



## **Co-op Work Permit Application Guide**

### **Property of NAIT Student Learning and Development Department**

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## How to Create an IRCC account

To apply for a Co-op Work Permit online, you will need to create an account with Immigration, Refugees and Citizenship Canada (IRCC). This is free and does not take a long time. To proceed, please follow the steps below.

1. Google "IRCC account" or follow the link below:

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

Your account lets you start an application, submit and pay for your application, get messages related to your application, check the status of your application and update your information.

**Need help signing in  
or applying online?**

### Option 1: GCKey

Sign in with your GCKey user ID and password.

Sign in with GCKey

### Option 2: Sign-In Partner

Sign in with your online Canadian banking information if you have an existing account with 1 of our partners.

Sign in with Sign-In Partner

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

**Don't have an account?**

Register

2. Register for the IRCC account. You will need have two options: register with GCKey or register with a Sign-In Partner. You have to decide which option you would like to take. Both options will lead you to the same account.

• To register with GCKey:

- 1) Click 'Register with a GCKey'.
- 2) Click 'Sign Up'.
- 3) Read the Terms and Conditions of Use and click 'I Accept'.
- 4) Create a username. Click 'Continue'.
- 5) Create a password. Click 'Continue'.
- 6) Create your security questions and responses. Click 'Continue'.
- 7) Click Continue to get to the 'Sign Up Complete' page.
- 8) Read the Terms and Conditions. Click 'I Accept'.
- 9) Enter your information and follow the steps to create your account.

• To register with a Sign-in Partner:

- 1) Click 'Register with a Partner Sign-In'.
- 2) Choose your financial institution.
- 3) If you don't see your financial institution listed, you need to register with GCKey.
- 4) Enter your banking sign-in information and click 'Continue'.
- 5) Read the Terms and Conditions of Use and click 'I Accept'.
- 6) Enter your information and follow the steps to create your account.

## How to Fill-out an Online Questionnaire

1. Log into your IRCC account and click on 'Apply to come to Canada':

### 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 ↑↓	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  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.

[Students: Transfer schools](#)

For approved study permit holders only. Tell us if

[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.

2. Then, click on 'Visitor visa, study and/or 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)

3. Next, you will see an online questionnaire. Answer the questions on this questionnaire, follow the tips below.

## Find out if you're eligible to apply

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

Work

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

You can click on underlined terms to see their definitions. For example, according to IRCC, a family member is “a spouse or common-law partner, dependent children, and their dependent children.”

You can click on the blue ? symbol to receive more explanation. For example, clicking on the symbol next to the question above will let you see more explanation from IRCC.

Please be sure to select the correct country of residence. Answer this question truthfully, based on where you are currently living. If you are currently living in Canada, select “Canada.” If you are currently living in a different country, you must select that country.

4. Click ‘Next’. You will have to answer more questions to complete the questionnaire. Read all the questions carefully. Not all students will have the same questions, but we have shared some tips below.

Do you plan to work on campus? (required)

Please make a selection

Please make a selection

Yes

No

Even if your co-op takes place on NAIT campus, please choose ‘no.’ This is necessary to arrive at the Co-op Work Permit document checklist.

Are you a full-time student at a participating post-secondary institution and want to work off-campus up to 20 hours per week? **(required)** ?

No

Please make a selection

Yes

No

program was full-time and a minimum of

Again, even if your co-op takes place on NAIT campus or it is less than 20 hours a week, please choose 'no.' This is necessary to arrive at the Co-op Work Permit document checklist.

Is your work an essential part of your studies (for example, a Co-Op or internship program)? **(required)**

Please make a selection

Please make a selection

Yes

No

officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. Read the

If you are not sure if your co-op is a mandatory part of your program, please contact your program area to confirm. As part of co-op work permit eligibility requirements, a co-op must be an essential part of your program. Please visit this IRCC page to learn more about co-op work permit eligibility <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html>

5. Once you answer all questions on the questionnaire, IRCC will inform you what documents you may apply for. Please click 'Continue' beside the 'Post-Graduate Work Permit' option.

