

INTERNATIONAL STUDENT GUIDE

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 June 1 , 2023 and is subject to change.

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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/internship 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.

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 accepted into a program requiring mandatory work later in their studies or students 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:

Students are advised to apply for their co-op work permit at least 6 months before their work requirement 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 program within your work term. You are not allowed to use the co-op work permit to work outside the work which is approved by your program 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.

The Co-op Work Permit Application Process

Applying from Inside Canada:

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.

There are two methods of applying for a co-op work permit:

1. Direct Co-op Work Permit application (IMM5710)
2. Study permit extension + co-op work permit application (IMM5709)

When is your anticipated graduation date? With your work requirement, will your study permit be long enough for you to complete your studies? If not, apply for study permit extension with the COWP application. Check your study permit expiry now!

Required Documents:

Application form:

App to Change Conditions, Extend my Stay or Remain in Canada as a Student [IMM5709](#) OR
App to Change conditions, Extend my Stay or remain in Canada as a worker [IMM5710](#)

Supporting Documents:

- Trent Letter Indicating Work Requirement
- Passport - information pages and any page with a stamp, marking or visa
- [Digital Photo](#) (can obtain at Walmart, Shoppers, Staples)

You may require:

- [Biometrics](#) if you have not submitted them within the last 10 years for an application to come to Canada
- A [medical exam](#) if you have lived outside Canada for more than 6 months in the last year or you intend to work in certain jobs.
- Letter of Acceptance (referring to a current Letter of Enrollment)
 - Undergraduate: myTrent > Register > Verification > International Immigration Letter
 - Graduate: myTrent > Academics > Academic Record > Verification of Enrollment

Co-op 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 Finances tab > Marketplace > Office of the Registrar > Special Letter Request > Co-op Letter. The cost is \$40.00 CAD.



Decoding Your Study Permit

Your study permit is a separate piece of paper that you obtained at the Canadian Port-of-Entry when you first arrived in Canada.

It defines your status in Canada as a temporary resident and provides permission to study. Below are some tips to find important information on your study permit.

Immigration, Refugees and Citizenship Canada / Immigration, Réfugiés et Citoyenneté Canada

PROTECTED WHEN COMPLETED / PROTÉGÉ UNE FOIS REMPLI - B

CANADA

EA005 524 XX
F313080XXX

Document number

Name
Address

Application/Demande: SXXXXXXXXX
UCI/IUC: 8 or 10 digit

Unique Client Identifier or UCI

STUDY PERMIT/PERMIS D'ÉTUDES

CLIENT INFORMATION/INFORMATION DU CLIENT

Family Name/Nom de Famille:	XXX
Given Name(s)/Prénom(s):	XXXX
Date of Birth/Date de naissance:	XXXX/XX/XX (yyyy/mm/dd - aaag/mm/g)
Sex/Sexe:	FEMALE
Country of Birth/Pays de naissance:	xxx
Country of Citizenship/Citoyen de:	xxx
Travel Doc No./N° du document de voyage:	XXXXX PASSPORT

ADDITIONAL INFORMATION/INFORMATION

Issue date:	2020/10/20
Expiry Date/Date d'expiration:	2023/03/31
Case Type/Genre de cas:	30
Institution Name/Nom de l'institution:	DESIGNATED LEARNING INST-AB
Field of Study/Domaine d'études:	COMPUTING/IT
In Force From/En vigueur le:	2020/10/20 (yyyy/mm/dd - aaag/mm/g)

Issue and expiry date

Conditions:

1. MUST LEAVE CANADA BY 2023/03/31
2. NOT VALID FOR EMPLOYMENT IN BUSINESSES RELATED TO THE SEX TRADE SUCH AS STRIP CLUBS, MASSAGE PARLOURS OR ESCORT SERVICES.
3. MAY ACCEPT EMPLOYMENT ON OR OFF CAMPUS IF MEETING ELIGIBILITY CRITERIA AS PER R186(F), (V) OR (W). MUST CEASE WORKING IF NO LONGER MEETING THESE CRITERIA.

