Study Permit Extension + Co-op Work Permit Application Guidance

Can I submit a study permit extension together with a Co-op work permit application?

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

Document Checklist:

- **Documents Issued by Selkirk College for Your Application**

Study permit extension and Co-op work permit applications can be submitted together. There is an application fee for study permit extension ($150). For Study Permit Extension, you will need to order the study permit renewal support letter from https://forms.selkirk.ca/view.php?id=391843

You will need the following documents from Selkirk College for your Co-op Work Permit application: **Co-op Letter**

- o 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.
- o 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

- **Provincial Attestation Letter**

No need if you are applying for a study permit extension at the same DLI **and** level of study as your current study permit. Please choose you are exempted from it and provide proof: combine your study permit with your rental agreement and receipts from local businesses such as grocery stores.

- **Medical Exam:**

If your practicum is related to health care, child care, you will need an upfront medical exam, which can cost you more than $300.

N**ote: There is a temporary public policy for medical exam until Oct.5, 2029, if you completed an IME within 5 years of submitting your new application, include the IME number or the confirmation you received from your previous medical exam in your current application. You may be exempt from completing another IME if you meet all of these conditions:**

- **you applied or are applying for either permanent residence or temporary residence**
- **you already live in Canada**
- **you completed your previous IME in the last 5 years**
- **your previous IME indicated a low risk or no risk to public health or public safety**

You must undergo an immigration medical exam **if Immigration Officer requires later.**

https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams.html

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

- **Financial Requirements**

You must prove that you are financially admissible to work in Canada.

As of Jan 1, 2024, the minimum cost-of-living financial requirement has [increased] to **$20,635** for 2024 (for a single applicant). This amount will be adjusted annually based on **Statistics Canada's low-income cut-off (LICO).** You can find international tuition details for your program on our website.

◈ **As a student, you must demonstrate funds covering:**
✔ One-year **tuition fees**
✔ **Cost of living** ($20,635 for 2024)

How to Apply?

Please apply online on your IRCC secure account:
https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html

- **Apply on your IRCC secure account:**

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.

1

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.

Note: You **must** apply through this portal (IRCC secure account) if you're applying with a family member who needs a work permit.

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.

Account messages

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, app 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 online:

Visitor visa, study and/or work permit

Express Entry (EE)

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

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

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Review your answers

Please review your results and modify your answers if required.

✎

What would you like to do in Canada?
Work

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

Select the code that matches the one on your passport.
CHN (China)

What is your current country or territory of residence? If you are presently in Canada, you should select Canada.
Canada

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

MENU ⌄

Submitting your application

On the screen, you will be asked to upload the documents for your application. Please do not use your browser's navigation buttons, "Back" and "Forward", as they will not work properly within this application.

✓ **Step 1:**
Use your account

You must be logged into your own account to submit an application. You cannot use another person's account.

✓ **Step 2:**
Save your

If you select the exit button, your information will be saved and you will return to your account home page.

You can continue your application at any time by logging into your account and

/onlineservices-servicesenligne.cic.gc.ca/eapp/exit?logout=true&uri=http://www.cic.gc.ca/english/index.asp

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Your document checklist

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.
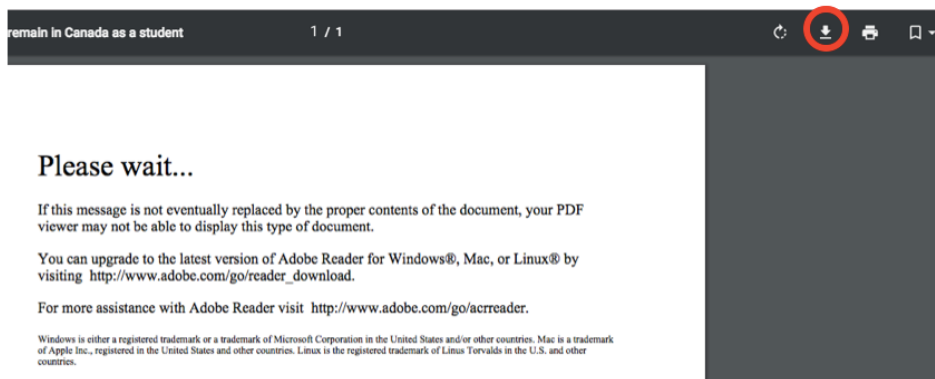
Are you having difficulty downloading a form?

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.

Application Form(s)

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 college 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.)

The information in this document has been reviewed by a Regulated Canadian International Student Immigration Advisor (RISIA) pursuant to the Immigration and Refugee Protection Act and Regulations. This is not a legal document. Information herein may change without notice. Always refer to https://www.cic.gc.ca/ for the most updated information. This document was last updated on Oct.31, 2024.

Guide on how to complete the application form:
https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/imm5709.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

Details	Document name	Instructions	Options
Not provided	Co-op Letter (required)	❓	Upload file
Not provided	Passport (required)	❓	Upload file
Not provided	Digital photo (required)	❓	Upload file

Optional documents

Optional documents

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

4. Client information

In addition, **a letter of explanation** stating why you need to apply for a study permit extension and 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+ your Selkirk transcript**.

5. Mailing address

Please make sure your mailing address <mark>won't change</mark> when you are waiting for the new study permit and Co-op work permit. They will mail the two permits to you. OR if you move after you have submitted the application, you need update your mailing address with IRCC immediately through the webform: Change my address – Immigration and citizenship - Canada.ca

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Additional information:

✋ Biometrics (Fingerprint & Photo): If you have never submitted biometrics.

- **After applying, you must submit your biometrics** within 30 days **of receiving a** Biometrics Instruction Letter.
- **Book an appointment at the** nearest biometrics collection site **as soon as you receive this letter.**
- **The** biometrics fee is CAD $85**, payable during application.**

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.

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How do I answer Duration of expected employment?

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

5		*From	*To
	Duration of expected employment ▶	2015-02-23 YYYY-MM-DD	2018-02-23 YYYY-MM-DD

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 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			
	a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?	✓ No	☐ Yes
	b) Have you ever been refused a visa or permit, denied entry or ordered to leave Canada or any other country?	✓ *No	☐ *Yes
	c) Have you previously applied to enter or remain in Canada?	☐ *No	✓ *Yes

*d) If you answered "yes" to question 2a), 2b) or 2c), please provide details.

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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
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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.

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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

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.

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. Any time after you update your form, you need to validate your form again.

If your study permit and work permit applications are approved, IRCC will mail you hard copies of the permits.

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