## Your results

Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.

### Temporary Resident Visa

You will need a temporary resident visa to return to Canada.

If you are working or studying in Canada, your temporary resident visa may expire at the same time as your work or study permit. If your work or study permit is expiring soon, please renew your study or work permit first. Once your study or work permit is approved, you may apply for your temporary resident visa.

Continue

### Co- op (in Canada)

You may be eligible to work in Canada as a co-op student.

Continue

6. Answer the remaining questions. Read all the questions carefully. Not all students will have the same questions, but we have shared some tips below.

Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months? *(required)* ?

Please make a selection

Please make a selection
Yes
No

Not all doctors are IRCC authorized panel physicians, you can click on blue ? symbol to see the list of IRCC authorized panel physicians.

Have you lived in a designated country or territory for more than six months in the last year? *(required)* ?

Please make a selection

Please make a selection
Yes
No

Canada is not a designated country. If you have been living in Canada consecutively for the last 12 months or more, you can answer 'no.'

In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada? *(required)*

Please make a selection

Please make a selection
Yes
No

This question is asking about biometrics for the purpose of coming to Canada. Any biometrics you may have given to visit the United States, for employment purposes, etc. are not relevant.

7. Once you complete all answers, you will be given an option to double-check your information.

## Review your answers

Please review your results and modify your answers if required.

What would you like to do in Canada?  
Work

How long are you planning to stay in Canada?  
Temporarily - less than 6 months

Select the code that matches the one on your passport

If you notice a mistake, you can click on the 'pencil' symbol to change your answer.

8. Once you finish checking your answers, IRCC will give you some tips for making a successful application online. Please read them carefully as many problems can be avoided by following these tips.

## Submitting your application

On the screen, you will be asked to upload the documents for your application. Please do not use your browser's navigation buttons, "Back" and "Forward", as they will not work properly within this application.

You must be logged into your own account to submit an application. You cannot use another person's account.

### ✓ Step 1: Use your account

### ✓ Step 2: Save your application

If you select the exit button, your information will be saved and you will return to your account home page.

You can continue your application at any time by logging into your account and selecting the e-Application link under the In-Progress section.

Please note that you have 60 days to submit your online application. The number of days remaining to submit your application appears in your account home page. If your application is not submitted within 60 days, it will automatically be deleted.

### ✓ Step 3: Upload your documents

Here are some guidelines for your documents:

- Your form(s) and document(s) must be in an electronic format.
- You do not need to sign your application form by hand if you submit your application form online. You will be asked to provide a digital signature once you are ready to transmit your documents.
- One file will be allowed per document type. For example, if you are asked to provide multiple pages of your passport, you must scan and save all pages as one file.
- You will be required to upload every requested form and document. You will not be able to proceed to the next steps until you upload every form/document.
- A "help" feature provides you with more information about each form/document. The help text will appear below the list of documents.
- The maximum size for each file is 4 MB (four megabytes). We accept these file formats:
  - PDF (Portable Document)
  - JPG, TIFF, or PNG (Image)
  - DOC or DOCX (Microsoft Word Document)

If your file is bigger than 4 MB, you should reduce the size. Here are some tips for making reducing your file size.

#### PDF format

- Recreate the PDF with Adobe Distiller set to "lowest file size."
- Ensure that all images in the PDF are set to 96 DPI (dots per inch).
- Remove all unnecessary images.

#### JPG format

- Scan your document at a lower DPI (dots per inch).
- Remove all empty space around the image.
- Shrink the image.
- Reduce the JPG image quality.

#### TIFF and PNG format

- Scan your document at a lower DPI (dots per inch).
- Crop the image to remove any empty space around the image.
- Shrink the image.
- Save the file as a JPG format instead.

#### DOC and DOCX format

- Remove unnecessary images, formatting and macros. Save the file as a recent Word version.
- Reduce the file size of the images before they are inserted in the document.
- If it is still too large, save the file as a PDF format.



