

Co-op work permit application guidance

The co-op work permit is free, and you do not need a job offer to apply. You must have a valid study permit when you submit your application. The co-op work permit is usually issued for the length of your study permit. Your co-op work permit will list the employer as “Selkirk College” and will allow you to work full-time as long as the work is part of your program requirements.

- Please request the work term/Practicum support letter with Registrar Office from: <https://forms.selkirk.ca/view.php?id=391843>. They will email you the letter.

Note: Students, who choose to do a co-op job, request the work permit support letter via coopeducation@selkirk.ca. If you also need to extend your study permit, please request an extension letter from <https://forms.selkirk.ca/view.php?id=391843>

Study permit extension and Co-op work permit applications can be submitted together. There is an application fee for study permit extension (\$150).

Please note there is no application fee for only Co-op work permit application. However, if your practicum is related to health care, child care, you will need an upfront medical exam, which can cost you more than \$300.

Find a Panel Physician (cic.gc.ca), local panel physician in Nelson:

Name: Kevin MCKECHNIE

Address: Nelson Medical Clinic,

806 Vernon Street,

British Columbia

V1L 4G5

E-mail: nelmed@nelsonmedical.com / (This clinic provides services paid by Interim Federal Health Program)

Telephone: + 1 (250) 352-6611

Spoken Languages: English

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1. When you login to your IRCC secure account, please click "**Apply to Come to Canada**" at the bottom. Then, you will be required to finish a questionnaire in order to get the personal document checklist.

Note: Please be advised that you don't need a provincial attestation letter (PAL) for Co-op work permit application.

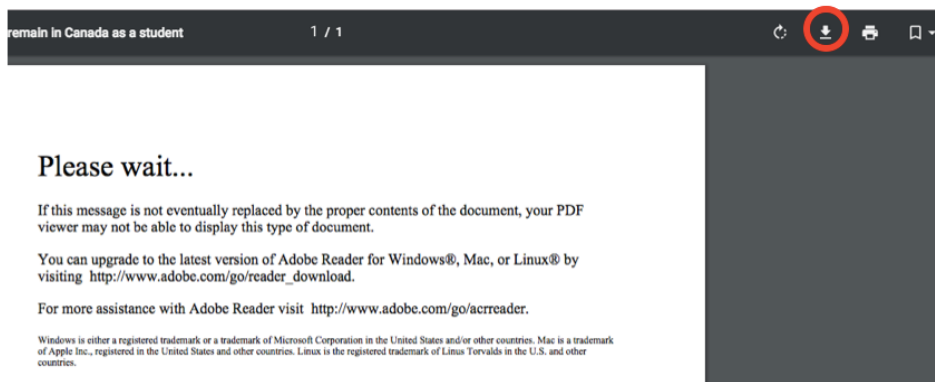
Please choose **the correct answer to exempt from the PAL.**

Q: "Which exception do you qualify for? "

Answer: "I am an applicant who meets another exception listed on the IRCC website. "

2. Download the application form and save it on your computer. Ensure that you have a **latest version of Adobe Reader** to open and fill out the form. If you don't have this software, please use the computer in the library to fill out the form and upload in your IRCC secure account.

If you see a "Please wait..." message when trying to download an IRCC form, click on the **download arrow** at the top right to save the file onto your computer. Then open it with Adobe Reader. (If you don't see the arrow, move your cursor to the top part of the screen and it will appear.)



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Guide on how to complete the application form:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/imm5710.html>

3. Upload documents by following the instructions. **If you hope to know the requirements of the document, just click the question mark “?”** .

Just a kind reminder that the passport scanned copy would need your biographical page and all your stamped pages and the pages with any visa. Combine scanned copies of biodata page (i.e., page stating your name, date of birth, passport number, passport issue and expiry date, etc.) and ALL marked/stamped/visa pages of passport in a single PDF file

If there is no entry stamp in your passport on your most recent entry into Canada, include copy of your flight itinerary/air ticket/boarding pass for the most recent entry into Canada, and write and include a simple explanation, Letter explaining the reason for including your flight itinerary

4. Client information

In addition, a **letter of explanation** stating why you need to apply for a Co-op work permit would be helpful. For example, you switched programs and the new program has a mandatory practicum, that’s why you need to apply for a Co-op work permit. It can be uploaded together with your **current study permit**. Please combine these three documents as a PDF Doc and upload as the document for **Client Information=Explanation letter+current study permit**.

5. Mailing address

Please make sure your mailing address won’t change when you are waiting for the Co-op work permit. They will mail you the Co-op work permit.

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6. Checking processing time from: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html>

Q&A:

What is a document number?

A document number appears on official immigration documents, such as study permits. It is usually printed in black ink and has a letter (an "F" for study permits) followed by 9 numbers.

How do I fill out the Details of my prospective employer section if I don't have a job?

Although you do not need a job offer to apply for a co-op work permit, you still must complete this section with the address of your co-op office (found on your co-op letter). You do not need to attach an offer of employment.

How do I answer Duration of expected employment?

Write "from" today's date and "to" the expiry date of your study permit.

5	Duration of expected employment ▶	*From 2015-02-23 YYYY-MM-DD	*To 2018-02-23 YYYY-MM-DD
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How do I fill out the Education section?

Please note the question asks if you have had "any" post-secondary education, not if you have completed it. Since you are a student at Selkirk

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College, the answer to this should be "yes". Then you should provide details of "your highest level" of post-secondary education.

Once again, please note it does not say "completed", so you should type in your current studies, unless you have a higher level of education. Your "to" date should correspond with the month and year when you are applying.

How to answer question 2(c) "Background information: Have you previously applied to enter or remain in Canada?"

2	<p>a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>b) Have you ever been refused a visa or permit, denied entry or ordered to leave Canada or any other country? <input checked="" type="checkbox"/> *No <input type="checkbox"/> *Yes</p> <p>c) Have you previously applied to enter or remain in Canada? <input type="checkbox"/> *No <input checked="" type="checkbox"/> *Yes</p> <p>*d) If you answered "yes" to question 2a), 2b) or 2c), please provide details.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Applied for and obtained a study permit in 2012; renewed study permit in May 2013, then applied for a new TRV which I obtained in July 2013; applied for and obtained a co-op work permit in August 2015</p> </div>
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If you have applied for a study permit, a Temporary Resident Visa (TRV), a work permit, or permanent residence, you must report that to IRCC. Check the box "Yes" and write down when you applied for each type of document in the box provided for details.

There is a character limit, so only include what you applied for and when.

How can I sign the form if I apply online?

I declare that I have answered all questions in this application fully and truthfully.	
Signature of Applicant or Parent/Legal Guardian's for a person under 18 years of age.	Date: YYYY-MM-DD
<input type="text"/>	<input type="text"/>

You do not need to sign this form if applying online. Simply upload the form without signing. After uploading all your documents, you will later be asked to electronically sign your application by typing your name.

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Do not print and sign the form because you will not be able to upload it to the site successfully.

Press the “**Validate**” button to ensure your application is complete. The validate button does not send any information to IRCC, so you can edit and validate as many times as you need.

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