



**STUDY PERMIT EXTENSION  
AND CO-OP WORK PERMIT**  
SHORT APPLICATION GUIDE

This short instruction guide is designed to help Mohawk College international students in Canada to apply for Study Permit Extension and Co-op Work Permit online using the Immigration, Refugees, Citizenship Canada's website (IRCC).

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**Disclaimer:** This Study Permit Extension and Co-op work permit short application guide was developed by a Regulated Canadian Immigration Consultant (RCIC) in compliance with the Immigration, Refugees and Citizenship Canada's published application guide for the Study permit extension and co-op work permit application. It is intended to assist Mohawk College's international students to prepare for their applications. This guide is not a legal document and the information contained may change without notice in accordance with IRCC's policies. Regulated Canadian Immigration Consultant (RCIC) assumes no responsibility for errors or omissions in the guide. Students, using this guide, are entirely responsible for ensuring they are following all IRCC regulations, remain responsible to check the source website (IRCC) for any up-to-date information. We recommend students to refer to IRCC website at [www.canada.ca](http://www.canada.ca) or contact IRCC Call Centre at 1-888-242-2100 to get the most up-to-date information.

## OVERVIEW

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- If you are in Canada as international student and your study permit is about to expire, but you want to keep studying at Designated Learning Institution - Mohawk College, you may apply for **Study Permit extension**.
- You may find the expiry date of your current study permit under the section “additional information” of your study permit hardcopy. You should extend your study permit **at least 30 days before** the expiry date.
- Before applying, make sure your passport doesn’t expire the same date of your current study permit. You can’t extend your study permit beyond the validity of your passport.
- If your study program at Mohawk College includes a work experience as part of the curriculum, you may be able to request a **co-op work permit**:
  - a) If **you haven’t applied yet for your study permit**, you can apply for your co-op work permit at the same time of applying for your study permit.
  - b) If **you have already applied** for your study permit or **have received** the study permit, you need to submit a separate request of co-op work permit.
- Study Permit Extension and Co-op work permit applications are on-line requests to submit through the IRCC website, using your IRCC secure account.
- If **you have already an IRCC secure account** on the IRCC website, simply click on **SIGN-IN**. If your account is expired, you can open a new one with a new username and password.
- If **you don't have an IRCC secure account** on the IRCC website, you can create one by clicking on the button **REGISTER!** Info in the link below.
- You need a scanner to scan your documents to submit along with the application.
- After you’ll answer all the “eligibility questions” in your IRCC secure account, the system will show you the documents checklist to provide along with the application forms to extend your permit.
- You need a credit card (Visa, MasterCard, American Express, JCB, China Union Pay) or a debit card (Visa Debit, Debit MasterCard or Interac) to pay the relevant IRCC government fees for the Study Permit Extension (CAD 150.00) and Biometrics (CAD 85.00 – if applicable). Co-op Work permit doesn’t have government fees to be paid.

### More info:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/extend-study-permit.html>

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

## BASIC DOCUMENTS CHECKLIST FOR THE STUDY PERMIT EXTENSION AND CO-OP WORK PERMIT APPLICATION

- **Application form IMM 5709 updated** to change condition, extend my stay or remain in Canada as a **STUDENT** => you will find and download this document from your IRCC secure account – documents checklist. Click it and in a separate webpage, you can download the form, fill-it out in all its part and the uploaded in the related section in you IRCC account. Don't forget to click the "**validate button**" to validate the form before the submission.
- **Passport** => you need to scan your passport clearly, colorful and legible along with your current study permit study permit and co-op work permit (if applicable). Scan your passport biographical page, followed by your current study permit, and all the pages of your passport with a stamp. Merge everything in one file of a max size of 4MB.
- **Letter of Acceptance (LOA) or Study Permit Extension Letter** from Mohawk College + **tuition fee or invoice**. Merge everything in one file of a max size of 4MB.
- **Co-op letter from Mohawk College** (if applicable): if your program has a co-op component and you need to apply for co-op work permit, you can select "**Co-op Work Permit**" in the same **Study Permit Application form IMM 5709, page n.3 - section 6:**

