

Co-op Work Permit Application

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International Immigration Advisor University of Windsor



Co-op Work Permit

- For students in a Co-op program, with a mandatory co-op or internship component, a valid Co-op Work Permit is required prior to work placement
- It is recommended to apply early (4-6 months prior to the start of the work placement term)

APPLICATION TEMPLATE AND TUTORIAL

- 1. Log in to your UWindsor <u>Brightspace</u>
- 2. Select *Organization*
- 3. Select Engineering International Student Advising
- 4. Select *Immigration Resources* within menu
- 5. Select Co-op Work Permit

APPOINTMENTS FOR APPLICATION REVIEW:

Book on mySuccess: Engineering Student Support Services (Virtual or In-Person Appointments available)

DROP-IN HOURS:

In-person CEI Room 2214 Tues. 1-2pm

Virtual Wed. 10-11am through Teams Link to Join anytime during that designated hour.



CO-OP WORK PERMIT APPLICATION PROCESS

Prior to application

Attend a Co-op Work Permit Application Workshop

4-6 months prior to placement

- Gather all required documents
- Create an <u>IRCC</u> secure account
- Prepare your application forms using the template
- Scan all required documents
- Opt to have your application reviewed before online submission

Check your status

- Refer to processing time on <u>IRCC</u>
- Refer to your <u>IRCC</u> account for application status information
- If approved, an open work permit will be mailed within 2-4 weeks
- If refused, contact ISC or EISO immediately

Follow-up

Once your permit is received, send a copy to <u>ISC@uwindsor.ca</u>



CO-OP/INTERNSHIP WORK PERMIT ELIGIBILITY

Students must meet all requirements:

- ✓ Hold a valid study permit
- ✓ Work placement is a mandatory component of your degree requirements
- ✓ Have a co-op letter from the Office of the Registrar
- ✓ Placement must be 50% or less of your degree program

PLEASE NOTE: Co-op/internship work permits CANNOT be used for any employment that is NOT part of your official program of study.

- If your study permit is not sufficient to cover your placement, you can renew your study permit and select that you wish to apply for a co-op/work permit in the same application.
- To apply for the study permit extension and co-op/internship work permit together, you must use the *Study Permit Extension Guide*.
- You will need your original Letter of Acceptance + Enrollment Certificate* + Unofficial Transcript**
- *Requested from ask.uwindsor.ca **Obtained from UWinsite



DOCUMENT CHECKLIST

Fees

- ✓ Free permit processing
- √ \$85 CAD Biometrics Fee (if required)

Proof of Identity & Travel History

- ✓ Valid passport information page containing name, Date of birth, number, dates of issue, and expiry (your permit cannot be extended beyond passport expiry)
- ✓ Passport signature page
- ✓ Canadian entry stamps
- ✓ Scan ALL other marked pages in passport
- √ Valid Study permit (ensure permit is still valid)
- √ Temporary Resident Visa (if applicable)

Proof of Co-op Placement(s)

✓ Co-op Letter from UWinsite Student Portal (Academics->Self Service Letters)

Enrollment Certificate (Obtain from **ask.uwindsor.ca**; be sure to request program completion date on the certificate)



DOCUMENT CHECKLIST (continued)

Photograph

✓ Visa application **photograph** (35mm x 45mm) current within the last 6 months

Medical Examination

✓ E-Medical Receipt (if applicable)

PLEASE NOTE: A medical may be required to work in designated occupations such as those in childcare or healthcare fields. This must be completed specifically by an IRCC panel physician prior to submitting your application. Panel physicians: https://secure.cic.gc.ca/pp-md/pp-list.aspx

Letter of Explanation

Should be included under *Client Information* for the following reasons:

- ✓ Want to extend the current co-op work permit
- ✓ Work permit has been refused



Do you require a Co-op Work Permit?

- Students do not need to apply for a co-op work permit if they meet all of the following criteria:
 - the entire co-op placement takes place between November 15, 2022, and
 December 31, 2023; and
 - the student is eligible for the off-campus work hours public policy for the entire period covered by their co-op placement.
 - *It is highly recommended that all eligible students apply for a coop work permit



Co-op work

Students need to apply for a co-op work permit if:

• the entire co-op placement **does not take place** between November 15, 2022, and December 31, 2023.

Students need to apply for a co-op work permit if:

the entire co-op placement **takes place** between November 15, 2022, and December 31,2023, but

the student is not eligible for the off-campus work hours public policy for the entire period
covered by their co-op placement because their presently valid study permit will expire before
the end of the co-op placement and their application for a study permit extension was received
or will be received by IRCC after October 7, 2022.



MENU *

Immigration and citizenship 🕝 My immigration or citizenship application

Sign in to your IRCC secure account

Your account lets you start an application, submit and pay for your application, get messages related to your application, check the status of your application and update your information.



Due to the Impacts of COVID-19

- · we can't process applications normally
- · We're prioritizing applications from people who are exempt from travel restrictions.
- depending on your application type, you may not have heard from us or seen changes in your application status
 - If you've had a medical exam or given biometrics, they won't show in your account until we process them.
 - . We currently have a backlog of medical exams to process, but when we do process them, you'll see them in your account.

If you've already applied, learn how we're processing applications during the pandemic. New

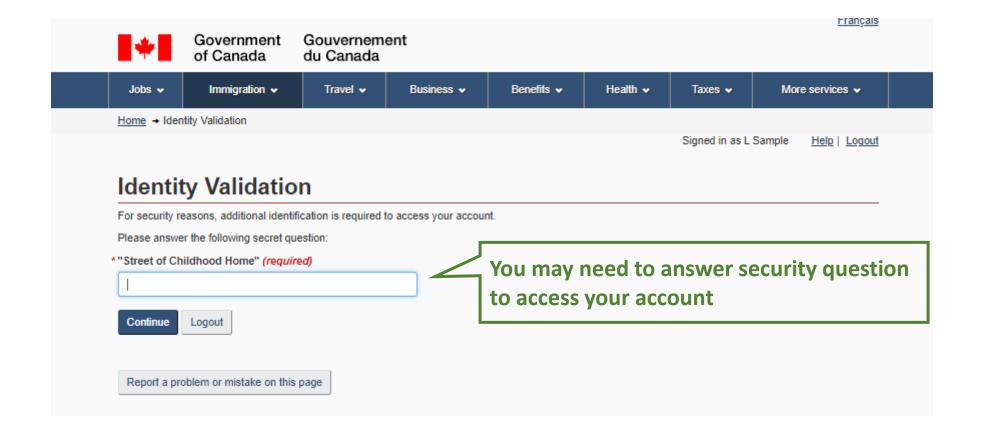
This online service will be unavailable from 12:00 a.m. to 5:00 a.m. Eastern time, on Tuesday March 23, 2021, in. order to perform system maintenance.



To start your application, log in or create your IRCC account with two options; **GCKey** or with via a banking partner









L Sample's account

Search: Application type ↓↑ Ap	Showing 0 to 0 o	f 0 entries Show 5	entries			
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Application type 41 Ap	pplication number 11	Applicant name ↓↑	Date submitted ↓	Current status ↓↑	Messages ↓↑	Action
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Did you apply on paper or dor	n't see your online applica	ation in your account? Add	link) your application to	your account to access it	and check your st	tatus online.
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Application type 11	Date Created ↓	Days left to	submit 🎞	Date last saved ↓↑	A	ction
		No data availa	ble in table			

On this initial page, you can review the status of previous applications you have submitted.

You can continue with uncompleted applications that have been previously saved for up to 60 days.

Apply to come to Canada

Includes applications for visitor visas, work and study permits, Express Entry and International Experience Canada. You will need your personal reference code if you have one.

Refugees: Apply for temporary health care benefits

Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.

Citizenship: Apply for a search or proof of citizenship

Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.

Click here to start a new application



Personal checklist

Personal Reference Code

If you have already completed the Come to Canada or the Express Entry wizard, you would have received a document checklist and/or a personal reference code, based on the answers you provided.

* Please enter your personal reference code to begin your application. (required)	
	0
Continue Cancel	

You do not need a personal reference code for this application. Leave this blank.

