Applying for a Co-op Work Permit Online

This is not a legal document and information may change without notice. Always refer to http://www.cic.gc.ca for the most up-to-date information, or visit International Education Office for assistance.

To apply online for a Co-op Work Permit online, you need to prepare required documents in an acceptable format (PDF, WORD or JPEG) and upload them from your MyCIC account.

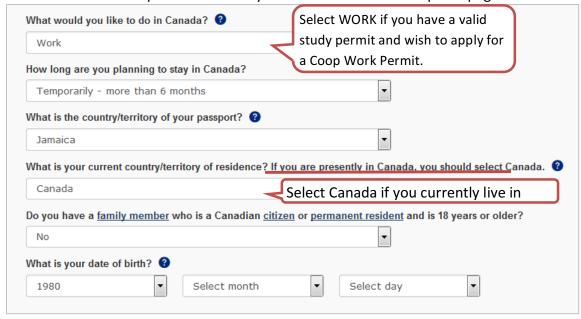
Check your study permit expiry date before applying for a co-op work permit since the work permit can only be issued up to your study permit expiry date. If your study permit will expire soon, see your International Student Advisor to learn how you can apply for a study permit and a co-op work permit together.

Application Form, Supporting Documents and Fee (additional documents may be requested):

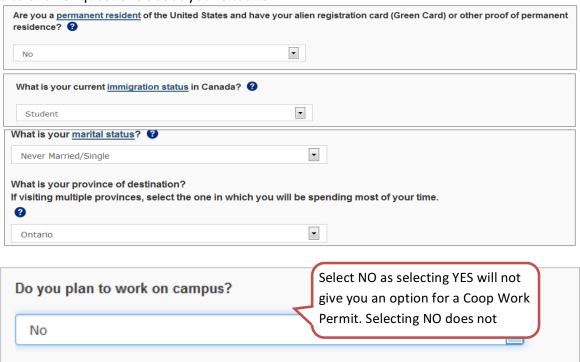
- IMM5710 (Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker)
- Co-op Letter
- Option -- official transcript issued by Centennial College
- **Copy of Passport** (Scanned copy of your photo page and all other pages with stamps and visas. Also include a copy of your current study permit.)
- Digital Photo
- **Proof of medical exam** (if applicable):
 - A medical exam may be required depending on your country of residence from the past 12 months and your program of study. Your medical exam results are valid for 12 months once it is done.
- Fee \$0 (There is no fee for a coop work permit application.)

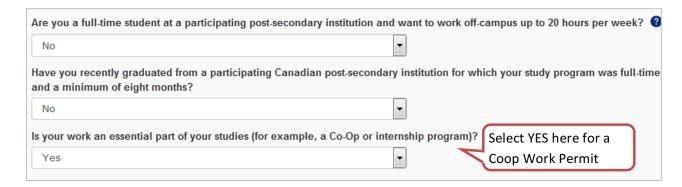
Tips in Answering Questions in MyCIC

You need to answer series of questions before you reach the document upload page.

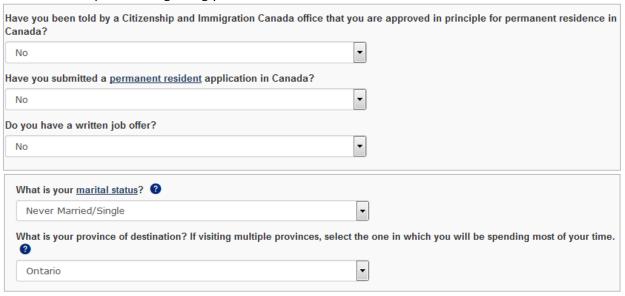


Continue to answer questions about your situation.

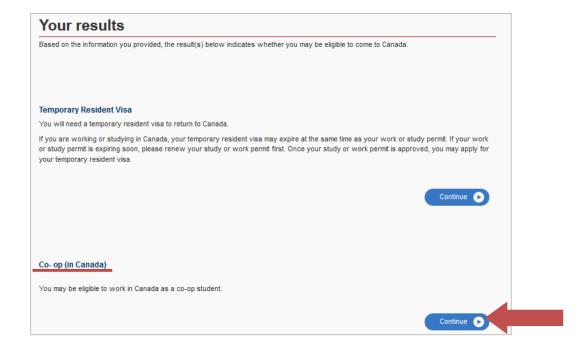




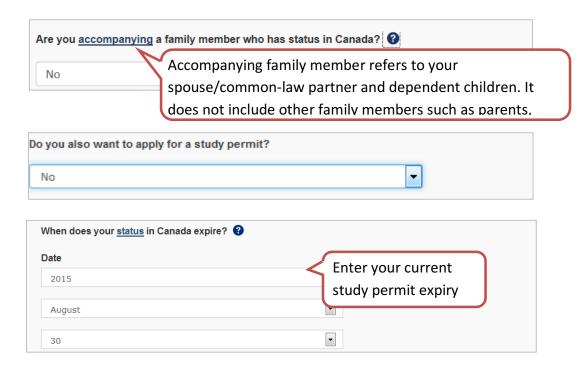
Continue to answer questions regarding your situations.



