



Co-op Work Permit Application

Laura Ducharme

International Immigration Advisor

University of Windsor



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 [Brightspace](#)
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](#) 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 [IRCC](#) 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 [IRCC](#)
- Refer to your [IRCC](#) 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 ISC@uwindsor.ca



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



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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)



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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 co-op 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.**



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Search IRCC

Fransale

MENU

Canada.ca > 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.

Option 1: GCKey

Sign in with your GCKey user ID and password.

Sign In with GCKey

Option 2: Sign-In Partner

Sign in with your online Canadian banking information if you have an existing account with 1 of our partners.

Sign In with Sign-In Partner

Don't have an account?

Register

Need Help?

How to sign in or apply online

Please take a few moments to [rate your experience](#) with the Sign In page.

Report a problem or mistake on this page | Share this page

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





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[Home](#) → Identity Validation

Signed in as L Sample [Help](#) | [Logout](#)

Identity Validation

For security reasons, additional identification is required to access your account.

Please answer the following secret question:

* "Street of Childhood Home" *(required)*

[Continue](#)

[Logout](#)

[Report a problem or mistake on this page](#)

You may need to answer security question
to access your account



L Sample's account

View the applications you submitted

Review, check the status or read messages about your submitted application.

Search: Showing 0 to 0 of 0 entries | Show entries

Application type ↑↓	Application number ↑↓	Applicant name ↑↓	Date submitted ↓	Current status ↑↓	Messages ↑↓	Action
No data available in table						

Did you apply on paper or don't see your online application in your account? [Add \(link\) your application to your account](#) to access it and check your status online.

Continue an application you haven't submitted

Continue working on an application or profile you haven't submitted or delete it from your account.

Search: Showing 0 to 0 of 0 entries | Show entries

Application type ↑↓	Date Created ↓	Days left to submit ↑↓	Date last saved ↑↓	Action
No data available in table				

Start an application

[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.

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.

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)*



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.

Determine your eligibility and apply online:

Visitor visa, study and/or work permit

Express Entry (EE)

From this selection, you will be asked a series of questions to determine your eligibility



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Find out if you're eligible to apply

What would you like to do in Canada? *(required)* ?

Work

How long are you planning to stay in Canada? *(required)*

Temporarily - more than 6 months

Select the code that matches the one on your passport. *(required)* ?

Please make a selection

Select the country that matches the one on your passport.

What is your current country/territory of residence? If you are presently in Canada, you should select Canada. *(required)* ?

Canada

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? *(required)*

Please make a selection

Family member is defined as a spouse, common-law partner, dependent children, and their dependent children.

What is your date of birth? *(required)* ?

Select year

Select month

Select day

Date of Birth should match your information on your passport.

Save and Exit Questionnaire

Next

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Find out if you're eligible to apply

Are you a lawful permanent resident of the United States with a valid U.S. Citizenship and Immigration Services (USCIS) number? *(required)* ?

Please make a selection ▾

Cancel



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Answer based on
your situation





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Find out if you're eligible to apply

What is your current immigration status in Canada? *(required)* ?

Student ▾

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Do you plan to work on campus? *(required)*

No



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Find out if you're eligible to apply

Are you a full-time student at a participating post-secondary institution and want to work off-campus up to 20 hours per week? *(required)*

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? *(required)*

No

Is your work an essential part of your studies (for example, a Co-Op or internship program)? *(required)*

Yes

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Find out if you're eligible to apply

Have you been told by an Immigration, Refugees and Citizenship Canada office that you are approved in principle for permanent residence in Canada? *(required)*

Please make a selection ▾

Answer based on your situation

Have you submitted a [permanent resident](#) application in Canada? *(required)*

Please make a selection ▾

Answer based on your situation

Do you have a written job offer? *(required)*

Please make a selection ▾

Answer 'NO' as
you do not have
this information
yet and it is not
required for Co-
op Permit to be
issued

Save and Exit Questionnaire

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Find out if you're eligible to apply

What is your [marital status](#)? *(required)* [?](#)

Please make a selection



Select appropriate option based on your situation

What is your province of destination? If visiting multiple provinces, select the one in which you will be spending most of your time. *(required)* [?](#)

Ontario



Your response will likely be Ontario

Cancel



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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.

[Continue](#)

Co-op (in Canada)

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

[Continue](#)

[Exit Questionnaire](#)

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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.

