

# CO-OP WORK PERMIT

## IMPORTANT INFORMATION

- A Co-op Work Permit (COWP) is for those students who are required to complete a period of work experience (co-op or internship placement) as part of their studies. You must obtain a Co-op Work Permit prior to starting any internship or co-op placement.
- To be eligible for the permit, your intended employment must :
  - be an essential part of your post-secondary academic, vocational, or professional training program at The University of Winnipeg; and
  - form no more than 50% (percent) of the total program of study.
- You must have a valid Study Permit to apply for a Co-op Work Permit. A Co-op Work Permit will not be issued for longer than the duration of your Study Permit. You may be eligible to renew your Study Permit and apply for a Co-op Work Permit at the same time. Please contact an IIRSS immigration advisor for more information on the required documents and process to follow in order to apply for a Co-op Work Permit and Study Permit at the same time.
- A Co-op Work Permit only authorizes you to work as part of your co-op/internship placement and **DOES NOT** allow you to work for any other employer or purpose.
- There is no application fee for a Co-op Work Permit.
- The application processing time varies between 2 weeks-4 months. See current processing times on the IRCC website: [cic.gc.ca/english/information/times/temp.asp](http://cic.gc.ca/english/information/times/temp.asp)
- Contact an IIRSS immigration advisor if you have questions.
- You can submit your application for renewal online or by mail. This reference sheet provides information only about online applications.

**BOOK AN APPOINTMENT TO MEET WITH AN IIRSS IMMIGRATION ADVISOR:**

E: [iirss@uwinnipeg.ca](mailto:iirss@uwinnipeg.ca)

P: 204-786-9469

## REQUIRED DOCUMENTS

- In most cases, the following documents are required to apply for a Study Permit extension:
  - Passport & Study Permit**  
Passport: clear digital copy of your valid passport, showing all of the pages which contain your birth date, country of origin, and any with a visa, stamp or marking.  
Study Permit: clear digital copy of your valid study permit.
  - Co-op or Internship Letter**  
You must provide a clear digital copy of a letter from The University indicating that the work is part of the academic program that all students are expected to complete in order to receive their diploma/degree. The letter must include details of the work to be performed and the specific number of hours per term or semester.
  - Digital Photo**  
Must meet the required specifications. For more information please see IIRSS quick reference sheet, IRCC Online Account & Photo Specifications.
- Documents must be provided in one of the following digital file types: .tiff, .jpg, .png, .doc, .docx and .pdf. Please note that only one file can be uploaded per field. You can use a free, multi-page scanner at the library or Uplink computer lab to scan your documents. You can also use a single page scanner and an online PDF merge program to combine separately scanned pages into one single file.  
For example, you are asked to provide a copy of all pages of your passport that have a visa, stamp, or marking as well as your study permit. As this will require you to show multiple pages of your passport and your study permit, you should scan all pages of your passport and your study permit together, as one digital file.

## STEP 1: CREATE ACCOUNT & PERSONAL CHECKLIST

- Go to: [www.cic.gc.ca](http://www.cic.gc.ca) and login to your IRCC online account (for more information please see IIRSS quick reference sheet, *IRCC Online Account & Photo Specifications*).

### What would you like to do today?

Apply for:

Visitor visa, study and/or work permit ?

Express Entry ?

International Experience Canada (IEC) ?

Interim Federal Health Program (IFHP) ?

- Select 'Visitor visa, study and/or work permit' under the heading 'What would you like to do today?'
- Under the heading 'I do not have a Personal Reference Code' select 'visitor visa, study and/or work permit'.
- You will be taken to a screen, 'Find Out if You're Eligible to Apply.'
- You will be asked to answer some questions by selecting options from a drop down menu.
- Answer these questions according to your personal information:

**NOTE:** If you already have an application in progress, you will need to delete it in order to begin a new application.

**Students have trouble with some questions. Here are a few of the tough questions and the necessary answers:**

**What would you like to do in Canada?** Select 'Work.'

**How long are you planning to stay in Canada?** Select 'Temporarily- More than 6 months.'

**Which country issued your passport?** Select your country of citizenship (home country).

**What is your current country of residence?** Select 'Canada.'

**Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older?** Select 'No', unless you have a spouse/partner, child, or grandchild who is a citizen or permanent resident.

**What is your date of birth?** Select the date you were born (birthday).

**Are you a lawful permanent resident of the United States with a valid alien registration card?** Select 'No', unless you have permanent resident status in the US.

**What is your current immigration status in Canada?** Select 'Student.'

**Do you plan to work on campus?** Select '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?** Select '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?** Select 'No.'

