

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.

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

**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:**

### Kay Balite's account

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#### 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 5 entries

Application type ↑↓	Application number ↑↓	Applicant name ↑↓	Date submitted ↓	Current status ↑↓	Messages ↑↓	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 5 entries

Application type ↑↓	Date Created ↓	Days left to submit ↑↓	Date last saved ↑↓	Action
No data available in table				

#### 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.

**[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.

Even though you are already in Canada, you have to choose this option in order to Start an Application.

**You have to Determine your eligibility to apply online for a Visitor/Study/Work Permit.**

### 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)

Choose this option.

If you do not see this option, that means you have an existing/open application that you have not yet submitted.

Go back to the main page of your account and look under "Continue an application you haven't submitted" to view your existing application.

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 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
Do you have a written job offer?	No

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

## Your results

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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

<b>Are you accompanying a family member who has status in Canada?</b>	No
<b>Do you also want to apply for a study permit?</b>	No
<b>When does your status in Canada expire?</b>	Your study permit expiry date
<b>Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months?</b>	Dependent on your situation. If “yes” – see below for more information <b>(Section A)</b>
<b>Have you lived in a designated country or territory for more than six months in the last year?</b>	<Answer based on your situation> If you have lived in certain countries, you may be required to undergo a medical exam
<p><b>Find out if you're eligible to apply</b></p> <p>Do you want to work in one of the following jobs?</p> <ul style="list-style-type: none"> <li>• health sciences worker</li> <li>• clinical laboratory worker</li> <li>• patient attendant in nursing or geriatric homes</li> <li>• medical student admitted to Canada to attend university</li> <li>• medical elective and physician on short term assignment</li> <li>• teacher of primary or secondary schools or other teachers of small children</li> <li>• domestics worker, someone who gives in-home care to children, the elderly and the disabled</li> <li>• day nursery worker</li> </ul> <p><b>(required)</b></p> <p>Please make a selection <input type="text"/></p>	<p>If your program is in any of these areas, then choose “Yes”. Otherwise, choose “No”</p> <p>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: <b><a href="http://www.cic.gc.ca/english/information/medical/medexams-temp.asp">http://www.cic.gc.ca/english/information/medical/medexams-temp.asp</a></b></p>
<b>Do you want to submit an application for a family member?</b>	<Based on your situation>.
<b>Are you giving someone access to your application?</b>	No
<b>In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada?</b>	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.
<b>Are you able to make a digital copy of your documents with a scanner or camera?</b>	Yes
<b>There are fees associated with this application. Will you be paying your fees or are you fee exempt?</b>	Yes, I will be paying my application fees.
<b>Extra Information</b>	
<p><b>Section A</b> – 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:</p> <ul style="list-style-type: none"> <li>• date and country where the exam was conducted and the UMI# given by IRCC.</li> </ul> <p>Your online application will prompt you to submit this confirmation of medical examination.</p>	

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)			
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	Proof of upfront medical exam (required)	?	Upload File
Not Provided	Digital photo (required)	?	Upload File
Not Provided	Request for Medical Exam (required)	?	Upload File

### 3. Complete the IMM 5710 Application form: Co-op Work Permit

1. UCI	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
<b>Personal Details</b>	
7. Current Country of Residence Status From (YYYY-MM-DD) To (YYYY-MM-DD)	<ul style="list-style-type: none"> <li>• Canada</li> <li>• Student</li> <li>• The very first day you arrived in Canada</li> <li>• Your study permit expiry date</li> </ul>
<b>Contact Information</b>	
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’.
<b>Coming into Canada</b>	
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
<b>Details of Intended Work in Canada</b>	
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 b) Complete Address of Employer	a) Write “To be determined” b) Write “To be determined”
3. Intended location of employment in Canada? Province City/Town Address	NS Halifax To be determined
4. My occupation in Canada will be: Job title Brief description of duties	Write “To be determined” Write “To be determined”
5. Duration of expected employment From (YYYY-MM-DD) To (YYYY-MM-DD)	Date of application Date of study permit expiry date
6. Labour market opinion (LMO) No.	Leave it blank
7. If you have been issued a Quebec Acceptance Certificate (CAQ), provide the:	Leave it blank
8. Have you been issued a certificate under the Provincial Nominee program?	Answer ‘No’
<b>Education</b>	
Have you had any post-secondary education (including university, college or apprenticeship training)?	<p>Answer ‘Yes’ if you are a transfer student. Then enter your previous college or university study information there. ESL school information can also be put in here.</p> <p>Answer ‘No’ if you came to MSVU directly from high school.</p>

<b>Employment</b>	Under 'Current occupation/Activity', enter your MSVU study information.
<b>Background Information</b>	
<p>3. A) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?</p> <p>B) Have you ever refused any kind of visa, admission, or been ordered to leave Canada or any other country?</p> <p>C) Have you previously applied to enter or remain in Canada?</p>	<p>a) If you have studied or worked without a valid study or work permit, you will need to provide details and explanation.</p> <p>b) If you were ever refused any visa, admission to Canada or any other country please indicate and briefly explain.</p> <p>c) If you applied for a Temporary Resident Visa (TRV) 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)</p>
<b>Signature</b>	<b>This form cannot be printed, signed and scanned.</b> You only need to <b>validate</b> and save it to your desktop or on a USB and then 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: <https://www.msvu.ca/international/advising-for-current-international-students/immigration-permit-renewals-in-canada/>
- 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. [Click on this link to view the list of IRCC approved physicians in Nova Scotia.](#)

#### 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
<b>Total Price (CAD)</b>			<b>\$85</b>

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.