⬅ Exit Questionnaire

Continue ➡

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Find out if you're eligible to apply

Are you accompanying a family member who has status in Canada? *(required)*

Please make a selection



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Find out if you're eligible to apply

Do you also want to apply for a study permit? *(required)*

Please make a selection



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[Next ➡](#)

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





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Find out if you're eligible to apply

When does your [status](#) in Canada expire? ❓

Date *(required)*

Select year ▾

Select month ▾

Select day ▾

↶ Save and Exit Questionnaire

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This is your
study permit
expiry date



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Find out if you're eligible to apply

Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months? *(required)*

Please make a selection



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This is not a routine family doctor exam. You would have needed to complete this medical exam when you applied for the initial study permit outside Canada. Answer 'NO' if:
You have never had this type of exam OR
You completed the exam over 12 months ago





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Find out if you're eligible to apply

Have you lived in a designated country or territory for more than six months in the last year? *(required)*

Please make a selection



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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 found here:

[DESIGNATED COUNTRIES](#)





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Find out if you're eligible to apply

Do you want to work in one of the following jobs?

- health sciences worker
- clinical laboratory worker
- patient attendant in nursing or geriatric homes
- medical student admitted to Canada to attend university
- medical elective and physician on short term assignment
- teacher of primary or secondary schools or other teachers of small children
- domestics worker, someone who gives in-home care to children, the elderly and the disabled
- day nursery worker

(required)

Please make a selection



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





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Find out if you're eligible to apply

Do you want to submit an application for a family member? *(required)*

Please make a selection



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Select 'YES' only if you want to submit an application for your spouse, common-law partner, dependent children, or grandchildren





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Find out if you're eligible to apply

Are you giving someone access to your application? *(required)*

- ☒ Yes, I will be appointing a representative to apply on my behalf
- ☐ Yes, grant authorization for IRCC to release your application information to another person.
- ☐ Yes, both appoint a representative and grant authorization to IRCC to release information to another person.
- ☐ No

Save and Exit Questionnaire

Next

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





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Find out if you're eligible to apply

In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada? *(required)*

Please make a selection ▾


⏪ Save and Exit Questionnaire

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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.





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Find out if you're eligible to apply

There are fees associated with this application. Will you be paying your fees or are you fee exempt? *(required)* ?

Yes, I will be paying my application fees.

▾

Cancel

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Contact information

Government

Transparency

Feedback

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'





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Find out if you're eligible to apply

Are you able to make a digital copy of your documents with a scanner or camera? *(required)* ?

Yes

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You will select 'YES'





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↺ Start Again

✎ Modify my Answers

🖨 Print

💬 Report a Technical Issue

❓ Help

Find out if you're eligible to apply

Will you be paying your application fees online? To pay online, you can use a credit card (Visa, MasterCard, American Express, JCB, China Union Pay) or a debit card (Visa Debit, Debit MasterCard or Interac). *(required)* ?

Yes

⏪ Save and Exit Questionnaire

Next ⏩

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](#)

Contact information

Government

Transparency

Feedback

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 would you like to do in Canada?
Work

How long are you planning to stay in Canada?
Temporarily - more than 6 months

Select the code that matches the one on your passport.
IND (India)

What is your current country/territory of residence? If you are presently in Canada, you should select Canada.
Canada

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older?
No

What is your date of birth?
December 31, 1999

Are you a lawful permanent resident of the United States with a valid U.S. Citizenship and Immigration Services (USCIS) number?
No

What is your current immigration status in Canada?
Student

Do you plan to work on campus?
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?
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?
No

Is your work an essential part of your studies (for example, a Co-Op or Internship program)?
Yes

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

Have you submitted a permanent resident application in Canada?
No

Do you have a written job offer?
No

What is your marital status?
Never Married Single

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

Are you accompanying a family member who has status in Canada?
No

Do you also want to apply for a study permit?
Yes

When does your status in Canada expire?
Date
August 31, 2021

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

Have you lived in a designated country or territory for more than six months in the last year?
No

Do you want to work in one of the following jobs?

- health sciences worker
- clinical laboratory worker
- patient attendant in nursing or geriatric homes
- medical student admitted to Canada to attend university
- medical elective and physician on short-term assignment
- teacher of primary or secondary schools or other teachers of small children
- domestic worker, someone who gives in-home care to children, the elderly and the disabled
- day nursery worker

No

Do you want to submit an application for a family member?
No

Are you giving someone access to your application?
No

In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada?
Yes

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

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

Will you be paying your application fees online? To pay online, you can use a credit card (Visa, MasterCard, American Express, JCB, China Union Pay) or a debit card (VIA Debit, Debit MasterCard or Interac).
Yes

[Return to your Online Application](#)

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

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

✓ Step 2: Save your application

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.



