Co-op/Internship Work Permit

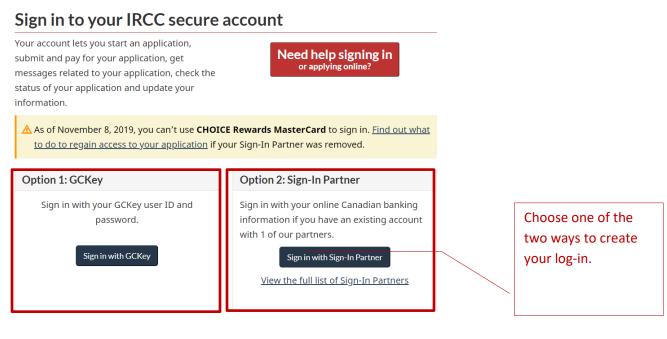
Template

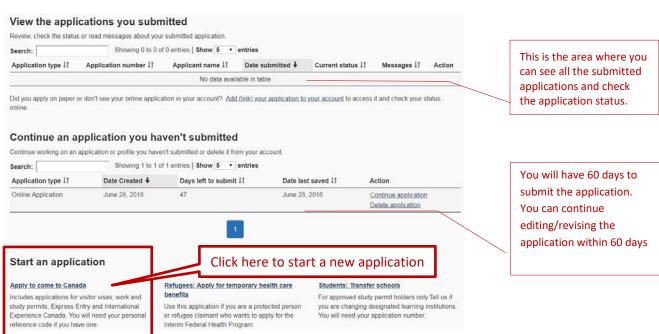
Before start working on your application, please make sure

- 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.

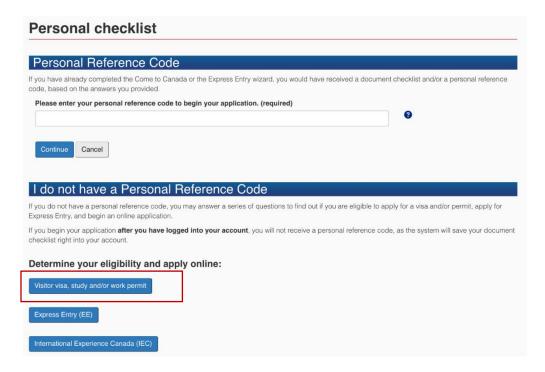




STEP 2: Select "Visitor visa, study and/or work permit"



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



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 <u>family member</u> who is a Canadian <u>citizen</u> or <u>permanent resident</u> 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.)

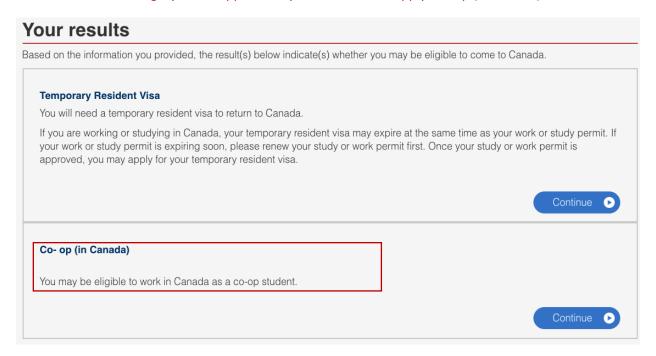
What is your marital status?

(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)



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 biom etrics 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)

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

Supporting Documents

Supporting Documents

Detalls	Document Name	Instructions	Options	Ι,
Not Provided	Co-op Letter (required)	0	Upload File	/
Not Provided	Passport (required)	0	Upload File	Y
Not Provided	Digital photo (required)	0	Upload File	

Optional Documents

Ontional Documents

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

Fees

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

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

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

A template is provided below for your reference

Merge all the docs in the Section of <u>Proof of Coop</u> <u>Placement in the Checklist</u> into one document

Merge all the docs listed in the Section of <u>Proof of</u> <u>Identity and Travel History</u> <u>on the Checklist</u> into one document

