

# 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.

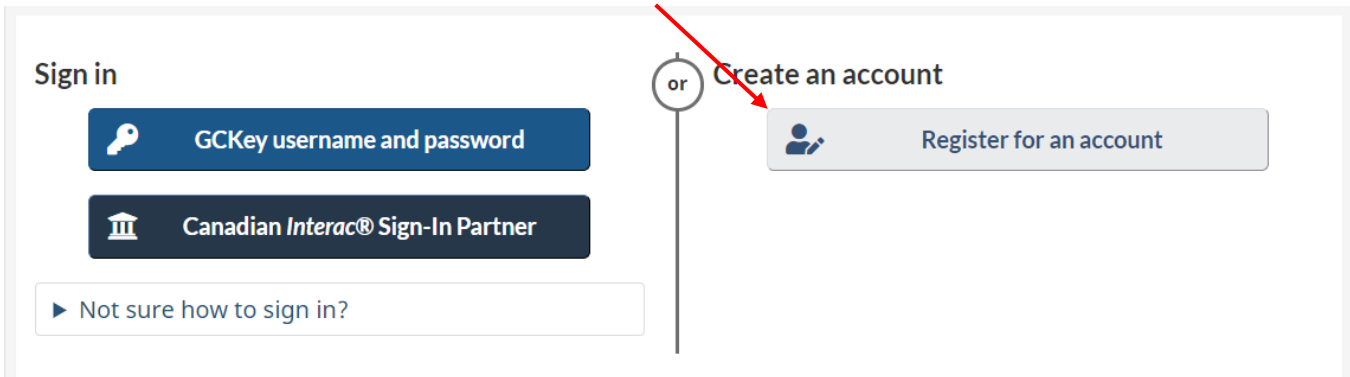
For instructions on how to complete your Co-op Work Permit application, please see ([Guide 5580 – Applying for a Work Permit – Student Guide](#)).

For IRCC's instructions on how to fill out the IMM 5710 form, please see (<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/imm5710.html>).

Before you start....

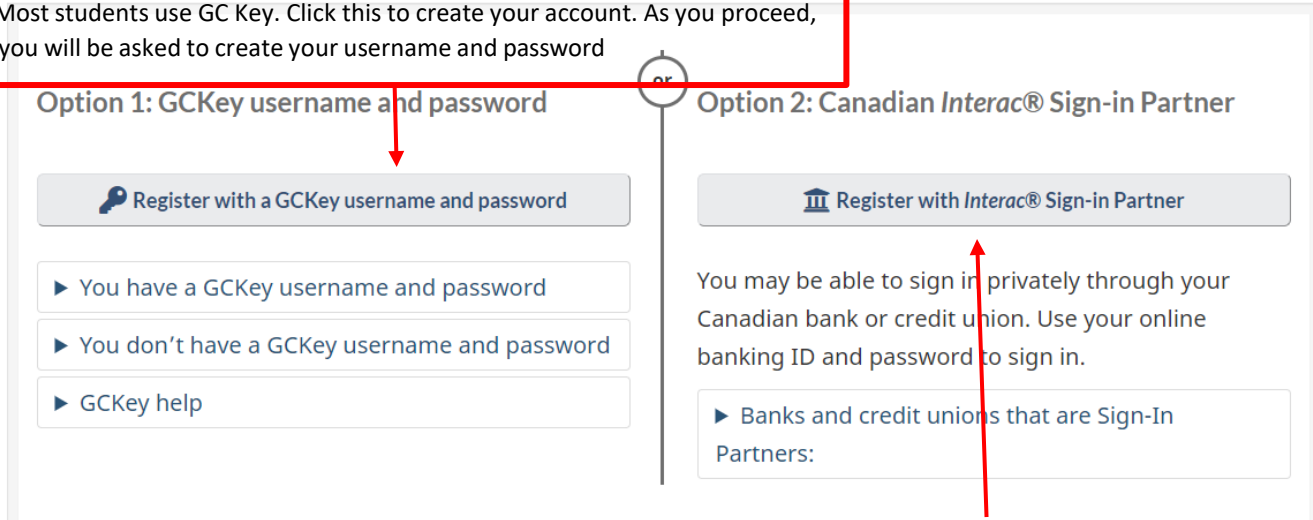
If you do not have an IRCC online account, go to <http://www.cic.gc.ca/english/e-services/account.asp>. You are able to choose either Sign-In Partner or GC Key to create your online account.

If you do not have an IRCC online account you will need to register for one



### Choose how you'll register and sign in

Most students use GC Key. Click this to create your account. As you proceed, you will be asked to create your username and password



Sign-in Partner: Your online account will be connected to your bank account information

Home → Sign In / Sign Up

## Welcome to GCKey

### Sign In

Username: **(required)**

Password: **(required)**

[Forgot your password?](#)

### Simple Secure Access

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

One username.  
One password.

