

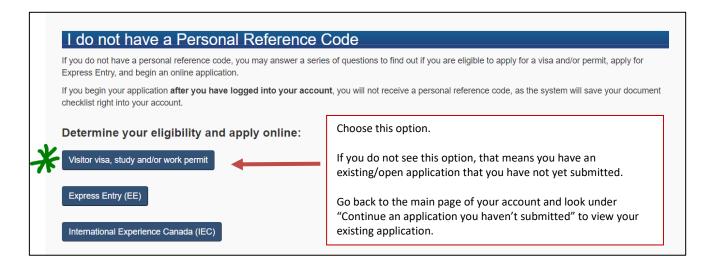
In order to apply for a co-op/internship/practicum work permit you must be registered in a degree program that requires you to work for at least one term and will receive academic credit during this work term. You must have a valid study permit when you apply. You should apply for your co-op work permit at least 4 months before you are scheduled to begin your work term as processing time can vary.

- Create your online immigration account using GCkey or Sign-in Partner/Log into MyCIC
   If you are a new user, you will need to create your account through GCKey or Sign-in Partner at
   <u>https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html</u>

   NOTE: Save your username and password. Consider taking a screenshot of all your security questions and answers to avoid
   getting locked out of your account. Once you are locked out of your account, you will never be able to access it ever again.
- 2. Under "Start Application" complete the 'Apply to come to Canada' questionnaire:

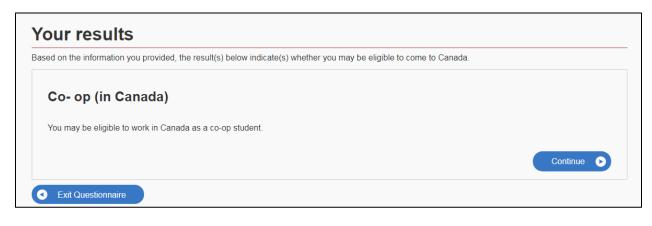
Review, check the status or I	read messages about your submit	ted application.				
Search: Showing 0 to 0 of 0 entries   Show 5 • entries						
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		No data available in table				
Did you apply on paper or don't see your online application in your account? Add (link) your application to your account to access it and check your status or						
		,	<u>,</u>			
Continue an app	lication you haven'	t submitted				
Continue working on an appl	lication or profile you haven't subn	nitted or delete it from your account.				
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1			Date last saved ↓↑	Action		
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Application type 11 Start an applicat Apply to come to Canada Includes applications for visit study permits, Express Entry	Date Created ↓	Days left to submit 11         No data available in table         ees: Apply for temporary health care         ts         s application if you are a protected person	Citizenship: Apply for a citizenship on Use this application to app	search or proof o		
Application type I1 Start an applicat Apply to come to Canada Includes applications for visit	Date Created ↓         tion         tor visas, work and v and International I need your personal         refug	Days left to submit 11 No data available in table	<u>Citizenship: Apply for a</u> <u>citizenship</u>	search or proof o		





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
What is your current country of residence?	Canada
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	No
to work off-campus up to 20 hours per week?	
Have you recently graduated from a participating Canadian post-secondary	No
institution for which your study program was full-time and a minimum of eight months?	
Is your work an essential part of your studies (for example, a Co-Op or internship program)?	Yes
Do you have a written job offer?	No

You should then see the screen below. Click "Continue" under Co-op (in Canada)





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 ( <b>Section A</b> )
Have you lived in a designated country or territory for more than six months in the last year?	<answer based="" on="" situation="" your=""> If you have lived in certain countries, you may be required to undergo a medical exam</answer>
Descent of the following jobs? Descent of the following jobs? e values a constraint of the following jobs	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/med ical/medexams-temp.asp
Do you want to submit an application for a family member?	<based on="" situation="" your="">.</based>
Do you want to submit an application for a family member? Are you giving someone access to your application?	<based on="" situation="" your="">.</based>
Are you giving someone access to your application? In the past 10 years, have you given your fingerprints and	No Dependent on your situation. If you have not given biometrics, you will be asked to give them at the closest collection centre. Appointment
Are you giving someone access to your application? In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada? Are you able to make a digital copy of your documents with a	No Dependent on your situation. If you have not given biometrics, you will be asked to give them at the closest collection centre. Appointment required plus \$85 in fees.

**Section A** – 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#. The toll free number is 1-888-242-2100. Then, create a Word 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.**

**NOTE**: Click on the Application to "Change Conditions..." and download the form. Save the PDF file on your laptop. Go to the file and right click to open. Choose "Open with Adobe Acrobat" PDF Reader. Fill it out using a computer and not by hand/print.