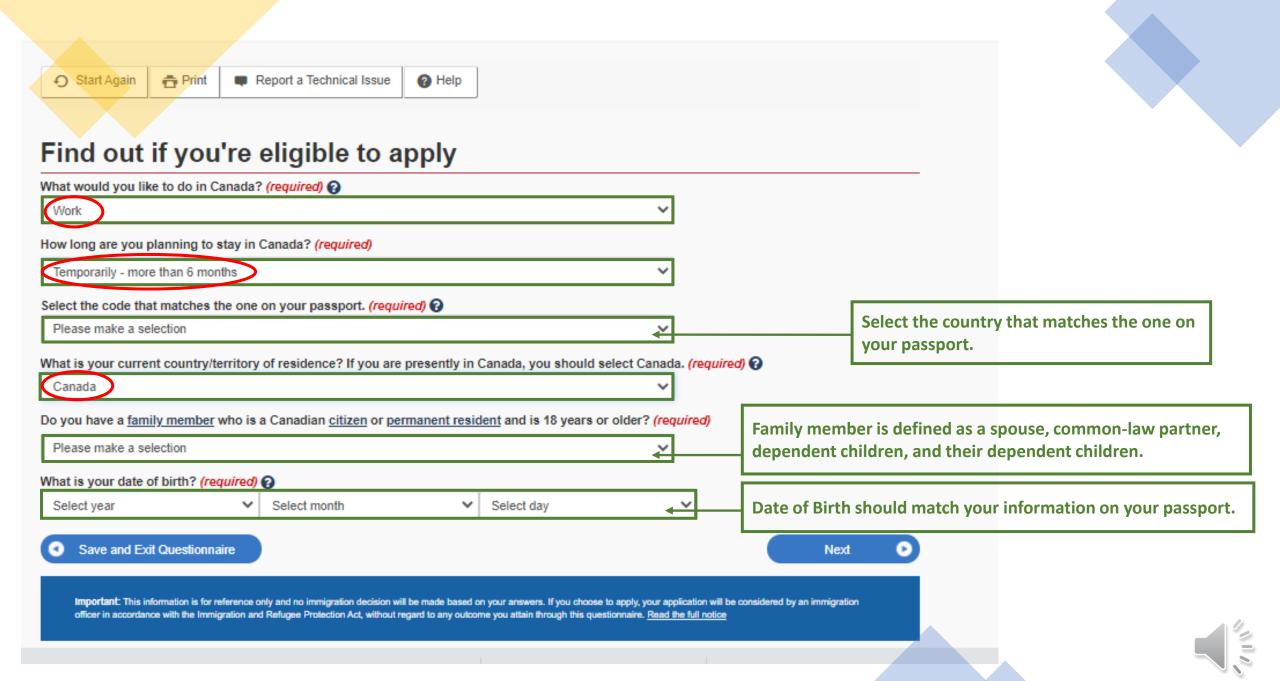
I do not have a Personal Reference Code

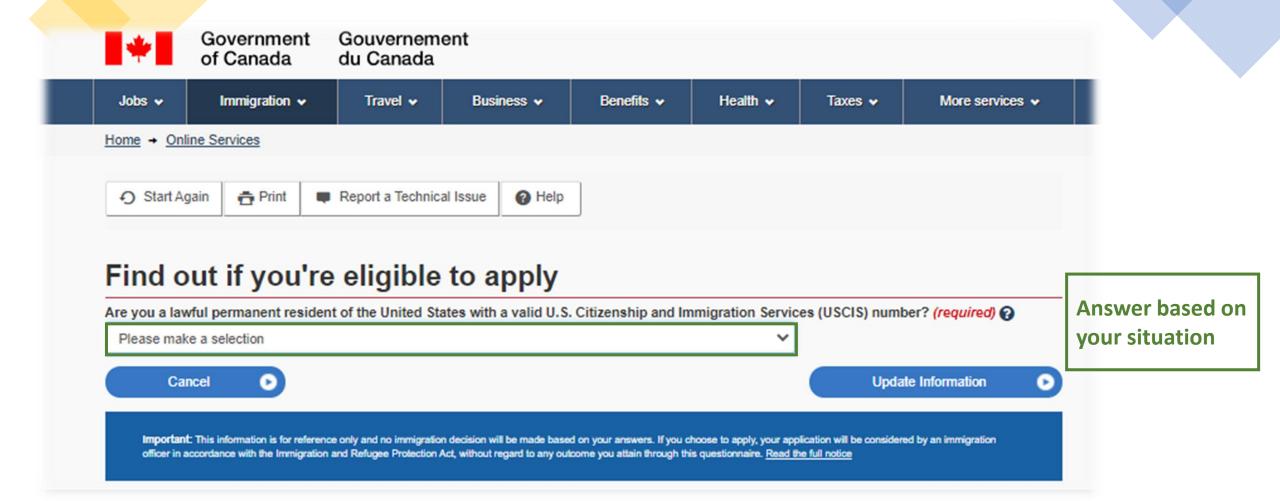
If you do not have a personal reference code, you may answer a series of questions to find out if you are eligible to apply for a visa and/or permit, apply for Express Entry, and begin an online application.

If you begin your application after you have logged into your account, you will not receive a personal reference code, as the system will save your document checklist right into your account.

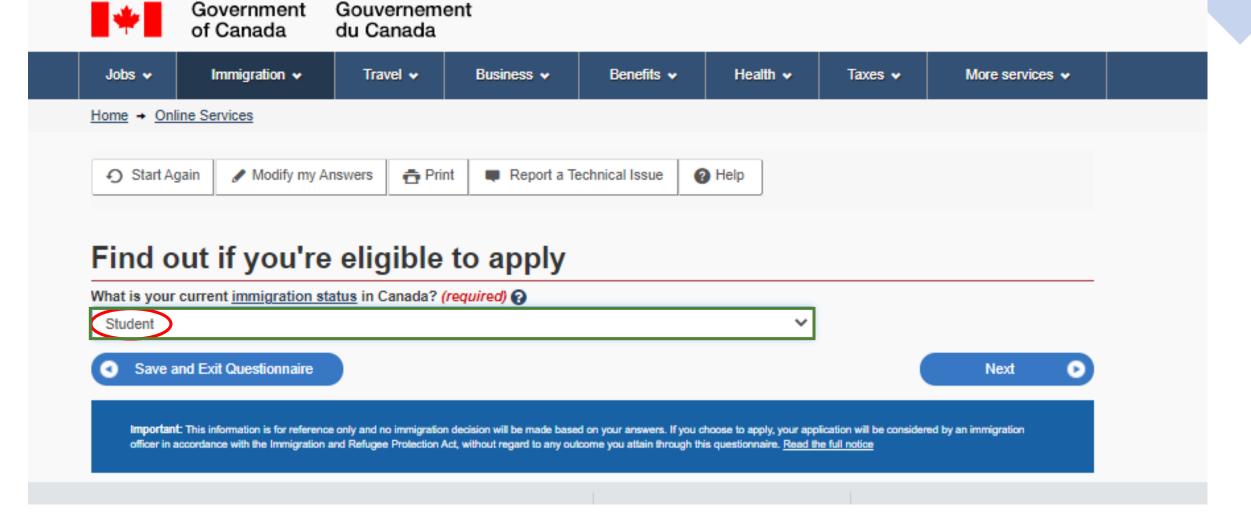






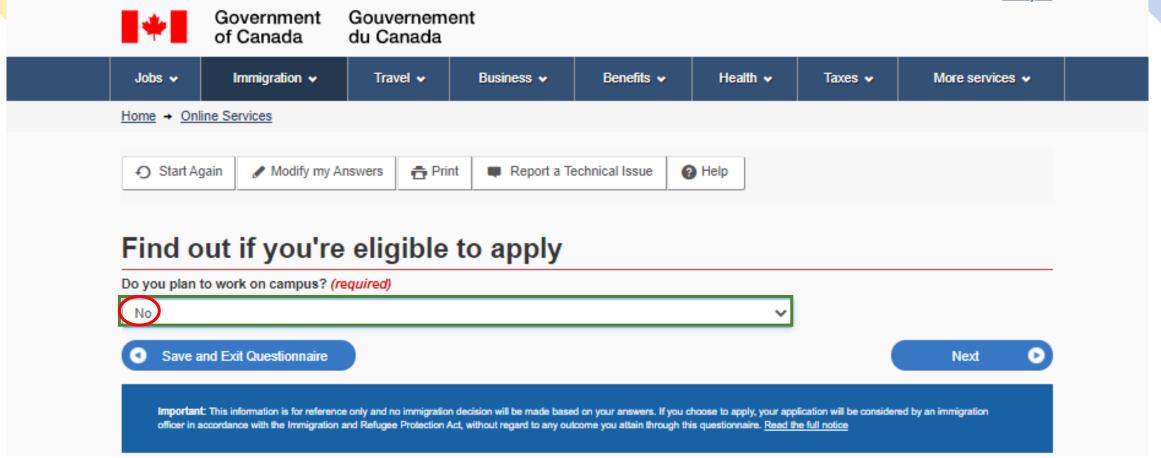








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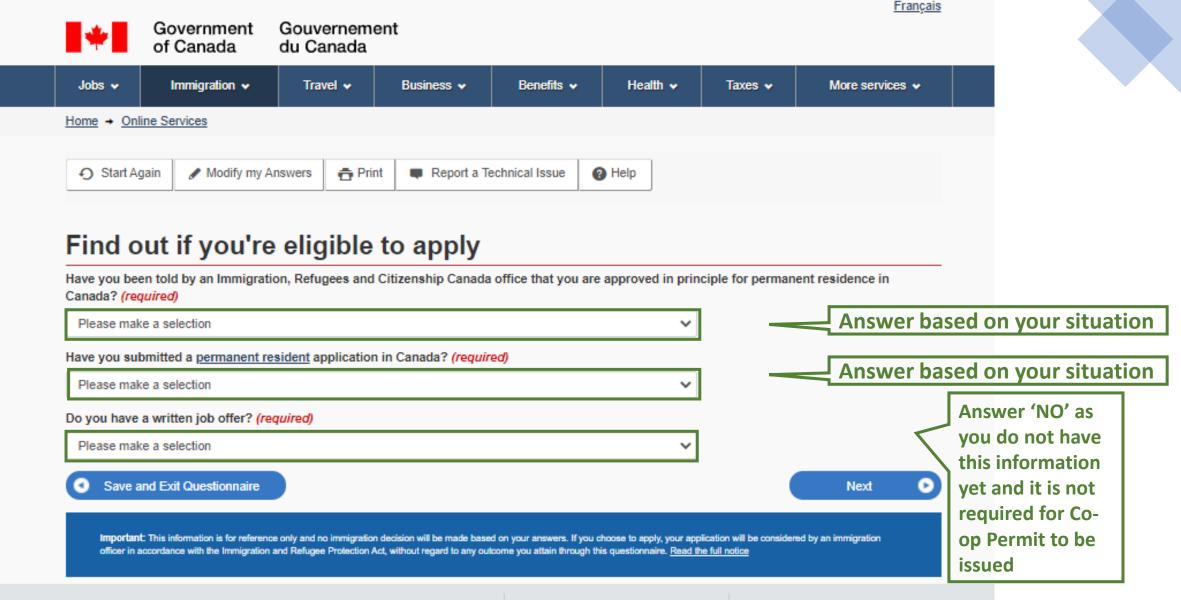