Visa application sized Photo is required

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

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

Total Price (CAD)

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 <u>Application Guide</u> 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 Gouvernement of Canada du Canada

PROTECTED WHEN COMPLETED - B

PAGE OF

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		2 *1 wa	ant service in				OFFICE USE ONLY Validated	
UCI can be found	on your study permi	t	Englis	sh			validated	
3 I am applying for one o	or more of the following:							
* A	work permit with the same e	mployer	▼*	An initial work permit or a work per	mit with a nev	w employer		
* R	lestoration of your status as a	worker	*	Temporary Resident Permit				Comp of your passport If
PERSONAL DETAILS								Same as your passport. If you do not have a last
* Family name (as shown o								
2 a) Have you ever used a	any other name (e.g. Nickna	ne, maiden n	ame, alias, etc.) ?	*No *Yes				first (given) name in the
	" to question 2a), please prov		vota in a resolution of the control	e, alias, etc.)				family name field and leave
Family name			Gi	ven name(s)				the given name field blank.
3 * Sex	4 Date of birth	33	5 Place of birth * City/Town	9	* Country			
	* YYYY * MM	* DD			,			If you have dual citizenship,
6 * Citizenship	1111	00		9				select the country that
_								issued the passport you will
7 Current country of resi	dence:							be using for this application.
Cour	ntry		Status	Other		From	То	
Can	ada		Student			First day arrived in Canada YYYY-MM-DD	Study permit expiry date YYYY-MM-DD	
country of residence (inc	f residence: During the past f dicated above) for more than s s" to question 8a), please pro	ix months?	you lived in any country othe	r than your country of citizenship or	your current	* No	*Yes	If you have lived in any
Cour			Status	Other		From	То	country other than your
								country of citizenship or Canada for more than six (6)
_						YYYY-MM-DD	YYYY-MM-DD	months in the past five (5)
						TTTTWWFDD	TTT-WINFOD	years, please provide the
								details as required.
9 * a) Your current marita	al status			AND THE STREET	20017	YYYY-MM-DD	YYYY-MM-DD Date	
STATE OF THE PROPERTY OF THE P				on-law relationship) Provide the de ered into the common-law relations				
c) Provide the name of y	our current Spouse/Common-	law partner	v		*	YYYY	-MM-DD	Place provide vous current
Family name	,	*	Gi	ven name(s)				 Please provide your current marital status and details required
d) If you are married or	in a common-law relationship	, is your spous	e or common-law partner a C	anadian citizen or permanent reside	nt?	N-	o Yes	
		FOR	OFFICE USE ONLY - DO NO	T WRITE IN THIS SPACE				
	10280742 80 95	Y Manage to		57000 100 000 5 TON 100	o Horani	97 - 3F		



