

APPLY FOR A CO-OP WORK PERMIT

FROM WITHIN CANADA



The following guide was prepared by a licensed immigration professional in compliance with [section 91 of the Immigration and Refugee Protection Act \(IRPA\)](#).

This is not a legal document and does not constitute legal advice.

Immigration information may change without notice and it is your responsibility to refer to [Immigration, Refugees and Citizenship Canada \(IRCC\)](#), for the most up-to-date information and to be sure you meet the eligibility criteria.

IRCC is the authoritative source for immigration legislation, policies, instructions and information.

The information in this guide is subject to change.

Starting an application

First login to your IRCC Secure Account:

Visit the [IRCC Secure Account webpage](#). Create account or sign in if you already have an account.

"GCKey" allows you to register by creating your own ID, password, and security questions. Be sure to record this information so you do not forget.

"Sign in Partner" allows you to register for an IRCC Secure Account using online banking information for listed financial institutions in Canada.

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.

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**.

1 **Option 1: GCKey**
Sign in with your GCKey user ID and password.
[Sign in with GCKey](#)

2 **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](#)

Once you are logged into your [IRCC Secure Account](#):

Scroll down to the "Start an Application Section" and select "Apply to come to Canada" (even though you are already here).

Firstname Lastname'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 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.

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 5 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](#)

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: citizenship](#)

Use this application to apply for a citizenship (citizenship certificate) citizenship records.

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.

Apply Using IRCC Secure Account

Select "I do not have a personal reference code" > "Determine your eligibility and apply online" > select "visit study/work" > you will then complete the questionnaire which will determine which applications you are eligible to submit an application for.

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)

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 checklist right into your account.

Determine your eligibility and apply online:

Determine your eligibility and apply online:

Start the application eligibility questionnaire:

Find out if you're eligible to apply

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

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

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

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

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

What is your date of birth? (required) ?

Click on the question mark for more information about each question.

Click on underlined words to view definition.

Complete Eligibility Questionnaire

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 your country/territory code - you can find this 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

Click on the hyperlink for definition of a family member before answering. Indicate yes/no based on your circumstances.

What is your date of birth? (required) ?

Select year

Select month

Select day

Cancel

Next

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

Answer yes/no based on your circumstances.

Save and Exit Questionnaire

Next

Find out if you're eligible to apply

What is your current [immigration status](#) in Canada? (required) ?

Student

Save and Exit Questionnaire

Next

Find out if you're eligible to apply

Do you plan to work on campus? (required)

No

Select no even if you do (this will not impact your study permit working conditions).

Save and Exit Questionnaire

Next

Complete Eligibility Questionnaire

Find out if you're eligible to apply

Select no even if you do (this will not impact your study permit working conditions).

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

Save and Exit Questionnaire

Next

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 yes/no based on your circumstances.

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

Please make a selection

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

No

No. (It is not required).

Save and Exit Questionnaire

Next

Find out if you're eligible to apply

What is your marital status? **(required)** ?

Please make a selection

Answer based on your circumstances.

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

?

Please make a selection

Save and Exit Questionnaire

Next

Complete Eligibility Questionnaire

This page shows the applications are eligible to submit

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

Select "Co-op (in Canada)" > Continue > You will then proceed to a questionnaire > the answers you provide will populate your personalized document checklist (application package).

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

Populate Personalized Document's Checklist

Find out if you're eligible to apply

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

Please make a selection

Answer yes/no based on your circumstances. For example, are you in Canada as a dependent of a work permit holder?

Save and Exit Questionnaire

Next

Find out if you're eligible to apply

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

Please make a selection

Answer yes/no based on your circumstances.

Save and Exit Questionnaire

Next

Find out if you're eligible to apply

When does your status in Canada expire? ?

Date (required)

Select year

Select month

Select day

Input your study permit expiry date.

Save and Exit Questionnaire

Next

Determine if you require a medical exam:

In the next series of questions, IRCC will determine if you are required to complete a medical exam for this application. It's important to answer the questions truthfully.