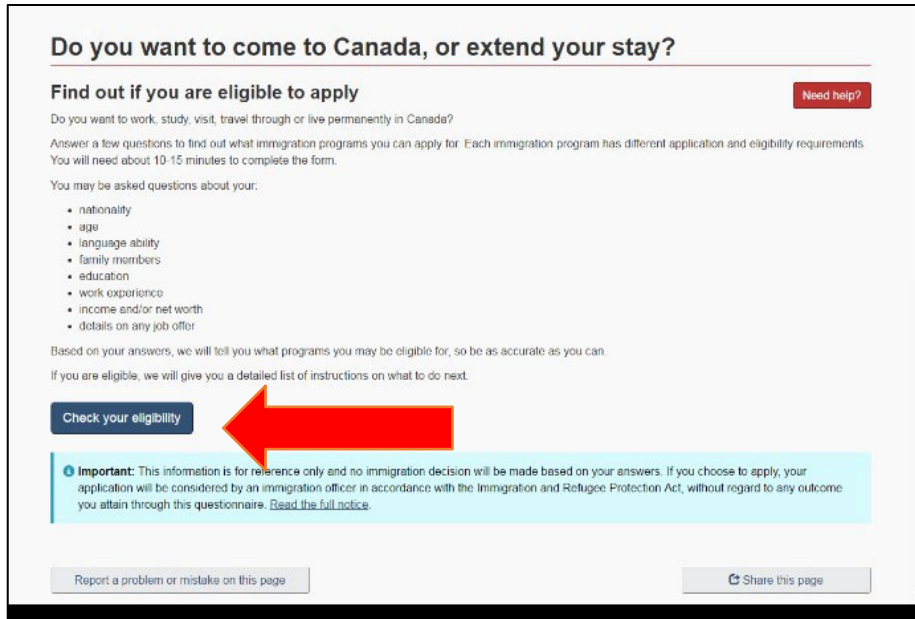
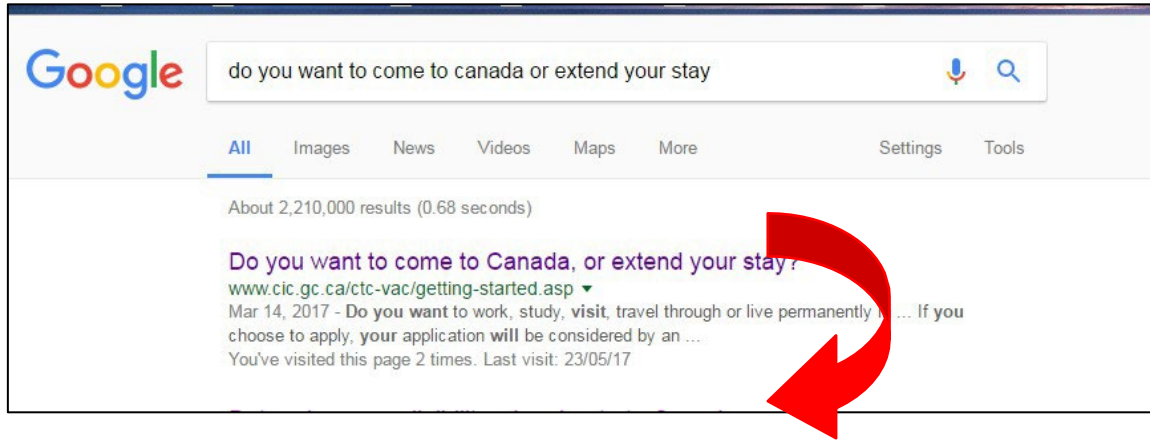
Your GCKey can be used to access multiple Government of Canada online [Enabled Services](#).

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

**Click "Sign Up" to create an account. You will need to come up with your login name, password, and security questions.**

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>

After setting up a two-factor authentication and setting up security questions, scroll down the page and click "Apply to come to Canada" then go to the questionnaire.

**Your Name**'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**  
Use this application 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

Apply to come to 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"

**\*\*\*\*For the questionnaire, please select the answers that best fit your situation\*\*\*\***

## Find out if you're eligible to apply

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

How long are you planning to stay in Canada? (required)

Your answer

Select the code that matches the one on your passport. (required) ?

What is your current country/territory of residence? If you are presently in Canada, you should select Canada. (required) ?

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? (required)

Your answer

What is your date of birth? (required) ?

Your answer

Save and Exit Questionnaire

Next

## Find out if you're eligible to apply

Are you a lawful permanent resident of the United States with a valid U.S. Citizenship and Immigration Services (USCIS) number? (required) ?