6	a) In addition to a study permit, are you also applying for a work permit? <input type="checkbox"/> * No <input checked="" type="checkbox"/> * Yes	*b) What type of work permit are you applying for: <span style="float: right;">Co-op Work Permit ▼</span>
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Note: you can merge the co-op letter in the same file of the **Letter of Acceptance** or **Study Permit Extension Letter**. First scan the letter of acceptance or, study permit extension letter, followed by the co-op letter (max 4MB)

- **Proof of financial availability:** to show how you'll support yourself during your studies in Canada. Proofs are but not limited to: Bank statement + bank transactions; if you have a financial sponsor that will support you, also include: warranty letter from the financial sponsor, financial sponsor bank statement + transactions, proof of relation with the financial sponsor. Merge everything is one file of a size of max 4MB.
- **Digital picture** => You must upload a digital photo in your online application. The digital picture must be recent, the face must be square to the camera with a neutral expression, not smiling, with the mouth closed.
- Additional documents to merge in the file **CLIENT INFORMATION** section on your IRCC secure account => e.g.: national id along with certified translation, certificates of previous studies in Canada, IELTS or TOEFL certificates, proof of final education, proof of previous immigration medical exam, explanation letter (optional), etc.
- **Government fees to pay online** => **\$150.00 STUDY PERMIT EXTENTION IRCC fee + \$85.00 Biometric IRCC fee** (if applicable, refers to page n.8 of this short-guide).
- Once you have uploaded all the documents in your IRCC secure account, you can pay the government fees online and submit your application.

**More info:** <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5552-applying-change-conditions-extend-your-stay-canada-student.html#step1>

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/get-documents.html#doc3>

## MEDICAL EXAM FOR SOME APPLICANTS

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- If you are planning to do a co-op placement in the healthcare and childcare fields, you have to undergo **Immigration Medical Exam (IME)** with a doctor in the list of **Panel Physicians** accredited with IRCC. Please, be aware that your family doctor can't do medical exam for immigration purpose. You can do it upfront and submit proof of the IME along with your study permit extension and co-op work permit request.
- **More info**  
Medical Exam: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams/requirements-temporary-residents.html>  
Find a panel physician: <https://secure.cic.gc.ca/pp-md/pp-list.aspx>

## PROCESSING TIME:

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Check the processing time link, every time you want to have an update about using this link: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html>

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Search Canada.ca

Canada.ca > Immigration and citizenship > My immigration or citizenship application

### Check processing times

Due to the impacts of coronavirus disease (COVID-19), we can't

- process applications normally
- provide accurate processing times

We're prioritizing applications from

- Canadians trying to return to Canada
- vulnerable people
- people who perform or support essential services

**If you have an application in progress**

- [check the status of your application online](#)
- make sure your contact information and your application details are up to date
  - Use our [Web form](#) to tell us of any changes in your application.

**If you want to apply to come to Canada**

- find out about [travel restrictions and how to apply](#).

**\* Select an application type: (required)**

Temporary residence (visiting, study)

**\* Which temporary residence application? (required)**

Study permit extension

[Get processing time](#)

Study permit extension	
Online	Paper
⌚ 48 days	⌚ 48 days

You may need to [give biometrics](#) with your application. This processing time **doesn't include** the time you need to give your biometrics.

**Last update: July 14, 2020 Updated weekly**

This processing time tells you how long it took us to process most [complete applications](#) in the past. Your application may be delayed or returned if it's not complete.

Your processing time **starts the day we receive** your complete application and ends when we make a decision. It may vary depending on how many applications we receive.

**If it's been longer than the time shown above since you applied**, check your [application status](#). If you don't see an update, contact us using the [Web form](#).

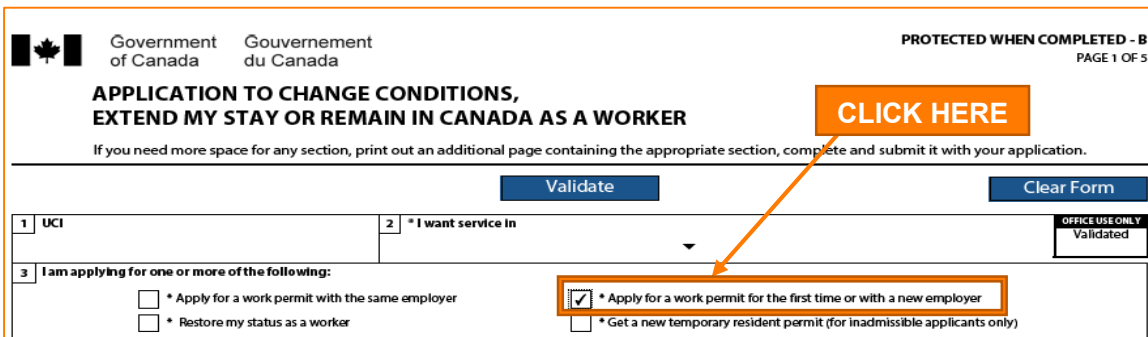
**THIS INFORMATION WAS UPDATE ON JULY 14<sup>th</sup>, 2020. IT CAN CHANGE ANY TIME. CHECK THE ESTIMATED PROCESSING TIME PERIODICALLY.**