✓ Step 3: Upload your documents

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.

✓ Step 4: Pay your fees

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.

Continue



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	Instructions	Options
Not Provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710) (required)		<button>Upload File</button>

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	Instructions	Options
Not Provided	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.





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.

Validate

Clear Form

1 UCI

UCI can be found on your permits and TRV

2 * I want service in

English

OFFICE USE ONLY

Validated

3 I am applying for one or more of the following:

☐

* Apply for a work permit with the same employer



* Apply for a work permit for the first time or with a new employer

☐

* Restore my status as a worker

☐

* Get a new temporary resident permit (for inadmissible applicants only)

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 name, alias, etc.)

Family name

Given name(s)

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.





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of Canada

Gouvernement
du Canada

PROTECTED WHEN COMPLETED - B

PAGE 1 OF 5

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.

Validate

Clear Form

1 UCI UCI can be found on your permits and TRV	2 * I want service in English	OFFICE USE ONLY Validated
---	----------------------------------	------------------------------

3 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 only)

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.) ? b) If you answered "yes" to question 2a), please provide the name (e.g. Nickname, maiden name, alias, etc.) Family name	<input type="checkbox"/> * No <input type="checkbox"/> * Yes Given name(s)

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.



University of Windsor

3 Sex		4 Date of birth * YYYY * MM * DD		5 Place of birth * City/Town		* Country or Territory	
6 * Citizenship							
7 Current country or territory of residence:							
Country or Territory		Status		Other		From	To
* Canada		* Student				First day in Canada YYYY-MM-DD	Study permit expiry date YYYY-MM-DD
8 a) Previous countries or territories of residence: During the past five years have you lived in any country or territory other than your country of citizenship or your current country or territory of residence (indicated above) for more than six months? <input type="checkbox"/> * No <input type="checkbox"/> * Yes							
b) If you answered "yes" to question 8a), please provide details							
Country or Territory		Status		Other		From	To
						YYYY-MM-DD	YYYY-MM-DD
						YYYY-MM-DD	YYYY-MM-DD
9 * a) Your current marital status				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 YYYY-MM-DD			
c) Provide the name of your current Spouse/Common-law partner							
Family name				Given name(s)			
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 type="checkbox"/> Yes							

If you have dual citizenship, select the country that issued the passport you will be using for the application

If you have lived in any country other than your country of citizenship and Canada for more than 6 months in the past five years, provide details here

Answer information regarding your marital status truthfully according to your situation



Applicant Name	Date of Birth
----------------	---------------

PERSONAL DETAILS (CONTINUED)

10 a) Have you previously been married or in a common-law relationship? <input type="checkbox"/> *No <input type="checkbox"/> *Yes				
b) Provide the following details for your previous Spouse/Common-law partner:				
Family name		Given name(s)		
c) Type of relationship		d) From	To	e) Date of Birth
		YYYY-MM-DD	YYYY-MM-DD	YYYY MM DD

Indicate whether you have been previously married or in a common-law relationship and provide details required

LANGUAGE(S)

1 *a) Native language/Mother Tongue	*b) Are you able to communicate in English and/or French?	c) In which language are you most at ease?
d) Have you taken a test from a designated testing agency to assess your proficiency in English or French? <input type="checkbox"/> *No <input type="checkbox"/> *Yes		

Check 'YES' if you have taken a language proficiencies test even if it is expired.

PASSPORT

1 * Passport number	2 * Country or territory of issue	3 * Issue date	4 * Expiry date
		YYYY-MM-DD	YYYY-MM-DD
5 * For this trip, will you use a passport issued by the Ministry of Foreign Affairs in Taiwan that includes your personal identification number? <input type="checkbox"/> *No <input type="checkbox"/> *Yes			
6 * For this trip, will you use a National Israeli passport? <input type="checkbox"/> *No <input type="checkbox"/> *Yes			

Provide your valid passport information as it appears on your passport.



NATIONAL IDENTITY DOCUMENT

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

US PR CARD

1	Are you a lawful Permanent Resident of the United States with a valid alien registration card (green card)? <input type="checkbox"/> * No <input type="checkbox"/> * Yes		
2	Document number	3	Expiry date
		YYYY-MM-DD	

If you are from a country that issues a national identity document, indicate 'YES' and include the document number. You do not have to provide a copy of that document.

