Applying for a Co-op/Internship Work Permit

Who can apply for a Co-op/Internship work permit?
Only students who have been accepted by the Co-op Program and who have received an official letter of confirmation from their Co-op Coordinator may apply for a Co-op work permit. Please check with the Co-op office to determine if you are eligible. Students may also apply when expected to complete an internship which is an essential part of their program of studies.

When should I apply for a Co-op work permit?
Apply as early as possible for a Co-op work permit. You will not be able to access the job postings unless you have a valid work permit. As work permits can sometimes take a long time to process, you should apply well before you intend to do your first co-op term.

What happens if my Study Permit will expire soon?
If your study permit will expire in the next 90 days, you may apply to extend your study permit and apply for a new Co-op work permit or extend your existing Co-op work permit using one online or paper-based application form. See our “Extending your Study Permit” handout for details. Your Co-op work permit will not be issued past the expiry date of your study permit.

How can I apply for a Co-op work permit?
There are two options for applying for a Co-op work permit:

1. Apply online
   Step 2. Apply online at http://www.cic.gc.ca/english/e-services/index.asp after creating a GCKey or Sign-in Partner login ID, and registering with MyCIC. Enter your Personal Checklist Code when prompted.

   Scan and upload all supporting documentation (see below). Supporting documents should be current and original (unless it clearly states photocopies are acceptable). Refer to your online checklist for acceptable file formats.

<table>
<thead>
<tr>
<th>Online Checklist Item</th>
<th>Document Description</th>
<th>Tips</th>
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   | Application Form      | Application to Change Conditions, Extend My Stay or Remain in Canada as a Worker [IMM 5710]  
                      | → Once completed, click on the "Validate" button. This will generate a series of barcodes on page 5. When submitting your application, you must include this page which contains your unique barcodes. | * Complete the application form electronically (not by hand).  
                      |                      | * Do not print the form – simply validate, save and upload it in the space provided.  
                      |                      | * You will be prompted to electronically sign your application later in the online process. |
   | Passport or travel document | Scanned copies of all relevant passport pages | * Include all pages with photos, signatures, entry stamps and any other markings. |
   | Co-op letter          | Obtain a letter from your Co-op Coordinator confirming your acceptance into Co-op. | |
   | Digital photo         | | * Refer to the photo specifications in your online checklist. |

2. Apply by mail
   Step 1. Download the instructions, application form and document checklist from http://www.cic.gc.ca/english/information/applications/work-students.asp
   Step 2. Complete the forms, and mail them along with the necessary supporting documents (see list on next page) in a large envelope. We strongly recommend that use a trackable method to mail in your application (Registered mail, Xpresspost or courier) and that you keep copies of all documents sent. Do not include a prepaid return envelope with your application. Address the envelope as follows:

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

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

See next page for required documents

The information in this document has been reviewed and endorsed by a Regulated Canadian Immigration Consultant (RCIC) pursuant to section 91 of the Immigration and Refugee Protection Act. This is not a legal document and information may change without notice. Always refer to www.cic.gc.ca for the most updated information. This document was last updated on April 4, 2016.
**Application Item** | **Document Description** | **Tips**
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Document Checklist | Document Checklist (IMM 5583) | * Place this document on top of your app. package

**Application Form** | Application to Change Conditions, Extend My Stay or Remain in Canada as a Worker [IMM 5710]  
→ Complete the form electronically (not by hand). Once completed, click on the “Validate” button prior to printing. This will generate a series of barcodes on page 5. When submitting your application, you must include this page which contains your unique barcodes. Print your completed form, sign and date the application (by hand) in the space provided on page 5  
→ If you are also extending your study permit, you must use the Study Permit Extension application instead of this form. Please see “Extending your Study Permit” for details. | Page 1:  
* Question 1 [UCI]: Enter your 8-digit Client ID. number (found on your study permit)  
Page 3:  
* Question 2a [employer] - “Unknown”  
* Question 4 - Indicate “Co-op student” as your job title. Under “Brief description of duties”, type “Co-op placement – duties unknown at this time”

**Photocopies of Passport** | Photocopies of all relevant passport pages | * Include all pages with photos, signatures, entry stamps and any other markings.

**Original letter from the institution** | Obtain a letter from your Co-op Coordinator confirming your acceptance into Co-op. | * Send the original (not a photocopy) of this letter

Other documents as per your situation may be required (for example, copy of payment made for a medical examination, if one is required for your anticipated field of work.)

**How long will it take to issue my work permit?**

Processing times depend on how busy the Case Processing Centre in Alberta is at the time you apply. For updated processing times please check the IRCC website at: [http://www.cic.gc.ca/english/information/times/temp.asp](http://www.cic.gc.ca/english/information/times/temp.asp).

**When is a medical exam required for a Co-op work permit?**

In some cases, there may be restrictions on the type of job you can hold unless you complete and pass an immigration medical exam prior to submitting an application for your work permit. Examples of occupations include workers in the health services fields, teachers of primary or secondary schools or other teachers of small children. If you wish to work in agricultural occupations, a medical exam will be needed if you have visited or lived in a designated country for six months or more. See list of designated countries at: [http://www.cic.gc.ca/english/information/medical/dcl.asp](http://www.cic.gc.ca/english/information/medical/dcl.asp)

For a complete list of occupations requiring a medical exam, refer to: [http://www.cic.gc.ca/english/information/medical/medexams-temp.asp#occupational](http://www.cic.gc.ca/english/information/medical/medexams-temp.asp#occupational)

*If you have already passed an immigration medical exam, which remains valid, or will not be working in the occupations outlined on the CIC website, you do not require a medical exam.*

If a medical exam is required, you must make an appointment with a designated Panel Physician: [http://www.cic.gc.ca/dmp-md/medical.aspx](http://www.cic.gc.ca/dmp-md/medical.aspx)

Note: After you have completed your medical exam, it may take a few weeks to have results available. You should complete your medical exam at least one month before submitting your work permit application. Along with your application, you must also submit supporting documentation that you underwent a medical exam [e.g. copy of fees paid receipt.] Failure to do so may result in processing delays or the application being refused or returned.

**Do I have to have a job offer prior to applying for a Co-op work permit?**

No. Your letter from your Co-op Coordinator will be considered your “job offer letter” for Canada Immigration purposes only. You may apply for a Co-op work permit as long as it is deemed by SFU to be an “essential and integral part of your academic program”.

**Can I use my Co-op work permit to apply for non-Co-op jobs?**

No. SFU will be listed as your employer on your work permit; therefore, it will only authorize you to accept jobs affiliated with the SFU Co-op program.

In order to work at non-Co-op jobs, you must hold a valid study permit AND meet the full-time enrollment requirement as per the information in our “Working On or Off Campus” handout.

**When should I extend my Co-op work permit?**

You should apply to extend your work permit 90 days in advance of expiry. However, as long as the Case Processing Centre in Alberta receives your application before the expiry date, you have “implied status” to continue working until a decision has been made on your application. This is only the case if you do not leave the country during this time. **If your work permit has already expired, see an International Student Advisor immediately for advice and assistance.**

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