

Work permits Guide for International Students

	<u>Eligibility</u>	<u>How to Apply</u>	<u>Documents Required</u>	<u>Hours/Conditions</u>
<u>On Campus</u>	<ul style="list-style-type: none"> ✓ Full time student (only for Work-Study program) ✓ Valid study permit 	No Work Permit Required	No Documents Required to send	No maximum number of hours unless in a work study position (up to 10 hours per week)
<u>Off-Campus</u>	<ul style="list-style-type: none"> ✓ Full time student in 9 academic credits each semester 6 out of 12 months from the date of your work permit application ✓ Valid study permit ✓ GPA 2.0 minimum each semester ✓ Sign a Electronic Verification Form (EVN) online through MyCIC.gc.ca for UFV to verify student is continuing to study full time and has GPA of 2.0 or higher ✓ Must NOT be in English as a Second Language (ESL) program or French as a Second Language Program or Visiting/Exchange Program 	<ul style="list-style-type: none"> ✓ Register for a Government of Canada ePass on: http://www.cic.gc.ca/english/e-services/off-campus.asp ✓ Register for MyCIC account and go to “Request an Electronic Verification Number or Eligibility Verification” ❖ If an Electronic Verification Number (EVN) is issued, student is sent an email to their MyCIC account which includes link to: <ul style="list-style-type: none"> ✓ Apply online for work permit ✓ Upload all required documents ✓ Pay the processing fee of \$150 online through MyCIC account using a credit card or use the original receipt to pay at the bank (available at the Career Centre). This fee is non-refundable so ensure you are eligible before you apply. 	<ul style="list-style-type: none"> ✓ Completed Application ✓ Completed Document Checklist (only if applying by mail) ✓ Photocopies of passport pages clearly showing the passport number, the dates of issue and expiry, name and date of birth, the stamp made by the Canadian authorities on the most recent entry into Canada and any other stamped pages ✓ Copy of Eligibility (Electronic Verification Number) (only if applying by mail) ✓ Copy 2 of the Receipt form or Internet receipt. No other form of payment is acceptable. This document not required if paying by credit card 	<ul style="list-style-type: none"> ❖ Up to 20 hours per week during an academic session ❖ Up to 40 hours per week (full time) during scheduled breaks (ex: winter and summer holidays, reading break);can alternate semester breaks too ❖ Work Permit expires same date as study permit; May renew study permit at same time as applying for work permit ❖ Inform employer if you become ineligible to work and return work permit with note of explanation to nearest CIC office in person or by mail. Call CIC Call Centre 1-888-242-2100 to find nearest location ❖ If you transfer from one institution to another, it is your responsibility to request that a copy of your Eligibility Verification is sent from your former institution to your new institution

