

# CO-OP / INTERNSHIP WORK PERMIT

For some academic programs, work experience is part of the curriculum. A co-op/ internship work permit is usually issued for the length of a study permit and allows students to work full-time during their internship. If you need to apply for a study permit extension, then you can apply for an extension of their co-op/internship work permit at the same time. For the study permit extension tip sheet, please visit <http://www.royalroads.ca/current-students/permit-and-visa-applications>

## TO BE ELIGIBLE FOR A CO-OP/INTERNSHIP WORK PERMIT:

- You must have a valid study permit
- You must have work that is required to complete your study program in Canada
- You must have a letter from your school that confirms all students in your program need to complete work placements to get their degree
- Your co-op or internship must be 50% or less of the total program of study

## THE CO-OP/INTERNSHIP WORK PERMIT ENTITLES INTERNATIONAL STUDENTS TO:

- work ONLY when doing work that is for credit and is a required part of your education
- The co-op/internship work permit is the ONLY work permit that allows international students to work full-time during regular school terms.

Please visit IRCC website for more information about co-op work permit:

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

## HOW DO I APPLY FOR AN INITIAL COOP/INTERNSHIP WORK PERMIT?

**WHEN TO APPLY:** After receiving a letter of acceptance to an internship program and at least three months before your internship start date

**COST:** Free

**PROCESSING TIME:** <http://www.cic.gc.ca/english/information/times/temp.asp>

(Updated weekly)

**IRCC GUIDE:** <http://www.cic.gc.ca/english/information/applications/work-students.asp>

Includes the application form [IMM5710] and information on online and paper-based applications

## GENERAL SUPPORTING DOCUMENTS

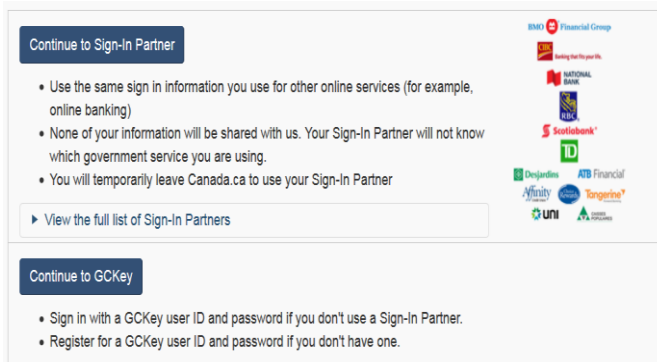
REQUIREMENTS VARY; ADDITIONAL DOCUMENTS MAY BE REQUIRED

- ✓ **Co-op/Internship Letter** (can be obtained by emailing [international.support@royalroads.ca](mailto:international.support@royalroads.ca))
- ✓ **Copy of your passport** (including the bio-data page, plus any pages with stamps, visas or markings)
- ✓ **Passport-style digital photo** (if applying online)

## APPLYING FOR CO-OP/INTERNSHIP WORK PERMIT ONLINE (IN CANADA)

### STEP 1: CREATE/LOG IN TO YOUR ACCOUNT:

<http://www.cic.gc.ca/english/e-services/account.asp>



**Continue to Sign-In Partner**

- Use the same sign in information you use for other online services (for example, online banking)
- None of your information will be shared with us. Your Sign-In Partner will not know which government service you are using.
- You will temporarily leave Canada.ca to use your Sign-In Partner

[View the full list of Sign-In Partners](#)

**Continue to GCKey**

- Sign in with a GCKey user ID and password if you don't use a Sign-In Partner.
- Register for a GCKey user ID and password if you don't have one.

You can create and sign in to an account using:

- your online banking login (Sign-In Partner)
- a Government of Canada login (GCKey)

What's the difference?

