CO-OP WORK PERMIT APPLICATION (IN CANADA)
Online Application

! **This is not a legal document and information may change without notice.
Always refer to Immigration, Refugees and Citizenship Canada for the most up-to-date information, or connect with an Immigration Specialist for assistance.**

Information

- This guide is intended for students applying for co-op work permit from inside Canada.
- A co-op work permit is needed when your academic program includes a co-op, internship, placement or work-integrated learning experience as part of your curriculum.
- If work is integral to your program of study, you are required to have a co-op work permit before you start your work-integrated learning component. Your co-op work permit will list "Seneca" as your employer; this work permit still allows you to work for external employers. Your co-op work permit is only valid for the mandatory duration to fulfill your approved co-op requirements.
- When applying for the initial study permit, if you have a work-integrated Learning component in your program, please apply for your co-op work permit at the same time. IRCC may issue both study permit and co-op work permit to you when you enter Canada.
- If you did not apply for a co-op work permit overseas or have not been issued a co-op work permit, you have the option to apply for it online from inside Canada.
- Please note a co-op work permit cannot be issued longer than the duration of your study permit. If your study permit expires prior to the completion of your co-op term or program, you will need to apply for a co-op work permit at the same time you apply to extend your study permit. Please refer to our Extending Study Permits guidelines.

Eligibility

- You have a valid study permit.
- You are required to work in order to complete your study program in Canada.
- You have a letter from your school that confirms all students in your program need to complete work placements to get their degree.
- Your co-op placement or internship totals 50% or less of your study program.

When to apply

- Start your application for a co-op work permit as soon as you receive an official letter confirming that the work is required for your program of study. Examples are a Letter of Acceptance or a Co-op Letter acknowledging that you are required to do the work-integrated learning component as part of your program at Seneca.

Cost

- Free
- $85 - some applicants may need to pay biometrics fee (check if you need to give biometrics on this website)

Required documents

- **Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710)**
- **Co-op letter** – Please request this letter from your Work-Integrated Learning Coordinator. For programs that do not have a WIL coordinator, please connect with your program coordinator.
- **Proof of identity** – e.g., passport or travel document. Please provide a copy of the bio-data page (the page with your name, date of birth, passport number, expiration date, etc.) and a copy of every page of your passport that has stamps, visas, or markings from any country. If you did not use a passport to enter Canada, please provide copy of your travel or identity document.
- **A copy of your current valid study permit and your co-op work permit if applicable**
- **Digital photo** (photograph specifications)

You may also need:

- **Enrolment Verification Letter** – It is highly recommended for students who are already enrolled in the program to provide this document to prove the current enrolment status at the institution. If you require a Letter for Immigration and Citizenship Canada (IRCC) purposes, please refer to this page.
- **Medical exam**: If you plan to work in jobs which require a medical exam, such as working with children or in healthcare settings, you must have taken a medical exam and have the right conditions on your co-op work permit before starting your co-op, field placement, internship, externship or practicum. Please click the medical exam to check if you need one.
- **Proof of financial support (only required if applying for study permit extension at the same time)** – Examples are:
  - proof of a Canadian bank account in your name if you've transferred money to Canada
  - Guaranteed Investment Certificate (GIC) from a participating Canadian financial institution
  - proof of a student or education loan from a bank
  - your bank statements for the past 4 months
  - a bank draft that can be converted to Canadian dollars
  - proof you paid tuition and housing fees
- **Other documents** – if requested by IRCC during the process of your application.

Please also review the IRCC Instruction Guide IMM5580.

APPLICATION PROCEDURE (IN CANADA)
Online Application

> **!**

Always refer to [Immigration, Refugees and Citizenship Canada](#)
for the most up-to-date information, or connect with an **[Immigration Specialist](#)** for assistance.

STEP 1

➤ Log in/ Sign up to your [IRCC account](#)

We recommend using Option 1: GCKey
(Sign in with your GCKey user ID and password)

➤ Scroll down to start an application and click on '**Apply to come to Canada'**, as seen below

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.

➤ In the 'Determine your eligibility and apply online' section, select '**Visitor visa, study and/or work permit**'.

Visitor visa, study and/or work permit

STEP 2

Answer the questionnaire and check your eligibility.

- You will need to answer a series of questions before you are able to upload your form and required documents.
- Please find below an example. Please keep in mind that every case is specific, and you must answer questions **based on your personal situation**.

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.

BRA (Brazil)

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, 1995

Are you a lawful permanent resident of the United States with a valid U.S. Citizenship and Immigration Services (USCIS) number?

No

What is your current immigration status in Canada?

Student

Do you plan to work on campus?

No

Are you a full-time student at a participating post-secondary institution and want to work off-campus up to 20 hours per week?

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?

No

Is your work an essential part of your studies (for example, a Co-Op or internship program)?

<mark>Yes</mark>

Have you been told by an Immigration, Refugees and Citizenship Canada office that you are approved in principle for permanent residence in Canada?

