

## Co-op Work Permit (co-op WP) – How to apply from within Canada

Seneca Designated Learning Institution (DLI) #: O19395536013

### Tips on how to Answer the co-op WP Questionnaire: (for applying from within Canada)

1. [Findhttps://www.canada.ca/en/immigration-refugees-citizenship/services/come-canada-tool.html](https://www.canada.ca/en/immigration-refugees-citizenship/services/come-canada-tool.html) out if you are eligible to apply
2. Select “Check your eligibility”
3. Answer questionnaire
4. Provide answers to select questions

**What would you like to do in Canada? (required) ?**

Please make a selection

**Answer: work (only for co-op WP application)  
Study (for both SP extension and co-op WP)**

**How long are you planning to stay in Canada? (required)**

Please make a selection

**Answer: Temporarily – more than six months**

**What is your current country/territory of residence? If you are presently in Canada, you should select Canada. (required) ?**

Please make a selection

**Answer: choose Canada if you are in Canada**

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

Please make a selection

**Answer: student**

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

Please make a selection

**Answer: 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? (required) ?**

Please make a selection

**Answer: 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)**

Please make a selection

**Answer: No**

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

**Answer: Ontario**

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

Please make a selection

**Answer: Yes**

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

Please make a selection

**Answer: No**

## 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

**Answer: select “co-op (in Canada), click “continue”**

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

Please make a selection

**Answer: “Yes” if you plan to submit a study permit application, or “no” if you don’t need to**


## 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 

**Click: continue to answer a few more questions**

5. Review and modify your questionnaire: click on the “pencil” icon to modify your answers before you click “continue”.

### Review your answers

*Please review your results and modify your answers if required.*



**What would you like to do in Canada?**  
Work

6. Your document checklist was created: record the “personal reference code” which you need when logging into your online account to apply.

## Your document checklist

### Working in Canada – Your personal checklist

Based on your answers, you may be eligible to come to Canada as a worker.

To apply online, you will need this personal reference code: **SM0778122073**

#### Step 1:

**Record your personal reference code.** This code will expire on Monday September 5 2022 12:58:56 AM UTC. It is valid only for this application. When you apply online, you will need to enter your personal reference code. We will use this code to retrieve the list of documents you need to submit with your application.

✓ Step 2:

Print this page. You will need this information to apply.

✓ Step 3:

[Read the application guide.](#)

✓ Step 4:

Gather these documents and complete the application forms:

[Are you having difficulty downloading a form?](#)

Versions of application forms for study permits and work permits dated November 2013 (11-2013), or later, and applications for temporary resident visas dated March 2014 (03-2014), or later, can only be uploaded to your account.

**Notice - If you're applying as a visitor, worker or student during the COVID-19 outbreak:**

Because of COVID-19, you may be exempt from giving biometrics if you're **in Canada**.

**You may not have to pay the biometric fee** when you submit your application, even if the system tells you to.

Find out more about [biometrics fees during the COVID-19 outbreak](#).

**Application Form(s)**

Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710)

**Supporting Documents**

Co-op Letter ?

Passport ?

Proof of upfront medical exam ?

Digital photo ?

**Fees**

Fees

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

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.

**Total Price (CAD) \$0**

All documents must be provided in either English or French. If you have a document in another language, please provide a copy of the document in the original language with an English or French translation.

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**Total Price (CAD) \$0**

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✓ **Step 5:**

Register / log in to submit your online application.

To apply online, you'll need an electronic "key" for secure access.

- [Register to get a key](#) if you are a new user.
- [Sign in to your account](#) if you are a returning user.

✓ **Step 6:**

When you are logged in to your electronic credential (known as your key), you'll automatically be directed to your account.

If you are a first time user, you will need to create an account. Returning users will be directed straight to their account.

Once you are signed in, select "Visitor visa, study and/or work permit" to continue.

✓ **Step 7:**

Enter your **personal reference code**

After you select "Visitor visa, study and/or work permit", you will be asked to enter your personal reference code.

A personal reference code is located at the top of this personal checklist and looks like this: **QK4350881372**.

✓ **Step 8:**

Once you have entered your personal reference code, you will be guided through the following steps to complete your application:

- Upload your documents
- Review your application
- Pay with a credit card
- Submit your application

✓ **Step 9:**

After you submit your payment, you will see a page that confirms that your application has been submitted. It will have more information on next steps. Shortly after you submit, you will also receive a confirmation message in your account.

## 7. Documents requirement

### Document: Co-op Letter



You must provide a letter from your school indicating that work is a component of the academic program that all participants are expected to complete in order to receive their degree, diploma or certificate.

This letter must include

- details of the work to be performed
- the specific number of hours per term or semester

## Document: Passport



You must submit a legible copy of your valid [travel document](#) which you will use to travel.

If you have a passport, you must provide a copy of:

- the page that shows your birth date and country of origin, and
- any pages with stamps, visas or markings.

If you do not have a passport and must use another travel document, it must be issued by a government and include your:

- name,
- date of birth,
- document number,
- citizenship or residency status,
- photo, and

expiry date (if applicable).

## Document: Proof of upfront medical exam



You require a medical exam. Learn [how to get an upfront medical exam](#). In order to submit your online application, you will need to upload the information printout sheet or the IMM 1017B Upfront Medical Report form. Your doctor will give you one of these forms when you complete your medical exam.

If you cannot get a medical exam before the deadline to submit your application, you may submit proof that you have scheduled an appointment.

### **Temporary residents (students, workers, visitors), Express Entry and Canadian citizenship certificate**

- The photo must show a full front view of the head and tops of shoulders, with the face in the middle of the photo.
- Size of the head, from chin to crown, must be between 31mm and 36mm.
- Image size: at least 420 x 540 pixels.
- We accept JPEG or JPEG2000 format.
- File size: approximately 240 kB, no more than 4 MB.
- Image must be in colour (24 bits per pixel) in RGB colour space, the common output for most digital cameras.

### **Temporary residents and Express Entry**

- The final frame size of the [photo](#) must be at least 35mm x 45mm.
- If you scan an existing photo, the minimum resolution must be 600 pixels per inch.