTANT NOTE:**  
This application must be signed and dated before it is submitted by mail. Do not forget to include photos, fees (if applicable) and any other documents required. Review the application guide for more information and verify that you have completed and provided all of the required documents as per the document checklist.

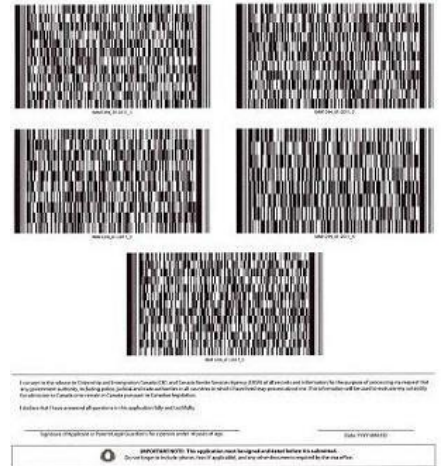
## DISCLOSURE

Information provided to IRCC is collected under the authority of the Immigration and Refugee Protection Act (IRPA) to determine admissibility to Canada. Information provided may be shared with other Canadian government institutions such as, but not limited to, the Canada Border Services Agency (CBSA), the Royal Canadian Mounted Police (RCMP), the Canadian Security Intelligence Service (CSIS), the Department of Foreign Affairs, Trade and Development (DFAIT), Employment and Social Development Canada (ESDC), the Canada Revenue Agency (CRA), provincial and territorial governments and foreign governments in accordance with subsection 8(2) of the Privacy Act. Information may be disclosed to or validated with foreign governments, law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation where such sharing of information may not put the individual and/or his/her family at risk. Information may also be systematically validated by other Canadian government institutions for the purposes of validating status and identity to administer their programs.

Where biometrics are provided as part of an application, the fingerprints collected will be stored and shared with the RCMP. The fingerprint record may also be disclosed to law enforcement agencies in Canada in accordance with subsection 13.1(1) of the Immigration and Refugee Protection Regulations. The information may be used to establish or verify the identity of a person in order to prevent, investigate or prosecute an offence under any law of Canada or a province. This information may also be used to establish or verify the identity of an individual whose identity cannot reasonably be otherwise established or verified because of physical or mental condition. Canada may also share immigration information related to biometric records with foreign governments with whom Canada has an agreement or arrangement.

Depending on the type of application made, the information you provided will be stored in one or more Personal Information Banks (PIBs) pursuant to section 18(1) of Canada's Privacy Act. Individuals also have a right to protection and access to their personal information stored in each corresponding PIB under the Access to Information Act. Further details on the PIBs pertaining to IRCC's line of business and services and the Government of Canada's access to information and privacy programs are available at the [InfoSource website](#) and through the IRCC Call Centre. Info Source is also available at public libraries across Canada.

Validate



If you are applying online, you don't need to sign. You can type your name and include today's date. Click on "Validate" button and a bar code will be generated. Save the form and upload it to your application on the Document Checklist.