

## STEP-BY-STEP GUIDE: HOW TO APPLY FOR OR EXTEND YOUR CO-OP WORK PERMIT<sup>1</sup> WITHIN CANADA<sup>2</sup>

**HOW TO APPLY:** Sign in to your [IRCC secure account](#).

**WHEN TO APPLY:** Apply for the Co-op Work Permit at the same time you apply for a Study Permit or extend a Study Permit.

If you do not need to extend your study permit, apply at least 6 months before your field placement/practicum/co-op.

**COST:** Free.

**PROCESSING TIME:** Check the [IRCC Processing time website](#).

**APPLICATION FORM:** [IMM5710](#) (Change Conditions, Extend My Stay, or Remain in Canada as a Worker Form).

\*Please remember that this information may change, and this guide is not a legal document. It is reviewed and updated by MacEwan International's Regulated Canadian Immigration Consultants (RCICs) and Regulated International Student Immigration Advisors (RISIAs) in compliance with the *Immigration and Refugee Protection Act* and the *Regulations* (IRPA & IRPR). [Always refer to Immigration, Refugees and Citizenship Canada](#) (IRCC) for the most up-to-date information.

If you are in one of the programs below, you will need to reply to the below question “yes, I wish to apply for a Co-op Work Permit.” You will need to email [international@macewan.ca](mailto:international@macewan.ca) and request a Co-op Work Permit (extension) letter.

- Acupuncture Diploma
- Arts and Cultural Management Diploma Exit
- Bachelor of Child and Youth Care
- Bachelor of Commerce (Co-op majors)
- Bachelor of Communication Studies
- Bachelor of Early Childhood Curriculum Studies
- Bachelor of Fine Arts – Arts and Cultural Management Major
- Bachelor of Fine Arts – Music Theatre Performance Major
- Bachelor of Physical Education Transfer
- Bachelor of Psychiatric Nursing
- Bachelor of Science in Nursing
- Bachelor of Social Work
- Bridge to Canadian Nursing Certificate
- Child and Youth Care Diploma Exit
- Community Justice and Corrections Diploma
- Emergency Communications and Response Certificate
- Library and Information Technology Diploma
- Massage Therapy Diploma
- Office Assistant Certificate Program
- Paralegal Studies Diploma
- Police and Investigations Diploma
- Psychiatric Nursing Diploma
- Public Relations Diploma
- Social Work Diploma
- (Special Needs) Educational Assistant Certificate
- Speech Language Pathologist Assistant Diploma
- Therapist Assistant Diploma
- Travel & Tourism Diploma

### Gather your required documents:

Please note:

- Documents should be issued within 30 days of submitting your application.
- If you are required to provide several documents in one section, you must scan all of them as one PDF document (the size limit is 4 MB).
- Your documents must be in English or French: if not, provide the English or French translation with an affidavit from the translator certifying the document.

<sup>1</sup> <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html>

<sup>2</sup> <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5580-applying-work-permit-student-guide.html>

**Documents which are required for all students:**

- Request a Co-op Work Permit (extension) letter from MacEwan International
- Verification of Enrollment
  - Print or download verification of enrolment
    - Log in to [myPortal.MacEwan.ca](http://myPortal.MacEwan.ca)
    - Launch myStudentSystem
    - In the Academic Records tile, click Enrolment Verification
    - Click Term Enrolment Status
    - Click on the magnifying glass icon to select all terms for the range of terms you would like to verify
    - Click Submit
- Passport (a copy of the page with your name, date of birth, passport number, expiry date and a copy of every page that has stamps, visas, markings or signatures from Canada or other countries).
- Study Permit (if you already have one)
- Digital [passport-sized photo](#)

**Additional documents you might need:**

- [Medical Exam](#)
- Family Information Form (IMM5707)
- Biometrics
- Client Information Letter (a letter of explanation where you list all additional information you need an immigration officer to know about you)

**Step 1** Create or sign in with your GCKey or Sign-In Partner account on the [IRCC](#) website.

**Step 2** Click on “Apply to come to Canada” and on “Visitor visa, study and/or work permit. Then answer the questions to generate a checklist of required application forms and documents.

### 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 benefits](#)**  
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 or proof of citizenship](#)**  
Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.

**[Students: Transfer schools](#)**  
For approved study permit holders only. Tell us if you are changing designated learning institutions. You will need your application number.