**Is your work an essential part of your studies (for example, a Co-op or international program)?** Select 'Yes.'

**Have you been told by an Immigration, Refugees, and Citizenship Canada office that you are approved in principle for permanent residence in Canada?** Select 'No.'\*

**Have you submitted a permanent resident application in Canada?** Select 'No.'\*

**Do you have a written job offer?** Select 'No.'

**What is your province of destination?** Select 'Manitoba'

- Select 'Continue.'
- Select 'Continue' in the box labelled 'Co-op (in Canada)'.
- Select 'Continue'.
- Continue to answer the questions according to your personal information:



**Students have trouble with some of these questions. Here are a few of the tough questions and the necessary answers:**

**Are you accompanying a family member who has status in Canada?** Select 'No' (unless you are staying with a family member (spouse, partner, child or grandchild) who is already in Canada as a visitor, worker or student. In that case, you may need to select 'Yes').

**Do you also want to apply for a study permit?** Select 'No' (unless you wish to apply to extend your study permit because it will expire before you complete your studies/internship)

**When does your status in Canada expire?** Enter the expiry date of your current study permit.

**Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months?** Select 'No.'\*

**Have you lived in a designated country or territory for more than six months in the last year?** Select 'No'\* if you have been living in Canada for at least 6 months.

**Do you want to work in one of the following jobs? (jobs are listed)** Select 'No.' unless you wish to work in one of the jobs listed.

**Do you want to submit an application for a family member?** Select 'No' (unless you would like to submit an application for a work permit, study permit, or visitor extension for a family member (spouse, partner, child or grandchild) who is currently in Canada).

**Are you giving someone access to your application?** Select 'No.'

**There are fees associated with this application. Will you be paying your fees or are you fee exempt?** Select 'Yes, I will be paying my application fees.'

**Are you able to make a digital copy of your documents with a scanner or camera?** Select 'Yes'.

**Will you be paying your application fees online? To pay online, you need a Visa, MasterCard or American Express.** Select 'Yes.'

\*If you think that you may need to answer "yes" to these questions, please contact an IIRSS immigration advisor. The suggested answers reflect what most students who have been in Canada on a SP for longer than 1 year would need to answer.

- Once you have answered all of the questions, you can make changes to any answer. Simply select the pencil beside the information that you wish to change.
- Select 'Continue'.
- Scroll down and select 'Continue.'



## STEP 2: COMPLETE APPLICATION FORMS

- Your personal checklist includes a link to the application forms as well as the necessary supporting documents you

should submit.

### Application to Change Conditions, Extend My Stay or Remain in Canada as a Worker (IMM5710)

- You must use the form linked with this checklist
- If using a Firefox or Chrome browser, the application form
- must be downloaded to your computer, saved and manually opened in order to view the form. Internet Explorer works best to view the form. If you are having trouble on your own computer, you may wish to use a computer in the IIRSS lounge as these computers will open the application form.
- For assistance completing this form, make an appointment with an IIRSS immigration advisor.

- UCI: Enter your Client ID number (found in the upper right corner of your study permit).
- Select 'An initial work permit or a work permit with a new employer'.

#### Personal Details

- Family Name: enter your name as it appears on your study permit
- Under 'Status', select 'Student'
- Under 'From' enter the date you first entered Canada as a student  
Under 'To' enter the expiry date of your current Study Permit.
- Select 'No' unless you have lived somewhere other than Canada and your country of citizenship in the last five years.
- A) Select current marital status  
B), C) & D) Complete if you have a spouse/partner
- Select 'No' unless you have been in a previous marriage/partnership (and are now divorced, separated, etc.).

#### Languages

- A) Select your first language/mother tongue

#### Passport

- Enter country of citizenship

#### Contact Information

- Enter your current mailing address  
P.O Box: Leave blank

Apt/Unit: If you live in an apartment, enter the number of the apartment here.

Street No: Enter the house number here.

- Residential address: select 'Yes' if you live in the place where you can receive mail.
- Alternate Telephone No.: Leave blank. You do not need to enter more than one phone number.
- Fax No: Leave blank

#### Coming Into Canada

- Enter the date when you first came to Canada (*Your passport should have been stamped by Canadian authorities*)  
Enter the first Canadian airport (or land POE) where you landed (*i.e. Vancouver, Toronto, Montreal, Calgary, Emerson*)
- Select 'Study'
- Enter the most recent date when you re-entered Canada after leaving.  
Enter the first Canadian airport (or land POE) where you landed when you re-entered Canada.  
*If you have not left Canada, leave this section blank*
- Document Number: This is the number on your study permit in the upper right hand corner that begins with the letter 'F'.