## APPENDIX: SEPARATE CO-OP WORK PERMIT APPLICATION

- If your study program at Mohawk College has a co-op semester as part of the curriculum of your study, you must have **co-op work permit** before starting the co-op component. If **you have already applied** for your study permit or **have received** the study permit, you need to submit a separate request of co-op work permit.
- You can use your **IRCC secure account** on the IRCC website, simply click on **SIGN-IN** or if **you don't have an IRCC secure account** on the IRCC website, don't worry, you can create one by clicking on the button **REGISTER!** Info in the link at page n.3 of this guide.
- After you'll answer the "eligibility questions" in your IRCC secure account, the system will show you the documents checklist to provide along with the application forms to extend your permit.
- **IMPORTANT: You don't have to pay any government fees to get a co-op work permit!**

## BASIC DOCUMENTS CHECKLIST FOR THE CO-OP WORK PERMIT APPLICATION WITHIN CANADA

- **Application form IMM 5710 updated**, to change condition, extend my stay or remain in Canada as a **WORKER** => you will find and download this document from your IRCC secure account. Click it and in a separate webpage, you can download the form, fill-it out in all its part and the uploaded in the related section in you IRCC account. Don't forget to click the "**validate button**" to validate the form before the submission!



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PROTECTED WHEN COMPLETED - B  
PAGE 1 OF 5

**APPLICATION TO CHANGE CONDITIONS,  
EXTEND MY STAY OR REMAIN IN CANADA AS A WORKER**

If you need more space for any section, print out an additional page containing the appropriate section, complete and submit it with your application.

Validate Clear Form

1 UCI 2 I want service in OFFICE USE ONLY Validated

3 I am applying for one or more of the following:

Apply for a work permit with the same employer

Apply for a work permit for the first time or with a new employer

Restore my status as a worker

Get a new temporary resident permit (for inadmissible applicants only)

- At page n.3 of the **Application Form IMM 5710 – section "DETAILS OF INTENDED WORK IN CANADA"**, select **Co-op Work Permit**:

DETAILS OF INTENDED WORK IN CANADA	
1 * a) What type of work permit are you applying for?	b) Other
Co-op Work Permit	

- **Passport** => you need to scan your passport clearly, colorful and legible along with your current study permit study permit and co-op work permit (if applicable). Scan your passport biographical page, followed by your current study permit, and all the pages of your passport with a stamp. Merge everything in one file of a max size of 4MB.
- **Study Permit Extension Letter Enrollment** from Mohawk College + **tuition fee or invoice**: upload it in the specific section of the document's checklist in your IRCC secure account. Merge everything is one file of a size of max 4MB.
- **Co-op letter from Mohawk College**: ask Mohawk College a copy of your Co-op letter with all the specification of the co-op term. Upload it in the specific section of the documents checklist in your IRCC secure account.
- **E-medical form** & medical examination payment receipt (if applicable): if your co-op placement will be in the healthcare and childcare fields, you should undergo upfront medical exam and upload the E-medical form and medical examination payment receipt, once you have completed it. See specification at page n. 3 of this guide for more info.
- **Digital picture** => You must upload a digital photo in your online application. The digital picture must be recent, the face must be square to the camera with a neutral expression, not smiling, with the mouth closed.
- Additional documents to merge in the file **CLIENT INFORMATION** section on your IRCC secure account => e.g.: national id along with certified translation, biometric validity letter, certificates of previous studies in Canada, IELTS or TOEFL certificates, proof of final education, proof of previous immigration medical exam.
- **Government fees to pay online** => **NO fees are required for the Co-op work permit request.** BUT you need to pay CAD 85.00 if you didn't do Biometrics in the last 10 years.
- Once you have uploaded all the documents in your IRCC secure account, submit your application.

