

# CO-OP WORK PERMIT INFORMATION SESSION

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The information provided in this presentation is current as of October 23,2024

We acknowledge and respect the Lək̓ʷəŋən (Songhees and Esquimalt) Peoples on whose territory the university stands, and the Lək̓ʷəŋən and WSÁNEĆ Peoples whose historical relationships with the land continue to this day.





# INTERNATIONAL CENTRE FOR STUDENTS



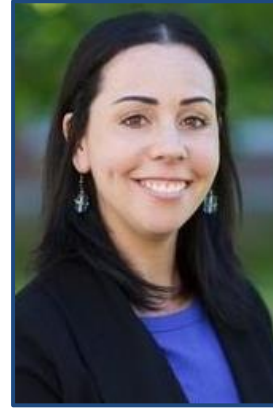
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# DISCLAIMERS


- This session is for general information only, please do not cite any of this information in an application
- Information in this session may be subject to change without notice, always refer to [Immigration, Refugees and Citizenship Canada's \(IRCC\) website](#) for the most up-to-date information at the time of applying.
- Contact [gsbimmigration@uvic.ca](mailto:gsbimmigration@uvic.ca) for Gustavson School of Business
- Contact [uvcsimmigration@uvic.ca](mailto:uvcsimmigration@uvic.ca) for Continuing Studies

# AGENDA

- Co-op work permit requirement
- How to apply and required documents
- Online application process and tips
- Questions?

# WHAT IS A CO-OP WORK PERMIT?

## A Co-op work permit:

- Allows you to do full-time work required for your UVic study program.
  - Does not require a job offer.
  - Does not allow you to work for non-UVic Co-op employment.
  - Is different from your work authorization on your study permit.
  - Is not a status document. It's tied to your study permit.
- 

# WHO NEEDS A CO-OP WORK PERMIT?

- If your program at UVic includes a work component such as Co-op, internship, or practicum, you will need a co-op work permit **even if the work is unpaid**.
- A co-op work permit can only be used for work that is an integral component of your studies at UVic.
- To apply for a co-op work permit, you will need a letter from your UVic Co-op, internship, or practicum program confirming that work is required for your program.

# WHO CAN APPLY? (IN CANADA)

You may apply for a co-op work permit if:

- You have a valid study permit.
- Work is an integral part of your study program in Canada.
- You have the co-op letter from UVic.
- Your co-op placement totals 50% or less of your study program.

Refer to [IRCC's website](#) for detailed information.





# HOW TO APPLY?

- Online
- [Port-of-Entry](#)  
(Eligible applicants: US citizens and people from temporary resident visa exempt countries.)
- On Paper (only if you cannot complete an online application)

# LOG IN TO YOUR IRCC SECURE ACCOUNT

Sign in


 GCKey username and password

 Canadian Interac® Sign-In Partner

[▶ Not sure how to sign in?](#)

or

Create an account

 Register for an account

Go the IRCC “Sign in to your IRCC secure account” page at:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>

# START AN ONLINE APPLICATION

## 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  entries

| Application type<br>↑↓     | Application number<br>↑↓ | Applicant name<br>↑↓ | Date submitted<br>↓ | Current status<br>↑↓ | Messages<br>↑↓ | 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  entries

| Application type<br>↑↓     | Date Created<br>↓ | Days left to submit<br>↑↓ | Date last saved<br>↑↓ | Action |
|----------------------------|-------------------|---------------------------|-----------------------|--------|
| No data available in table |                   |                           |                       |        |

## Start an application

Click here

[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.

# COMPLETE THE ELIGIBILITY QUESTIONNAIRE

## Personal checklist

### 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)

Start here



# ELIGIBILITY QUESTIONNAIRE

[↶ Start Again](#)[🖨 Print](#)[💬 Report a Technical Issue](#)[? Help](#)

## Find out if you're eligible to apply

---

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

Please make a selection



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

Please make a selection



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)** ?

Please make a selection



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

[↶ Save and Exit Questionnaire](#)[Next](#)

# ELIGIBILITY QUESTIONNAIRE TIPS

- Read the questions carefully.
- Answer the questions honestly.
- If you want to go back and correct a section, use the “Modify my Answers” tab on the top of your screen.
- If you don’t understand a question, click the question mark symbol  for more information.
- An online application will be saved in your account for up to 60 days.
- Be sure to screenshot the confirmation of submission.