Remarks/Observations:

Study permit working conditions.

*****THIS DOES NOT AUTHORIZE RE-ENTRY/CECI N'AUTORISE PAS LA RÉ-ENTRÉE*****

THIS FORM HAS BEEN ESTABLISHED BY THE MINISTER OF IMMIGRATION, REFUGEES AND CITIZENSHIP CANADA - THIS DOCUMENT IS THE PROPERTY OF THE GOVERNMENT OF CANADA
FORMULAIRE ÉTABLI PAR LE MINISTRE DE L'IMMIGRATION, RÉFUGIÉS ET CITOYENNETÉ CANADA - LE PRÉSENT DOCUMENT EST LA PROPRIÉTÉ DU GOUVERNEMENT DU CANADA

IMM1 442B (1-2019)

Canada

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 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)

Continue Cancel

I do not have a Personal Reference Code

If you do not have a personal reference code, you may answer a series of questions to find out if you are eligible to apply for a visa and/or permit, apply for Express Entry, and begin an online application.

If you begin your application **after you have logged into your account**, you will not receive a personal reference code, as the system will save your checklist right into your account.

Determine your eligibility and apply online:

Visitor visa, study and/or work permit

Express Entry (EE)

International Experience Canada (IEC)

Determine your eligibility and apply online:

Visitor visa, study and/or work permit

Express Entry (EE)

International Experience Canada (IEC)

Start the application 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

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)

Please make a selection

What is your date of birth? (required) ?

Select year Select month Select day

Cancel Next

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

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

Find out if you're eligible to apply

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

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

Please make a selection

Do you have a written job offer? (required)

No

Save and Exit Questionnaire

Next

Answer yes/no based on your circumstances.

No. (It is not required).

Find out if you're eligible to apply

What is your marital status? (required) ?

Please make a selection

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

Answer based on your circumstances.

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.

Save and Exit Questionnaire

Next

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.

Save and Exit Questionnaire

Next

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.

Save and Exit Questionnaire

Next

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](#)

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)	?	<input type="button" value="Upload File"/>

Supporting Documents

Supporting Documents			
Details	Document Name	Instructions	Options
Not Provided	Passport (required)	?	<input type="button" value="Upload File"/>
Not Provided	Digital photo (required)	?	<input type="button" value="Upload File"/>
Not Provided	Co-op Letter (required)	?	<input type="button" value="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)	?	<input type="button" value="Upload File"/>

Supporting Documents

Supporting Documents			
Details	Document Name	Instructions	Options
Not Provided	Co-op Letter (required)	?	<input type="button" value="Upload File"/>
Not Provided	Passport (required)	?	<input type="button" value="Upload File"/>
Not Provided	Letter of Acceptance (required)	?	<input type="button" value="Upload File"/>
Not Provided	Digital photo (required)	?	<input type="button" value="Upload File"/>

Completing the Application Package

Application Form IMM5710 OR IMM5709:

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 Supporting Documents:

- "Co-op Letter": a letter from your department at Trent University indicating that the intended employment is integral to your academic program
- 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)
- Letter of Acceptance (referring to a current Letter of Enrollment)
 - Undergraduate: myTrent > Register > Verification > International Immigration Letter
 - Graduate: myTrent > Academics > Academic Record > Verification of Enrollment

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 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 "Validate" button and a "Clear Form" button. The form has three main sections: 1. UCI (Universal Client ID), 2. * I want service in (with a dropdown menu), and 3. I am applying for one or more of the following: (with four checkboxes for different permit types). A small "OFFICE USE ONLY Validated" box is visible on the right side of the form.

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 "Validate" button and a "Clear Form" button. The form has three main sections: 1. UCI (Universal Client ID), 2. * I want service in (with a dropdown menu), and 3. I am applying for one or more of the following: (with three checkboxes for different permit types). A small "OFFICE USE ONLY Validated" box is visible on the right side of the form.

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.