#### Details of Intended Work in Canada

- Select 'Co-op Work Permit'
- A) and b) enter 'N/A' for not applicable
- Province: 'MB'  
City/Town: Winnipeg  
Address: 'N/A'
- Job title: 'N/A'  
Brief description of duties: 'Not applicable'

1 UCI 12345678		2 *I want service in English		3 *I am applying for one or more of the following: <input type="checkbox"/> * A work permit with the same employer <input type="checkbox"/> * Restoration of your status as a worker <input checked="" type="checkbox"/> * An initial work permit or a work permit with a new employer <input type="checkbox"/> * Temporary Resident Permit
<b>PERSONAL DETAILS</b>				
1 * Full name Family name (as shown on your passport or travel document) Smith		Given name(s) (as shown on your passport or travel document) Kerry		
2 a) Have you ever used any other name (e.g. Nickname, maiden name, alias, etc.)? b) If you answered "yes" to question 2a), please provide the name (e.g. Nickname, maiden name, alias, etc.)		* Yes <input checked="" type="checkbox"/> * No <input type="checkbox"/> Family name: Given name(s):		
3 * Sex Female	4 * Date of birth 1994 01 01 *YYYY *MM *DD	5 * Place of birth New York	* Country United States of America	
6 * Citizenship				
7 Current country of residence: Country: Status: Other: From: To:				
Canada Student 2014-01-01 2018-12-29				
8 a) Previous countries of residence: During the past five years have you lived in any country other than your country of citizenship or your current country of residence (indicated above) for more than six months? b) If you answered "yes" to question 8a), please provide details:				
Country: Status: Other: From: To:				
9 * a) Your current marital status Married b) (If you are married or in a common-law relationship) Provide the date on which you were married or entered into the common-law relationship *Date 2008-06-23 YYYY-MM-DD c) Provide the name of your current Spouse/Common-law partner Family name: Given name(s): Chin Mariej d) If you are married or in a common-law relationship, is your spouse or common-law partner a Canadian citizen or permanent resident? <input type="checkbox"/> *No <input checked="" type="checkbox"/> *Yes				

<b>COMING INTO CANADA</b>			
1 Date and place of your original entry to Canada Canada	* Date 2014-01-01 YYYY-MM-DD	* Place Toronto	
2 * a) The original purpose for coming to Canada Study	b) Other		
3 Date and place of your most recent entry to Canada (if not the same as original entry)	* Date 2017-05-23 YYYY-MM-DD	* Place Emerson, MB	
4 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 F111111111		

Applicant Name Smith, K				Date of Birth 1984-01-01	
<b>DETAILS OF INTENDED WORK IN CANADA</b>					
1 * a) What type of work permit are you applying for? Co-op Work Permit		b) Other			
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) N/A					
* b) Complete Address of Employer (Canadian or Foreign): N/A					
3 Intended location of employment in Canada? Province: City/Town: Address: MB Winnipeg N/A					
4 My occupation in Canada will be: Job title: N/A		* Brief description of duties Not applicable			
5 Duration of expected employment	* From 2017-10-12 YYYY-MM-DD	* To 2017-11-16 YYYY-MM-DD	6 Labour Market Impact Assessment (LMIA) No. or Offer of Employment (LMIA Exempt) No.		
7 If you have been issued a Quebec Acceptance Certificate (CAC), provide the: Certificate Number: Expiry Date:					
8 Have you been issued a certificate under the Provincial Nominee program? <input checked="" type="checkbox"/> *No <input type="checkbox"/> *Yes					
<b>EDUCATION</b>					
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 2013 01 *YYYY *MM		* Field and level of study Masters of Arts in History		* School/Facility name ABC University	
To 2014 12 *YYYY *MM		* City/Town Washington		* Country United States of America	
				* Province/State	

<b>EMPLOYMENT</b>					
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 2014 01 *YYYY *MM		* Current Activity/Occupation student		* Company/Employer/Facility name University of Winnipeg	
To YYYY MM		* City/Town Winnipeg		* Country Canada	
				* Province/State MB	
2 From 2015 01 *YYYY *MM		* Previous Activity/Occupation Customer Service Representative (part-time)		* Company/Employer/Facility name Telephone Company	
To 2015 12 *YYYY *MM		* City/Town Winnipeg		* Country Canada	
				* Province/State MB	
3 From 2007 09 *YYYY *MM		* Previous Activity/Occupation Student		* Company/Employer/Facility name Happy High School & Middle School	
To 2013 01 *YYYY *MM		* City/Town New York		* Country United States of America	
				* Province/State	

5. Duration of expected employment: Under 'From' select the date your internship/co-op will begin; Under 'To' enter the approximate end date of your internship/co-op.
6. Leave blank
7. Leave blank
8. Select 'No' unless you have already received the provincial nomination

#### Education

Select 'Yes' if you have previously completed a university or college program and complete box 1 with details about your highest level of education.

