

Co-op/Internship Work Permit

Template

Before start working on your application, please make sure

- 1) you attend one of the Co-op Work Permit workshop/webinar
- 2) you use the Co-op Work Permit checklist prepare your supporting documents

Once you have all the required documents, you can start filling out your online application.

STEP 1: To start your online application, you shall [create an account on IRCC website](#).

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.

**Need help signing in
or applying online?**

⚠ As of November 8, 2019, you can't use **CHOICE Rewards MasterCard** to sign in. [Find out what to do to regain access to your application](#) if your Sign-In Partner was removed.

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

[View the full list of Sign-In Partners](#)

Choose one of the two ways to create your log-in.

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 5 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.

This is the area where you can see all the submitted applications and check the application status.

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 5 entries

Application type ↑↓	Date Created ↓	Days left to submit ↑↓	Date last saved ↑↓	Action
Online Application	June 28, 2018	47	June 28, 2018	Continue application Delete application

You will have 60 days to submit the application. You can continue editing/revising the application within 60 days

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.

Students: Transfer schools

For approved study permit holders only. Tell us if you are changing designated learning institutions. You will need your application number.

[Click here to start a new application](#)

STEP 2: Select “Visitor visa, study and/or work permit”

What would you like to do today?

Apply for:

Visitor visa, study and/or work permit ?

Express Entry ?

International Experience Canada (IEC) ?

Interim Federal Health Program (IFHP) ?

STEP 3: Input your Personal Checklist Code if you have one; if not, continue under “Determine your eligibility and apply online:”

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](#)

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)

International Experience Canada (IEC)

STEP 4: Fill out the eligibility questions.

What would you like to do in Canada?

Work

How long are you planning to stay in Canada?

Temporarily - more than 6 months

Which country issued your passport?

(Select the country code 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.

Canada

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

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

What is your date of birth?

(Same info appears on your passport)

Are you a lawful permanent resident of the United States with a valid alien registration card (Green Card)?

(Answer No, if you are not an American green card holder)

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?

(Select appropriate option based on your situation)

Have you submitted a permanent resident application in Canada?

(Select appropriate option based on your situation)

Do you have a written job offer?

(A written job offer is not required for the Co-op Work Permit because it is an open work permit that does not restrict you to one employer.)

What is your marital status?

(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.

Ontario

STEP 5: Select the category of the application you would like to apply: Co-op (in Canada)


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 

STEP 6: Complete the eligibility questions

Are you accompanying a family member who has status in Canada?

(Accompanying a family member means you will be staying with a family member who is already in Canada as a visitor, worker or student. Family member is defined as a spouse or common-law partner, dependent children, and their dependent children)

Do you also want to apply for a study permit?

No *(If you would like to apply for a study permit along with your co-op work permit, please fill out study permit application)*

When does your status in Canada expire?

(Please indicate your study permit expiry date)

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

(This is not a regular family doctor exam. You probably have done this exam when you applied for study permit. Answer NO, if you never had this type of medical exam or you had your exam for more than 12 months)

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

(Canada is not a designated country. You may need a medical exam if have lived or travelled for six months in certain countries or territories in the year before you come to Canada. The list of designated countries can be found at <http://www.cic.gc.ca/english/information/medical/dcl.asp>)

Do you want to work 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

(If you want to work in one of these areas, you may have to take a medical exam before submitting your application.)

Do you want to submit an application for a family member?

(Answer Yes, if you want to submit an application for your spouse, common-law partner, dependent children or grandchildren.)

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

(Answer the question based on your situation. You may be required to provide biometrics later. The biometrics collection instruction is provided in a separate document on the ISC's blackboard.)

Are you giving someone access to your application?

(NO, if you are going to complete this application yourself)

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 need a Visa, MasterCard or American Express.

Yes

STEP 7: Read the instructions on how to prepare and submit your application form and supporting documents before uploading the documents.

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

Please download this form to your computer and complete it with Acrobat Reader.