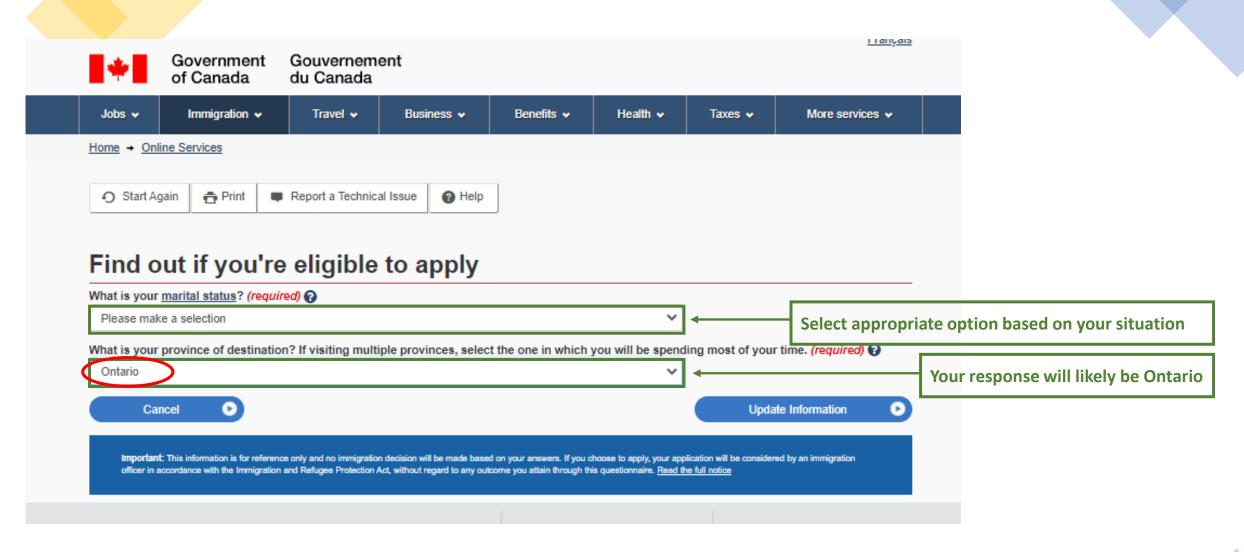
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Your results

Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.

Temporary Resident Visa

You will need a temporary resident visa to return to Canada.

If you are working or studying in Canada, your temporary resident visa may expire at the same time as your work or study permit. If your work or study permit is expiring soon, please renew your study or work permit first. Once your study or work permit is approved, you may apply for your temporary resident visa.



Co- op (in Canada)

You may be eligible to work in Canada as a co-op student.





Exit Questionnaire

Important: This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the immigration and Refugee Protection Act, without regard to any outcome you attain through this questionneire. Read the full notice



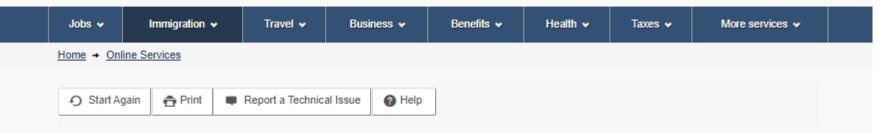






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Create your personal checklist

Co- op (in Canada)

You are almost there...

We are going to ask you a few more questions. Based on your answers, we will provide you with a personal checklist of all the documents you need to submit with your application.

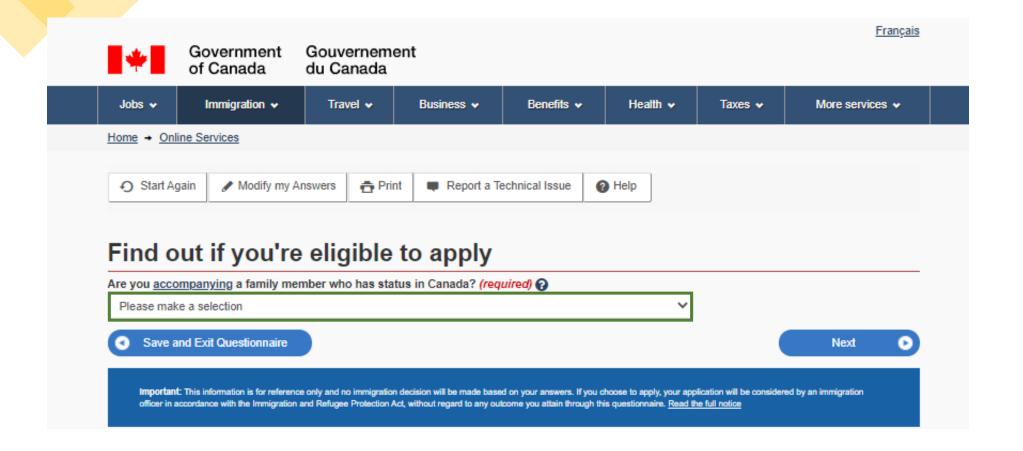
Do not submit multiple applications for the same service in an effort to speed up your application. Doing this may result in both applications being processed and delay the finalization of your application. We do not refund processed applications.



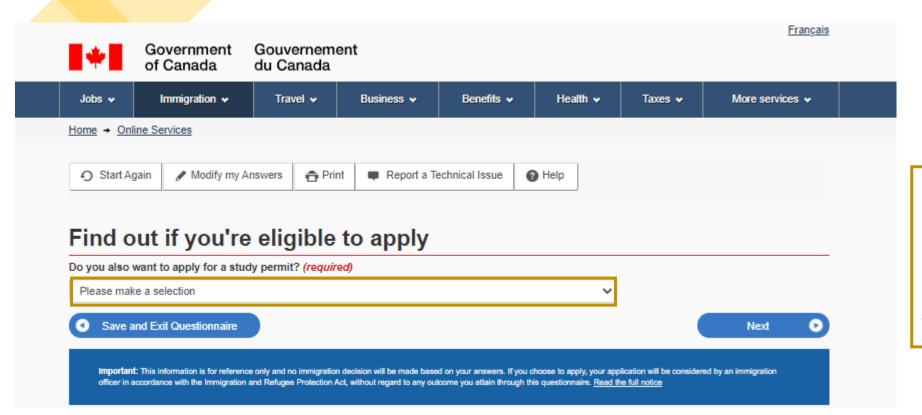


Important: This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. Read the full notice