Government of Canada / Gouvernement du Canada

FORM TO BE COMPLETED WHEN COMPLETED - B
PAGE 1 OF 5

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	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)		

Click the drop-down for English or French

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.)? <input type="checkbox"/> * No <input type="checkbox"/> * Yes				
b) If you answered "yes" to question 2a), please provide the name (e.g. Nickname, maiden name, alias, etc.)				
Family name		Given name(s)		
* 3 Sex	4 Date of birth	5 Place of birth		* Country or Territory
	* YYYY * MM * DD	* City/Town		
6 * Citizenship				
7 Current country or territory of residence:				
Country or Territory	Status	Other	From	To
Canada	Student		Study permit issue date YYYY-MM-DD	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? <input type="checkbox"/> * No <input type="checkbox"/> * Yes				
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		Given name(s)		
Family name				
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

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 <i>Simply indicate yes or no - proof not required</i>		

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 <i>Some countries have a government identification document that is not a passport</i>				
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 <i>Likely not applicable</i>	Apt/Unit <i>Door number if living in a building with multiple units</i>	Street no. <i>Street no. refers to "building number"</i>	* 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 <i>Residential address = where do you live? Only indicate if different from mailing address.</i>					
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 <i>Select from drop-down</i>	Country Code	No.	Ext.	Type	Country Code No. Ext.
5 Fax no. <i>Not applicable</i>			6 E-mail address		
<input type="checkbox"/> Canada/US <input type="checkbox"/> Other			<i>Indicate the email address you access most often. You should also be checking your spam folder.</i>		

Completing IMM5710

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

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	To	6	Labour Market Impact Assessment (LMIA) No. or Offer of Employment (LMIA Exempt) No.
		YYYY-MM-DD	YYYY-MM-DD		
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				
	Indicate yes/no based on your circumstances. IRCC is inquiring if you have applied for a provincial permanent residence program				

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.			
Only include post-secondary education which you have graduated from, if applicable. Otherwise, indicate "no".			
1	From	Field and level of study	School/Facility name
	YYYY MM		
	To	City/Town	Country or Territory
	YYYY MM		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	* Current Activity/Occupation	* Company/Employer/Facility name
	year and month	Returning student	Trent University
	*YYYY *MM		
	To	* City/Town	* Country or Territory
	leave blank	Peterborough or Oshawa	Canada
	YYYY MM		Province/State
			ON

Applicant Name	Date of Birth
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EMPLOYMENT (CONTINUED)

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

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.

1	<p>a) Within the past two years, have you or a family member ever had tuberculosis of the lungs or been in close contact with a person with tuberculosis? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>b) Do you have any physical or mental disorder that would require social and/or health services, other than medication, during a stay in Canada? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>c) If you answered "yes" to question 1a) or 1b), please provide details.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>If indicated yes to any of these questions, write a short sentence providing more details. If you run out of space you can write a letter providing further details and upload it in your "document checklist" under "optional documents" > "client information"</p> </div>
2	<p>a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>b) Have you ever been refused a visa or permit, denied entry or ordered to leave Canada or any other country or territory? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>c) Have you previously applied to enter or remain in Canada? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>d) If you answered "yes" to question 2a), 2b) or 2c), please provide details.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>If indicated yes to any of these questions, write a short sentence providing more details. If you run out of space you can write a letter providing further details and upload it in your "document checklist" under "optional documents" > "client information"</p> <p>EXAMPLE: 2b) Denied entry visa to China in 2001. 2c) Applied for initial study permit from outside Canada which expires on DATE. Applied for study permit extension in June 2013 and new entry visa in July 2013.</p> </div>
3	<p>a) Have you ever committed, been arrested for or been charged with or convicted of any criminal offence in any country or territory? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>b) If you answered "yes" to question 3a), please provide details.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>If indicated yes to any of these questions, write a short sentence providing more details. If you run out of space you can write a letter providing further details and upload it in your "document checklist" under "optional documents" > "client information"</p> </div>
4	<p>a) Did you serve in any military, militia, or civil defence unit or serve in a security organization or police force (including non obligatory national service, reserve or volunteer units)? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>b) If you answered "yes" to question 4a), please provide dates of service and countries or territories where you served.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>If indicated yes to any of these questions, write a short sentence providing more details. If you run out of space you can write a letter providing further details and upload it in your "document checklist" under "optional documents" > "client information"</p> </div>

