

# Questionnaire Guidelines

## Applying for your Co-op Work Permit

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

**This is not a legal document. This document has been prepared to support Douglas College students.**

Although we strive to keep this information as up-to-date as possible, information may change without notice from IRCC. Please always check <https://www.canada.ca/en/services/immigration-citizenship.html> for the most updated information and guides.

For instructions on how to complete your Co-op Work Permit application, please see ([Guide 5580 – Applying for a Work Permit – Student Guide](#)).

## Please follow below instructions on how to start your application:

If you do not have an IRCC online account, go to <http://www.cic.gc.ca/english/e-services/account.asp>. You are able to choose either Sign-In Partner or GC Key to create your online account.

**Create an account or sign in**

With your account, you can apply, pay your fees (not check your status for some applications)

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) uses your online banking login
- GCKey** is the Government of Canada credential

[Learn more about Sign-In Partner and GCKey](#)

**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
- Register for a GCKey user ID and password

Home → Sign In / Sign Up

### Welcome to GCKey

**Sign In**

Username **(required)**

Username

Password **(required)**

Password

[Forgot your password?](#)

**Sign In** **Clear All**

**Simple Secure Access**

A simple way to securely access Government of Canada online services.

One username  
One password

**Sign Up**

Your GCKey can be used to access multiple Government of Canada online Enabled Services.

Please select **Exit** to leave the GCKey service and return to the Government of Canada website.

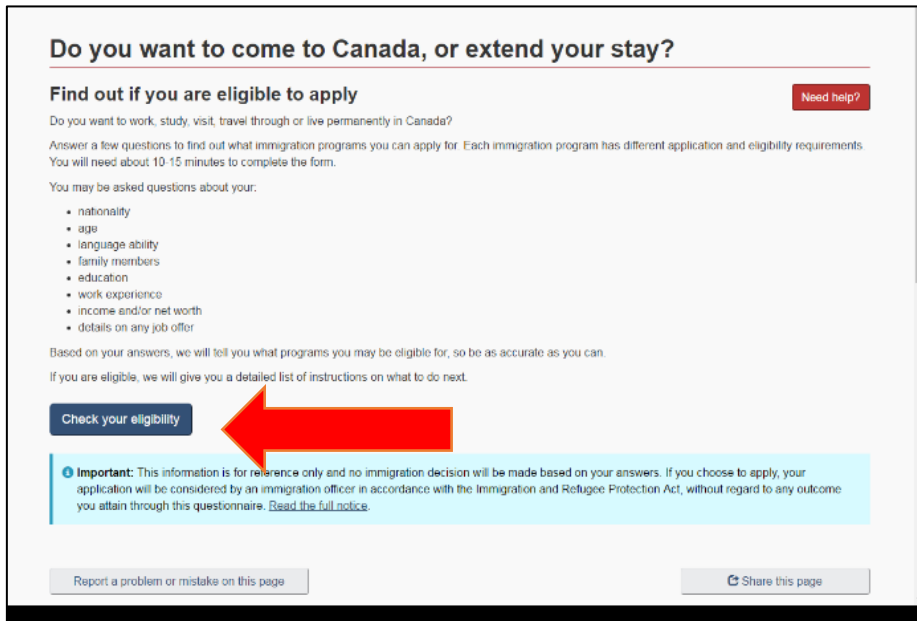
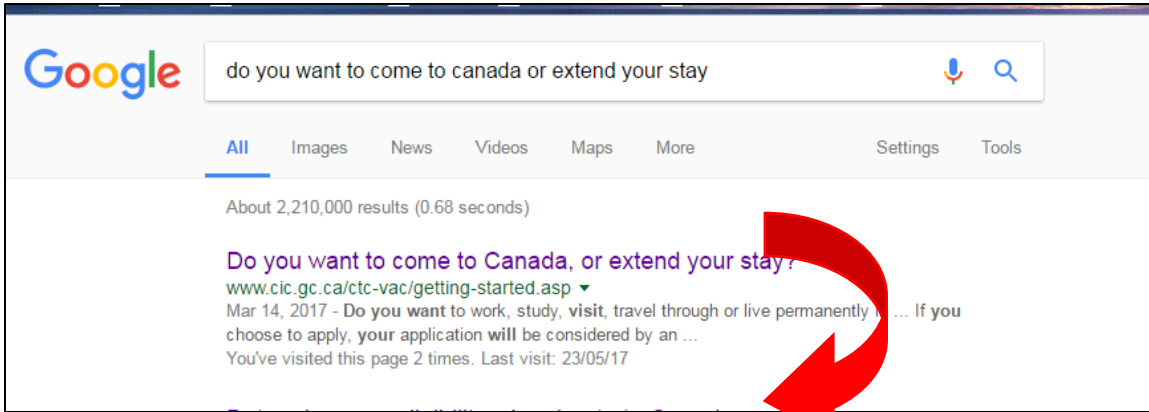
**Exit**