**More info:** <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html>

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5580-applying-work-permit-student-guide.html>



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



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Canada.ca > Immigration and citizenship > My immigration or citizenship application

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We're prioritizing applications from

- Canadians trying to return to Canada
- vulnerable people
- people who perform or support essential services

**If you have an application in progress**

- check the status of your application online
- make sure your contact information and your application details are up to date
  - Use our [Web form](#) to tell us of any changes in your application.

**If you want to apply to come to Canada**

- find out about [travel restrictions and how to apply](#)

\* Select an application type: (required)

Temporary residence (visiting, studying)

\* Which temporary residence application? (required)

Work permit from inside Canada (initial and extension)

Online 52 days

Paper 52 days

You may need to [give biometrics](#) with your application. This processing time **doesn't include** the time you need to give your biometrics.

Get processing time

Last update: July 14, 2020 (Updated weekly)

This processing time tells you how long it took us to process most [complete applications](#), in the past. Your application may be delayed or returned if it's not complete.

Your processing time [starts the day we receive](#) your complete application and ends when we make a decision. It may vary depending on how many applications we receive.

If it's been longer than the time shown above since you applied, check your [application status](#). If you don't see an update, contact us using the [Web form](#).

TO CHECK THE CO-OP WORK PERMIT PROCESSING TIME, SELECT "WORK PERMIT FROM INSIDE CANADA".

THIS INFORMATION WAS UPDATE ON JULY 14<sup>th</sup>, 2020. IT CAN CHANGE ANY TIME, CHECK THE ESTIMATED PROCESSING TIME PERIODICALLY.

**CONGRATULATION FOR SUCCESSFULLY SUBMITTING YOUR APPLICATIONS!**

## **BIOMETRICS SPECIFICATION FOR STUDY PERMIT EXTENSION AND CO-OP WORK PERMIT APPLICATION WITHIN CANADA IN ORDINARY TIMES**

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Have you done Biometrics in the last 10 years?

- YES: you don't need to do again Biometrics when apply for study permit extension and co-op work permit.
- NO: you need to do Biometrics!

If you need to do Biometrics, IRCC will send you a Biometric Collection Letter in your IRCC secure account, after you've paid the government fees and submitted your request.

Biometrics are requested specifically by IRCC, meaning that applicants must receive the "Biometrics Collection letter" before doing it. Biometrics consists of collecting fingerprints + picture by IRCC officers.

**Don't forget to pay the related Biometrics government fee along with the permit government fee!**

**E.g.:**

Study Permit Extension + Co-op work permit fee: CAD 150.00 + Biometrics fee is CAD 85.00  
Co-op Work permit fees is CAD 0.00 + Biometrics fee is CAD 85.00 (in case you apply only for Co-op work permit and you have to do Biometrics => CAD 85.00 to pay).

## **IMPORTANT: BIOMETRICS EXEMPTION IN CANADA – TEMPORARY MEASURE INTRODUCED ON JULY 15<sup>TH</sup>, 2020 DUE TO COVID-19**

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On July 15<sup>th</sup>, 2020 IRCC has announced as a **temporary measure** that **you're exempt from giving biometrics if you're applying from within Canada:**

- to extend your stay as a student, worker or visitor
- to restore your status as a student, worker or visitor
- for a work or study permit
- for a visitor visa
- for a temporary resident permit

**This applies to all new applications as well as applications already in progress. This temporary measure does not apply if you're outside Canada.**

**Biometrics fee**

You do not have to pay the biometric fee when you submit your application, even if the system tells you to pay it.

If you paid the fee, IRCC will automatically refund the fee once they finalize your application and the online application system will automatically send you a biometric instruction letter (BIL) telling you how to give your biometrics

You do not need to give biometrics, and you can ignore this letter.

**More info:**

COVID-19 and Biometrics: <https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/biometrics.html>

Facts about Biometrics: <https://www.canada.ca/en/immigration-refugees-citizenship/campaigns/biometrics/facts.html>

Book an appointment: <https://www.cic.gc.ca/english/information/where-to-give-biometrics.asp>