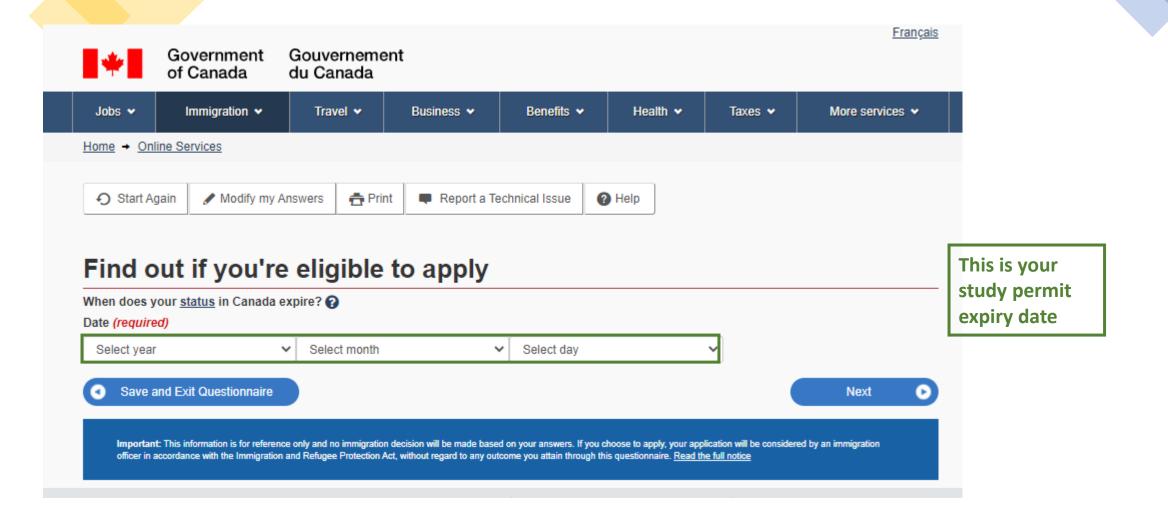




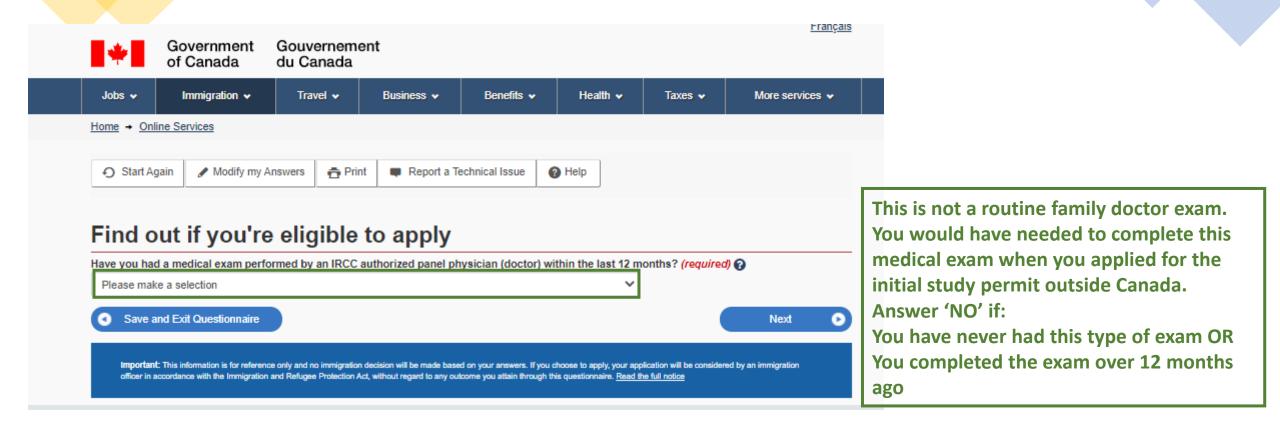


If your study permit also needs to be extended, then answer 'YES' to this question.

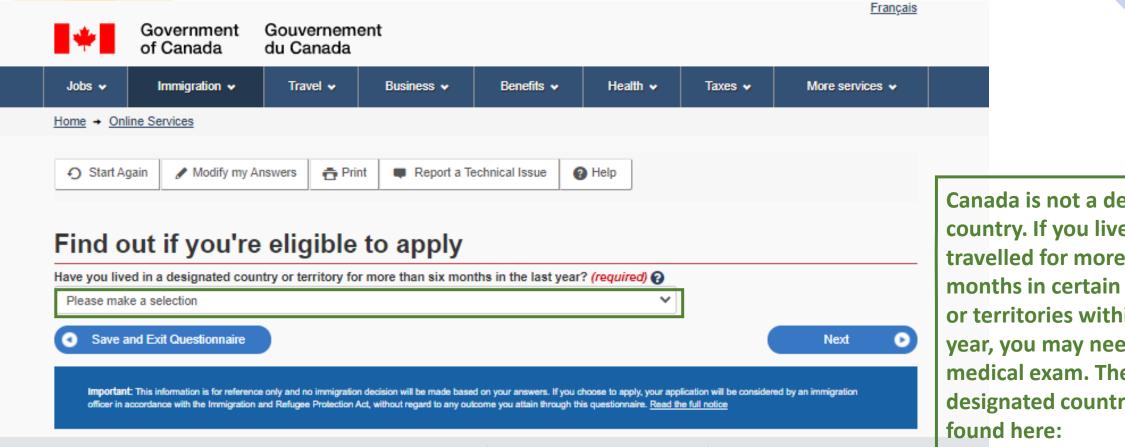






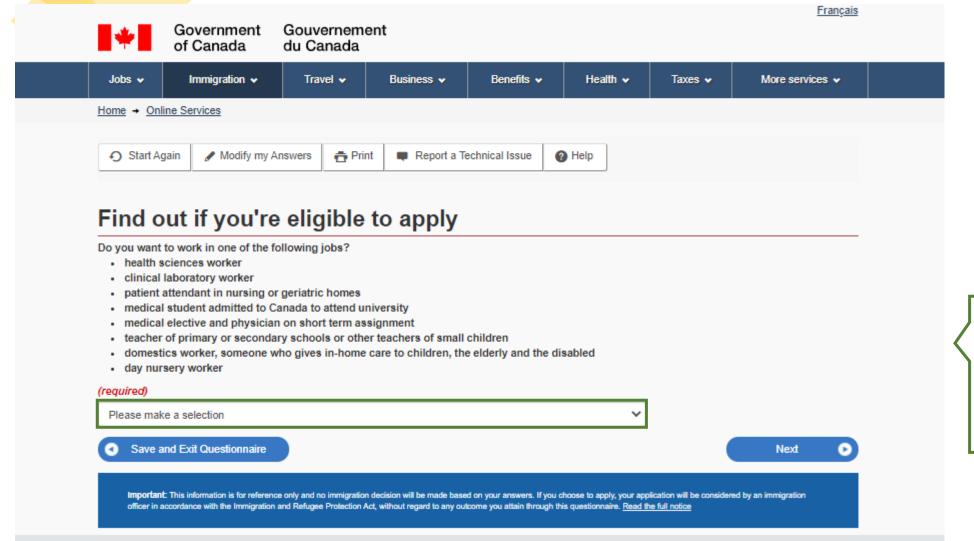






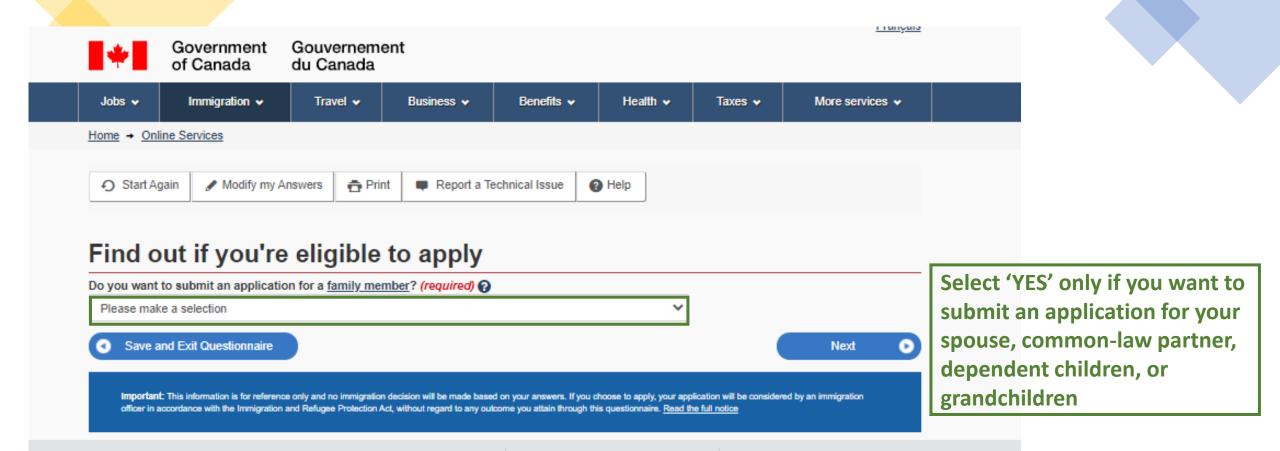
Canada is not a designated country. If you lived or travelled for more than 6 months in certain countries or territories within the past year, you may need a medical exam. The list of designated countries can be **DESIGNATED COUNTRIES**



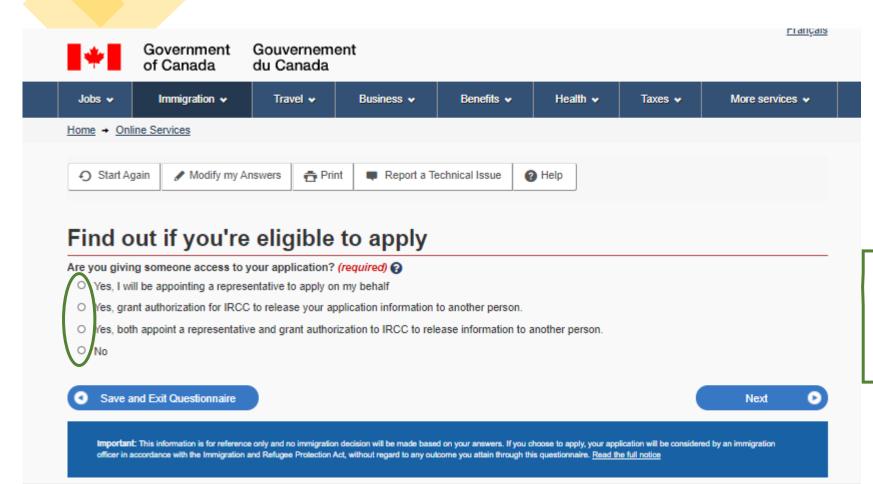


If you plan on working in one of these areas, you may need a medical exam.