Your answer

Save and Exit Questionnaire

Next

## Find out if you're eligible to apply

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

Save and Exit Questionnaire

Next

## Find out if you're eligible to apply

Do you plan to work on campus? (required)

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

Save and Exit Questionnaire

Next

## Find out if you're eligible to apply

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)?

Yes

Answer 'Yes' to trigger Co-op work permit application

Save and Exit Questionnaire

Next

## Find out if you're eligible to apply

Have you been told by an Immigration, Refugees and Citizenship Canada office that you are approved in principle for permanent residence in Canada? (required)

No

Have you submitted a permanent resident application in Canada? (required)

No

Do you have a written job offer? (required)

No

Please provide your answers based on your situation

Save and Exit Questionnaire

Next

## Find out if you're eligible to apply

What is your marital status? (required) ?

Never Married/Single

Your answer

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

British Columbia

Save and Exit Questionnaire

Next

# 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.

Click "Continue" to proceed

Continue

## 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

Click "Continue" to proceed

Continue

## Find out if you're eligible to apply

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

No

Your answer

Save and Exit Questionnaire

Next



- Start Again
- Modify my Answers
- Print
- Report a Technical Issue
- Help

## Find out if you're eligible to apply

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.

## Find out if you're eligible to apply

When does your status in Canada expire? ?

Date (required)

2025    March    30

Expiry date of your study permit.

Save and Exit Questionnaire

Next

## Find out if you're eligible to apply

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

Please make a selection

Save and Exit Questionnaire

This is not a medical checkup at a local clinic. This medical exam refers to the medical exam you might have done for your study permit application in your home country. If it was within 12 months, select "Yes". If it was more than a year ago, select "No"

## Find out if you're eligible to apply

A medical exam is needed before you submit your application for foreign nationals who:

- want to stay in Canada for more than 6 months and have lived in one or more designated countries or territories for more than six months in the past year or;
- intend 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

Do you fit into one of these categories? (required) ?

Please make a selection

Save and Exit Questionnaire

If you have lived in Canada for more than 6 months in the last year, your answer should be 'No'. BUT you also have to consider the work you are planning to do in Canada to answer this question.

## Find out if you're eligible to apply

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

No

Save and Exit Questionnaire

Next

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

## Find out if you're eligible to apply

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

## Find out if you're eligible to apply

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

Yes

Save and Exit Questionnaire

Next

If you have given Biometrics to Canadian government in your home country or for previous application within 10 years, select Yes.

## Find out if you're eligible to apply

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

Yes

Save and Exit Questionnaire

Next

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

## Review your answers

Please review your results and modify your answers if required.

You can modify your responses by clicking the pencil icon

**What would you like to do in Canada?**  
Work

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

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

Click “Continue” to proceed

Continue

## Your document checklist

This Checklist is unique to YOUR situation

### Your documents

This is the list of documents you need to submit in order to apply. You cannot proceed until each file has been uploaded. Select the question mark button to learn more about each document.

#### Are you having difficulty downloading a form?

Versions of application forms for study permits dated November 2023 (11-2023), applications forms to change conditions, extend your stay or remain in Canada as a student dated January 2024 (01-2024), work permits dated November 2013 (11-2013), or later, and applications for temporary resident visas dated March 2014 (03-2014), or later, can only be uploaded to the IRCC Portal.

**Note:** You are responsible for ensuring that the documents you submit are correct. Carefully review the documents you have attached to this application. A decision concerning your application will be made based upon the information you submit. You will not be able to make changes to your application once it has been submitted. Please ensure that you scan and attach all relevant documents to your online submission. Any documents received by mail related to this application will not be considered.

#### Applying

You are not able to open the form by click the link. You have to save the file to open. Go to this page (<https://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=660&top=18>) for more info

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

Family Information Form (IMM5707) comes up for only some applicants. If you see this on your document checklist. Make sure to complete the form.

Details	Document name	Instructions	Options
Not provided	Family Information Form (IMM5707) (required)	?	Upload file
Not provided	Co-op Letter (required)	?	Upload file
Not provided	Passport (required)	?	Upload file
Not provided	Digital photo (required)	?	Upload file

Click "?" for more info

#### Optional documents

You need to fill out this form only if you answer "yes" to any of the questions 3-6 in the "Background Information" section of the [IMM 5710] form. **This is NOT a TRV application.**

Details	Document name	Instructions	Options
Not provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	Upload file
Not provided	Client Information	?	Upload file

Your explanation letter can be uploaded here

## 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 this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission.

Total price (CAD) \$0

[Can I save my application and return to complete it later?](#)

Once you upload documents, a "proceed" button will appear. Click to proceed to online Signature and payment.