9. Finally, you will be directed to your document checklist. Not all students will have the same items on their checklists; however, all documents listed under “Application form(s)” and “Supporting Documents” are required. Please click on the blue ? symbol next to each document name to see more explanation from IRCC. We also have shared some tips below:

## Your document checklist

### Application Form(s)

Application Form(s)			
Details	Document Name	Instructions	Options
Not Provided	1 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	2 Family Information Form (IMM5707) (required)	?	Upload File
Not Provided	Co-op Letter (required)	?	Upload File
Not Provided	3 Passport (required)	?	Upload File
Not Provided	Digital photo (required)	?	Upload File

### Optional Documents

Optional Documents			
Details	Document Name	Instructions	Options
Not Provided	4 Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	Upload File
Not Provided	Client Information	?	Upload File

**Box 1:** If you cannot see the form on IRCC webpage, try downloading it to your computer. Then, open the form from your computer, where you saved it, not through the webpage. For more technology trouble-shooting tips, see <https://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=660&top=18>

**Box 2:** You can request this letter by emailing [internationalcentre@nait.ca](mailto:internationalcentre@nait.ca), please double-check your contact information is correct (MyNAIT Portal > Self-Service > Profile) and include your student ID number to avoid delays.

**Box 3:** You can click on the blue ? symbol to see specific dimensions. You are welcome to print these dimensions and take them with you to your photographer.

**Box 5:** While it is not mandatory to include a document here, you can use this space to upload your Letter of Explanation.

10. Once all the files are uploaded, you can submit and pay the fees.

## How to Fill out IMM5710 Application Form

1. Go to your document checklist and click on “Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710)”.

### Your document checklist

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)		<button>Upload File</button>

Supporting Documents			
Supporting Documents			
Details	Document Name	Instructions	Options
Not Provided	Recent Education Transcript (required)		<button>Upload File</button>
Not Provided	Family Information Form (IMM5707) (required)		<button>Upload File</button>
Not Provided	Completion of Studies Letter (required)		<button>Upload File</button>
Not Provided	Passport (required)		<button>Upload File</button>
Not Provided	Digital photo (required)		<button>Upload File</button>

Optional Documents			
Optional Documents			
Details	Document Name	Instructions	Options
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)		<button>Upload File</button>
Not Provided	Client Information		<button>Upload File</button>

If you cannot see the form on IRCC webpage, try downloading it to your computer. Then, open the form from your computer, where you saved it, not through the webpage. For more technology troubleshooting tips, see <https://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=660&top=18>

2. Visit this IRCC webpage to access IMM5710 question-by-question completion guide under “Completing the form” subheading:  
<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5553-applying-change-conditions-extend-your-stay-canada-worker.html>

Read all the questions carefully. Not all students will have the same answers, but we have shared some tips below:

7 Current country or territory of residence:				
Country or Territory	Status	Other	From	To
* Canada	* Student		* YYYY-MM-DD	* YYYY-MM-DD

If the box is grey, this means that it is not applicable to you and you don't need to write anything in that box.

Under 'From', enter the issue date exactly as printed on your Study Permit.

Under 'To', enter the expiry date exactly as printed in your Study Permit.

#### NATIONAL IDENTITY DOCUMENT

1 Do you have a national identity document? <input type="checkbox"/> * No <input type="checkbox"/> * Yes				
2 Document number	3 Country or Territory of issue	4 Issue date	5 Expiry date	
		YYYY-MM-DD	YYYY-MM-DD	

Not all countries have compulsory National Identity Documents. If your country does not have one, click 'NO'.

#### COMING INTO CANADA

1 Date and place of your original entry to Canada	* Date	* Place
	YYYY-MM-DD	
2 * a) The original purpose for coming to Canada	b) Other	
3 Date and place of your most recent entry to Canada (if not the same as original entry)	Date	Place
	YYYY-MM-DD	
4 If applicable, provide the document number of the most recent Visitor Record, Study Permit, Work Permit or Temporary Resident Permit issued to you.	Document Number	

This is the date you first came to Canada. If you originally arrived as a student, this will likely be the date you were issued a Study Permit. If you originally arrived as a worker/tourist/family visit, etc., this will likely be the date you were issued your work permit/visitor record, etc.

