



Applying for Co-op Work Permit

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

This application guide is not a legal document and has been prepared to offer support to students who are applying for Co-op Work Permit for the first time and from inside Canada.

How to apply? Apply online!

STEP 1: Log in to your online IRCC account or create an account, if you do not have one yet click on the following link: [Sign in to your IRCC secure account - Canada.ca](#)

STEP 2: Scroll down to click on “apply to come to Canada” and then click on “visa, study/work permit” and select “Work”. After answering the questions on the online questionnaire, a checklist of documents will be generated in your online account. Review instructions on [Questionnaire guide](#) on how to answer the questions.

STEP 3: Scan documents and upload them on the relevant tab.

STEP 4: After you upload all the necessary documents, proceed to the next page for “online signature” and submitting your application. For online signature, you agree to conditions by typing your full name, and answering to a security question.

STEP 5: After you submit your application, it is recommended that you keep checking your online account to see whether there are new messages/updates sent by IRCC.

Documents to include with your application:

- ✓ Completed [Application to Change Condition, Extend my stay or Remain in Canada as a Worker \(IMM 5710\)](#). You need to use Internet Explorer to open this form. For instructions on how to access the form see [HERE](#).
- ✓ Supporting letter (Co-op Letter) issued by Douglas International
- ✓ Scanned copy of your passport (include all pages with photos, signature, stamps, visas and other markings) and current Study Permit
- ✓ Digital photo – for specifications, refer to: <http://www.cic.gc.ca/english/pdf/photospecs-e.pdf>
- ✓ Other supporting documents such as Letter of Acceptance (LOA) and Study Permit, [explanation letter](#) to clarify issues, etc.

Application fee for Co-op Work Permit is FREE.

For details on how to complete Co-op Work Permit application you can refer to the [Instruction Guide \(IMM 5580\)](#) on IRCC website.

Which students at Douglas College need a Co-op Work Permit?

Group A) Students who have been accepted to the [Co-op Education Program at Douglas](#) offered through [Career Centre](#) OR students who are approved to register in [COBA 4885](#) to complete their program.

- If you are under Group A, you must receive a supporting letter (Co-op letter) issued by Douglas College International office and then apply for Co-op Work Permit.
- When you submit your co-op work permit application, you will receive a confirmation of submission in your online IRCC account.
- Upload your IRCC confirmation letter to your [CareerHUB](#) account by the deadline set out by Co-op office, if any. Co-op office requires this confirmation from you as a proof that you have applied for Co-op work permit, so you can continue with the program.

Group B) Students whose programs require them to finish *practicum / internship or working hours* as a mandatory graduation requirement. For list of programs with this requirement, please check the [program catalogue](#) on the website. For this group of

students, Co-op work permit is usually issued together with the study permit at the port of entry to Canada. However, this is not the case all the time and for different reasons co-op work permits are not issued upon arriving to Canada.

Students under Group B, might be in one of below situations:

- Their Letter of Acceptance (LOA) contains the information about your program *practicum / internship or working hours* requirement; however, the border officer made the decision not to issue your co-op work permit.
- They changed their program to a different one with a mandatory *practicum / internship or working hours* requirement to graduate from.

Note: It is important for you to apply for co-op work permit as soon as you arrive and before you are able to start working for your practicum. Processing times are long and you may face issues with following your curriculum, if you cannot start your practicum / internship or working hours as specified by your program.

Frequently Asked Questions:

I am applying for Co-op work permit for the “first time”. Can I apply for co-op work permit, if my study permit is expiring?

Your co-op work permit is issued based on the expiry date of your study permit. Follow below instructions depending on when your study permit is expiring:

- If you are applying for co-op work permit for the first time and your study permit has a long validity (for example more than 6-7 months), you may apply for your initial co-op work permit only.
- If you are applying for co-op work permit for the first time, you may notice your study permit will be expiring soon in less than 6-7 months. In this case you can apply for both your initial co-op work permit and extension of your study permit at the same time. **NOTE:** If you are in this situation, you must start your application as a Study permit extension application and apply for your co-op work permit as part of your study permit extension application.
 - In normal circumstances, if you are extending your co-op work permit and your study permit is expiring soon, make sure you apply three (3) months in advance and apply for both at the same time.

Due to long processing times, if your study permit is expiring within the next 6-7 months, please contact [Douglas College International](#) for advice as soon as possible for any updates on policies or new measures by IRCC.

My Co-op work permit is expiring, do I need to apply for extension of my co-op work permit?

You must apply for extension of your co-op work permit only if you are still completing your *practicum / internship or working hours* or still in your co-op working semester.

I completed my Co-op semesters or practicum / internship or working hours. Can I continue using my co-op work permit to work full-time if my Co-op work permit is still valid.

You must track the number of the required hours for your practicum / internship or working hours and must stop using your co-op work permit as soon as you complete your internship/practicum hours or no longer in co-op. Your co-op work permit should not be used for any kind of employers or any type of work or to work full-time - even if it is valid.

How can I contact Co-op office?

You may contact Co-op Department via online chat, phone or email. Contact information is available [HERE](#).

I have applied for co-op work permit but have not received my co-op work permit yet. Can I start working for co-op or my *practicum / internship or working hours*?

If you are in this situation, please contact [Douglas College International office](#) as soon as possible to discuss your situation.

Am I required to complete an immigration medical exam (IME) to get a co-op work permit?

Depending on the type of job you will be performing on your practicum/internship/co-op you may be required to go through an immigration medical exam and include the results with your co-op application. Please check [here](#) for more details.

This is not a legal document. Although we strive to keep this information as up-to-date as possible, information may change without notice from IRCC. Please always check <https://www.canada.ca/en/services/immigration-citizenship.html> for the most updated information and guides. Last update Aug. 3, 2023

Biometrics Requirements:

****IMPORTANT NOTE**:**

- Starting on **February 23, 2023** you need to give biometrics (digital finger printing and photo), with your online application. If you gave your biometrics for your temporary resident applications in the past, it will be **valid for 10 years**. You don't need to give your biometrics again until the 10-year period expires.
- Biometrics Fee **of \$85** will apply, in addition to the application fees. (If you and your family are applying at the same time, the biometrics fee is up to maximum **\$170**). Your application will be processed once the fee is paid.
- After you pay the biometrics fee, you'll get a biometrics invitation letter in your IRCC online account with further instructions. You are required to give biometrics within **30 days** of receiving the letter or as instructed in the letter.
- You are **required to make appointments in advance** by creating an account in the Service Canada website at the following link: https://apps.canada.ca/login?redirect=/reservation?utm_campaign=not-applicable&utm_medium=vanity-url&utm_source=canada-ca_service-canada-appointment
- Please take your biometrics invitation letter and valid passport with you to the appointment.
- The processing time posted on IRCC website, does not include the time you need to give your biometrics and receive the results.
- For more information on biometrics, please visit the following link: <https://www.canada.ca/en/immigration-refugees-citizenship/campaigns/biometrics/facts.html>

****When you contact College staff, please include your full name
and student ID number****