<p><u>Post-Grad</u></p>	<ul style="list-style-type: none"> ✓ Must have graduated from a specific program of full-time study of at least 8 months in Canada ✓ Have a valid study permit ✓ Have not had a previous Post-grad work permit ❖ Distance learning does not qualify 	<ul style="list-style-type: none"> ✓ Register for a Government of Canada ePass on: http://www.cic.gc.ca/english/e-services/post-grad.asp ✓ Register for MyCIC account to apply online for work permit ✓ Scan and upload all necessary documents ✓ Pay the processing fee of \$150 at a bank using original receipt (pink/white form available at Career Centre) or online through MyCIC account using a credit card ❖ Must apply within 90 days after receiving final transcript or letter from the institution or receiving formal written notification of graduation (deadline to apply from date documents processed first) 	<ul style="list-style-type: none"> ✓ Completed Application ✓ Completed Document Checklist ✓ Photocopies of passport pages clearly showing the passport number, the dates of issue and expiry, name and date of birth, the stamp made by the Canadian authorities on the most recent entry into Canada and any other stamped pages (Check the expiration of your passport first. CIC will not issue work permits for longer than your study permit or passport) ✓ Original document stating you have completed all of the requirements for your program of study. This may include: <ul style="list-style-type: none"> ✓ -a final transcript; OR ✓ -letter from the institution; OR ✓ -the formal notification of graduation ✓ Copy 2 of the original Receipt form or Internet receipt. No other form of payment is acceptable 	<ul style="list-style-type: none"> ❖ May work up to 3 years after graduation ❖ Length of your degree/diploma determines the length of your work permit ❖ Example: If you studied 8 months, a work permit may be issued for 8 months OR ❖ If you studied 2 years or more, a work permit may be issued for 3 years ❖ Students able to work up to 90 days after graduation with valid off-campus work permit
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<p><u>Co-op</u></p>	<ul style="list-style-type: none"> ✓ Valid study permit ✓ Be enrolled full-time in a diploma or degree program at UFV in one of the following academic programs: ✓ Arts, Business Administration, Computer Information Systems, Kinesiology and Physical Education, ✓ Library and Information Technology and ✓ Sciences ✓ Have successfully completed a minimum of 18 credits in their academic program. ✓ Hold and maintain a minimum Grade Point Average (GPA) of 2.33 (C+) for diploma or 2.67 (B-) for degree. ✓ Have applied to Co-op Ed through CareerLink by the September, January, or May deadline and been accepted into Co-op Ed. 	<ul style="list-style-type: none"> ✓ Download the instructions, application form and document checklist from http://www.cic.gc.ca/english/study/work-coop.asp ✓ On the application, check the “C” box for initial or renewal of work permit; if your study permit expires within 90 days, check both “B” and “C” (remember a study permit renewal costs \$125) ✓ On question #10, if this is your first application for a co-op work permit, you will choose “change conditions” and NOT “extend your stay” unless you are also extending your study permit. Under “reason”, explain that you are applying for a work permit because you have been accepted in the Co-op program at UFV ❖ No fee for Co-op work permit (write “co-op, fee exempt” at the top of the form) 	<ul style="list-style-type: none"> ✓ Completed Application ✓ Completed Document Checklist ✓ Photocopies of passport pages clearly showing the passport number, the dates of issue and expiry, name and date of birth, the stamp made by the Canadian authorities on the most recent entry into Canada and any other stamped pages (Check the expiration of your passport first. CIC will not issue work permits for longer than your study permit or passport) ✓ Original letter provided by UFV stating that your intended employment is an essential part of your program 	<ul style="list-style-type: none"> ❖ Must indicate on Application applying for Co-op Work Permit; above check box “C” write “Co-op, fee exempt” ❖ May only use Co-op work permit to work for UFV co-op jobs
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All Completed Applications should be sent to:

Student work permit extension	Citizenship and Immigration – Work Permit CPC-Vegreville 6212-55th Avenue, Unit 202 Vegreville, AB T9C 1X6
New Student work permit	Citizenship and Immigration – Work Permit CPC-Vegreville 6212-55th Avenue, Unit 555 Vegreville, AB T9C 1X6

- ❖ **You must have a Social Insurance Number (S.I.N.) to work in Canada**

To apply for a S.I.N. for on-campus employment, you must provide:

- ❖ Copy of your **employment contract** (see Career Center in Room B238 for contract form for on-campus employment)
- ❖ Copy of your **study permit** for work on-campus and for work off-campus, a valid off-campus work permit

*If applying in person, you will receive a Social Insurance Number in one visit and allow 10 business days to receive the card; to apply by mail, see link below.

The **Abbotsford Service Canada Center** is located at: 32525 Simon Avenue, Abbotsford, BC V2T 6T6
Phone: 604-854-5852 and Hours of service are from: 8:30am-4:00pm

*Please see Career Centre for a map of the local Service Canada Centre

For further detailed information on the above and applying for a Social Insurance Number for all other work permits, please refer to Service Canada's website at <http://www.servicecanada.gc.ca/eng/sc/sin/>

****Legal Disclaimer: This document contains internal and external links. External links have been provided to connect with Citizenship & Immigration website pages that provide more detailed instructions and information. The Career Centre staff is not responsible for the contents of external web pages.***

The INTERNATIONAL STUDENT GUIDE TO WORKING IN CANADA is not a legally binding document nor does it overrule the rules and regulations of Citizenship & Immigration Canada or Ministry of Advanced Education. The Career Centre reserves the right to modify the handbook at any time. For government regulations and guidelines on Work Permits for Students, please refer to the Citizenship & Immigration Canada website:

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

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