#### Employment **\*All students must complete this section!**

- List all of your education AND employment in the last 10 years, inside and outside of Canada.
- Start with your current activity/occupation (student)
- Include part-time work, specifying 'part-time' in the description of activity/occupation.
- Any additional information that cannot fit in the three boxes provided can be placed into a word document and uploaded under the 'Letter of Explanation' section of the online application.
- If you have had periods of time when you have neither been studying nor working, you must indicate that you were 'unemployed/waiting for school to start' or 'unemployed/looking for work'.

#### Background Information

- 2b) Answer 'Yes' if you were refused/denied when you previously applied for a study permit, visa, US visa, or a visa/permit for any other country
- c) All students should answer 'Yes'.
- d) Write, 'Yes, I have been previously issued a study permit'. If you answered 'yes' to 2b), also provide details of refusal.

#### Signature

Type in name and select today's date

#### Validate

1. Click the 'Validate' button, found at the bottom or top of the form. Any part not completed correctly will be highlighted in red.
2. Once you have corrected all of the errors, click 'Validate' again. You should receive confirmation that everything has been completed correctly.
3. Save and upload the form with your other documents.

#### Family Information Form (IMM5707) (Not always required; complete only if requested)

1. Download form onto your computer (follow tips for IMM5709 if you have trouble);
2. Type answers into the form.
3. Print form.
4. After printing, sign section C to certify information is correct. If you do not have a spouse/partner, you must sign Section A. If you do not have children, you must sign section B.
5. Scan and upload form.

**QUITTING BEFORE FINISHING:** *If you cannot complete your application, log out. Your personal checklist and any uploaded documents will save automatically. When you log back on to your online account with the same User Id and Password, you will be taken directly to the screen where you left.*

*In all cases, save your application form and any documents you plan to submit on your computer. You cannot download documents from your MyCIC Account after being uploaded, so you should make sure to keep a copy of all documents and forms you submit.*

**\*\*All students are strongly encouraged to meet with an IIRSS immigration advisor to review their application forms prior to submission.**

## STEP 3: UPLOAD APPLICATION FORMS & SUPPORTING DOCUMENTS

### Supporting Documents (see instructions on page 1)

- Passport (& Study Permit)
- Co-op Letter (or internship letter)
- Digital Photo

### Optional Documents

- Schedule 1

This is a form that requires you to list information such as any affiliations with organizations, any military or government service and previous travel. You must complete this form if you have previously served in the military/army or government office.

- Letter of Explanation

To explain special circumstances or situations or include additional documentation, such as previous education/employment information.

### Upload your documents

- Documents must be provided in one of the following digital file types: .tiff, .jpg, .png, .doc, .docx and .pdf.
- Maximum file size is 4 MB.
- Please note that only one file can be uploaded per field (please see page 1 for more information).
- You must upload every requested form and document. You will not be able to proceed to the next steps until all documents are uploaded. Please note that additional documents are recommended beyond what is requested in the online platform. See page 1 for more information.
- Save your files on your computer and upload each individual file by clicking the 'Upload' button beside each document. When the document has been successfully uploaded you will see the green text 'Provided' under the Status section.

## STEP 4: SIGN APPLICATION & SUBMIT

- Click the 'Continue' button on the bottom right hand corner of the screen. Follow the instructions provided to electronically sign your application. It is recommended that you take a digital screen shot to show the documents that you are submitting as well as a screen shot when you receive the confirmation that your application has been submitted. Retain these pictures for your records until receiving a decision on your application.
- Submit your application.
- You can check the application processing times online at the IRCC website (select 'Visiting, studying, working temporarily' and 'Work permit extension (new employer)': <http://www.cic.gc.ca/english/information/times/temp.asp>).

## STEP 5: AFTER YOU GET YOUR CO-OP WORK PERMIT

- If your application is successful, your co-op work permit will be mailed to the address indicated on your application form.
- After receiving your co-op work permit, you may need to do some or all of the following:
  - Get a Social Insurance Number (SIN) with Service Canada if you do not already have one; and
  - Show your new Work Permit to your program contact/coordinator at the university.

*This document does not constitute legal advice, and should not be relied upon as a source of legal advice. It is a reference sheet designed to provide information on Immigration, Refugees and Citizenship Canada's online application process for a Co-op Work Permit from within Canada and describes existing requirements under the Immigration and Refugee Protection Act and the regulations made under that Act in general terms. It is recommended that students contact Immigration, Refugees and Citizenship Canada (IRCC) or an IIRSS immigration advisor to review their specific case. Canadian immigration regulations, policies, and procedures may change without notice. For the most current information, please visit the IRCC Website at [www.cic.gc.ca](http://www.cic.gc.ca). This document was approved by a Regulated Canadian Immigration Consultant with the intention to be used in conjunction with personalized immigration advising by students currently registered at The University of Winnipeg. For appointments with an IIRSS immigration advisor contact IIRSS: (204) 786-9469; [iirss@uwinnipeg.ca](mailto:iirss@uwinnipeg.ca) – Revised May 2019.*