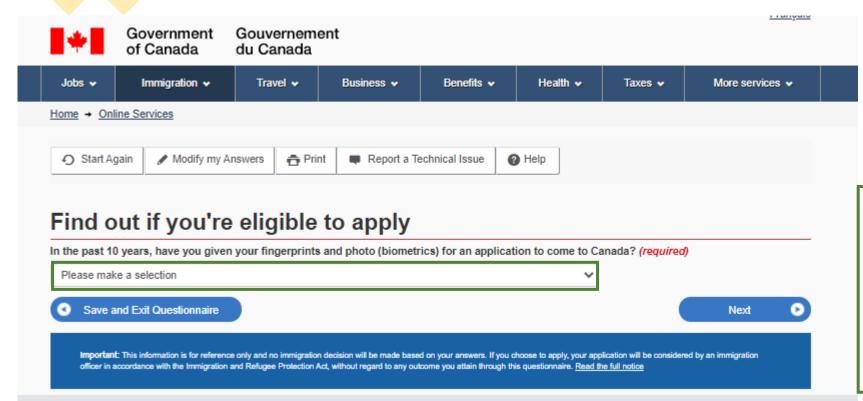






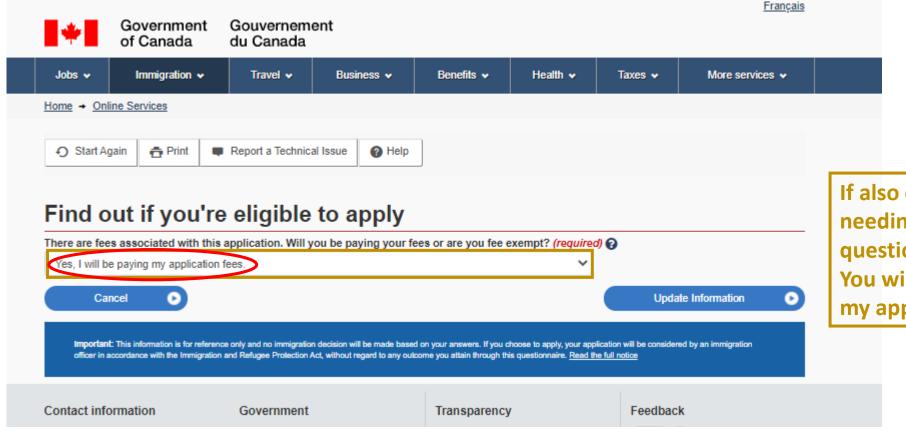
Select the correct response to indicate if you are granting access to someone else. If you are competing this application on your own, select 'NO'





You are likely to have completed Biometrics prior to coming to Canada. If so, select, 'YES'. If you still require mandatory Biometrics, select 'NO'. You will need to complete Biometrics with an additional fee of \$85.

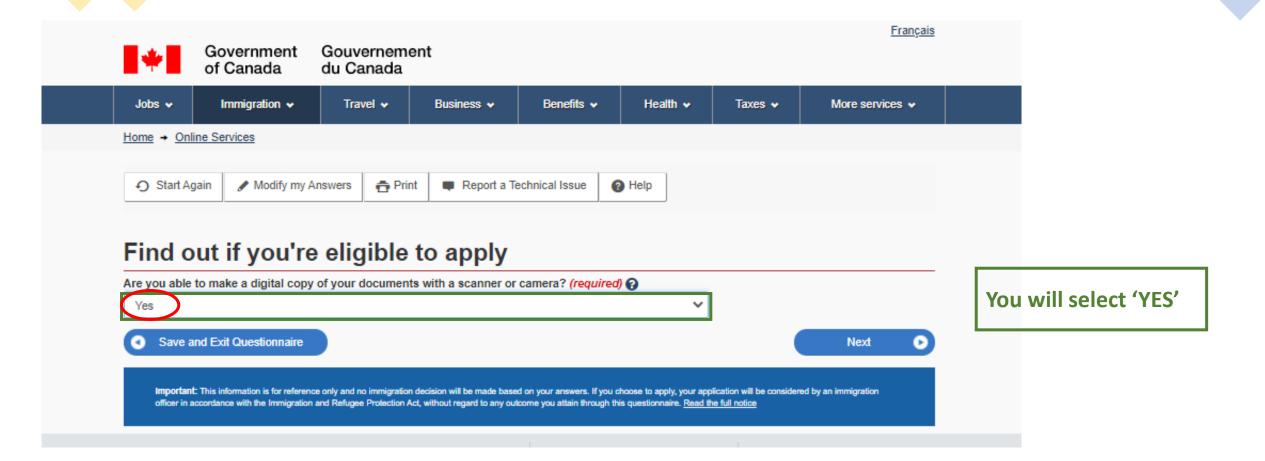




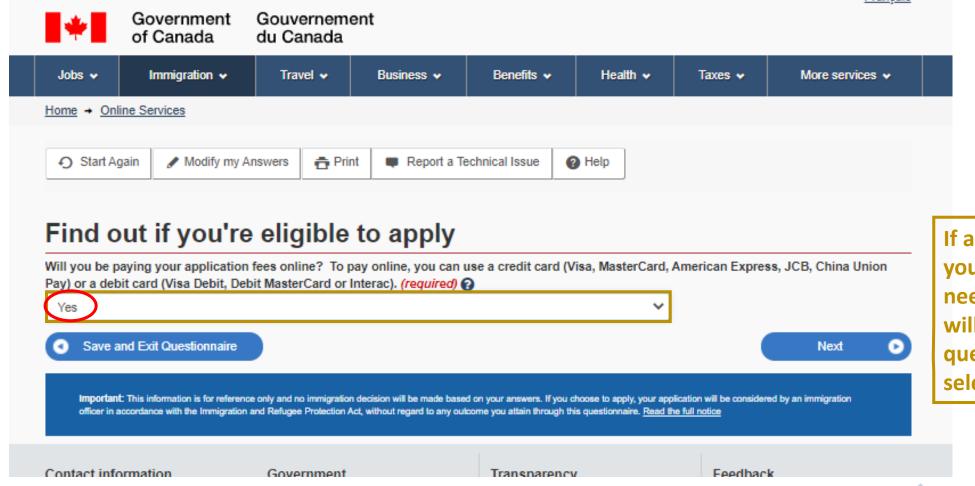
If also extending your study permit, or needing Biometrics, you will see this question.

You will select 'YES, I will be paying my application fees'







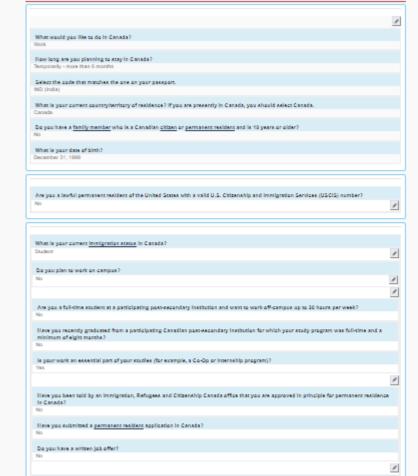


If also applying for your study permit or need Biometrics, you will see this question. You will select 'YES'

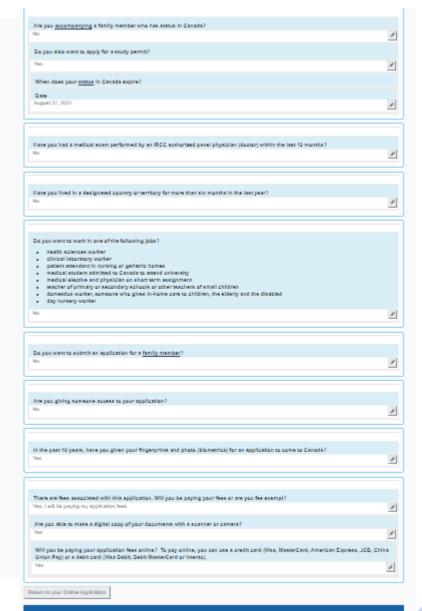


Find out if you're eligible to apply

What is your martal status?



What is your province of destination? If visiting multiple provinces, select the one in which you will be spending most of your time.



The system allows you to review your answers. If answers need to be edited, select the pencil icon to the right of the answers







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Submitting your application

On the screen, you will be asked to upload the documents for your application. Please do not use your browser's navigation buttons, "Back" and "Forward", as they will not work properly within this application.

You must be logged into your own account to submit an application. You cannot use another person's account.

Step 1: Use your account

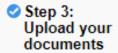
Step 2: Save your application

If you select the exit button, your information will be saved and you will return to your account home page.

You can continue your application at any time by logging into your account and selecting the e-Application link under the In-Progress section.

Please note that you have 60 days to submit your online application. The number of days remaining to submit your application appears in your account home page. If your application is not submitted within 60 days, it will automatically be deleted.





Here are some guidelines for your documents:

- Your form(s) and document(s) must be in an electronic format.
- You do not need to sign your application form by hand if you submit your application form online. You will be asked
 to provide a digital signature once you are ready to transmit your documents.
- One file will be allowed per document type. For example, if you are asked to provide multiple pages of your passport, you must scan and save all pages as one file.
- You will be required to upload every requested form and document. You will not be able to proceed to the next steps until you upload every form/document.
- A "help" feature provides you with more information about each form/document. The help text will appear below the list of documents.
- The maximum size for each file is 4 MB (four megabytes). We accept these file formats:
 - PDF (Portable Document)
 - . JPG, TIFF, or PNG (Image)
 - . DOC or DOCX (Microsoft Word Document.