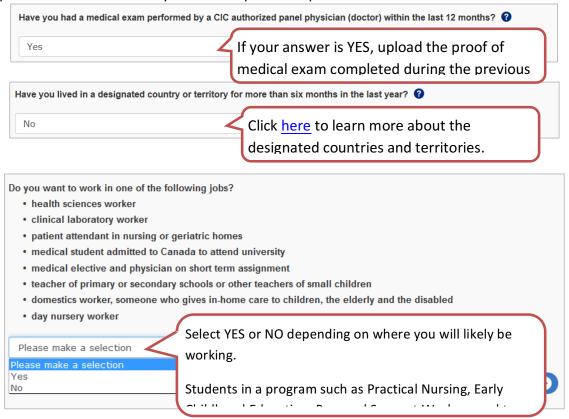
When you reach "Your results" page, continue with Co-op (in Canada) application.



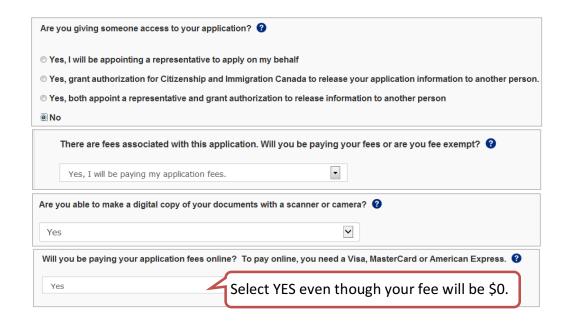
Continue to answer more questions.



Answer questions to determine if you need to provide a proof of medical exam.



Last series of questions before the document upload page.



Tips in Completing the IMM5710 Form

You need to complete the form and validate it before uploading. Please see below for frequently asked questions for a co-op work permit application.

Questions	Answers/Hints
Page 1	
1. UCI	8~10 digit number located on your study permit.
	Indicated as Client ID or UCI.
3. I'm applying for one or more of the	An initial work permit or a work permit with a new
following	employer.
PERSONAL DETAILS	
7. Current Country of Residence	Canada
• Status	Student
• From	 The date your very first study permit was issued
• To	 The date your current study permit expires
Page 2	
National Identity Document	
1. Do you have a National Identity Docume	Click yes only if you have a valid ID document that was issued to you from your Country of Citizenship or Permanent Residence. Examples: citizenship card, driver's license, Identification for the right to vote etc. This does not included your passport document.
CONTACT INFORMATION	
1. Current mailing address	This is the address where your permit will be mailed. Make sure to enter a valid address where your documents will not be lost.
COMING INTO CANADA	
1. Date and place of your original entry to	The date you first arrived in Canada and the first
Canada.	Canadian city you arrived.
3. Date and place of your most recent	If you travelled outside of Canada since you first arrived,
entry to Canada (if not the same as	enter the most recent date and place of your entry to
original entry)	Canada.
4. If applicable, provide the document	Found on top right corner of your study permit. Starts
number of most recent Visitor Record,	with a letter followed by 9 digit numbers
Study Permit, Work Permit	(For example, F123456789)
Page 3	
DETAILS OF INTENDED WORK IN CANADA	
1 a). What type of work permit are you	Co-op work permit
applying for?	
2. Details of my prospective employer	Value and the land at a mark and the all the land at a mark and the all the land at a mark and the land at a mark
a) Name of employer	You may say "To be determined" or "Pending" if your
b) Complete address of employer	employer is unknown.

3. Intended location of employment in	
Canada	
Province, City/town	ON, Toronto
 Address 	"To be determined" or "Pending"
4. My occupation in Canada will be	
Job title	"To be determined" or "Pending"
Brief description of duties	"To be determined" or "Pending"
5. Duration of expected employment	From: The date when you submit this application
	To: Your study permit expiry date
EDUCATION	
1. Have you had any post-secondary	Click NO if you enter Centennial directly from a high
education (including college)?	school. Click YES if you attended a post-secondary
	education in or outside of Canada before coming to
	Centennial. Enter the highest level of education.
EMPLOYMENT	
1. Current occupation/activities	Student
 Company/employer/Facility name 	Centennial College
City, Province, Country	Enter Centennial information
Page 4	
BACKGROUND INFORMATION	
2 (c). Have you previously applied to	Click YES and provide details on what you've applied for
enter or remain in Canada?	in the past. (E.g. I applied for my initial study permit in
	December 2013 and an extension of a study permit in
	May 2015.)
Page 5	
SIGNATURE	Do not print the form to sign as it will create an error for
	uploading. You may simply type your name and enter
	the date instead.
VALIDATE	You must validate the form at the end to obtain a
	barcode page. If you see error messages in red, modify
	your answers and validate until a barcode page is
	created. Save the form for uploading.