

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 current as of April 13, 2022 and is subject to change.

Understanding the Co-op Work Permit (COWP)

International students who are required to complete work (e.g. co-op, internship, practicum, placement) that is integral to their academic program must apply for a co-op work permit. This applies whether the work is on or off campus, paid or unpaid, during the academic year or during the summer, and regardless of the number of hours required for work. Integral means that you cannot graduate from the program unless you complete the work.

Why Do I need a Co-op work permit?

As you will be completing work for academic credit you will need authorization to do so. If work is integral to your academic program, you are required to have a co-op work permit before you start your work.

Am I Eligible for a Co-op work permit?

You are eligible to apply for a co-op work permit if:

- The intended employment is integral to your academic program
- You have a letter from your department indicating that the intended employment is integral to your academic program
- You have a valid study permit
- The co-op or internship employment constitutes less than 50% of your program
- You are not a medical intern or extern, nor a resident physician (except in veterinary medicine)
- International students enrolled in English as a Second Language, French as a Second Language or general interest courses and programs, are not eligible to obtain a work permit under the co-op work permit Program.

If you are unsure if your work is integral to your academic program or if you are eligible to apply, please reach out to the International Advising Team internationaladvising@trentu.ca. Or visit our website to learn more about co-op work permits.

How to Apply:

- If accepted directly into a program requiring mandatory work, students can apply for their co-op work permit at the same time as they apply for their initial study permit from outside Canada.
- Students who apply for a co-op program later in their studies or who were not issued a co-op work permit at the Canadian port-of-entry (land crossing or airport) and are eligible, can apply from within Canada.

When to Apply:

Due to current delays in processing, students are advised to apply for their co-op work permit at least 6 months before their co-op is due to start. If you must provide biometrics (fingerprints and a photo), apply for your work permit earlier to allow for this extra step.

Understanding the Co-op Work Permit (COWP)

Where and When Can I Work with a Co-op work permit?

A co-op work permit is an open work permit that allows you to work full-time for any employer in Canada as long as the work satisfies a mandatory requirement of your program for which you will be registered for an internship or co-op course. It cannot be used for internships that do not count for academic credit at Trent University.

This work permit only allows you to do the work approved by your co-op program within your co-op work term. You are not allowed to use the co-op work permit to work outside the approved co-op terms even if the permit is still valid.

A co-op work permit will be issued with the institution (Trent University) listed as the employer since the work is an integral part of your academic program at Trent. This does not mean that you cannot work for an employer other than Trent University. Do note, a job offer is not necessary when applying for a co-op work permit. Visit the IRCC website for more information.

Can I work as per my study permit working conditions while holding a co-op work permit?

You may simultaneously hold a co-op work permit and work off-campus with your study permit working conditions if you meet the eligibility criteria for each.

Applying for a Co-op Work Permit

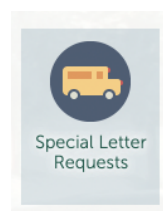
If you did not apply for your co-op work permit at the same time as you applied for your initial study permit from outside Canada, then you can apply for your co-op work permit online from inside Canada.

Your co-op work permit will normally match the expiry date of your study permit. If your study permit does not expire soon, apply for a co-op work permit only. If it expires soon, apply for both a study permit extension and a co-op work permit together.

Co-op Support letter:

You must have a letter from your academic department indicating that the intended employment is integral to your academic program to support your co-op work permit application.

The request form can be found in myTrent by navigating to the "Academics" section and then scrolling down to "Forms". The request form is called "Special Letter Requests" > Confirmation of co-op for Citizenship and Immigration Canada



First login to your IRCC Secure Account:

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

1. Sign in Partner allows you to register for an IRCC Secure Account using online banking information for listed financial institutions in Canada.
2. 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 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**.

Option 1: GCKey

Sign in with your GCKey user ID and password.

Sign in with GCKey

Option 2: Sign-In Partner

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

Sign in with Sign-In Partner

Don't have an account?

Register

Need Help?

How to sign in or apply online

Apply Using IRCC Secure Account

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 entries

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

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

Continue an application you haven't submitted

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

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

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

Start an application

[Apply to come to Canada](#)

Includes applications for visitor visas, work and study permits, Express Entry and International Experience Canada. You will need your personal reference code if you have one.

[Refugees: Apply for temporary health care](#)

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 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.

Select "I do not have a personal reference code" > determine your eligibility and apply online > visit study/work > complete the questionnaire which will determine your application eligibility

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 document checklist right into your account.

Determine your eligibility and apply online:

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Complete Eligibility Questionnaire

Complete the questionnaire to determine which applications you are eligible for:

- 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: **Select code which is applicable to you.**
- 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?: **Click on the hyperlink for definition of a family member.**
- What is your date of birth? **Indicate your date of birth.**
- Are you a lawful permanent resident of the United States with a valid U.S. Citizenship and Immigration Services (USCIS) number? **Select yes or no based on your circumstances.**
- What is your current immigration status in Canada? **Student.**
- Do you plan to work on campus? **You must 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? **You must select no even if you do (this will not impact your study permit working conditions).**
- 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 yes or no based on your circumstances.**
- Have you submitted a permanent resident application in Canada? **Select yes or no based on your circumstances.**
- Do you have a written job offer? **No. (It is not required).**
- What is your marital status? **Answer based on your circumstances.**
- What is your province of destination? **Ontario.**
- On the "Your results" page: **Select "Co-op (in Canada)" > Continue**

Your results

Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.