- You have lived outside Canada in certain countries/territories for more than 6 months in the last year.
- Or, you intend to work in certain jobs in which you come in close contact with vulnerable people.

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

Answer yes/no based on your circumstances.

Save and Exit Questionnaire

Next

Populate Personalized Document's Checklist

Find out if you're eligible to apply

A medical exam is needed before you submit your application for foreign nationals who:

- want to stay in Canada for more than 6 months and have lived in one or more [designated countries or territories](#) for more than six months in the past year or;
- intend 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

Do you fit into one of these categories? (required) ?

Please make a selection

Answer yes/no based on your circumstances.

Next

Save and Exit Questionnaire

Find out if you're eligible to apply

Do you want to submit an application for a [family member](#)? (required) ?

Please make a selection

Answer based on your circumstances. Family member refers to a spouse, common-law partner, dependent child or dependent child of a dependent child (grandchild), who plans to immigrate to Canada with the principal applicant.

Save and Exit Questionnaire

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

Answer based on your circumstances.

Next

Save and Exit Questionnaire

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

Answer based on your circumstances.

Next

Save and Exit Questionnaire

Populate Personalized Document's Checklist

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)

Please make a selection

Save and Exit Questionnaire

Next

This question will only populate if you are applying to extend your study permit as well. The co-op work permit application is free.

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

Save and Exit Questionnaire

Next

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 Visa Debit or Debit MasterCard. (required) ?

Yes

Save and Exit Questionnaire

Next

This question will only populate if you are applying to extend your study permit as well. The co-op work permit application is free.

Populate Personalized Document Checklist

[Start Again](#) [Print](#) [Report a Technical Issue](#) [Help](#)

Review your answers

Please review your results and modify your answers if required.

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.

AFG (Afghanistan)

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?

January 1, 1992

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

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 Visa Debit or Debit MasterCard.

Yes



Continue



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](#)

Review Instructions on Submitting Application

MENU ▾

[Home](#) > [Online Services](#)

[↶ Start Again](#) [🖨 Print](#) [💬 Report a Technical Issue](#) [? Help](#)

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.

✓ Step 1: Use your account

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

✓ Step 2: Save your application

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

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

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



✓ 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 ▶

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](#)

Personalized Document Checklist

Your document checklist provides a list of all the documents you require for your application. You will upload each document here.

Example of document checklist for those only applying for COWP:

NOTE: the items in this checklist will vary based on the answers you provided.

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

Supporting Documents

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

Example of document checklist for those extending study permit and applying for COWP:

NOTE: the items in this checklist will vary based on answers you provided.

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

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

Completing the Application Form

If only completing co-op work permit application:

Complete the Application to Change Conditions, Extend my Stay or Remain in Canada As a Worker (IMM 5710):

- In Section 1, be sure to include your UCI (Universal Client ID - which can be found on your Study Permit)
- In reply to Section 1 a/ of the "Details of Intended Work in Canada – What type of work permit are you applying for?" select "Co-op work permit" from the drop-down menu.
- Leave sections 2, 3, 4, 5 6, 7 of the "Details of Intended Work In Canada" part of the form blank

The screenshot shows the top portion of the IMM 5710 application form. At the top left is the Government of Canada logo. The title is "APPLICATION TO CHANGE CONDITIONS, EXTEND MY STAY OR REMAIN IN CANADA AS A WORKER". Below the title is a note: "If you need more space for any section, print out an additional page containing the appropriate section, complete and submit it with your application." There are two buttons: "Validate" and "Clear Form". The form has three main sections: 1. UCI (Universal Client ID), 2. * I want service in (with a dropdown arrow), and 3. I am applying for one or more of the following: (with four checkboxes: * 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, and * Get a new temporary resident permit (for inadmissible applicants only)). There is also an "OFFICE USE ONLY Validated" box.

If extending study permit AND applying for a co-op work permit applying for a co-op work permit:

Complete the Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709):

- Under "Details of Intended Study In Canada":
- 6a) In addition to a study permit are you also applying for a work permit > Select Yes
- 6b) What type of work permit are you applying for? Co-op Work Permit

Note: You will ONLY complete IMM5709. You do not need to complete IMM5710 as well.