- Sign-in Partner (SecureKey Concierge) uses your online banking information
- GCKey is the Government of Canada Credential

### STEP 2: START AN APPLICATION

Click on 'Apply to come to Canada'

#### Start an application

##### [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.

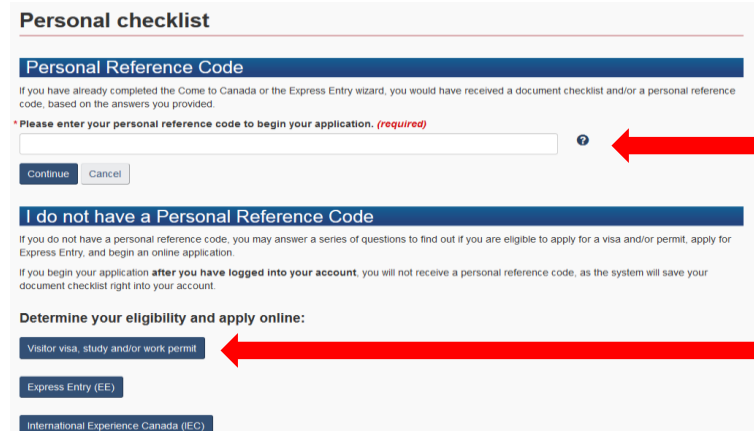
##### [Refugees: Apply for temporary health care benefits](#)

Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.

##### [Students: Transfer schools](#)

For approved study permit holders only. Tell us if you are changing designated learning institutions. You will need your application number.

### STEP 3: PERSONAL CHECKLIST



**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 \(EC\)](#)

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. Move to **STEP 5**

If you don't have a personal reference code, please click on **VISITOR VISA, STUDY and/or WORK PERMIT**

## STEP 4: FIND OUT IF YOU'RE ELIGIBLE TO APPLY


### 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


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](#)

### Some points to consider when completing your application online:

- ✓ You cannot skip questions or sections.
- ✓ Use the “Modify my Answers” link to modify your answers
- ✓ If you don’t understand a question, **click the question mark** for more information
- ✓ Check the **Glossary**. Clicking on the blue, underlined words in some questions will give you the definition.
- ✓ You can log out at any point by clicking on “Exit” and return to complete your application. **You have 60 days to complete it.** Your unsubmitted application will expire after 60 days and you will need to begin a new application.

### TIPS TO COMPLETE THE ELIGIBILITY QUESTIONNAIRE:

The following table provides guidance on the IRCC Eligibility Questionnaire when applying for your co-op work permit. The questionnaire will generate your document checklist and personal reference code. Note: This guide does not include all the eligibility questionnaire questions. Please use your own discretion in answering any questions not included in this guide.

Questions	Answers	Questions	Answers
What would you like to do in Canada?	Work	Do you also want to apply for a study permit?	Yes (If your study permit is going to expire before the end of your program) No ( if your study permit is valid throughout your program)
How long are you planning to stay in Canada?	Temporarily – more than 6 months	Do you want to work in one of the following jobs?	Please read carefully and respond appropriately. Some jobs require a medical exam.
What is your current country of residence?	Canada	Have you lived in a designated country or territory for more than six months?	List of designated countries. <a href="https://www.canada.ca/en/immigration-refugees-citizenship/services/refugees/claim-protection-inside-canada/apply/designated-countries-policy.html">https://www.canada.ca/en/immigration-refugees-citizenship/services/refugees/claim-protection-inside-canada/apply/designated-countries-policy.html</a>
What is your current immigration status in Canada?	Student	When does your status in Canada expires	Your study permit expiry date
Do you plan to work on campus?	No (Selecting “Yes” will prevent the co-op permit application option appearing)		
<p><b>*SCROLL DOWN TO CO-OP/INTERNSHIP SECTION AND CLICK CONTINUE*</b> (do not proceed through TRV section or other permit options)</p> 			

## STEP 5: GATHER ALL YOUR SUPPORTING DOCUMENTS IN ELECTRONIC FORMAT (A PDF, TIFF, JPG OR DOC FILE). THE MAXIMUM SIZE OF EACH FILE IS 4 MB.

Details	Document Name	Instructions	Options
Not Provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710) (required)		<a href="#">Upload File</a>

Supporting Documents

Details	Document Name	Instructions	Options
Not Provided	Co-op Letter (required)		<a href="#">Upload File</a>
Not Provided	Passport (required)		<a href="#">Upload File</a>
Not Provided	Digital photo (required)		<a href="#">Upload File</a>

Click here to download the application form. Please make sure you fill the application form and upload the file.