		PAGE C	DF
Applicant Name		Date of Birth	Please indicate whether you
			have previously been
PERSONAL DETAILS (CONTINUED)			married or in a common-law
a) Have you previously been married or in a common-la	AND A CANADA MANAGEMENT OF THE PROPERTY OF THE	/	relationship and the details
b) Provide the following details for your previous Spouse/	i i		required.
Family name	Given name	(S)	
c) Type of relationship	d) From	To e) Date of Birth	
LANGUAGE(S)	YYYY-MM-DD YYYY	-MM-DD YYYY MM DD	Check YES, if you had taken a
The same of the sa) Are you able to communicate in English and/or F	rench? c) In which language are you most at ease?	language proficiency test,
	,,	c, ii mier angaage are you mor ar care.	even it is expired already.
d) Have you taken a test from a designated testing agency to a	assess your proficiency in English or French?	*No *Yes	Please provide your valid
PASSPORT	2		passport information as
1 * Passport number	* Country of issue	3 * Issue date 4 * Expiry date	what appears on your
		YYYY-MM-DD YYYY-MM-DD	passport.
NATIONAL IDENTITY DOCUMENT		*	_
Do you have a national identity document?	*No *Yes		If your country has national
2 Document number	3 Country of issue	4 Issue date 5 Expiry date	identity card or other type of
		1 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 -	document, please provide
		YYYY-MM-DD YYYY-MM-DD	the appropriate information.
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Are you a lawful Permanent Resident of the Office States	with a valid alien registration card (green card)?	*No *Yes	are optional.
2 Document number		3 Expiry date	
		YYYY-MM-DD	If you are a US green card
CONTACT INFORMATION			holder, please provide the
If submitting your application by mail:			detailed information as
 All correspondence will go to this address unless you in Indicating an e-mail address will authorize all correspor 		he cont to the e-mail address you specify	required. Otherwise, please
		ir e-mail and mailing address(es) in this section and on the IMM5476 form.	check no.
1 Current mailing address			
P.O. box Apt/Unit Stree	et no. *Street name		Please provide the accurate
			address where you would
* Cit. (T		* Province	like to receive the coop
*City/Town *Country Canada		*Province *Postal code	work permit
			*Street no. is also known
2 Residential address Same as mailing address?	*No *Yes		as house no. in Canada
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City/Town Country	ļ.	Province Postal code	
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Please provide a valid phone nu	umber where		address fields blank.
the IRCC can reach you 5 Fax no.	6 E-mail ad	ldress	
Canada/US Country Code No.	Ext. Ple	ease provide a valid email address where the IRCC can	
Other		ach you.	1

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To City/Town Country Province/State If you have been issued a Quebec Acceptance Certificate (CAQ), provide the:
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? *No *Yes EDUCATION Have you had any post secondary education (including university, college or apprenticeship training)? *No *Yes If you answered "yes", give full details of your highest level of post secondary education. From Field and level of study School/Facility name YYYY MM MM To City/Town Country Province/State Province/Sta
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information.
EMPLOYMENT If you are in an
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, undergraduate program and
hospital administrator) Windsor is your first higher
From the contract of the contr
education institution, please
- *YYYY *MM
To *City/Town Windsor *Country Canada Province/State ON

Employment information is not required for the post-graduation work permit applications. However, the $\mathbf{1}^{\text{st}}$ record is mandatory. You can provide Uwindsor student information as instructed above.

							PAGE OF	
App	licant Name						Date of Birth	
EM	PLOYMENT (CON	TINUE	DI				i i	
	From		Previous Activity/Occupation		Company/Employer/Facility name			
2	То	MM	City/Town	Country		Province	ce/State	
	YYYY	мм						
	From		Previous Activity/Occupation		Company/Employer/Facility name	<u> </u>	7	
3	То	MM	City/Town	Country		Provinc	ce/State	
	YYYY	мм						
	CKGROUND INFO		ON i if you are 18 years of age or older.				`	Please make sure to
- 1			have you or a family member ever had tuberculosis of t	ne lungs or been in close (contact with a person with tuberculosis?	No	Ves	answer the following
	b) Do you have any	ohysical	or mental disorder that would require social and/or hea	th services, other than me	edication, during a stay in Canada?	No	Yes	questions truthfully. If you checked "Yes" to
	c) If you answered "	es" to q	uestion 1a) or 1b), please provide details and the name	of the family member (if a	pplicable).			one of the above
								questions, provide
								details.
								uetalis.
2	a) Have you ever ren	nained b	eyond the validity of your status, attended school witho	ut authorization or worke	ed without authorization in Canada?	No	Yes	
	b) Have you ever be	en refuse	ed a visa or permit, denied entry or ordered to leave Can	ada or any other country?	?	No	Yes	
			ed to enter or remain in Canada?			No	√ Yes	
	d) If you answered "	yes" to q	uestion 2a), 2b) or 2c), please provide details.					
	You sho		st all the Canadian permits and visas yourseless and TRV to the conditions are study permit and the conditions are study permits are study permits are study permits and the conditions are study permits and the conditions are study permits are study permits are study permits and the conditions are study permits are study permits and the conditions are study permits are study permits are study permits and the conditions are study permits and the conditions are study permits and the conditions are study permits are study permits are study permits are study permits a		•			
	_		ave applied for co-op work permit in	-	ary) in [insert year]			
	-	Ιh	ave amended my study permit in [inse	ert year]				
	_	Ιh	ave renewed my study permit and TR\	/ in [insert year]				
3	a) Have you ever co	nmitted,	, been arrested for or been charged with or convicted of	any criminal offence in ar	ny country?	No No	Yes	
	b) If you answered	'yes" to c	question 3a), please provide details.					
							8	