The screenshot shows the top portion of the IMM 5709 application form. At the top left is the Government of Canada logo. The title is "APPLICATION TO CHANGE CONDITIONS, EXTEND MY STAY OR REMAIN IN CANADA AS A STUDENT". Below the title is a note: "If you need more space for any section, print out an additional page containing the appropriate section, complete and submit it with your application." There are two buttons: "Validate" and "Clear Form". The form has three main sections: 1. UCI (Universal Client ID), 2. * I want service in (with a dropdown arrow), and 3. I am applying for one or more of the following: (with three checkboxes: * Apply for a study permit for the first time or extend my study permit, * Restore my status as a student, and * Get a new temporary resident permit (for inadmissible applicants only)). There is also an "OFFICE USE ONLY Validated" box.

Completing IMM5710

Application to Change Conditions, Extend my Stay, or Remain in Canada as a Worker

IMM5710 should be completed if you are only applying for the co-op work permit and do not need to also extend your study permit. If you are extending your study permit, refer to IMM5709 following this.

ED WHEN COMPLETED - B
PAGE 1 OF 5



Government of Canada
Gouvernement du Canada

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 Unique Client Identifier - located near top right of study permit	2 * I want service in <div>Click the drop-down for English or French</div>	OFFICE USE ONLY Validated
3 I am applying for one or more of the following: <input type="checkbox"/> * Apply for a work permit with the same employer <input type="checkbox"/> * Restore my status as a worker <input checked="" type="checkbox"/> * Apply for a work permit for the first time or with a new employer <input type="checkbox"/> * 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) Last name(s) as stated on passport		Given name(s) (as shown on your passport or travel document) First and middle name(s) as stated on passport	
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)	
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		Study permit issue date Study permit expiry date YYYY-MM-DD 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? 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			

Not including country/territory of citizenship or Canada

FOR OFFICE USE ONLY - DO NOT WRITE IN THIS SPACE

Completing IMM5710

Application to Change Conditions, Extend my Stay, or Remain in Canada as a Worker

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Applicant Name	Date of Birth
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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 YYYY-MM-DD	To YYYY-MM-DD	e) Date of Birth 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 Simply indicate yes or no - proof not required		

PASSPORT

1 * Passport number	2 * Country or territory of issue	3 * Issue date YYYY-MM-DD	4 * Expiry date 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			

NATIONAL IDENTITY DOCUMENT

1 Do you have a national identity document? <input type="checkbox"/> * No <input type="checkbox"/> * Yes Some countries have a government identification document that is not a passport			
2 Document number	3 Country or territory of issue	4 Issue date YYYY-MM-DD	5 Expiry date 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

Some national identity documents have an issue and expiry date, some have neither, some only have an issue date, some only have an expiry date. Indicate whatever is applicable

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 Mailing address = where do you want your co-op work permit/study permit mailed?					
P.O. box Likely not applicable	Apt/Unit Door number if living in a building with multiple units	Street no. Street no. refers to "building number"	* Street name		
* City/Town	* Country or Territory Canada	* Province	* Postal code		
2 Residential address Same as mailing address? <input type="checkbox"/> * No <input type="checkbox"/> * Yes Residential address = where do you live? Only indicate if different from mailing address.					
Apt/Unit	Street no.	Street name			
City/Town	Country or Territory Canada	Province	Postal code		
3 Telephone no. <input checked="" type="checkbox"/> Canada/US <input type="checkbox"/> Other			4 Alternate Telephone no. <input type="checkbox"/> Canada/US <input type="checkbox"/> Other		
Type Select from drop-down	Country Code	No.	Ext.	Type	Country Code No. Ext.
5 Fax no. Not applicable <input type="checkbox"/> Canada/US <input type="checkbox"/> Other			6 E-mail address Indicate the email address you access most often. You should also be checking your spam folder.		