Co- op (in Canada)

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

Exit Questionnaire

Continue

Populate Personalized Document's Checklist

Complete the Co-op work permit questionnaire to populate your personalized document's checklist:

- Are you accompanying a family member who has status in Canada? **Select yes or no based on your circumstances.**
- Do you also want to apply for a study permit? **Answer yes if your study permit is expiring and you need to extend it. Refer to your anticipated graduation date. You should apply to extend if your study permit will not be valid for the length of your studies. You need a study permit valid until your degree is officially Conferred in the Senate (end of May, January, or September).**
- Have you had a medical exam performed by an IRCC authorized panel physician within the last 12 months? **Select yes or no based on your circumstances.**
- Have you lived in a designated country or territory for more than six months in the last year? **Select yes or no based on your circumstances.**
- Do you want to work in one of the following jobs? **Select yes or no based on your circumstances. Students working in these fields require medical clearance.**
- Do you want to submit an application for a family member? **Select yes or no based on your circumstances.**
- Are you giving someone access to your application? **Likely no, as you will complete the application, but select whichever answer is true for you.**
- In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada? **Select yes or no based on your circumstances. You will be invited to complete biometrics if you are not exempt and have not previously submitted them.**
- There are fees associated with this application. Will you be paying your fees or are you fee exempt? **Select yes or no.**
- Are you able to make a digital copy of your documents with a scanner or camera? **Select yes or no.**
- 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: **Select yes or no.**
- Review your answers: **To modify responses click on the pencil icon. When you are ready, click continue.**
- Working in Canada – Your personal document checklist: **This checklist provides the application forms and the supporting documents required for your application. Be sure to record your personal reference code and take a screen shot of the document's checklist for your reference.**
- Download and complete application form
- Upload completed application form and required supporting documents

Example of Document's Checklist:

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

Some applicants may be:

- completing IMM5709 instead of IMM5710 to extend their study permit and apply for a co-op work permit
- required to complete a medical exam
- required to complete biometrics

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	Co-op Letter (required)	?	Upload File
Not Provided	Passport (required)	?	Upload File
Not Provided	Proof of upfront medical exam (required)	?	Upload File
Not Provided	Digital photo (required)	?	Upload File
Not Provided	Request for Medical Exam (required)	?	Upload File

Optional Documents

Optional Documents

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

Fees

Fees

Application	Quantity	Price (CAD) per unit	Total (CAD)
Work Permit	1	\$0	\$0

Completing the Application Package

Application Form:

You will complete one of the following application forms depending on whether you are also applying to extend your study permit.

- IMM5710: Application to change conditions, extend my stay or remain in Canada as a worker (if simply applying for a co-op work permit)

OR

- IMM5709: Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (if applying to extend your study permit and apply for co-op work permit)

Required Documents:

- Co-op Letter: a letter from your department at Trent University indicating that the intended employment is integral to your academic program
- Letter of Acceptance (referring to a current Letter of Enrollment)
 - Undergraduate: myTrent > Register > Verification > International Verification of Enrollment
 - Graduate: myTrent > Academics > Academic Record > Verification of Enrollment
- Valid Passport: include bio page and ALL stamped/marked pages of your passport
- Digital Photo: refer to requirements by clicking the “?”

You may require:

- Proof of upfront medical exam (see below)
- Biometrics (see below)

Fees Required:

- Work Permit: No Fee
- Study Permit Extension (if applicable): \$150
- Biometrics (if applicable): \$85

If you are required to complete a medical exam:

First consult the [IRCC instructions on obtaining a medical exam](#). Undergo your medical exam before you submit your application.

Your medical exam must be performed by a [panel physician](#). There are fees that are associated with the medical exam and that are determined by the panel physician. Make sure that the physician gives you a copy of the eMedical receipt or an Upfront Medical Report which will serve as proof of your medical exam and which you will upload to your co-op work permit application.

If you are required to complete biometrics:

You will be sent an invitation to complete [biometrics](#) within 24 hours of application submission and instructions on how and where to complete them.

Completing the Application Package

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 and 8 of the "Details of Intended Work In Canada" part of the form blank

If also extending study 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

Once you have completed this form save it to your desktop as you will upload it as part of your application which will be done through your IRCC Secure Account

After You Apply:

The remarks at the bottom of your Co-op work permit must indicate: "Only for work forming an essential/integral part of the course as per Trent University." If the above remarks do not appear, you may need to apply for a work permit amendment.

Have questions about your application?

If you have problems with your online application, please contact the Immigration Canada Call Centre at 1-888-242-2100 or refer to detailed information on [Immigration Canada's Co-op Work Permit webpage](#).

CONTACT US

Have questions about your academics or immigration?
Email: internationaladvising@trentu.ca

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