Application Form(s)					
Details	Options				
Not Provided	Application to Change Conditions, Extend my Stay or Ren in Canada as a Worker (IMM5710) (required)	main 😧	Upload File		
Supporting Docu	ments				
	Supporting Documents				
Details	Document Name	Instructions	Options		
Not Provided	Co-op Letter (required)	0	Upload File		
Not Provided	Passport (required)	0	Upload File		
Not Provided	Proof of upfront medical exam (required)	0	Upload File		
	Digital photo (required)	0	Upload File		
Not Provided					



1.	UCI	Client ID (8 or 10 digit number listed on the ten right side		
1.		Client ID (8 or 10-digit number listed on the top right side of your study permit. Or look for "UCI" on the permit		
3.	I'm applying for one or more of the following:	A work permit with a new employer		
5.		nal Details		
7. (	Current Country of Residence	Canada		
	Status	Student		
	From (YYYY-MM-DD)	<ul> <li>The very first day you arrived in Canada</li> </ul>		
	To (YYYY-MM-DD)	<ul> <li>Your study permit expiry date</li> </ul>		
		Information		
1.	Current mailing address			
	Apt/Unit	This is your apartment number		
2.	Resident address, same as mailing address?	If your mailing address is where you live, answer 'Yes'.		
		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.	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 Intend	led Work in Canada		
1	a) What type of work permit are you applying for?	Co-op work permit		
2.	Details of my prospective employer			
	a) Name of Employer	a) Write "To be determined"		
	b) Complete Address of Employer	b) Write "To be determined"		
3.	Intended location of employment in Canada?			
	Province	NS		
	City/Town	Halifax		
	Address	To be determined		
4.	My occupation in Canada will be:			
	Job title	Write "To be determined"		
	Brief description of duties	Write "To be determined"		
5.	Duration of expected employment			
	From (YYYY-MM-DD)	Date of application		
	To (YYYY-MM-DD)	Date of study permit expiry date		
6.	Labour market opinion (LMO) No.	Leave it blank		
7.	If you have been issued a Quebec Acceptance	Leave it blank		
L	Certificate (CAQ), provide the:			
8.	Have you been issued a certificate under the	Answer 'No'		
	Provincial Nominee program?			
	ucation			
	ve you had any post-secondary education (including	Answer 'Yes" if you are a transfer student. Then enter your		
uni	versity, college or apprenticeship training)?	previous college or university study information there. ESL		
		school information can also be put in here.		
		Answer (Ne' if you came to MC)/11 directly from high		
		Answer 'No' if you came to MSVU directly from high		
		school.		



Employment		Under 'Current occupation/Activity', enter your MSVU		
		study information.		
Backgroun			ation	
3.	, , , , , ,	a)	If you have studied or worked without a valid	
	your status, attended school without authorization		study or work permit, you will need to provide	
	or worked without authorization in Canada?		details and explanation.	
	B) Have you ever refused any kind of visa,	b)	If you were ever refused any visa, admission to	
	admission, or been ordered to leave Canada or any other country?		Canada or any other country please indicate and briefly explain.	
	C) Have you previously applied to enter or remain in	c)	If you applied for a Temporary Resident Visa (TRV)	
	Canada?		to enter Canada or have extended your Study	
			Permit, you will need to state that (i.e. I have a	
			TRV and/or have extended my Study Permit)	
Sig	nature	This for	m cannot be printed, signed and scanned. You only	
		need to	validate and save it to your desktop or on a USB	
			en upload.	

## 4. Gather the following supporting documents:

- Digital photo
- Passport all pages, except blank pages. Save multiple pages as 1 PDF document (less than 4MB)
- Co-op Letter from the Co-op Office/Registrar's Office/Academic Department. More information on our website: <u>https://www.msvu.ca/international/advising-for-current-international-students/immigration-permit-renewals-in-</u> <u>canada/</u>
- Medical exam (if you are working with children, in health services, and agriculture).
   IMPORTANT: You need to submit your proof of medical exam performed by an IRCC approved physician (taken within the past 12 months) if you plan to work in the fields of education, childcare, medical and healthcare services, nursing homes, taking care of elderly and other vulnerable people, hospital, and agriculture, etc. <u>Click on this link to view the list of IRCC approved physicians in Nova Scotia</u>.
- 5. Upload your application and documents.

Fees				
Fees				
Application	Quantity	Price (CAD) per unit	Total (CAD)	
Work Permit	1	\$0	\$0	
Biometrics Fee	1	\$85	\$85	

The fee shown is an estimate based on the fees in effect on the day that this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission.

Total Price (CAD) \$85