Completing IMM5710

Application to Change Conditions, Extend my Stay, or Remain in Canada as a Worker

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Applicant Name	Date of Birth
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COMING INTO CANADA

1	Date and place of your original entry to Canada	* Date Study permit issue date YYYY-MM-DD	* Place Name of city from which you entered Canada
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 date if applicable YYYY-MM-DD	Place Name of city from which you entered Canada
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 Study permit document number - located in top-right corner and begins with "F". Ex. F012345678

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)	
	Leave questions 2, 3, 4, 5, 6, 7 blank. Complete question 8	
	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 YYYY-MM-DD
		To 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	

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 or Territory
			Province/State

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 year and month * YYYY * MM	* Current Activity/Occupation Returning student	* Company/Employer/Facility name Trent University
	To leave blank YYYY MM	* City/Town Peterborough or Oshawa	* Country or Territory Canada
			Province/State ON

Completing IMM5710

Application to Change Conditions, Extend my Stay, or Remain in Canada as a Worker

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Applicant Name	Date of Birth
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EMPLOYMENT (CONTINUED)

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

BACKGROUND INFORMATION Indicate yes or no to all questions in this section. Be sure to answer truthfully.

[Clear Section](#)

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

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Application to Change Conditions, Extend my Stay, or Remain in Canada as a Worker

BACKGROUND INFORMATION (CONTINUED)

SIGNATURE

I declare that I have answered all questions in this application fully and truthfully.

TYPE GIVEN NAMES AND LAST NAMES AS STATED ON PASSPORT

Indicate date form signed and completed

Do not forget to include photos, fees (if applicable) and any other provided all of the required documents as per the document checklist.

tion guide for more information and verify that you have completed and

Depending on the type of application made, the information you provide. Individuals also have a right to protection and access to their personal information. IRCC's line of business and services and the Government of Canada's access to information policy. Source is also available at public libraries across Canada.

OK

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Validate

When you are finished, click the blue validate button. This will check for errors and omissions. If there is anything missing, the form will highlight the field in red. You can validate the form as many times as you need. Once it has validated successfully, a pop up will appear to confirm. The form will automatically add an additional page with barcodes. Ensure you save the file at this time. You can now upload into your document checklist in your IRCC Account.

Current country or territory of residence:				
Country or Territory	Status	Other	From	To
Canada	* Student ▼		2021-04-21	YYYY-MM-DD

Previous countries or territories of residence: During the past five years have you lived in any country or territory other than your

☒ * No ☐ * Yes

Completing IMM5709

Application to Change Conditions, Extend my Stay, or Remain in Canada as a Student

IMM5709 should be completed if you are extending your study permit and applying for a co-op work permit.



Government 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 Unique Client Identifier - located near top right of study permit	2 * I want service in Click the drop-down for English or French	OFFICE USE ONLY Validated
3 I am applying for one or more of the following: <input checked="" type="checkbox"/> * Apply for a study permit for the first time or extend my study permit <input type="checkbox"/> * Restore my status as a student <input type="checkbox"/> * 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) Last name(s) as stated on passport		Given name(s) (as shown on your passport or travel document) First and middle name(s) as stated on passport	
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)	
*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 Canada	Status Student	Other	From Study permit issue date YYYY-MM-DD
			To 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? b) If you answered "yes" to question 8a), please provide details			
Country or Territory	Status	Other	From YYYY-MM-DD
			To 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			

Not including country/territory of citizenship or Canada

FOR OFFICE USE ONLY - DO NOT WRITE IN THIS SPACE

Completing IMM5709

Application to Change Conditions, Extend my Stay, or Remain in Canada as a Student

PAGE 2 OF 5

Applicant Name	Date of Birth
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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 YYYY-MM-DD	To YYYY-MM-DD	e) Date of Birth 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 Simply indicate yes or no - proof not required		

PASSPORT

1 * Passport number	2 * Country or territory of issue	3 * Issue date YYYY-MM-DD	4 * Expiry date 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			

NATIONAL IDENTITY DOCUMENT

1 Do you have a national identity document? <input type="checkbox"/> * No <input type="checkbox"/> * Yes Some countries have a government identification document that is not a passport			
2 Document number	3 Country or territory of issue	4 Issue date YYYY-MM-DD	5 Expiry date 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