Completing IMM5710

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

Applicant Name	Date of Birth
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BACKGROUND INFORMATION (CONTINUED)

5 Are you, or have you ever been a member or associated with any political party, or other group or organization which has engaged in or advocated violence as a means to achieving a political or religious objective, or which has been associated with criminal activity at any time? No Yes

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

SIGNATURE

Citizenship and Immigration Canada (CIC), or an organization at CIC's request, may want to contact you in the future to ask you about any services you received from CIC prior to the application process (such as participation in an information forum), during the application process (including the application process itself as well as orientation or accreditation services), and services received after arriving in Canada (including settlement, integration and citizenship). CIC will use this information, along with the information provided by other individuals, for research, performance measurement or evaluation purposes. CIC will not use this information to make any decisions about you personally.

Do you consent to be contacted by CIC, or an organization at CIC's request, in the future? No Yes **Indicate yes or no**

I understand that CIC is collecting this personal information to assess whether I should be granted a study permit and will use this information to verify my eligibility for a study permit as well as my compliance with the conditions of my study permit. CIC may disclose my personal information to CBSA to enforce the requirements of the Immigration and Refugee Protection Act.

I also understand that CIC may disclose my personal information to my designated learning institution to inquire whether I am in compliance with the conditions of my study permit. I consent to the disclosure of my personal information by my designated learning institution to CIC for the purpose of determining whether I am in compliance with these conditions. Failure to provide such consent will result in a refusal to grant a study permit.

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

Signature of Applicant or Parent/Legal Guardian's for a person under 18 years of age.

TYPE GIVEN NAMES AND LAST NAMES AS STATED ON PASSPORT

Date: YYYY-MM-DD

Indicate date form signed and completed

IMPORTANT NOTE:

This application must be signed and dated before it is submitted. Do not forget to include photos, fees (if applicable) and any other documents provided all of the required documents as per the document checklist.

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

DISCLOSURE

Information provided to IRCC is collected under the authority of the Immigration and Refugee Protection Act and is shared with other Canadian government institutions such as, but not limited to, the Canadian Security Intelligence Service (CSIS), the Department of Foreign Affairs, Trade and International Development, and provincial and territorial governments and foreign governments in accordance with the law enforcement bodies and detaining authorities with respect to the admission of an individual and his/her family at risk. Information may also be systematically validated for


to determine admissibility to Canada. Information provided may be shared with the Canadian Security Intelligence Service (CSIS), the Royal Canadian Mounted Police (RCMP), the Canadian Security Intelligence Agency (CSIA), the Canadian Security Development Canada (ESDC), the Canada Revenue Agency (CRA), and other government departments. Information may be disclosed to or validated with foreign governments, in legislation where such sharing of information may not put the individual at risk for the purposes of validating status and identity to administer their

Where biometrics are provided as part of an application, the fingerprints collected by the agencies in Canada in accordance with subsection 13.11(1) of the Immigration and Refugee Protection Act cannot reasonably be otherwise established or verified because of physical or other reasons with whom Canada has an agreement or arrangement.

The RCMP. The fingerprint record may also be disclosed to law enforcement agencies. The information may be used to establish or verify the identity of a person in Canada or to be used to establish or verify the identity of an individual whose identity information is shared with immigration information related to biometric records with foreign

Depending on the type of application made, the information you provide may be shared with other government departments and agencies. Individuals also have a right to protection and access to their personal information. For more information on IRCC's line of business and services and the Government of Canada's access to information, visit the [Access to Information Act](#). Source is also available at public libraries across Canada.

Information Banks (PIB) pursuant to section 10(1) of Canada's Privacy Act. For more information on the Access to Information Act. Further details on the PIBs pertaining to immigration information are available at the [Infosource website](#) and through the IRCC Call Centre. Info



Validation completed successfully.