		PAGE O
Applicant Name		Date of Birth
BACKGROUND INFORMATION (CONTINUED)		
a) Did you serve in any military, militia, or civil defence unit or serve in a security organization or police force	ce (including non obligatory national service, reserve No	Yes
or volunteer units)?		
b) If you answered "yes" to question 4a), please provide dates of service and countries where you served.		
Are you, or have you ever been a member or associated with any political party, or other group or organiza	ation which has engaged in or advocated violence No	Yes
as a means to achieving a political or religious objective, or which has been associated with criminal activit		les
Have you ever witnessed or participated in the ill treatment of prisoners or civilians, looting or descration	of religious buildings?	Yes
	or rengious buildings.	
SIGNATURE Immigration, Refugees and Citizenship Canada (IRCC), or an organization at IRCC' request, may want to con	tact you in the future to ack you about any conject you received	from IPCC prior to
the application process (such as participation in an information forum), during the application process (incl and services received after arriving in Canada (including settlement, integration and citizenship). IRCC will	uding the application process itself as well as orientation or accre	editation services).
research, performance measurement or evaluation purposes. IRCC will not use this information to make an	y decisions about you personally.	iei individuais, ioi
Do you consent to be contacted by IRCC, or an organization at IRCC's request, in the future? (Y/N)	Yes Yes	
I consent to the release to Immigration, Refugees and Citizenship Canada (IRCC) and Canada Border Service		
request that any government authority, including police, judicial and state authorities in all countries in wh my suitability for admission to Canada or to remain in Canada pursuant to Canadian legislation.	ich I have lived may possess about me. This information will be u	used to evaluate
I declare that I have answered all questions in this application fully and truthfully.		
receive that more answered an questions in this application runy and a difficulty.		
Signature of Applicant or Parent/Legal Guardian's for a person under 18 years of age.	Date: YYYY-MM-DD	
Leave the signature field blank for online applications	The date you fill out the a	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 th	e application guide for more information and verify that you have	ve completed and
provided all of the required documents as per the document checklist.		8
DISCLOSURE		07.000 vot.
Information provided to IRCC is collected under the authority of the Immigration and Refugee Protection Act (IRPA) to determin 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 For	reign Affairs, Trade and
Development (DFATD), Employment and Social Development Canada (ESDC), the Canada Revenue Agency (CRA), provincial a Privacy Act. Information may be disclosed to or validated with foreign governments, law enforcement bodies and detaining auth		
sharing of information may not put the individual and or his/her family at risk. Information may also be systematically validated administer their programs.	I by other Canadian government institutions for the purposes of validating	g status and identity to
Where biometrics are provided as part of an application, the fingerprints collected will be stored and shared with the RCMP. Th	e 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 ve of Canada or a province. This information may also be used to establish or verify the identity of an individual whose identity or		
Canada may also share immigration information related to biometric records with foreign governments with whom Canada has a		
Depending on the type of application made, the information you provided will be stored in one or more Personal Informatio protection and access to their personal information stored in each corresponding PIB under the Access to Information Act. Furl		
Canada's access to information and privacy programs are available at the <u>Infosource website</u> and through the IRCC Call Centre. In		
	1	
VALIDATE	Make sure to "Validate" your a	
	before you save it. (You can als	so validate

After you filled out the application form:

• Make sure you upload all the required form and supporting documents to the application site correctly.

as many times as needed).

- 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.