If your file is bigger than 4 MB, you should reduce the size. Here are some tips for making reducing your file size.

PDF format

- Recreate the PDF with Adobe Distiller set to "lowest file size."
- Ensure that all images in the PDF are set to 96 DPI (dots per inch).
- Remove all unnecessary images.

JPG format

- Scan your document at a lower DPI (dots per inch).
- Remove all empty space around the image.
- Shrink the image.
- Reduce the JPG image quality.

TIFF and PNG format

- Scan your document at a lower DPI (dots per inch).
- Crop the image to remove any empty space around the image.
- Shrink the image.
- Save the file as a JPG format instead.

DOC and DOCX format

- Remove unnecessary images, formatting and macros. Save the file as a recent Word version.
- · Reduce the file size of the images before they are inserted in the document.
- If it is still too large, save the file as a PDF format.



After you have electronically signed your application, you will be asked to pay your fees. Your fees must be made with a credit card. You will be required to provide credit card information to complete your payment. We accept Visa, MasterCard, American Express and certain prepaid credit cards.

Once you have paid your fee, you will receive a payment confirmation page. When your payment has completed processing you will receive a message with your confirmation number and a link to your payment receipt. You should print this page for your records.





Your document checklist

Your documents

This is the list of documents you need to submit in order to apply. You cannot proceed until each file has been uploaded. Select the question mark button to learn more about each document.

Are you having difficulty downloading a form?

Versions of application forms for study permits and work permits dated November 2013 (11-2013), or later, and applications for temporary resident visas dated March 2014 (03-2014), or later, can only be uploaded to the IRCC Portal.

Note: You are responsible for ensuring that the documents you submit are correct. Carefully review the documents you have attached to this application. A decision concerning your application will be made based upon the information you submit. You will not be able to make changes to your application once it has been submitted. Please ensure that you scan and attach all relevant documents to your online submission. Any documents received by mail related to this application will not be considered.

Application Form(s) Application Form(s) Details Document Name Application Form(s) Instructions Options Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710) (required) Upload File

You will need to download and complete this form to your computer using Acrobat Reader. A form template is provided for your reference.



For Study Permit Extension + Co-op Work Permit Form IMM 5709

Your document checklist

Your documents

This is the list of documents you need to submit in order to apply. You cannot proceed until each file has been uploaded. Select the question mark button to learn more about each document.

Are you having difficulty downloading a form?

Versions of application forms for study permits and work permits dated November 2013 (11-2013), or later, and applications for temporary resident visas dated March 2014 (03-2014), or later, can only be uploaded to the IRCC Portal.

Note: You are responsible for ensuring that the documents you submit are correct. Carefully review the documents you have attached to this application. A decision concerning your application will be made based upon the information you submit. You will not be able to make changes to your application once it has been submitted. Please ensure that you scan and attach all relevant documents to your online submission. Any documents received by mail related to this application will not be considered.

Application Form(s) Application Form(s) Details Document Name Application Form(s) Instructions Options Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709) (required) Upload File

If you require to extend your study permit along with your co-op work permit, you will need to fill out IMM5709 instead.

You will need to download and complete this form to your computer using Acrobat Reader. A form template is provided for your reference.



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APPLICATION TO CHANGE CONDITIONS, EXTEND MY STAY OR REMAIN IN CANADA AS A WORKER

If you need more space for any section, print out an additional page containing the appropriate section, complete and submit it with your application.

Valid	date Clear Form	
1 UCI UCI can be found on your permits and TRV English 3 I am applying for one or more of the following:	OFFICE USE ONLY Validated	
* Apply for a work permit with the same employer * Restore my status as a worker	* Apply for a work permit for the first time or with a new employer * Get a new temporary resident permit (for inadmissible applicants only)	Γ
PERSONAL DETAILS 1 Full name * Family name (as shown on your passport or travel document)	Given name(s) (as shown on your passport or travel document)	
2 a) Have you ever used any other name (e.g. Nickname, maiden name, alias, etc.) ?	*No *Yes	
b) If you answered "yes" to question 2a), please provide the name (e.g. Nickname, maiden n Family name		

List names as listed on your passport. If you do not have a last (family) name on your passport, then list your first (given) name in the family name field and leave the given name section blank.

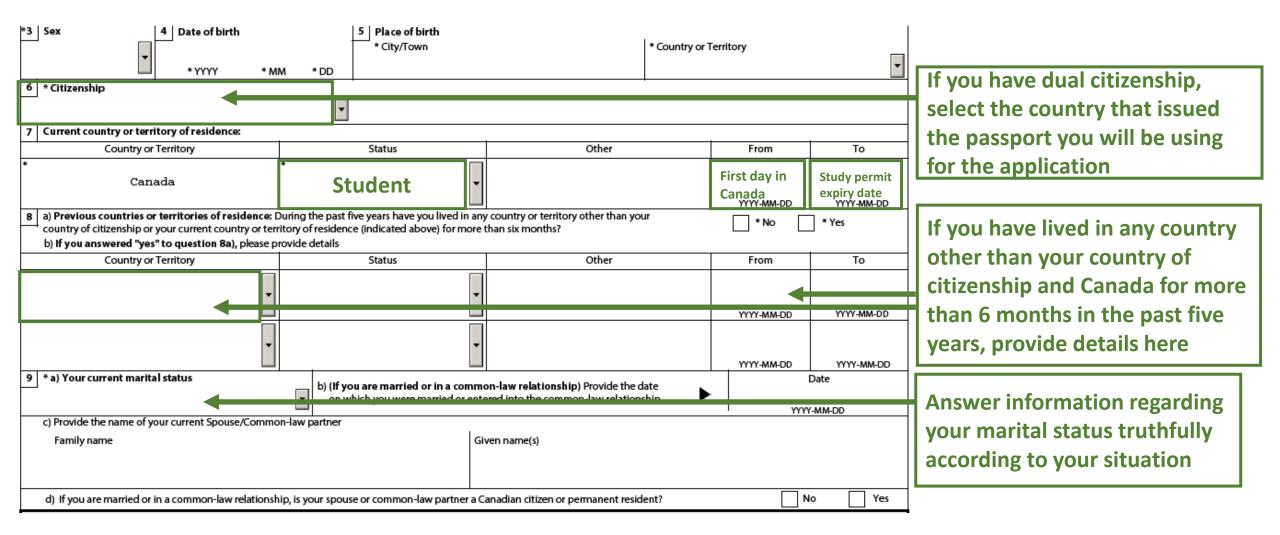


APPLICATION TO CHANGE CONDITIONS, EXTEND MY STAY OR REMAIN IN CANADA AS A STUDENT

If you need more space for any section, print out an additional page containing the appropriate section, complete and submit it with your application.

Val	date	Clear Form	
1 UCI Can be found on your permits and TRV English		officeuseonLY Validated	
I am applying for one or more of the following:	_		
Apply for a study permit for the first time or extend my study permit	Restore my status as a student		
* Get a new temporary resident permit (for inadmissible applicants on	9)		
PERSONAL DETAILS			List names as listed on your
Full name Family name (as shown on your passport or travel document)	Given name(s) (as shown on your passport or travel document)		passport. If you do not have a last (family) name on your passport,
4			then list your first (given) name in
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	* No * Yes name, alias, etc.)		the family name field and leave the given name section blank.
Family name	Given name(s)		







Applicant Name				Date of Birth	
PERSONAL DETAILS (CONTINUED) 10 a) Have you previously been married or in a comm b) Provide the following details for your previous Sportamily name		*Yes Given name(s)			Indicate whether you have been previously married or in a common-law relationship
c) Type of relationship	d) From	То	e) Date of Birth		and provide details required
	YYYY-MM-DD	YYYY-MM-DD	YYYY MM DD		
LANGUAGE(S) 1 * a) Native language/Mother Tongue	*b) Are you able to communicate in E	nglish and/or French?	c) In which language are you most at ea	ase?	Check 'YES" if you have taken a language proficiencies test
d) Have you taken a test from a designated testing agence	to assess your proficiency in English or	French? * No *	Yes		even if it is expired.
PASSPORT 1 * Passport number	2 * Country or territory of issue			* Expiry date	Provide your valid passport
5 * For this trip, will you use a passport issued by the Mi 6 * For this trip, will you use a National Israeli passport?	<u> </u>	ncludes your personal identificat	tion number? *No *Yes	YYYY-MM-DD	information as it appears on your passport.

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issues a national identity document, indicate 'YES' and include the document number. You do not have to provide a NATIONAL IDENTITY DOCUMENT copy of that document. Do you have a national identity document? **Examples:** Aadhaar Card (India), 2 Document number 3 Country or Territory of issue 4 Issue date 5 Expiry date Resident Identity Card (China) YYYY-MM-DD YYYY-MM-DD US PR CARD Are you a lawful Permanent Resident of the United States with a valid alien registration card (green card)? * No *Yes As above, answer 'YES" if you 2 Document number 3 Expiry date have a Green Card for US and YYYY-MM-DD indicate the document number. You do not have to provide a copy of that document.

