Co-op Work Permit Application

Updated February 2015

For information on this process go to the following Citizenship and Immigration Canada (CIC) website:

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

Students now have the choice of applying for their co-op work permits either **online** or by **mail**.

You will need a letter from your department stating that you are registered or have been admitted into an Internship/ Co-op Program.

In addition the letter will have to confirm the following:

I.   That the internship/co-op placement is an integral part of their program of study

II. That the amount of work does not form more than 50 percent of the total program of study (e.g., so for a 4 year program the internship could not be longer than 24 months)

There is **no fee** for co-op applications and HRSDC confirmation is not required.

Apply as early as possible to ensure you receive the work permit **before** you begin your co-op placement or internship. **You cannot begin employment prior to receiving the work permit.**

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.

Apply Online

1. Access Key/ MyCIC

The Government of Canada requires applicants who wish to apply online to create an Access Key and apply online through a "MyCIC" account. You can access/create your MyCIC account at:
http://www.cic.gc.ca/english/e-services/mycic.asp

Remember to read the available guide carefully and click on the "*i*" marks for more information on the required documents before submitting your application.

2. Starting your online application

- You can choose to create a MyCIC account using either a Sign-in Partner or a GCKEY (if choosing this option you need to remember your account name, password and answers to your security questions). Fill out the registration form.

- In MyCIC under: *"What would you like to do today?"* Click on: *"Apply for Visitor visa, Study and/or Work permit"*.

- You will be asked if you have a Personal Checklist Code?

- If you do not have one, click on *"**Determine your eligibility and apply online …"*** (this is found at the bottom of the page)

- Answer all the eligibility questions. Your answers will determine which documents you will be required to provide.

3. Guidelines for Answering Questions on the Application Form (IMM 5710):

1. For Question 3 on page 1, first time applicants should select "A work permit with a new employer"; applicants extending a current co-op work permit should select "A work permit with the same employer"

2. For Question 2 under "DETAILS OF INTENDED WORK IN CANADA" (page 3), you should list the **University of Alberta as your employer**

3. You can answer question 4 (about your intended occupation) by typing "To be determined" in the relevant boxes of that section

4. For question 5 about "Duration of expected employment", you can put from current date (date you complete application) till the expiry date of your study permit

5. Leave boxes of questions 6 and 7 empty

6. If you have only been studying in the past ten years, then when answering the "Employment" question on the bottom of page 3, you can list details about the years you where a student and where during that time.

Apply by Mail

1. Visit:

http://www.cic.gc.ca/english/information/applications/work-students.asp

2. Read Application Guide and Download Relevant Forms:

- Instruction Guide (**IMM 5580**)

- Application to Change Conditions,

   Extend my Stay or Remain in Canada

   as a Worker (**IMM 5710**)

- Document Checklist (**IMM 5583**)

3. Prepare Application

- Complete and validate application form (IMM 5710) electronically

- Print out and SIGN completed validated form and checklist

- Prepare needed supporting documents

o **Photocopies of passport pages** clearly showing the passport number, the dates of issue and expiry, name and date of birth, the stamp made by the Canadian authorities on your most recent entry into Canada and any other marked pages.

o **Original letter** from your faculty stating that your internship/ co-op placement is an essential part of your program of study

4. Ensure Application is Complete

Please take time to review your application carefully. For further clarification please see the instruction guide (IMM 5580).

5. Submit Application

Send **complete** application package to the appropriate address (see below):

New Co-Op Work Permit Applications:

Citizenship and Immigration-Work Permit
CPC- Vegreville
6212 - 55th Avenue, **Unit 555**
Vegreville, AB
T9C 1X6

Extending Existing Co-op Work Permits:

Citizenship and Immigration-Work Permit
CPC- Vegreville
6212 - 55th Avenue, **Unit 202**
Vegreville, AB
T9C 1X6

For more information visit:

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

Check latest processing times online at: http://www.cic.gc.ca/english/information/times/temp.asp