Some national identity documents have an issue and expiry date, some have neither, some only have an issue date, some only have an expiry date. Indicate whatever is applicable

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 Mailing address = where do you want your co-op work permit/study permit mailed?					
P.O. box Likely not applicable	Apt/Unit Door number if living in a building with multiple units	Street no. Street no. refers to "building number"	* Street name		
* City/Town	* Country or Territory Canada	* Province	* Postal code		
2 Residential address Same as mailing address? <input type="checkbox"/> * No <input type="checkbox"/> * Yes Residential address = where do you live? Only indicate if different from mailing address.					
Apt/Unit	Street no.	Street name			
City/Town	Country or Territory Canada	Province	Postal code		
3 Telephone no. <input checked="" type="checkbox"/> Canada/US <input type="checkbox"/> Other			4 Alternate Telephone no. <input type="checkbox"/> Canada/US <input type="checkbox"/> Other		
Type Select from drop-down	Country Code	No.	Ext.	Type	Country Code No. Ext.
5 Fax no. Not applicable <input type="checkbox"/> Canada/US <input type="checkbox"/> Other			6 E-mail address Indicate the email address you access most often. You should also be checking your spam folder.		

Completing IMM5709

Application to Change Conditions, Extend my Stay, or Remain in Canada as a Student

PAGE 3 OF 5

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

COMING INTO CANADA

1 Date and place of your original entry to Canada	* Date Study permit issue date YYYY-MM-DD	* Place Name of city from which you entered Canada
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 date if applicable YYYY-MM-DD	Place Name of city from which you entered Canada
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 Study permit document number - located in top-right corner and begins with "F". Ex. F012345678	

DETAILS OF INTENDED STUDY IN CANADA

1 I have been accepted at the following educational institution					
* a) Name of School Trent University		* My level of study will be: Select from drop-down		My field of study will be: Select from drop-down	
b) Complete address of school in Canada					
* Province	* City/Town	* Address Durham or Peterborough address			
2 Designated Learning Institution # (O#) O19395164223		My Student ID # is: Ex. 0123456		3 Duration of expected study	* From Today's date YYYY-MM-DD
				* To YYYY-MM-DD	
4 The cost of my studies will be:		5 * a) Funds available for my stay(CAD) Total of tuition + room/board Ex. 38,000		* b) My expenses in Canada will be paid by: Select from drop-down	
* Tuition	Room and board \$10,000	Other		c) Other If applicable - for example "parents, myself, and scholarship"	
a) In addition to a study permit, are you also applying for a work permit?		<input type="checkbox"/> * No <input checked="" type="checkbox"/> * Yes		b) What type of work permit are you applying for: Co-op work permit	
7 If you have been issued a Quebec Acceptance Certificate (CAQ), provide the:					
Certificate Number		Expiry Date			

Anticipated graduation date noted on Letter of Enrollment. If LOE notes month and year only, indicate the last day of the month

For 1 academic year Ex. 28,000

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.

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 or Territory		Province/State

Only include post-secondary education which you have graduated from, if applicable. Otherwise, indicate "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 year and month *YYYY *MM	* Current Activity/Occupation Returning student	* Company/Employer/Facility name Trent University		
	To leave blank YYYY MM	* City/Town Peterborough or Oshawa	* Country or Territory Canada	Province/State ON	
2	From YYYY MM	Previous Activity/Occupation	Company/Employer/Facility name		
	To YYYY MM	City/Town	Country or Territory		Province/State

Applicant Name	Date of Birth
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EMPLOYMENT (CONTINUED)

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

BACKGROUND INFORMATION Indicate yes or no to all questions in this section. Be sure to answer truthfully.

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Application to Change Conditions, Extend my Stay, or Remain in Canada as a Student

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Validate

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



Current country or territory of residence:				
Country or Territory	Status	Other	From	To
Canada	* Student ▼		2021-04-21	YYYY-MM-DD

Previous countries or territories of residence: During the past five years have you lived in any country or territory other than your

☒ * No ☐ * Yes

CONTACT US

Have questions about applying for the co-op work permit?
Email: internationaladvising@trentu.ca