## Personal checklist

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### 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 document 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)

**Step 3** Answer the questions.

### 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. *(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

What is your date of birth? *(required)* ?

Select year    Select month    Select day

Cancel    Update Information

### 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

Save and Exit Questionnaire    Next

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](#)

### Find out if you're eligible to apply

What is your current immigration status in Canada? *(required)* ?

Student

Save and Exit Questionnaire    Next

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### Find out if you're eligible to apply

Do you plan to work on campus? *(required)*

No

Save and Exit Questionnaire    Next

### 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)* ?

Yes

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

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## 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)*

No

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

No

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

No

Save and Exit Questionnaire

Next

## 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)* ?

Alberta

Save and Exit Questionnaire

Next

Choose **Co-op (in Canada)**.

## 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

### Work Off Campus

You may be eligible to work off campus

Continue

Exit Questionnaire

## 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

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## Find out if you're eligible to apply

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

Please make a selection

Cancel

Update Information

**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](#)

If you have a study permit, select “no.”

## Find out if you're eligible to apply

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

Please make a selection

Save and Exit Questionnaire

Next

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Check your study permit expiry date.

## Find out if you're eligible to apply

When does your **status** in Canada expire? ?

Date *(required)*

Select year

Select month

Select day

Save and Exit Questionnaire

Next

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If you never had a medical exam or it has already expired (12 months), and/or you are in a program which has a work-integrated component and requires you [to work with vulnerable populations](#), you need a medical exam.

### 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 ▼

Save and Exit Questionnaire Next

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Please check this [link to find out how to answer the below question](#).

If you work or are planning to work in one of the below occupations, please reply “YES.” You will need to have a medical exam performed by an [IRCC authorized panel physician](#) (doctor).

### 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 ▼

Save and Exit Questionnaire Next

“An applicant’s closest relatives, in the context of an application to [IRCC](#). It is defined as a spouse or common-law partner, dependent children, and their dependent children.”

### Find out if you're eligible to apply

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

Please make a selection ▼

Save and Exit Questionnaire Next

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### 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

Save and Exit Questionnaire Next

Please check this link to find out [if you need to give biometrics.](#)

### 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

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### 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

Review your answers. If you have questions, book an appointment with an International Student Specialist at MacEwan International - [international@macewan.ca](mailto:international@macewan.ca).

## Step 4 Review your document checklist.

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	Co-op Letter (required)	?	<input type="button" value="Upload file"/>
Not provided	Passport (required)	?	<input type="button" value="Upload file"/>
Not provided	Digital photo (required)	?	<input type="button" value="Upload file"/>
Not provided	Proof of upfront medical exam (required)	?	<input type="button" value="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)	?	<input type="button" value="Upload file"/>
Not provided	Client Information	?	<input type="button" value="Upload file"/>

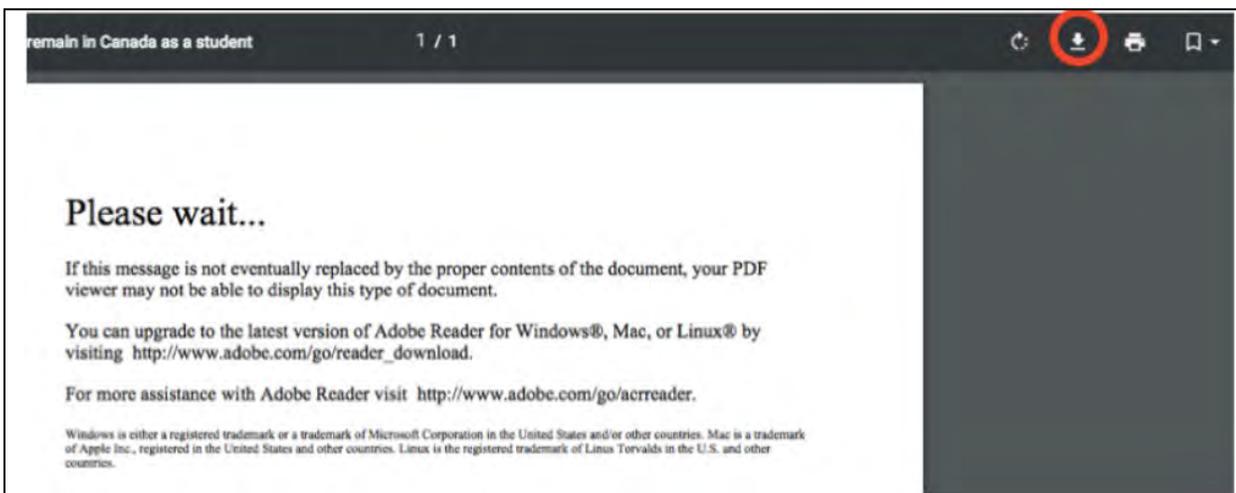
Fees			
Fees			
Application	Quantity	Price (CAD) per unit	Total (CAD)
Work Permit	1	\$0.00	\$0.00