You can find this number in the top right corner of your Study Permit, e.g. F123456789.

**DETAILS OF INTENDED WORK IN CANADA**

1	* a) What type of work permit are you applying for? Post Graduation Work Permit	b) Other
2 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)		
b) Complete Address of Employer (Canadian or Foreign):		
c) Intended location of employment in Canada?		

If you do not know who your prospective employer will be, you can type "not applicable" here.

**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)

	From	* Current Activity/Occupation	* Company/Employer/Facility name
1	* YYYY * MM To YYYY MM	* City/Town	* Country or Territory Province/State

You are asked to provide your employment history for the past 10 years. Begin with your current/most recent employment first. If you need more space (IMM5709 only provides space for 3 positions), you can make an additional document using Microsoft Word and upload it under "Client Information" section on your Document Checklist.

If you are not working at the moment, you may use "student" as your occupation and "NAIT" under your Company name. Under 'From' you can enter the date you started studying. Under 'To', enter the date you expect to finish studying.

2	c) Have you previously applied to enter or remain in Canada? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
*d) If you answered "yes" to question 2a), 2b) or 2c), please provide details. I applied and was approved for a Study Permit and a Temporary Resident Visa in 2015, application S	

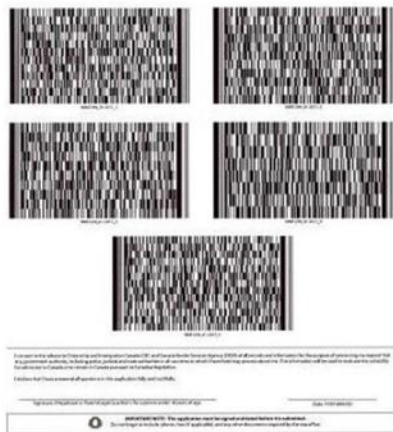
Under "Background Information," question 2, click 'Yes' if you have ever applied or been approved for a Canadian visa, study permit, work permit or any other immigration document. Provide details (permit/visa type, dates, outcome (approved/refused) and application numbers) about your previous application history in the comment box.

3. Once you complete all the fields, click 'Validate' at bottom of the form. If you are applying online, you do NOT need to print the form, you will be asked to provide a digital signature once you are ready to submit all the documents on your document checklist.

Depending on the type of application made, the information you provided will be stored in one or more Personal Information Banks (PIB) pursuant to section 10(1) of Canada's Privacy Act. Individuals also have a right to protection and access to their personal information stored in each corresponding PIB under the Access to Information Act. Further details on the PIBs pertaining to IRCC's line of business and services and the Government of Canada's access to information and privacy programs are available at the [Infosource website](http://www.infosource.gc.ca) and through the IRCC Call Centre. Info Source is also available at public libraries across Canada.

Validate

4. If you have provided all the information, when you click on "Validate" a new page with bar codes will appear at the end of the document. It will look like this:



If you are missing information in the form, the fields you need to fill out will be outlined in red with a description of what it's missing. It could look like this:

#### COMING INTO CANADA

1	Date and place of your original entry to Canada	* Date YYYY-MM-DD	* Place
2	* a) The original purpose for coming to Canada		b) Other
3	Date and place of your most recent entry to Canada (if not the same as original entry)	Date YYYY-MM-DD	Place
4	If applicable, provide the document number of the most recent Visitor Record, Study Permit, Work Permit or Temporary Resident Permit issued to you.		Document Number

Once you fix the fields outlined in red, click "Validate" button again, so the bar codes appear at the end of the document.

5. Upload your validated IMM5710 form to your document checklist.



We want to hear from you! Did you find this application guide to be helpful? How can we make it better or easier to use? Please email your comments about this guide to [internationalcentre@nait.ca](mailto:internationalcentre@nait.ca) using 'Feedback on Co-op guide' in the subject line.