You can find more information on frequently asked questions (FAQs) on GCKey in the following link:

<https://clegc-gckey.gc.ca/j/eng/FQ-02?ReqID=s20d9d6014663b9fd189359142de4099067bb27d55>

You may also follow below instructions to get started by going to this link:

<http://www.cic.gc.ca/ctc-vac/getting-started.asp>) or type “Do you want to come to Canada or extend your study” in a search engine.



You can find more information on frequently asked questions (FAQs) on GCKey: <https://clegc-gckey.gc.ca/j/eng/FQ-02?ReqID=s20d9d6014663b9fd189359142de4099067bb27d55>

When you log-in to your account you will see two rows / sections as shown below:

One for applications you submitted and another section related to applications you have started but not submitted.

If you do not have any applications in your account, scroll down the page and click **“Apply to come to Canada”**. This way you will be directed to an online questionnaire and need to answer all questions correctly.

**Your Name** e's account

**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.

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

Select **Apply to come to Canada** even if you are already in Canada.

Depending on how you started your application, you may or may not have a Personal Reference Code. Select the option that applies to you.

\*\*\*\*

**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**

Visitor visa, study and/or work permit

Express Entry (EE)

International Experience Canada (IEC)

\*\*\*\*

If you already gone through the questionnaire and have a Personal Reference Code, type it in here

If not, click "Visitor visa, study and/or work permit"

### 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)*  
Temporarily - more than 6 months

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)* ?  
Canada

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? *(required)*  
No

What is your date of birth? *(required)* ?  
1994 January 19

Save and Exit Questionnaire Next

Do you plan to work on campus? *(required)*  
No

Save and Exit Questionnaire Next

What is your current immigration status in Canada? *(required)* ?  
Student

Save and Exit Questionnaire Next

Family member refers to your spouse, common law partner and children. Answer according to your situation.

Select **No**, even if you may want to work on-campus in future.

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

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? *(required)*  
No

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

Save and Exit Questionnaire Next

Answer **YES** to trigger Co-op work permit application.

What is your marital status? *(required)* ?  
Never Married/Single

What is your province of destination? If visiting multiple provinces, select the one in which you will be spending most of your time. *(required)* ?  
British Columbia

Save and Exit Questionnaire Next

Find out if you're eligible to apply

Are you **accompanying** a family member who has status in Canada? *(required)* ?

No

Save and Exit Questionnaire Next

Your answer

Do you also want to apply for a study permit? *(required)*

Please make a selection

Please make a selection

Yes

No

If your study permit expires during your co-op term, you may apply for your study permit extension and co-op work permit at the same time. Please talk to International Office staff for more details and how to

### Create your personal checklist

#### Co- op (in Canada)

You are almost there...

We are going to ask you a few more questions. Based on your answers, we will provide you with a personal checklist of all the documents you need to submit with your application.