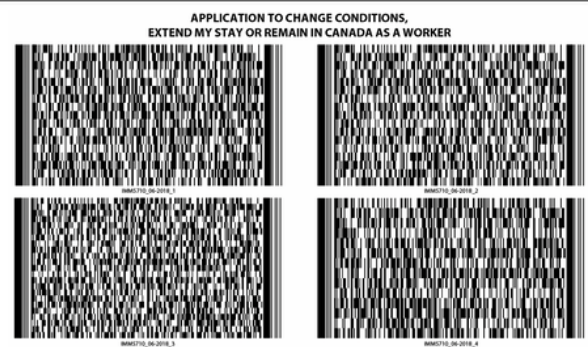
Please print the entire application and sign and date the last page. This page contains bar codes that facilitates data entry of your application.

If you are applying online, you do not need to sign your application form by hand. You will be asked to provide an electronic signature once you are ready to transmit your documents to CIC.

[OK](#)

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	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 current country or territory of residence (indicated above) for more than six months?

* No * Yes

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	OFFICE USE ONLY Validated
--	-----------------------	------------------------------

Click the drop-down for English or French

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.)? <input type="checkbox"/> * No <input type="checkbox"/> * Yes b) If you answered "yes" to question 2a), please provide the name (e.g. Nickname, maiden name, alias, etc.) Family name	Given name(s)
---	---------------

*3 Sex	4 Date of birth * YYYY * MM * DD	5 Place of birth * City/Town	* Country or Territory
--------	-------------------------------------	---------------------------------	------------------------

6 * Citizenship

7 Current country or territory of residence:				
Country or Territory	Status	Other	From	To
Canada	Student		Study permit issue date YYYY-MM-DD	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? <input type="checkbox"/> * No <input type="checkbox"/> * Yes 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

Not including country/territory of citizenship or Canada

9 * a) Your current marital status	b) (If you are married or in a common-law relationship) Provide the date on which you were married or entered into the common-law relationship	Date YYYY-MM-DD
------------------------------------	--	--------------------

c) Provide the name of your current Spouse/Common-law partner Family name	Given name(s)
--	---------------

d) If you are married or in a common-law relationship, is your spouse or common-law partner a Canadian citizen or permanent resident? <input type="checkbox"/> No <input type="checkbox"/> Yes

FOR OFFICE USE ONLY - DO NOT WRITE IN THIS SPACE

Completing IMM5709

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

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

PERSONAL DETAILS (CONTINUED)

10 a) Have you previously been married or in a common-law relationship? <input type="checkbox"/> * No <input type="checkbox"/> * Yes			
b) Provide the following details for your previous Spouse/Common-law partner:			
Family name		Given name(s)	
c) Type of relationship	d) From 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 <i>Simply indicate yes or no - proof not required</i>		

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 <i>Some countries have a government identification document that is not a passport</i>				
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

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- 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 <i>Likely not applicable</i>	Apt/Unit <i>Door number if living in a building with multiple units</i>	Street no. <i>Street no. refers to "building number"</i>	* 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 <i>Residential address = where do you live? Only indicate if different from mailing address.</i>					
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 <i>Select from drop-down</i>	Country Code	No.	Ext.	Type	Country Code No. Ext.
5 Fax no. <i>Not applicable</i>			6 E-mail address		
<input type="checkbox"/> Canada/US	Country Code	No.	Ext.	<i>Indicate the email address you access most often. You should also be checking your spam folder.</i>	
<input type="checkbox"/> Other					

Completing IMM5709

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

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	* To YYYY-MM-DD
4 The cost of my studies will be:		5 * a) Funds available for my stay(CAD) * b) My expenses in Canada will be paid by: c) Other	
* Tuition	Room and board \$10,000	Other	Total of tuition + room/board Ex. 38,000
* 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: Not applicable for students studying in Ontario			
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. Only include post-secondary education which you have graduated from, if applicable. Otherwise, indicate "no".			
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
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 YYYY MM	City/Town	Country or Territory	Province/State

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.

