Co-op Work Permit

Updated December 2018

A co-op work permit allows students who have been admitted to co-op or internship programs at the University of Alberta to work full time during their placements while they are enrolled in a work experience course.

To apply, you need a letter from your department stating you are a registered student or are admitted to an Internship/Co-op Program.

In addition, the letter must confirm:

1. The internship/co-op placement is an integral part of your program of study (you will not be able to graduate from your co-op or internship program if you do not complete the work placement component)
2. The amount of work is not more than 50 percent of the total program of study (e.g., an internship can not be longer than 24 months in a four-year program)

For more information on this process visit:
https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html

IMPORTANT NOTES:

- There is no fee for co-op work permit applications.
- Apply as early as possible to ensure you receive a work permit before you start your co-op placement or internship. You cannot start your co-op or internship employment prior to receiving your work permit.
- If you are extending an existing work permit, you may continue to work while your application is in process, as long as you submit the new application before your current work permit expires.

You have the option to apply for both a study permit and a co-op work permit at the same time if your study permit will be expiring in less than 12 months. In this case, you will apply for “Study Permit” extension (see “Study Permit Extension” tip sheet). We highly recommend you include an explanation letter when you do.

Co-op Work Permit Online Application Process:

Step 1 - Create an online account on IRCC website

Visit:

OR
Google search “IRCC login” then click on the first link: “Create an account or sign in”

Select: “Continue to GC Key” or “Continue to Sign-In Partner”
Select: “Sign Up” (for GC Key only); follow instructions
Select: “I accept” after reading the terms and conditions.

Step 2 - Login to your account

At the bottom of the page under “Start an Application”; click “Apply to Come to Canada”

You will be asked if you have a Personal Reference Code.

If you did not answer the assessment questions previously, you do not have a Personal Reference Code.

You will then need to “Assess your eligibility” by clicking on “Apply for Visitor Visa, Study and/or Work Permit” and answering all assessment questions.
Step 3 - Answer eligibility questions (10 – 15 minutes)

Consider the following when you do:
- Select “Study” to answer “What would you like to do in Canada?”
- If you are asked “Have you lived in a designated country or territory for more than six months in the last year?” you should select “NO” if you have not been outside Canada for 6 months in the past year

Step 4 - Complete Application form (IMM 5710)

Guidelines for completing the IMM 5710 Application Form:
1. Page one, question three:
   First-time applicants select “A work permit with a new employer”;
   Applicants extending a current co-op work permit select “A work permit with the same employer”
2. Page three: Under “DETAILS OF INTENDED WORK IN CANADA”:
   - question two: list the University of Alberta as your employer
   - question four: about your intended occupation, type “To be determined” in the relevant boxes of that section
   - question five on the “Duration of expected employment”: put the current date (the date you complete the application) until the expiry date of your study permit
   - questions six and seven: leave boxes empty
3. Page three in the “Employment” section: If you have only been studying for the past ten years list details about the years you were a student and where you studied during that time.

Step 5 - Prepare your Supporting Documents

1. Make a pdf scanned copy of your passport, with the pages clearly showing the passport number, the dates of issue, expiry date, name, date of birth, and the stamp made by the Canadian authorities on your most recent entry into Canada and any other marked pages.
2. Scanned copy of original letter from your faculty stating that your internship/ co-op placement is an essential part of your program of study
3. Digital passport-style photo

Step 6 - Save form and upload to document checklist

If you saved your document on one of the International Services Centre computers, make sure you email a copy of the form to yourself as an attachment for future access before deleting the file from the computer!

Step 7 - Processing times

Check online for weekly updates on processing times: https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html

Disclaimer
This tip sheet contains general information considered to be accurate at the time of publication.
If you have any questions about your situation please discuss this in person with the International Student Advisor and/or with an external authorized representative. Please note the requirements relating to students’ immigration status in Canada are complex and change frequently. For the most up to date immigration information, please visit the following websites:
Immigration, Refugees and Citizenship Canada: https://www.canada.ca/en/services/immigration-citizenship.html
Canada Border Services Agency: https://www.cbsa-asfc.gc.ca/menu-eng.html