**Note:** If you see a “Please wait...” message

- Download an IRCC form
- Click on the **download arrow** at the top right to save the file onto your computer.
- Open the form with Adobe Reader. If you don’t see the download arrow/option, move your cursor to the top part of the screen and it will appear.

## APPLICATION FORM FAQ

The information in the form fields below is for example purposes only. Ensure you enter your personal information on your application

### What is a UCI?

UCI stands for “unique client identifier”, and is also known as “Client ID.” It is the 8 digit number that is found on your study permit in the following format: xxxx-xxxx

### What type of work permit should I select?

- If this is **your first co-op work permit**, select ‘a work permit with a new employer.’
- If this is **not your first co-op work permit**, select ‘a work permit with the same employer.’

### What is a document number?

A document number appears on official immigration documents, e.g. study permits. It is usually printed in black ink as a letter (an “F” for study permits) followed by 9 numbers.

### What is RRU’s Designated Learning Institution Number?

- **O19330635812** (It starts with the letter “O” and not zero)

### How do I fill out Date/Place of my original/most recent entry to Canada?

- **Original date** of entry is usually the same date your original study permit was issued.
- **Most recent** entry to Canada can be varied from the original date if you left Canada and return after your original date. You could double check the date from the stamps on your passport.
- **Place of original/most recent entry** to Canada is the city where you went through the Canadian Custom and Immigration.

### How do I fill out my mailing address?

A “street no.” is the location of a building on a street. Some “street names” may also contain numbers.

### For detail of intended work in Canada section?

- According to IRCC, if you indicate/choose the Co-op Work Permit, no information is required for question: 2,3,4,5,6, and 7 in the application form.
- You do not need a job offer to apply for a post-graduation work permit.

### How do I complete the education section?

If your current students, Royal Roads University studies are your only postsecondary studies since completion of high school, leave the section blank.

### How do I complete the employment section?

Your "Current Activity/Occupation" is follows:

- The dates of your Current Activity/Occupation should be "from" the beginning of your studies at Royal Roads University, "to" the current date
- For co-op work permit applicants: information in this section are not required, but you need to mention the information about your employment for the last 10 years
- "Previous Activity/Occupation" – start by listing the most recent activity or occupation first. Activity/Occupation includes both work and schooling.

#### 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	
	2014 05 *YYYY *MM	Student		Royal Roads University	
2	To	* City/Town	* Country	*Province/State	
	2016 05 *YYYY *MM	Victoria	Canada	BC	
1	From	Previous Activity/Occupation		Company/Employer/Facility name	
	YYYY MM	City/Town		Country	
2	To	Country		Province/State	
	YYYY MM				

### How do I sign the form if applying online?

If you're applying online; you should upload the form without signing it. After uploading all your documents, you will later be asked to sign your application by typing your name.

### TO COMPLETE YOUR FORM

After you finish your application, click on the "Validate" button located at the top or bottom of the form. This will generate a barcode page at the end of the application.



## UPLOADING DOCUMENTS

- Upload the application form and all the supporting documents.
- Merge the multiple supporting documents and upload the file
- After you upload all the documents, you need to click on submit/continue button.

## IRCC CONFIRMATION EMAIL:

If you provide an email address on your application, please ensure you check it regularly for automated emails from IRCC regarding your case. Some spam filters block these emails, and clients are requested to ensure emails from IRCC are not blocked. If you are unsure whether emails from IRCC are being sent, please check your myCIC account on a regular basis.

## MAIL APPLICATION

If you would like to apply by mail, please look for further information here:

<http://www.cic.gc.ca/english/study/work-coop.asp>

## CONTACT A ROYAL ROADS IMMIGRATION ADVISOR

Do you have a question?

- Please email Student Engagement: [international.support@royalroads.ca](mailto:international.support@royalroads.ca)
- To book an Immigration Advising appointment, use our online booking system: <http://libcal.royalroads.ca/appointments/>

## CONTACT IRCC

- By phone: Call the IRCC Call Centre (1-888-242-2100), from within Canada only
- Web Form: <http://www.cic.gc.ca/english/contacts/web-form.asp>
- TTY: 1-888-576-8502 (8 am to 4 pm your local time)

Call the TTY service if you: are deaf, hard of hearing or have a speech impairment or use a text telephone