Do **not** submit multiple applications for the same service in an effort to speed up your application. Doing this may result in both applications being processed and delay the finalization of your application. We do not refund processed applications.

Exit Questionnaire Continue

When does your **status** in Canada expire? ?

Date *(required)*

2021 July 19

Save and Exit Questionnaire Next

Expiry date of your study permit.

Provide your answer. If you have lived in Canada for more than six months in the last year, the answer is NO.

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

Next

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

This usually refers to the medical exam you went through for your initial study permit application overseas.

Do you want to submit an application for a **family member?** *(required)* ?

No

Save and Exit Questionnaire

Your answer. If you select YES, it will trigger additional application for your family member. However, not common for co-op work permit application.

Do you want to work in one of the following jobs?

- health sciences worker
- clinical laboratory worker
- patient attendant in nursing or geriatric homes
- medical student admitted to Canada to attend university
- medical elective and physician on short term assignment
- teacher of primary or secondary schools or other teachers of small children
- domestics worker, someone who gives in-home care to children, the elderly and the disabled
- day nursery worker

*(required)*

No

Save and Exit Questionnaire

Next

If your co-op placement is in one of these fields, you must select YES.

Are you giving someone access to your application? *(required)* ?

- Yes, I will be appointing a representative to apply on my behalf
- Yes, grant authorization for IRCC to release your application information to another person.
- Yes, both appoint a representative and grant authorization to IRCC to release information to another person.
- No

Save and Exit Questionnaire

Next

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

Save and Exit Questionnaire

Next

Your answer. If the answer is NO, you will have to pay an additional \$85 fee and go through biometric process after submitting your application.

Are you able to make a digital copy of your documents with a scanner or camera? *(required)* ?

Yes

Save and Exit Questionnaire

Next

Will you be paying your application fees online? To pay online, you can use a credit card (Visa, MasterCard, American Express, JCB, China Union Pay) or a debit card (Visa Debit, Debit MasterCard or Interac). *(required)* ?

Yes

Save and Exit Questionnaire

Next

**After clicking “Next”, you will see all your responses.  
Review your answers → Click continue**



Save YOUR Personal Reference Code if you have any.  
If you are already logged into your online account, you will be directed to a page with **Upload File** buttons to upload your documents.

**Your document checklist**

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**Working in Canada – Your personal checklist**  
Based on your answers, you may be eligible to come to Canada as a worker.

To apply online, you will need this personal reference code: **NV4005182063**

**Step 1:** Record your personal reference code. This code will expire on Wednesday, November 20 2019 12:52:13 AM GMT. It is valid only for this application. When you apply online, you will need to enter your personal reference code. We will use this code to retrieve the list of documents you need to submit with your application.

**Step 2:** Print this page. You will need this information to apply.

**Step 3:** Read the application guide.

**Step 4:** Gather these documents and complete the application forms:  
[Are you having difficulty downloading a form?](#)  
Versions of application forms for study permits and work permits dated after March 2014 (03-2014) and applications for temporary resident visas dated March 2014 (03-2014).

Personal Reference Code

Use Internet Explore to open this form.  
If you cannot open the application forms, see instructions on this link:  
<https://www.cic.gc.ca/english/helpcentre/an>

Your document checklist may look like below:

**Application Form(s)**  
Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710)

**Supporting Documents**  
Family Information Form (IMM5707) ?  
Co-op Letter ?  
Passport ?  
Digital photo ?

**Fees**

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

The fee shown is an estimate based on the fees in effect on the day that...

All documents must be provided in either English or French. If y... language with an English or French translation.

Family Information form may/may not appear, depending on the passport you hold. If "Family Information Form" is generated, you need to complete the form and upload it.

If you answer NO to biometrics questions in the questionnaire, then the Biometrics Fee of \$85 will appear on the fee payment section. After submitting your application, you will receive a biometrics invitation letter in your online account. You must follow the instruction on the letter.

**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**