Examples: Aadhaar Card (India), Resident Identity Card (China)

As above, answer 'YES' if you have a Green Card for US and indicate the document number. You do not have to provide a copy of that document.



CONTACT INFORMATION**If submitting your application by mail:**

- All correspondence will go to this address unless you indicate your e-mail address below.
- Indicating an e-mail address will authorize all correspondence, including file and personal information, to be sent to the e-mail address you specify.
- 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.

1 Current mailing address

P.O. box	Apt/Unit	Street no.	* Street name	
* City/Town		* Country or Territory Canada	* Province ▼	* Postal code

2 Residential address Same as mailing address? ☐ * No ☐ * Yes

Apt/Unit	Street no.	Street name	
City/Town	* Country or Territory Canada	Province ▼	Postal code

3 Telephone no. ☐ Canada/US ☐ Other

Type	Country Code ▼	No.	Ext.
------	-------------------	-----	------

4 Alternate Telephone no. ☐ Canada/US ☐ Other

Type	Country Code ▼	No.	Ext.
------	-------------------	-----	------

5 Fax no. ☐ Canada/US ☐ Other

Country Code	No.	Ext.
--------------	-----	------

6 E-mail address

Ensure all contact information is accurate and the Current Mailing Address will be valid for the next 2-3 months as this address will be used to mail out your new document. You can provide an alternate Current Mailing Address if your address may change. Include your current address in the Residential Address section.

Ensure that you provide a valid phone number and email address



COMING INTO CANADA

1	Date and place of your original entry to Canada	* Date YYYY-MM-DD	* Place	Provide the date and Port of Entry location of your first entry into Canada (Toronto, Montreal)
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 YYYY-MM-DD	Place	If you travelled outside of Canada after your initial arrival, indicate the date and Port of Entry here
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	Document number can be found on top right on your study permit (Example F#####)



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)			
b) Complete Address of Employer (Canadian or Foreign):			
3 Intended location of employment in Canada?			
Province	City/Town	Address	
4 My occupation in Canada will be:			
Job title	Brief description of duties		
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.			
7 If you have been issued a Quebec Acceptance Certificate (CAQ), provide the:			
Certificate Number		Expiry Date	
8 Have you been issued a certificate under the Provincial Nominee program?		If you don't have a Provincial Nomination, check, 'NO'	

Questions
2-7 can be
left blank

EDUCATION



University of Windsor

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

DETAILS OF INTENDED STUDY IN CANADA

1 I have been accepted at the following educational institution			
* a) Name of School University of Windsor		* My level of study will be: Your Level of Study	My field of study will be: Your Field of Study
b) Complete address of school in Canada			
* Province ON	* City/Town Windsor, ON	* Address 401 Sunset Ave.	
2 Designated Learning Institution # (O#) 019358946722	My Student ID # is: Your UWin ID		3 Duration of expected study
		* From Date you complete the form.	* To Date of expected completion.
4 The cost of my studies will be:		5 * a) Funds available for my stay(CAD) * b) My expenses in Canada will be paid by: c) Other	
* Tuition	Room and board	Other	
6 a) In addition to a study permit, are you also applying for a work permit?		*b) What type of work permit are you applying for:	
<input type="checkbox"/> * No <input checked="" type="checkbox"/> * Yes		Co-op Work Permit	
7 If you have been issued a Quebec Acceptance Certificate (CAQ), provide the:			
Certificate Number		Expiry Date	

If you are under the age of majority of the province/territory where you intend to study, you must fill out the *Custodian Declaration* [IMM5646] form.

This is the estimated cost of the remaining tuition; living expenses.

Funds available is the total amount of money that you will have access to. It must exceed the estimated costs of tuition and living costs combined. Indicate the source of the funds. Based on your situation.



EDUCATION

Have you had any post secondary education (including university, college or apprenticeship training)?					<input type="checkbox"/> * No	<input 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					
	To	City/Town	Country or Territory		Province/State	
	YYYY MM					

Highest level of completed post secondary education. If you are in a graduate program, you can list your undergraduate program here; otherwise, select 'No'.



