

Co-op Work Permit Application: Overview Handout

Steps to Apply for a Co-op work permit

- 1) Log into your [IRCC account](#) and answer eligibility questions.
 - Once you sign in to your account, you need to go to the **Start your application** section on the account welcome page and click **Apply to come to Canada**. On the next page, scroll down to the **I do not have a personal reference code** section and select the **Visitor visa, study and/or work permit** button. Then you will be prompted to answer the eligibility questions.
 - See Confederation College Resource "*Eligibility Questionnaire - Co-op Work Permit*" for answering eligibility questions.
- 2) Gather necessary documents for personal document checklist
 - Co-op Letter: Found in Letter of Acceptance (LOA)
 - If Biometrics are required: [Biometrics Waiver Information](#)
 - If you cannot download your application form: [How to Open IRCC Application forms](#)
- 3) Review & Complete *IMM 5710 – Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker*
 - IRCC Guide 5580: [Guide 5580 - Applying for a Work Permit - Student Guide - online application - Canada.ca](#)
 - See Confederation College Resource "*Guide to Completing the IMM5710 Form*"
- 4) Upload all documents and submit the application **as soon as possible**.
- 5) Review [IRCC Processing Times](#)
 - Temporary Residence > Work permit from inside Canada

Notes

- If you need to apply for a study permit extension too, you don't need to follow these steps. You can apply for a study permit and request a co-op work permit within that application (or indicate that you also want to apply for a study permit on the eligibility questions).
- You need a co-op work permit to participate in the work-integrated learning component of your program (any type of work that you are receiving academic credit for). You can only use this work permit for a work placement with Confederation College.
- A co-op work permit is a separate type of work eligibility from any type of part-time work authorization granted by your study permit. Read more here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html>
- Should you need a confirmation of enrolment letter from Confederation College, you can find it in Banner in your Campus Portal.

- If you have applied for a co-op work permit but have not yet received it and need to start your placement, email us to discuss your options at: internationaladvisor@confederationcollege.ca.
- If you need to update information on your application or want to inquire into the progress of your application (if it has exceeded normal processing times), you can submit an [IRCC Webform](#).

Please note: This is not a legal document. For legal information, refer to the Immigration and Refugee Protection Act and Regulations where applicable. You can also refer to the Immigration, Refugees and Citizenship Canada (IRCC) website for updated information at www.cic.gc.ca.