



## Apply for a Co-op/Internship Work Permit

With a co-op work permit, you can **work full-time** while still being enrolled as a full-time student in a co-op program. You can only use this work permit during your co-op term(s) in a work placement authorized by your UCalgary Co-op Office.

**There is no application fee.**

### Who can apply?

- You have a **valid study permit**; and
- a **Co-op letter** issued by your Co-op Office at UCalgary stating that you are **formally enrolled** in a Co-op program.

### Online Application Process

1



Apply online using your [IRCC Secure Account](#) (DO NOT apply through the IRCC Portal)

- Under “**Start an application**” click “**Apply to come to Canada**”
- Go to “**I do not have a Personal Reference Code.**”
- Click “**Determine your eligibility and apply online for a visitor visa, study and/or work permit.**”

2



When answering the questionnaire, answer as following:

- “What would you like to do in Canada?” **Work**
- “What is your current immigration status in Canada?” **Student**
- “Do you plan to work on campus?” **No**
- “Is work an essential part of your studies (for example, a Co-op or internship program)?” **Yes**
- “Do you have a written job offer?” **No**
- “Are you a full-time student at a participating post-secondary institution and want to work off-campus up to 24 hours per week?” **No**

3



Fill out the [\[IMM 5710\] form](#) – **Application to change conditions, extend my stay, or remain in Canada as a worker**, and click the blue “validate” button, then upload it along with all other required documentation. Once approved, IRCC will send your co-op work permit to your Canadian address.

### Frequently Asked Questions

#### Am I eligible for a co-op work permit?

- Certain undergraduate and graduate students who are formally enrolled in a **UCalgary co-op program** are eligible.

#### Can I begin working full-time without my work permit?

- **No.** You must have your co-op work permit prior to beginning your full-time co-op placement. Your study permit will only allow you to work up to 24 hours a week off-campus.

#### Do I need a job offer before I can apply for the work permit?

- **No.** You only need a letter from your Co-op/Internship Office confirming your placement in the program.
- You should apply for your co-op work permit well in advance due to lengthy processing times.

#### Can I stop studying and just work with this work permit?

- **No.** You must remain a full-time student as your co-op work permit is used to complete the work component of your studies.
- You may not continue to work off-campus full-time with this work permit once your work term has ended.
- You cannot use a co-op work permit to perform work that is not integral part of your studies.