The fee shown is an estimate based on the fees in effect on the day that this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission.

**Step 5** Download an application form and save it as a PDF file in the folder on your computer.

Make sure you have AdobeReader (<https://get.adobe.com/reader/>) installed on your computer. Click on the “Application to Change Conditions, Extend my Stay or remain in Canada as a Worker (IMM5710) form. You will see a note “Opens a new window” and a small watch/cursor will appear. Please wait, the form is being downloaded. If you receive a message “Please wait” when you are downloading a form:

- Click on the download arrow at the top right to save the file onto your computer.
- If you do not see the arrow, move your cursor to the top of the screen and it will appear.
- Go to the folder where you saved this form and right click the mouse to open it with Adobe Reader.

**Step 6** Fill out your IMM5710 application form

IMM5710: “Application to change conditions, extend my stay or remain in Canada as a worker” form truthfully. Help with commonly asked questions on the form:

What is a UCI?	Unique Client Identifier or Client ID. Has this format: 0000-0000 or 00-0000-0000
I am applying for one of the following:	Select « An initial work permit or a work permit with a new employer »
Example of how to write an address	<b>a) Address: 10700 104 Avenue NW</b> <b>Street No.:</b> 10700 <b>Street Name:</b> 104 Avenue <b>b) Address: App 2020, 10500 Jasper Avenue NW</b> <b>Apt/Unit:</b> 2020 <b>Street No.:</b> 10500 <b>Street Name:</b> Jasper Avenue NW
Where can I find a document number?	It appears on official immigration documents (TRV, Study Permit, etc). It starts with an F and followed by numbers
Details of your intended work in Canada	Select "Co-op Work Permit"
Name of employer	MacEwan University
Intended location of employment in Canada	AB, Edmonton, Address: Not applicable
Complete address of employer	10700 104 Avenue, Edmonton, AB, T5J 4S2
My occupation in Canada will be	Student
Brief description of duties	You may type "As assigned"
Duration of expected employment	From: date you will submit the application To: the expiry date of your study permit
Background information: Have you ever applied to remain in Canada	Say yes, and list the year of your first application submission and, if applicable, extension, refusal, denial, etc.
If you need help, please <a href="#">book an appointment with MacEwan international student specialist.</a>	

For your reference:

**Document number (F)  
UCI (xxxx-xxxx)**

**KNOW YOUR EXPIRY DATE!**

**Statements needed to prove you can work to Service Canada**

**You may also require a valid entrance document**

**\*\*\* THIS DOES NOT AUTHORIZE RE-ENTRY/CIÉI NAU/RISE PAS LA RÉ-ENTRÉE \*\*\***

**Step 7** Validate your application form IMM5710 and upload it.

**Step 8** Upload your application documents.

Make sure you merge all the pages of each required document into one PDF document and upload it.

**Step 9** Pay the applicable fees and submit your application.

Once you submit your application you will see a “Congratulations!” notice on the page. After that you will receive an “acknowledgement of receipt” email into your IRCC account.

**After you apply:**

You must have a Co-op Work Permit if your co-op, field placement or practicum is integral to your program of study. You must have a valid Co-op Work Permit to start your practicum. However, if you apply for a Co-op Work Permit and do not receive it by the time your practicum starts, you will need to book an appointment with an international student specialist at MacEwan International to discuss a possibility of starting your co-op, field placement or practicum while waiting for a decision on your application from IRCC. A Co-op Work Permit will be issued for the same length of time as your study permit and allows you to work full-time. Your permit can only be used for work required for your program.

You should monitor your email account for your application update or check your application status on the [IRCC website](#).