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 *YYYY *MM	* Current Activity/Occupation Student		* Company/Employer/Facility name University of Windsor	
	To YYYY MM	* City/Town Windsor	Country or Territory Canada	*Province/State ON	

EMPLOYMENT (CONTINUED)

2	From YYYY MM	Previous Activity/Occupation		Company/Employer/Facility name	
	To YYYY MM	City/Town	Country or Territory	Province/State	
3	From YYYY MM	Previous Activity/Occupation		Company/Employer/Facility name	
	To YYYY 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

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 To YYYY MM	Student	University of Windsor	
		* City/Town	Country or Territory	*Province/State
		Windsor	Canada	ON

EMPLOYMENT (CONTINUED)

2	From	Previous Activity/Occupation	Company/Employer/Facility name	
	YYYY MM To YYYY MM	City/Town	Country or Territory	Province/State
3	From	Previous Activity/Occupation	Company/Employer/Facility name	
	YYYY MM To YYYY MM	City/Town	Country or Territory	Province/State

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.

Clear Section

1

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?

☐ No

☐ Yes

c) If you answered "yes" to question 1a) or 1b), please provide details and the name of the family member (if applicable).

Please make sure to answer all background questions truthfully. If you choose 'YES', please provide details



University of Windsor



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.

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

I applied for a Co-op Work Permit in 2021

You will likely answer 'NO' to most of the background questions except for 2c) which requires an answer due to your study permit application.



3	a) Have you ever committed, been arrested for or been charged with or convicted of any criminal offence in any country or territory?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	b) If you answered "yes" to question 3a), please provide details.		
	<div></div>		
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)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	b) If you answered "yes" to question 4a), please provide dates of service and countries or territories where you served.		
	<div></div>		

You will likely answer
'NO' to these
background questions.
Answer truthfully.



Applicant Name

Date of Birth

BACKGROUND INFORMATION (CONTINUED)

5	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?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
6	Have you ever witnessed or participated in the ill treatment of prisoners or civilians, looting or desecration of religious buildings?	<input type="checkbox"/> No	<input type="checkbox"/> 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'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

Do not sign if applying online – Leave blank

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)

Application Form(s)

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


[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	Instructions	Options
Not Provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709) (required)		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)	?	Upload File
Not Provided	Passport (required)	?	Upload File
Not Provided	Digital photo (required)	?	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	Instructions	Options
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	Upload File
Not Provided	Client Information	?	Upload File

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

Fees

Fees			
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 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?](#)

[Exit Questionnaire](#)

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			
Details	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)	?	Upload File

Visa-sized digital photo can be uploaded here

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	Client Information	?	Upload File

Fees

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) \$150

[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?](#)

[Exit Questionnaire](#)

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

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 (11-0013), or later, and applications for temporary resident visas dated March 2014 (03-0014), 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	Instructions	Options
Not Provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710) (required)	?	Upload File
(Open a new window)			

Supporting Documents

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

Fees

Fees			
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 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?](#)

[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 obtain through this questionnaire. [Read the full notice](#)

Saved IMM 5710 form is uploaded to this section.

Upload all other supporting documents

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





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Signed in as L Sample

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L Sample's account

View the applications you submitted

Review, check the status or read messages about your submitted application.

Search: Showing 0 to 0 of 0 entries | Show entries

Application type ↑↓	Application number ↑↓	Applicant name ↑↓	Date submitted ↓	Current status ↑↓	Messages ↑↓	Action
Submitted application will appear here						

Did you apply on paper or don't see your online application in your account? [Add \(link\) your application to your account](#) to access it and check your status online.

Continue an application you haven't submitted

Continue working on an application or profile you haven't submitted or delete it from your account.

Search: Showing 1 to 1 of 1 entries | Show entries

Application type ↑↓	Date Created ↓	Days left to submit ↑↓	Date last saved ↑↓	Action
Online Application	March 19, 2021	54	March 23, 2021	Continue application Delete application

1

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

Course HomeContentAnnouncementsAssignmentsDiscussionsQuizzesGradesClass ProgressCourse Tools

Engineering International Student Advising

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Immigration Resources

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14.29 % 1 of 7 topics complete

Social Insurance Number

Web Page

Co-op/Internship Work Permit - Checklist and Template

Web Page

The logo of the University of Windsor, featuring a shield with a stylized 'W' and 'U' and a sunburst.

University of Windsor

Questions?
Email:
enginternational@uwindsor.ca
OR
intladvisors@uwindsor.ca

To book an appointment for permit application review or international student advising:

- Log in to [mySuccess](#) using your UWin username and password.
- Click on **ENGINEERING STUDENT SUPPORT SERVICES**
- Click on Appointments.
- Choose Immigration Advising from 'Type' **OR** Choose Laura Ducharme from 'Provider'.
- Select appointment and complete booking.

If virtual, you will receive a Teams invite with link to join virtual call prior to your appointment.





Thank you



University of Windsor