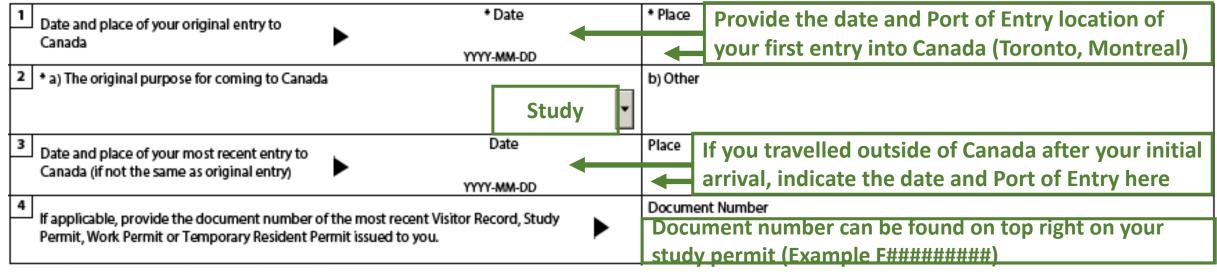


If you are from a country that

CONTACT INFORMAT	ION				· · · · · · · · · · · · · · · · · · ·	
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P.O. box	Apt/Unit	Stre	eet no.	* Street name	•	2-3 months as this address will be
						used to mail out your new
* City/Town		* Country or Ter	ritory		* Province * Postal code	
						document. You can provide an
2 Residential address	Same as mailing	address?	* No	• Yes		alternate Current Mailing Address
Apt/Unit	Street no.	Stree	et name			if your address may change.
						, , , , , , , , , , , , , , , , , , ,
City/Town	•	* Country or Te	rritory		Province Postal code	Include your current address in
		Canada			•	the Residential Address section.
3 Telephone no.	Canada/	US	Other		4 Alternate Telephone no. Canada/US Other	
Туре	Country C	ode No.		Ext.	Type Country Code No.	Ext.
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5 Fax no.				ı	6 E-mail address	phone number and email address
Canada/US	Country C	ode No.		Ext.		
Other						
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COMING INTO CANADA





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DETAILS OF INTENDED WORK IN C	ANADA		-		
1 * a) What type of work permit are you applying for?			b) Ot	ther	
Co-op Work Permit		•			
2 Details of my prospective employer (attach original offer of employ	ment)			
a) Name of Employer (If you are employed	d by a foreign employer who h	as been awarded a contract	topr	ovide services to a Canadian entity, please identify the foreign employer here)	
b) Complete Address of Employer (Canad	lian or Foreign):				
3 Intended location of employment in	Canada?				Questions
Province City/Town		Address			
-		-			2-7 can be
					left blank
My occupation in Canada will be:		1			
Job title		Brief description	ofdu	ıties	
Duration of expected	From	То	6	Labour Market Impact Assessment (LMIA) No. or Offer of Employment (LMIA Exempt) No.	
employment					
	YYYY-MM-DD	YYYY-MM-DD			
7 If you have been issued a Quebec Acc	1	vide the:			
Certificate Number	Expiry Date				
Have you been issued a certificate un	der the Provincial Nominee pr	ogram? * No		*Yes If you don't have a Provincial Nomination, check, 'NO'	
FOLICATION					,

University₀f Windspr

For Study Permit Extension + Co-op Work Permit Form IMM 5709

DETAILS OF INTENDED STUDY IN CANADA

FRUCATION

1 I have been accepted at the following educational institution				
* a) Name of School	* My level of study will be:	My field of study will be:	_	
University of Windsor	Your Level of St	udy Your Field	of Study	
b) Complete address of school in Canada		,		
* Province	* Address			
ON Windsor, ON	▼ 401 Sunset Ave.			
2 Designated Learning Institution # (O#) Mv Stude	nt ID # is:	3 *From	*To	
O19358946722 You	· UWin ID	Duration of expected study	Date of expected	
	OWIII ID	the form.	completion.	This is the estimated cost of
4 The cost of my studies will be: 5 * a) Fu	ds available for my stay(CAD) * b) My expense	es in Canada will be paid by: c) Other		the remaining tuition; living
* Tuition Room and board Other				expenses.
	—	v		Funds available is the total
				amount of money that you will
a) In addition to a study permit, are you also applying for a work permit?	*b) What type of work permit are for:	eyouapplying Co-op Work Permit	•	have access to. It must exceed the estimated costs of tuition
7 If you have been issued a Quebec Acceptance Certifcate (CAQ)	provide the:			and living costs combined.
Certificate Number Expiry Date				Indicate the source of the funds.
				Based on your situation.
If you are under the age of majority of the province/territory w	ere you intend to study you must fill out th	ne Custodian Declaration (IMMS646) form		
in you are ander the age of majority of the province/territory w	ere you meena to stady, you must im out th	ie eustodian beendadon (immoorto) formi		1



ED	JCATION					High act level of acqualated want
Have you had any post secondary education (including university, college or apprenticeship training)? If you answered "yes", give full details of your highest level of post secondary education.					Highest level of completed post secondary education. If you are in	
	From YYYY MM	Field and level of study	School/Facility name			a graduate program, you can list your undergraduate program
1	То	City/Town	Country or Territory	-	Province/State	here; otherwise, select 'No'.



EM	MPLOYMENT							
	Give details of your employm hospital administrator)	ent for the past 10 years, including if you have held any o	government positions (su	uch as civil servant, judge, police officer, mayor, memb	er of parliament,			
	From	* Current Activity/Occupation		* Company/Employer/Facility name				
	*YYYY *MM	Student		University of Windsor				
1	То	* City/Town	Country or Territory	•	*Province/State			
	YYYY MM	Windsor	Canada		ON			
EMI	PLOYMENT (CONTINUED)	-					
	From	Previous Activity/Occupation		Company/Employer/Facility name				
•	YYYY MM							
2	То	City/Town	Country or Territory	_	Province/State			
	YYYY MM			•	•			
	From	Previous Activity/Occupation		Company/Employer/Facility name	,			
	1000/							
3	To MM	City/Town	Country or Territory		Province/State			
			,,	•				

Employment information is not required for work permit applications, except for the first employment field which is mandatory. For this entry, you can claim your job as student with University of Windsor as shown above.



For Study Permit Extension + Co-op Work Permit Form IMM 5709

EM	PLOYMENT		•			
	Give details of your e hospital administrate		ent for the past 10 years, including if you have held any	government positions (s	uch as civil servant, judge, police officer, mayor, membe	r of parliament,
	From		* Current Activity/Occupation		* Company/Employer/Facility name	
	*****	*MM	Student		University of Windsor	
1	То		* City/Town	Country or Territory		*Province/State
	YYYY	мм	Windsor	Canada	•	ON -
EM	PLOYMENT (CON))			
Г	From		Previous Activity/Occupation		Company/Employer/Facility name	
	YYYY	мм				
2	То		City/Town	Country or Territory		Province/State
\perp	YYYY	MM				
	From		Previous Activity/Occupation		Company/Employer/Facility name	
3	mn_	MM	CL T			
)	То		City/Town	Country or Territory		Province/State
	ww	ми			•	-

Employment information is required for study permit applications. If you have no work history either in Canada or outside Canada, you can claim your job as student with University of Windsor as shown above. You must include all work history for the past 10 years.



BACKGROUND INFORMATION You must complete this section if you are 18 years of age or older.	Clea	r Section	
a) Within the past two years, have you or a family member ever had tuberculosis of the lungs or been in close contact with a person with tuberculosis?	□ No	Yes	
b) Do you have any physical or mental disorder that would require social and/or health services, other than medication, during a stay in Canada? c) If you answered "yes" to question 1a) or 1b), please provide details and the name of the family member (if applicable).	∐ No	Yes	
			Please make sure to
			answer all background questions truthfully. If you choose 'YES', please
			provide details



_				
!	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	You will likely answer
	c) Have you previously applied to enter or remain in Canada?	Yes	'NO' to most of the	
	d) If you answered "yes" to question 2a), 2b) or 2c), please provide details.			background questions
	You should list all the Canadian permits and visa that you have applied for. For example: I have applied for a study permit from India in 2019 I amended my study permit in 2019 I extended my study permit in 2020 I applied for TRV renewal in 2020			except for 2c) which requires an answer due to your study permit application.
	I applied for a Co-op Work Permit in 2021			



3	a) Have you ever committed, been arrested for or been charged with or convicted of any criminal offence in any country or territory?	
	b) If you answered "yes" to question 3a), please provide details.	
4	a) Did you serve in any military, militia, or civil defence unit or serve in a security organization or police force (including non obligatory national service, reserve or volunteer units)? b) If you answered "yes" to question 4a), please provide dates of service and countries or territories where you served.	You will likely answer 'NO' to these background questions Answer truthfully.



	PAGE 5 OF :
Applicant Name	Date of Birth
BACKGROUND INFORMATION (CONTINUED)	
Are you, or have you ever been a member or associated with any political party, or other group or organization which has engaged in or advocated violence as a means to achieving a political or religious objective, or which has been associated with criminal activity at any time?	Yes
Have you ever witnessed or participated in the ill treatment of prisoners or civilians, looting or desecration of religious buildings?	Yes

You will likely answer 'NO' to most of the background questions. Answer truthfully.



You need to select 'YES' to allow IRCC to contact you.

SIGNATURE

Immigration, Refugees and Citizenship Canada (IRCC), or an organization at IRCC 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 (such as participation 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



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.