# WHAT MATERIALS DO I NEED?

- Application form [IMM 5710] or [IMM 5709]
- A study permit information letter (if you are extending your study permit at the same time)
- A co-op letter issued by your Co-op office
- A valid passport
- A valid study permit – upload to "client information"
- A digital photo
- [Biometrics](#) (if applicable)
- [Medical exam](#) (if applicable)
- An online payment method (if applicable)

*\*Depending on your individual situation, more documents may be required*

# IMM 5710 (CO-OP WORK PERMIT ONLY)



Government  
of Canada

Gouvernement  
du Canada

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PAGE 1 OF 5

## APPLICATION TO CHANGE CONDITIONS, EXTEND MY STAY OR REMAIN IN CANADA AS A WORKER

If you need more space for any section, print out an additional page containing the appropriate section, complete and submit it with your application.

| Validate  |                                     | Clear Form  |                              |
|---|-------------------------------------|---|------------------------------|
| 1 UCI   | 2 * I want service in               |   | OFFICE USE ONLY<br>Validated |
| 3 I am applying for one or more of the following:<br><input type="checkbox"/> * Apply for a work permit with the same employer<br><input type="checkbox"/> * Restore my status as a worker<br><input type="checkbox"/> * Apply for a work permit for the first time or with a new employer<br><input type="checkbox"/> * Get a new temporary resident permit (for inadmissible applicants only) |                                     |   |                              |
| PERSONAL DETAILS  |                                     |   |                              |
| 1 Full name<br>* Family name (as shown on your passport or travel document)   |                                     | Given name(s) (as shown on your passport or travel document)                  |                              |
| 2 a) Have you ever used any other name (e.g. Nickname, maiden name, alias, etc.) ?<br>b) If you answered "yes" to question 2a), please provide the name (e.g. Nickname, maiden name, alias, etc.)<br>Family name  |                                     | <input type="checkbox"/> * No <input type="checkbox"/> * Yes<br>Given name(s) |                              |
| 3 Sex   | 4 Date of birth<br>* YYYY * MM * DD | 5 Place of birth<br>* City/Town   | * Country or Territory       |
| 6 * Citizenship   |                                     |   |                              |
| 7 Current country or territory of residence:  |                                     |   |                              |
| Country or Territory  | Status                              | Other   | From To                      |
| Canada  |                                     |   | YYYY-MM-DD YYYY-MM-DD        |
| 8 a) Previous countries or territories of residence: During the past five years have you lived in any country or territory other than your country of citizenship or your current country or territory of residence (indicated above) for more than six months?<br>b) If you answered "yes" to question 8a), please provide details   |                                     |   |                              |
| Country or Territory  | Status                              | Other   | From To                      |
|   |                                     |   | YYYY-MM-DD YYYY-MM-DD        |

# IMM5710 (CO-OP WORK PERMIT ONLY)

How to answer details of intended work section on IMM 5710?

| DETAILS OF INTENDED WORK IN CANADA  |  |                              |            |
|---|--|------------------------------|------------|
| <b>1</b> * a) What type of work permit are you applying for?  |  | b) Other                     |            |
| Co-op Work Permit   |  |                              |            |
| <b>2</b> Details of my prospective employer (attach original offer of employment)   |  |                              |            |
| *a) Name of Employer (If you are employed by a foreign employer who has been awarded a contract to provide services to a Canadian entity, please identify the foreign employer here.) |  |                              |            |
| University of Victoria  |  |                              |            |
| *b) Complete Address of Employer (Canadian or Foreign):   |  |                              |            |
| 3800 Finnerty Road  |  |                              |            |
| <b>3</b> Intended location of employment in Canada?   |  |                              |            |
| Province  | City/Town  | Address                      |            |
|   |  |                              |            |
| <b>4</b> My occupation in Canada will be:   |  | *Brief description of duties |            |
| *Job title  |  | Co-op student                |            |
| TBA   |  |                              |            |
| <b>5</b>  | Duration of expected employment  | *From                        | *To        |
|   |  | 2024-02-15                   | 2026-06-01 |
|   |  | YYYY-MM-DD                   | YYYY-MM-DD |
| <b>6</b>  | Labour Market Impact Assessment (LMIA) No. or Offer of Employment (LMIA No.) |                              |            |
|   |  |                              |            |

# IMM5710 (CO-OP WORK PERMIT ONLY)

How to answer employment information on IMM 5710?