1	<p>a) Within the past two years, have you or a family member ever had tuberculosis of the lungs or been in close contact with a person with tuberculosis? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>b) Do you have any physical or mental disorder that would require social and/or health services, other than medication, during a stay in Canada? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>c) If you answered "yes" to question 1a) or 1b), please provide details.</p>	
<p style="color: #c00000;">If indicated yes to any of these questions, write a short sentence providing more details. If you run out of space you can write a letter providing further details and upload it in your "document checklist" under "optional documents" > "client information"</p>		

2	<p>a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>b) Have you ever been refused a visa or permit, denied entry or ordered to leave Canada or any other country or territory? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>c) Have you previously applied to enter or remain in Canada? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>d) If you answered "yes" to question 2a), 2b) or 2c), please provide details.</p>	
<p style="color: #c00000;">If indicated yes to any of these questions, write a short sentence providing more details. If you run out of space you can write a letter providing further details and upload it in your "document checklist" under "optional documents" > "client information"</p> <p>EXAMPLE: 2b) Denied entry visa to China in 2001. 2c) Applied for initial study permit from outside Canada which expires on DATE. Applied for study permit extension in June 2013 and new entry visa in July 2013.</p>		

3	<p>a) Have you ever committed, been arrested for or been charged with or convicted of any criminal offence in any country or territory? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>b) If you answered "yes" to question 3a), please provide details.</p>	
<p style="color: #c00000;">If indicated yes to any of these questions, write a short sentence providing more details. If you run out of space you can write a letter providing further details and upload it in your "document checklist" under "optional documents" > "client information"</p>		

4	<p>a) Did you serve in any military, militia, or civil defence unit or serve in a security organization or police force (including non obligatory national service, reserve or volunteer units)? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>b) If you answered "yes" to question 4a), please provide dates of service and countries or territories where you served.</p>	
<p style="color: #c00000;">If indicated yes to any of these questions, write a short sentence providing more details. If you run out of space you can write a letter providing further details and upload it in your "document checklist" under "optional documents" > "client information"</p>		

Completing IMM5709

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

Applicant Name	Date of Birth
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BACKGROUND INFORMATION (CONTINUED)

5 Are you, or have you ever been a member or associated with any political party, or other group or organization which has engaged in or advocated violence as a means to achieving a political or religious objective, or which has been associated with criminal activity at any time? No Yes

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

SIGNATURE

Citizenship and Immigration Canada (CIC), or an organization at CIC's request, may want to contact you in the future to ask you about any services you received from CIC prior to the application process (such as participation in an information forum), during the application process (including the application process itself as well as orientation or accreditation services), and services received after arriving in Canada (including settlement, integration and citizenship). CIC will use this information, along with the information provided by other individuals, for research, performance measurement or evaluation purposes. CIC will not use this information to make any decisions about you personally.

Do you consent to be contacted by CIC, or an organization at CIC's request, in the future? No Yes **Indicate yes or no**

I understand that CIC is collecting this personal information to assess whether I should be granted a study permit and will use this information to verify my eligibility for a study permit as well as my compliance with the conditions of my study permit. CIC may disclose my personal information to CBSA to enforce the requirements of the Immigration and Refugee Protection Act.

I also understand that CIC may disclose my personal information to my designated learning institution to inquire whether I am in compliance with the conditions of my study permit. I consent to the disclosure of my personal information by my designated learning institution to CIC for the purpose of determining whether I am in compliance with these conditions. Failure to provide such consent will result in a refusal to grant a study permit.

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

Signature of Applicant or Parent/Legal Guardian's for a person under 18 years of age. Date: YYYY-MM-DD

TYPE GIVEN NAMES AND LAST NAMES AS STATED ON PASSPORT **Indicate date form signed and completed**

IMPORTANT NOTE:
This application must be signed and dated before it is submitted to IRCC.
Do not forget to include photos, fees (if applicable) and any other documents listed in the document checklist. For more information, refer to the document checklist and the application guide for more information and verify that you have completed and signed all required documents.