No

Have you submitted a permanent resident application in Canada?

No

Do you have a written job offer?

No

What is your marital status?

Never Married/Single

What is your province or territory of destination? If visiting multiple provinces or territories, select the one in which you will be spending most of your time.

Ontario

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 ▶

Are you accompanying a family member who has status in Canada?

No

Do you also want to apply for a study permit?

No

When does your status in Canada expire? - Date

Please insert the date on your study permit and make sure your study permit is still valid

Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months?

No

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?

No

Do you want 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**

No

Do you want to submit an application for a family member?

No

Are you giving someone access to your application?

No

In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada?

Yes

Are you able to make a digital copy of your documents with a scanner or camera?

Yes

Then a sample checklist will be generated based on your answers to the questionnaire:

Application Form(s)

Application Form(s)

Details	Document name	Instructions	Options
Not provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710) (required)	❓	Upload file

Supporting documents

Supporting documents

Details	Document name	Instructions	Options
Not provided	Co-op Letter (required)	❓	Upload file
Not provided	Passport (required)	❓	Upload file
Not provided	Digital photo (required)	❓	Upload file

Optional documents

Optional documents

Details	Document name	Instructions	Options
Not provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	❓	Upload file
Not provided	Client Information	❓	Upload file

Fees

Fees

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

You will be guided through the following steps to complete your application:
1. Upload your documents
2. Review your application
3. Submit your application

After you have started your application, your information will be saved for **60 days**. Whenever you log in back to your GCKey account, your application will be listed and looks like below. You can always go back, click "**Continue application**" to edit, then submit the application when you're ready.

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 1 to 1 of 1 entries | Show [5 ˅] entries

Application type ↓↑	Date Created ↓	Days left to submit ↓↑	Date last saved ↓↑	Action
Online Application	August 28, 2023	60	August 28, 2023	Continue application
				Delete application

After you submit your application, you will see a page that confirms that your application has been submitted. It will have more information on the next steps. Shortly after you submit, you will also receive a confirmation message in your account. You might consider downloading the Letter of Submission as proof that your co-op work permit has been submitted.

FREQUENTLY ASKED QUESTIONS

How long may it take to have your work permit application processed?

Check the [processing times](#).

Can I start the co-op work if I have submitted the co-op work permit application and I am waiting for it to be processed?

Students who are already in Canada and have applied for a co-op work permit may begin their co-op placement using their [on campus](#) and [off campus](#) work authorization, provided they meet all the eligibility requirements.

There is no limit on work hours for on-campus work. A student may accept employment on the campus of the university or college at which they are a full-time student.

For off-campus work authorization, students can work a total of 20 hours per week during an academic term or semester while they are waiting for their co-op work permit; however, **the 20 hours must include both the hours worked at their co-op job and those worked at their regular paid job (if they have one)**.

If the co-op work permit application is refused, they must stop their co-op work immediately.

If I transferred from another institution and my co-op work permit has another institution's information, can I start the co-op with this co-op work permit?

As co-op work permit is institution-specific, and only valid for the work approved by the institution printed on your document, you need to apply for a new co-op work permit with Seneca program information and relevant documents.

What if my study permit expires during my work placement?

- As a student, it is mandatory that you maintain your status in Canada, therefore you must extend your study permit and request a co-op work permit at that the same time
- If IRCC receives your application before your current document expires you are in "maintained status" which allows you to continue studying until a decision has been made

How many hours can I work in a co-op per week?

Under a co-op work permit, there is no limit to the number of hours you can work on co-op terms as per IRCC's requirement. Please be advised that co-op is part of your academic curriculum, and all the

specific employment details need to be pre-approved by your WIL coordinator or program coordinator. They may have specific requirements as to the hours for your co-op work.

When can I start working?

Before you begin co-op work, you must meet all of the following requirements:
- You have a valid study permit and a valid co-op work permit, or you have applied to extend both your study permit and co-op work permit before they expired and have maintained status, or you have a valid study permit and are eligible to work while you are waiting for your co-op work permit.
- For students who need to work in one of the fields when an immigration medical exam is required, you have a work permit with conditions allowing you to work in the related jobs.
- You have a valid Social Insurance Number, or you had a SIN and are on maintained status.
- You are enrolled in a work-integrated learning course or semester.
- Your co-op work term has begun.

When must I stop working?

You must stop working immediately if you no longer meet the above requirements. For example, do not work if your study permit and co-op work permit expire and you did not apply to extend it.

Furthermore, you cannot use your co-op work permit for any employment other than a co-op, internship or file placement required for your program. You **cannot continue** using your co-op work permit **after the end** of your co-op, internship, or field placement, even if it is still valid.

Can I work on/off campus during my co-op semester?

Co-op work permits are separate from the eligibility to work on campus and off campus and can only be used for work required for your program.

You may work on a co-op work permit during your co-op term and also work on and/or off campus in addition to your co-op position at the same time if you meet the criteria for each.