International Student Guide: Co-op Work Permit Application

Apply for your co-op work permit as soon as possible—at least 4-6 months before you are scheduled to begin your work term. You cannot start your work experience without a permit.

Processing time can vary, and it is better to have the permit early.

The application for a Co-op Work Permit is completed online.

You may be required to submit biometrics for this application if you have not done so already in a previous application. If you need to provide biometrics, IRCC will notify you after you submit your application online. There is a fee of $85 for this process.

Medical Exam Requirement:

Depending on your job, you may be required to provide medical exam results for your work permit. If your job is in any of the fields below, or if you have lived in a designated country before coming to Canada, you may need to complete a medical exam:

- agriculture related fields
- public health
- health sciences (e.g., health care workers, clinical laboratory workers)
- education (ECE, primary or secondary)

Use the link below to find out if you need a medical exam:
https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams/requirements-temporary-residents.html

The exam must be conducted by **an IRCC-approved panel physician**.

If you apply before coming to Canada, the doctor will send the full results to IRCC.
Ask the doctor for a copy of your medical exam report ('e-medical') as you may need it for further applications.

If your exam results are older than 12 months and you require one for your work experience, you will need a new exam. You can find an IRCC-approved panel physician using this tool:
https://secure.cic.gc.ca/pp-md/pp-list.aspx

*You can also view our International Student Guide: Co-Op Work Permit – Requirement for Medical Exam

Application Instructions:

Log into your IRCC account:
If you are a new user, you will need to register. Your Client ID from your Study Permit is required to complete the registration. http://www.cic.gc.ca/english/e-services/mycic.asp

After signing in, click on **"Apply to Come to Canada,"** and choose **"Visit visa, study and/or work permit."**

Complete the questionnaire:
(you can also access it here: https://www.canada.ca/en/immigration-refugees-citizenship/services/come-canada-tool.html)

(**NOTE:** Not all questions are listed below – please provide answers that are true for your situation.)

Questions	Answers
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.	*<Choose your country>*
What is your current country of residence?	Canada
Do you have a family member who is……	*<Based on your situation>*
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)?	Yes
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 province of destination?	Nova Scotia

You should now see your results. Click "Continue" under Co-op (in Canada)

Français

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Your results

Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.

Co- op (in Canada)

You may be eligible to work in Canada as a co-op student.

Continue ▶

◀ Exit Questionnaire

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

Contact information	Government	Transparency	Feedback
Enquiries	How government works	Government-wide reporting	
Help Centre	Departments and agencies	Open government	Social media
IRCC offices	Prime Minister	Proactive disclosure	

Click "Continue" on the next screen to generate your document checklist.
You will need to provide a few more answers.

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?	*Your study permit expiry date*
Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months?	*Dependent on your situation.* *If "yes" – see below for more information*
Have you lived in a designated country or territory for more than six months in the last year?	*<Answer based on your situation>* *If you have lived in certain countries, you may require a medical*

	About Medical Exam Requirements *If your program is in any of these areas, then choose "Yes". Otherwise, choose "No"* **If you intend to work in certain jobs, you may be required to undergo a medical exam – these jobs include any work that brings you in close contact with others (working with children, in healthcare services or labs) or agricultural work.** *The full list and more information is here:* **http://www.cic.gc.ca/english/information/medical/medexams-temp.asp**

	Consult your department at NSCC if you are unsure about the medical requirements for your work permit.
Do you want to submit an application for a family member?	*<Based on your situation>*
Are you giving someone access to your application?	No
Are you able to make a digital copy of your documents with a scanner or camera?	Yes
There are fees associated with this application. Will you be paying your fees or are you fee exempt?	Yes, I will be paying my application fees
Extra Information	

Medical Exam Results: if you answered "yes" to having a medical exam within the 12 months, upload an eMedical Information Sheet or call IRCC Help Centre to obtain your UMI# - 1-888-242-2100.

Create a document with the following information:

- date and country where the exam was conducted and the UMI# given by IRCC.

Your online application will prompt you to submit this confirmation of medical examination.

You should now see your "Document Checklist." This page includes all instructions for completing your application, and a list of the documents you need to upload.

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

**Based on your answers, you may also be required to upload your Medical Exam Results.
**You do not need to upload any *"Optional Documents."*

Complete the IMM 5710 application form

You can also refer to IRCC's student guide for applying for a work permit, for more detailed information:
https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5580-applying-work-permit-student-guide.html#complete

1. UCI	Client ID *(8- or 11-digit number listed in the box above the expiry*
3. I'm applying for one or more of the following:	Apply for a work permit for the first time or with a new employer
Personal Details	

7. Current Country of Residence – Canada
    Status
    From (YYYY-MM-DD)
    To (YYYY-MM-DD)
	Student
	The very first day you arrived in Canada
	Your study permit expiry date

Passport: National Identity Document:	*Input all information as listed in your passport* *You may or may not have one – input what is true for you*

Contact Information	
1. Current mailing address	*This is where your permit will be mailed – ensure all information is accurate, and that the mail will be checked regularly*
2. Resident address, same as mailing address?	*Generally, "yes" – unless your mail is delivered to another address.*

Coming into Canada	
1. Date & place of your original entry to Canada	*Date & place of your very first entry to Canada*
2. The original purpose of coming to Canada	Study
3. Date & place of your most recent entry to Canada (if not the same as original entry)	*If you have recently travelled outside of Canada, this is the date and place of your most recent entry to Canada.*
4. If applicable, provide the document number…	*Black number starting with only one letter listed under the large red number at the top right of your study permit*

Details of Intended Work in Canada	
1 a) What type of work permit are you applying for?	Choose "Co-op Work Permit"

2. Details of my prospective employer
   a) Name of Employer
   b) Complete Address of Employer
	a) Nova Scotia Community College (NSCC)
	b) Address of NSCC

3. Intended location of employment in Canada?
     Province
     City/Town
	Leave blank, if you can.
	If the form requires you to input information, put your current location and "Nova Scotia".
	This will not restrict you to working in NS – a co-op work permit

4. My occupation in Canada will be:
     Job title
     Brief description of duties
	To be determined
	To be determined

5. Duration of expected employment
    From (YYYY-MM-DD)
    To (YYYY-MM-DD)
	Date of application ("Today")
	Date of study permit expiry date

6. Labour market opinion (LMO) No.	*Not required – leave blank*
7. If you have been issued a Quebec Acceptance Certificate (CAQ)….	*Not required – leave blank*
8. Have you been issued a certificate under the Provincial Nominee program?	*Not required – leave blank*

Education	
Have you had any post-secondary education (including university, college or apprenticeship training)?	*Depending on your situation, enter your previous college or university study information there. ESL school information can also be put in here.* *Answer 'No' if you came to NSCC directly from high school.*

Employment	
For co-op work permit: information in this section is not required; however, you can complete if you wish	
	Enter your NSCC study information first, as your current occupation is "Student". Then include previous work
2. a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada? b) Have you ever refused any kind of visa, admission, or been ordered to leave Canada or any other country?	*a) If you have studied or worked without a valid study or work permit, provide details and explanation.* *b) If you were ever refused any visa, admission to Canada or any other country, indicate and briefly explain.*
Signature	*You do not need to print and sign the form – instead, click "**Validate**" and then save this version (the last page should be a bar code). This is the version that you will upload online.*

You can monitor processing times here:

https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html

"What are you applying for?" = "**Temporary residence (visiting, studying, working)**"

"Which temporary residence application?" = "**Work permit from inside Canada (initial and extension)**"