## EMPLOYMENT

|  |                        |                               |                        |                                  |
|--|------------------------|-------------------------------|------------------------|----------------------------------|
| Give details of your employment for the past 10 years, including if you have held any government positions (such as civil servant, judge, police officer, mayor, member of parliament, hospital administrator) |                        |                               |                        |                                  |
| 1  | From                   | * Current Activity/Occupation |                        | * Company/Employer/Facility name |
|  | 2020 09<br>* YYYY * MM | Student                       |                        | University of Victoria           |
|  | To                     | * City/Town                   | * Country or Territory | * Province/State                 |
|  | YYYY MM                | Victoria                      | Canada                 | BC                               |

# IMM 5709 (STUDY PERMIT EXTENSION AND REQUEST A CO-OP WORK PERMIT)

## DETAILS OF INTENDED STUDY IN CANADA

|   |   |  |   |   |  |
|---|---|--|---|---|--|
| 1                                       | I have been accepted at the following educational institution               |  |   |   |  |
| * a) Name of School                     |   | * My level of study will be:                                 |   | My field of study will be:                  |  |
|   |   |  |   |   |  |
| b) Complete address of school in Canada |   |  |   |   |  |
| * Province                              | * City/Town   |  | * Address   |   |  |
|   |   |  |   |   |  |
| 2                                       | Designated Learning Institution # (O#)                                      | My Student ID # is:  | 3   | Duration of expected study                  |  |
|   |   |  |   |   |  |
|   |   |  | * From  | * To  |  |
|   |   |  | YYYY-MM-DD  | YYYY-MM-DD                                  |  |
| 4                                       | The cost of my studies will be:   |  | 5   |   |  |
| * Tuition                               | Room and board  | Other  | * a) Funds available for my stay(CAD)             | * b) My expenses in Canada will be paid by: |  |
|   |   |  |   | c) Other                                    |  |
|   |   |  |   |   |  |
| 6                                       | a) In addition to a study permit, are you also applying for a work permit?  |  | b) What type of work permit are you applying for: |   |  |
|   |   | <input type="checkbox"/> * No <input type="checkbox"/> * Yes | Co-op Work Permit                                 |   |  |
|   |   |  |   |   |  |
| 7                                       | If you have been issued a Quebec Acceptance Certificate (CAQ), provide the: |  |   |   |  |
| Certificate Number                      |   | Expiry Date  |   |   |  |
|   |   |  | Co-op Work Permit                                 |   |  |
|   |   |  | Open Work Permit                                  |   |  |
|   |   |  | Post Graduation Work Permit                       |   |  |

# APPLICATION TIPS

I live on campus. How can I fill out my mailing address on the application form?

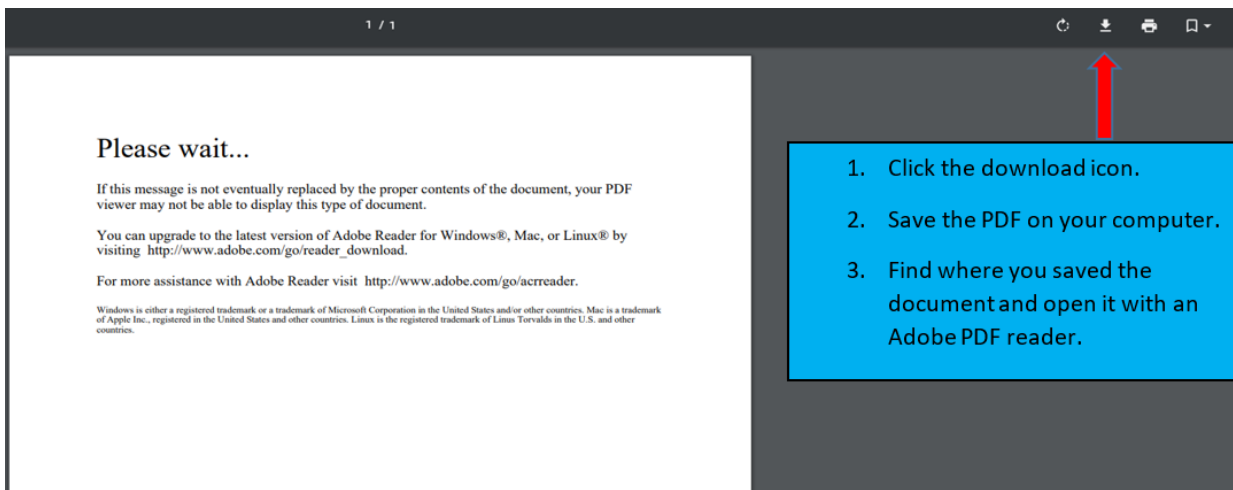
|                           |          |                                  |               |                 |               |
|---------------------------|----------|----------------------------------|---------------|-----------------|---------------|
| 1 Current mailing address |          |                                  |               |                 |               |
| P.O. box                  | Apt/Unit | Street no.                       | * Street name |                 |               |
| * City/Town               |          | * Country or Territory<br>Canada |               | * Province<br>▼ | * Postal code |