A template is provided below for your reference

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

Merge all the docs in the Section of **Proof of Coop Placement in the Checklist** into one document

Merge all the docs listed in the Section of **Proof of Identity and Travel History on the Checklist** into one document

Visa application sized Photo is required

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

Client information can be used for letter of explanation and any other non-mandatory supporting documents

Fees

Fees			
Application	Quantity	Price (CAD) per unit	Total (CAD)
Work Permit	1	\$0	\$0
Biometrics Fee	1	\$85	\$85

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) \$85

If you are required to give biometrics, you will be charged with \$85 CAD for biometrics collection.

- Medical exam and Family information form may be required depending on your situation.

IMM5710 Form

The template is designed for current University of Windsor students who have a valid study permit to use as a reference.

* Please use the [Application Guide](#) below to complete your application:

* Please make sure to provide truthful and complete information on the forms. The information you provide on your application may be subject to verification.



Government of Canada
Gouvernement du Canada

PROTECTED WHEN COMPLETED - B
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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.

1 UCI UCI can be found on your study permit		2 * I want service in English		OFFICE USE ONLY Validated	
3 I am applying for one or more of the following:					
<input type="checkbox"/> * A work permit with the same employer <input type="checkbox"/> * Restoration of your status as a worker <input checked="" type="checkbox"/> * An initial work permit or a work permit with a new employer <input type="checkbox"/> * Temporary Resident Permit					
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.) ? <input type="checkbox"/> * No <input type="checkbox"/> * 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)					
3 * Sex	4 Date of birth * YYYY * MM * DD	5 Place of birth * City/Town		* Country	
6 * Citizenship					
7 Current country of residence:					
Country		Status	Other	From	To
* Canada		* Student		First day arrived in Canada YYYY-MM-DD	Study permit expiry date YYYY-MM-DD
8 a) Previous countries of residence: During the past five years have you lived in any country other than your country of citizenship or your current country of residence (indicated above) for more than six months? <input type="checkbox"/> * No <input type="checkbox"/> * Yes b) If you answered "yes" to question 8a), please provide details					
Country		Status	Other	From	To
				YYYY-MM-DD	YYYY-MM-DD
				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					
FOR OFFICE USE ONLY - DO NOT WRITE IN THIS SPACE					

Same as your passport. If you do not have a last (family) name on your passport or travel document, enter all your first (given) name in the family name field and leave the given name field blank.

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

If you have lived in any country other than your country of citizenship or Canada for more than six (6) months in the past five (5) years, please provide the details as required.

Please provide your current marital status and details required

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	
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			
PASSPORT			
1 * Passport number		2 * Country of issue	
		3 * Issue date 4 * Expiry date	
		YYYY-MM-DD YYYY-MM-DD	
NATIONAL IDENTITY DOCUMENT			
1 Do you have a national identity document? <input type="checkbox"/> * No <input type="checkbox"/> * Yes			
2 Document number		3 Country 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	
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	
		Canada	
		* Province * Postal code	
2 Residential address Same as mailing address? <input type="checkbox"/> * No <input type="checkbox"/> * Yes			
Apt/Unit		Street no. Street name	
City/Town		Country	
		Canada	
		Province Postal code	
3 Telephone no. <input type="checkbox"/> Canada/US <input type="checkbox"/> Other			
Type Country Code No. Ext.			
Please provide a valid phone number where the IRCC can reach you			
4 Alternate Telephone no. <input type="checkbox"/> Canada/US <input type="checkbox"/> Other			
Type Country Code No. Ext.			
5 Fax no. <input type="checkbox"/> Canada/US <input type="checkbox"/> Other			
Country Code No. Ext.			
6 E-mail address			
Please provide a valid email address where the IRCC can reach you.			

Please indicate whether you have previously been married or in a common-law relationship and the details required.

Check YES, if you had taken a language proficiency test, even it is expired already.

Please provide your valid passport information as what appears on your passport.

If your country has national identity card or other type of document, please provide the appropriate information. The start and expiry dates are optional.

If you are a US green card holder, please provide the detailed information as required. Otherwise, please check no.