DISCLOSURE

Information provided to IRCC is collected under the authority of the Immigration and Refugee Protection Act and is shared with other Canadian government institutions such as, but not limited to, the Canadian Security Intelligence Service (CSIS), the Department of Foreign Affairs, Trade and International Development, and provincial and territorial governments and foreign governments in accordance with the law enforcement bodies and detaining authorities with respect to the admission, processing, and/or removal of an individual and/or his/her family at risk. Information may also be systematically validated for security purposes.

Where biometrics are provided as part of an application, the fingerprints collected may be used by law enforcement agencies in Canada in accordance with subsection 13.11(1) of the Immigration and Refugee Protection Act to prevent, investigate or prosecute an offence under any law of Canada or a province or territory, or to verify the identity of an individual whose identity cannot reasonably be otherwise established or verified because of physical characteristics or other reasons. Information may also be shared with foreign governments with whom Canada has an agreement or arrangement.

Depending on the type of application made, the information you provide may be shared with other government departments, agencies, or organizations, including the Royal Canadian Mounted Police (RCMP), the Canadian Security Intelligence Service (CSIS), the Department of Foreign Affairs, Trade and International Development (DFAIT), the Canada Revenue Agency (CRA), and the Immigration, Refugees and Citizenship Canada (IRCC). Information may be disclosed to or validated with foreign governments, in legislation where such sharing of information may not put the individual at risk. Information may also be shared with law enforcement agencies in other countries for the purposes of validating status and identity to administer their immigration programs. The fingerprint record may also be disclosed to law enforcement agencies in other countries. The information may be used to establish or verify the identity of a person in other countries. Information may also be shared with law enforcement agencies in other countries for the purposes of validating status and identity to administer their immigration programs. Information may also be shared with law enforcement agencies in other countries for the purposes of validating status and identity to administer their immigration programs.

Information Banks (PIB) pursuant to section 10(1) of Canada's Privacy Act. For more information, refer to the Access to Information Act. Further details on the PIBs pertaining to IRCC are available at the [Infosource website](#) and through the IRCC Call Centre. Info

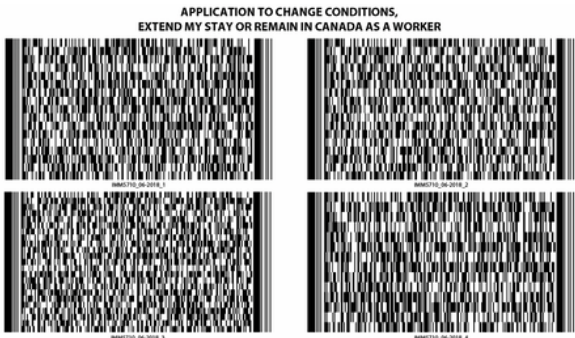


Validation completed successfully.

Please print the entire application and sign and date the last page. This page contains bar codes that facilitates data entry of your application.

If you are applying online, you do not need to sign your application form by hand. You will be asked to provide an electronic signature once you are ready to transmit your documents to CIC.

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	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 current country or territory of residence (indicated above) for more than six months?

* No * Yes

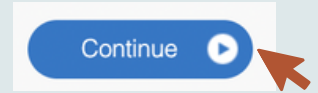
Once you have uploaded your documents

Once you have uploaded all the required documents, a "continue" button will appear at the bottom of the document checklist page.

Select "continue" and this will take you to a page where you declare the information is accurate and true, and then you will provide a digital signature.

You will then click a blue "transmit" button. You have now officially submitted your application.

You can now locate your submitted application on the main page of your IRCC Account under the "Applications Previously Submitted" section. You can click on the application to see the status.



Application decision:

Once a decision has been made on your co-op work permit application, IRCC will notify you through your IRCC account. Your co-op work permit will be mailed to the address indicated in your application form (either IMM5709 or IMM5710).

Once you receive your Co-op Work Permit:

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

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



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