Do not sign if applying online – Leave blank

Date: YYYY-MM-DD

Date of application



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 (DFATD), 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 13.11(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 (PIB) pursuant to section 10(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

You need to select 'Validate' to save your form. This will generate a barcode. You can continue to make changes to the form and validate again. This saved form will be uploaded to the checklist before your application submission.



Your document checklist

Your documents

This is the list of documents you need to submit in order to apply. You cannot proceed until each file has been uploaded. Select the question mark button to learn more about each document.

Are you having difficulty downloading a form?

Versions of application forms for study permits and work permits dated November 2013 (11-2013), or later, and applications for temporary resident visas dated March 2014 (03-2014), or later, can only be uploaded to the IRCC Portal.

Note: You are responsible for ensuring that the documents you submit are correct. Carefully review the documents you have attached to this application. A decision concerning your application will be made based upon the information you submit. You will not be able to make changes to your application once it has been submitted. Please ensure that you scan and attach all relevant documents to your online submission. Any documents received by mail related to this application will not be considered.

Application Form(s)

Anı	olica	tion	Form	(s)
	piica	HOTH.	· viiii	(9)

Details	Document Name	Instructions	Options
Not Provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710) (required)	0	Upload File

You will need to upload the saved and completed form from your computer.



For Study Permit Extension + Co-op Work Permit Form IMM 5709

Your document checklist

Your documents

This is the list of documents you need to submit in order to apply. You cannot proceed until each file has been uploaded. Select the question mark button to learn more about each document.

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Application Form(s)

Application Form(s)				
Details	Document Name	Instructions	Options	
Not Provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709) (required)	0	Upload File	

You will need to upload the saved and completed form from your computer.



Supporting Documents			
	Supporting Documents		
Details	Document Name	Instructions	Options
Not Provided	Co-op Letter (required)	0	Upload File
Not Provided	Passport (required)	0	Upload File
Not Provided	Digital photo (required)	0	Upload File

Provide your Co-op Letter from the UWinsite. You can also include an enrollment letter, but it is not mandatory.

All passport pages, study permit, visa pages, and stamped pages scanned into one document

Visa-sized digital photo can be uploaded here

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

 Fees

 Application
 Quantity
 Price (CAD) per unit
 Total (CAD)

 Work Permit
 1
 \$0
 \$0
 \$0

The fee shown is an estimate based on the fees in effect on the day that this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission

Total Price (CAD)

\$0

How do I upload my documents?

My documents are too large to upload. How do I reduce the file size?

Can I save my application and return to complete it later?



Optional documents are not required unless an explanation letter will be included. This letter can be uploaded to Client Information.

There is no charge for a Co-op Work Permit

Your application may display additional tab to upload files:

 Medical Exam: If you need to provide proof of a medical exam (provide receipt or explanation letter that you do not have the receipt)
 Biometrics: Additional Fee \$85



Supporting Documents Supporting Documents Detalls **Document Name** Instructions Options Not Provided Co-op Letter (required) Upload File Not Provided Passport (required) Upload File Not Provided Letter of Acceptance (required) Upload File Not Provided Digital photo (required) 0 Upload File

Visa-sized digital photo can be uploaded here

Optional Documents

Detalls	Document Name	Instructions	Options
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	0	Upload File
Not Provided	Client Information	0	Upload File

Fees Application Quantity Price (CAD) per unit Total (CAD) Study Permit 1 \$150 \$150 Work Permit 1 \$0 \$0

The fee shown is an estimate based on the fees in effect on the day that this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission.

Total Price (CAD) \$15

Can I save my application and return to complete it later?

How do I upload my documents?

My documents are too large to upload. How do I reduce the file size?



Provide your Co-op Letter from the UWinsite

All passport pages, visa and stamped pages scanned into one document

Original Letter of Acceptance + Enrollment Certificate* + Current Transcript *Request from ask.uwindsor.ca

Optional documents are not required unless an explanation letter will be included. This letter can be uploaded to Client Information

Study Permit Extension is \$150
There is no charge for a Co-op Work Permit

Your application may display additional tab to upload files:

 Medical Exam: If you need to provide proof of a medical exam (provide receipt or explanation letter that you do not have the receipt)
 Biometrics: Additional Fee \$85



Your document checklist

Your documents

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Versions of application forms for study permits and work permits dated November 2013 (11-2013), or later, and applications for temporary resident visus dated March 2014 (02-2014), or later, can only be uploaded to the IRCC Portsi.

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Application Form(s)

Application Form(s)				
Decalls.	Instructions	Options		
	Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMMS710) (required)	0	Upload File	

(Opens a new window)

Supporting Documents

Supporting Documents					
ralia.	Document Name	Instructions	Options		
t Provided	Co-op Letter (required)	0	Upload File		
t Provided	Passport (required)	0	Upload File		
t Provided	Digital photo (required)	0	Upload File		

Optional Documents

Optional Documents				
Decalls.	Document Name	Instructions	Options	
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (MM 5257)	0	Upload File	
Not Provided	Client Information	0	Upload File	

Fees

Feet					
Application Quantity Price (CAD) per unit Total (CAD)					
Work Permit	1	\$0	\$0		

The fee shown is an estimate based on the fees in effect on the day that this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission.

Total Price (CAD) \$0

Can I axive my application and return to complete it later?

How do I upload my documents?

My documents are too large to upload. How do I reduce the file size?



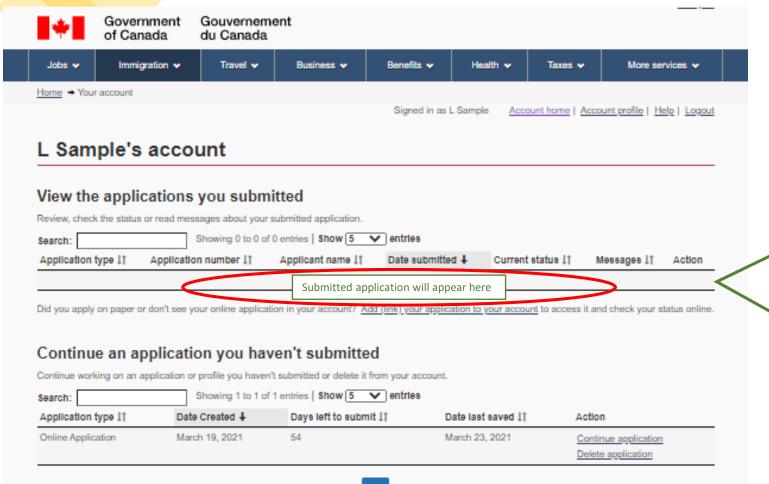
Impacted. This information is the entirence only and not instigation distance will be made based on your answers. If you should in apply your application will be considered by an inempotion officer in accordance with the breightful and Richages Protection-but, without regard to day authors you office through this questionness. Need the last native

Saved IMM 5710 form is uploaded to this section.

Upload all other supporting documents

Once all documents are uploaded, you can submit the application.

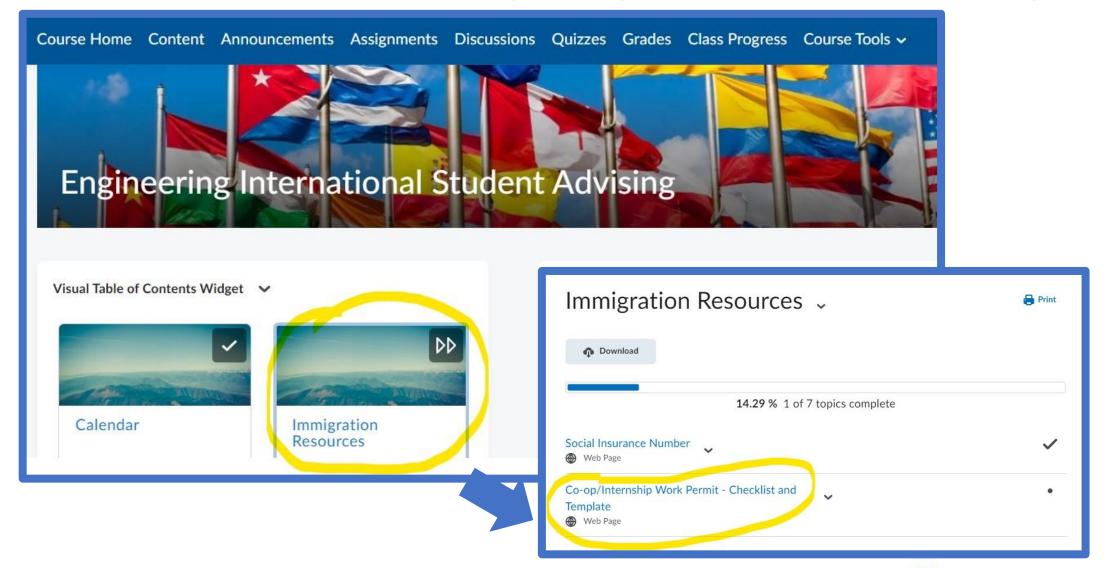




Once all fees are paid, you will see the confirmation of application submission on your IRCC account page.
This is where you can check the status and see the approval.
Once approved, it may take additional time to have your permit mailed out to you.



RESOURCES ON BRIGHTSPACE – Engineering International Student Advising









Thank you