P.O. box 2100 STN CSC  
Building + Room #  
UVic Student Residences, Victoria BC  
V8W 3A4



# APPLICATION TIPS

- Problem downloading an IRCC application form ([IRCC Help Centre](#))



# APPLICATION TIPS

- Apply as soon as you receive a co-op letter
- If biometrics are required, you need to pay a biometrics fee of \$85 CAD
- If an Immigration Medical Exam is required, you will need to pay applicable exam fees
- Check [Processing time](#) – 138 days
- Use IRCC instruction guide [[IMM 5580](#)] or [[IMM 5552](#)]
- Follow your personal checklist to prepare supporting documents

# DO I NEED AN IMMIGRATION MEDICAL EXAM (IME)?

An IME is needed for foreign nationals who:

- Have lived in one or more [designated countries or territories](#) for more than six months in the past year or
- Intend to work in a job in which public health must be protected (see [jobs for which you need a medical exam](#))
- [Temporary public policy](#) in place until **October 9, 2029**

**Note:** You must see a doctor on the list of [panel physicians](#).

Refer to [IRCC's website](#) for detailed information.

# CO-OP WORK PERMIT

- Check the conditions on your CWP
- Consult with ICS if you have questions

Immigration, Refugees and Citizenship Canada / Immigration, Réfugiés et Citoyenneté Canada

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CANADA

Application/Demande: [REDACTED]  
UCI/IUC: [REDACTED]

**WORK PERMIT/PERMIS DE TRAVAIL**

**CLIENT INFORMATION/INFORMATION DU CLIENT**

Family Name/Nom de Famille: [REDACTED]  
Given Name(s)/Prénom(s): [REDACTED]  
Date of Birth/Date de naissance: [REDACTED]  
Sex/Sexe: [REDACTED]  
Country of Birth/Pays de naissance: [REDACTED]  
Country of Citizenship/Citoyen de: [REDACTED]  
Travel Doc No./N° du document de voyage: [REDACTED] PASSPORT

**ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE**

Date Issued/Déjà le: 2023/11/30  
Expiry Date/Date d'expiration: 2027/12/06  
Case Type/Genre de cas: 59  
LMIA or Exempt No./N° de l'EIMT ou Dispense: [REDACTED]  
Employer/Employeur: UNIVERSITY OF VICTORIA  
Employment Location/Emplacement de l'emploi: UNKNOWN  
Occupation/Profession: OPEN/OUVERT  
In Force From/En vigueur le: 2023/11/30

**Conditions:**

1. MUST LEAVE CANADA BY 2027/12/06
2. NOT VALID FOR EMPLOYMENT IN BUSINESSES RELATED TO THE SEX TRADE SUCH AS STRIP CLUBS, MASSAGE PARLOURS OR ESCORT SERVICES.

**Remarks/Observations:**  
AUTHORIZED TO UNDERTAKE EMPLOYMENT WHICH FORMS INTEGRAL PART OF STUDIES AS CERTIFIED BY THE EDUCATIONAL INSTITUTION.  
EMPLOYMENT PRACTICUM CANNOT FORM MORE THAN 50% OF THE TOTAL PROGRAM OF STUDY.

\*\*\*THIS DOES NOT AUTHORIZE RE-ENTRY/CECI N'AUTORISE PAS LA RÉ-ENTRÉE\*\*\*

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IMM 1442B (1-2018)

Canada

# APPLYING FOR A SIN

You can [apply online](#) or [by mail](#)

You also have the option to [apply in person](#)

## Required documents:

- ☐ Passport
- ☐ Valid study permit that clearly states you are authorized to work in Canada
- ☐ Refer to the [Service Canada website](#) for additional required documents based on the application method.

# RESOURCES

- [IRCC website](#)
- **ICS Website:** [Working in Canada page](#)
- [UVic Co-op & Career Office](#)



# IMMIGRATION ADVISING

## International Centre for Students (ICS)

Hours: Monday-Friday, 9:00am-4:30pm (PT)

Drop-in advising: Monday-Friday, 1:30pm-3:30pm (PT)

Phone: +1 250 721 6361 Email: [icsinfo@uvic.ca](mailto:icsinfo@uvic.ca)

**Website:** <https://www.uvic.ca/international-experiences/contacts/index.php>