Please provide the accurate address where you would like to receive the coop work permit
*Street no. is also known as house no. in Canada

If your current residential address is the same with your mailing address, check the box of YES, and leave address fields blank.

Applicant Name	Date of Birth
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COMING INTO CANADA

1 Date and place of your original entry to Canada	* Date YYYY-MM-DD	* Place
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
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 Can be found on your study permit, starts with FXXXXXXX. DOES NOT start with S	

Provide the date and the place where you first entered in Canada. Eg, "2022-04-21", and "Toronto, ON".

If you have travelled outside of Canada after your initial entry, please provide the most recent date and place you returned to in Canada.

DETAILS OF INTENDED WORK IN CANADA

1 * a) What type of work permit are you applying for? Co-op Work Permit	b) Other
2 Details of my prospective employer (attach original offer of employment)	
a) Name of Employer (If you are employed by a foreign employer who has been awarded a contract to provide services to a Canadian entity, please identify the foreign employer here)	
Question 2-7 can be left blank	
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? <input type="checkbox"/> * No <input type="checkbox"/> * Yes	

If you don't have a provincial nomination, check NO.

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 YYYY MM	Field and level of study	School/Facility name
	To YYYY MM	City/Town	Country
			Province/State

If you are in a graduate program, please provide your undergraduate or most recent graduate program information.

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 Canada
			Province/State ON

If you are in an undergraduate program and UWindsor is your first higher education institution, please check the box of NO.

Employment information is not required for the post-graduation work permit applications. However, the 1st record is mandatory. You can provide UWindsor student information as instructed above.

Applicant Name	Date of Birth
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EMPLOYMENT (CONTINUED)

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

BACKGROUND INFORMATION

You must complete this section if you are 18 years of age or older.

1	<p>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?</p> <p>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?</p> <p>c) If you answered "yes" to question 1a) or 1b), please provide details and the name of the family member (if applicable).</p> <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes	
2	<p>a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?</p> <p>b) Have you ever been refused a visa or permit, denied entry or ordered to leave Canada or any other country?</p> <p>c) Have you previously applied to enter or remain in Canada?</p> <p>d) If you answered "yes" to question 2a), 2b) or 2c), please provide details.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 5px;"> <p style="color: red;">You should list all the Canadian permits and visas you have applied. For example:</p> <ul style="list-style-type: none"> - I have applied for study permit and TRV from [insert country] in [insert year] - I have applied for co-op work permit in [insert year] - I have amended my study permit in [insert year] - I have renewed my study permit and TRV in [insert year] - </div>	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
3	<p>a) Have you ever committed, been arrested for or been charged with or convicted of any criminal offence in any country?</p> <p>b) If you answered "yes" to question 3a), please provide details.</p> <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>	<input type="checkbox"/> No <input type="checkbox"/> Yes	

Please make sure to answer the following questions truthfully. If you checked "Yes" to one of the above questions, provide details.

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Applicant Name	Date of Birth
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BACKGROUND INFORMATION (CONTINUED)

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)? ☐ No ☐ Yes

b) If you answered "yes" to question 4a), please provide dates of service and countries where you served.

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? ☐ No ☐ Yes

6 Have you ever witnessed or participated in the ill treatment of prisoners or civilians, looting or desecration of religious buildings? ☐ No ☐ Yes

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.

Leave the signature field blank for online applications

Date: YYYY-MM-DD

The date you fill out the 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 (DFAIT), 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

Make sure to "Validate" your application before you save it. (You can also validate as many times as needed).

After you filled out the application form:

- Make sure you upload all the required form and supporting documents to the application site correctly.
- Once you paid and submitted the application, you should download a copy of the application confirmation for your future reference.
- [The processing time can be found on IRCC website.](#)
- If you are charged with the fee for the biometrics, you will be provided a biometric instruction letter (BIL) later and you should schedule an appointment for the biometrics collection.
- If your application is approved, but you didn't receive the work permit, please contact **1-888-242-2100** and have your work permit reprinted.