Co-op Work Permit

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For information on how to apply for a co-op work permit, visit the Citizenship and Immigration Canada (CIC) website:
cic.gc.ca/english/study/work-coop.asp

You will need a letter from your department stating you are a registered student, or have been 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
2. The amount of work is not more than 50 percent of the total program of study (e.g., an internship cannot be longer than 24 months in a four-year program)

There is no fee for co-op 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 employment prior to receiving your work permit.

If you extend an existing work permit, you may continue to work while your application is in process, so long as you submit the new application before your current work permit expires.

2. Start your online application

Create a MyCIC account using GCKEY (if choosing this option you must remember your account name, password and answers to your security questions). Fill out the registration form.

On MyCIC under: “What would you like to do today?” Click “Apply for a Visitor visa, Study and/or Work permit”.

Click “Determine your eligibility and apply online…” (found at the bottom of the page)

Answer all eligibility questions. Your answers determine which documents you need to provide.

3. Guidelines to answer questions on the Application Form (IMM 5710):

1. Page 1, question 3, 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 3, question 2, under “DETAILS OF INTENDED WORK IN CANADA”, list the University of Alberta as your employer
3. Question 4, about your intended occupation, type “To be determined” in the relevant boxes of that section
4. Question 5 on the “Duration of expected employment” put the current date (the date you complete the application) until the expiry date of
your study permit

5. Leave boxes of questions 6 and 7 empty

6. If you have only been studying for the past 10 years, when answering the question on “Employment” at the bottom of page 3, list details about the years you were a student and where you studied during that time.

**Prepare your Documents to Upload**

1. Make photocopies 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. Original letter from your faculty stating that your internship/ co-op placement is an essential part of your program of study

For more information visit: [http://www.cic.gc.ca/english/study/work-coop.asp](http://www.cic.gc.ca/english/study/work-coop.asp)