

INTERNATIONAL STUDENT GUIDE FOR WORKING IN CANADA

Overview

This handbook is intended to provide information for those interested in working either on-campus, off-campus, after graduation or Co-operative Education.

On Campus work DOES NOT require a Work Permit

Off-Campus Work, [Co-operative Education](#), internships, and Post Grad work DOES require a Work Permit. The eligibility criteria and documents required for each work permit is different, but the application for all the above is the same.

NO FEE for the Co-op work permit; Fee of \$150 each for an Off-Campus permit and Post-Grad work permit. This fee is non-refundable if your application is refused.

Important: Expect processing time for receiving a work permit to be a MINIMUM of one month.

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Working on-campus

ELIGIBILITY

You are permitted to work on-campus if:

- ✓ you have a valid study permit

If you wish to work in the in the [Work-Study](#) program you must also be a full-time student (defined as 9 credits minimum) and have a GPA of 2.0 minimum overall

TYPES OF ON-CAMPUS WORK

On-campus employment includes work in facilities owned, leased or rented by UFV. Your employer could be the University, a student organization, or a private contractor operating within the boundaries of the campus (such as the cafeteria)

Citizenship and Immigration Canada (CIC) does not limit the number of hours students are permitted to work on campus. Be careful **not** to let your work interfere with your studies.

Work study is a UFV program that allows student to work 5-10 hours per week on campus while studying full-time and maintaining a GPA of 2.0.

For more information, please visit the [Career Services website](#) and click on "Work Study" tab on the left hand side.

Working off-campus

Eligible international students attending participating post-secondary institutions can apply to work off campus while studying. This permit will be issued with the same expiry date as your study permit. If your study permit will expire soon, you may wish to first extend it online and then apply for your off-campus work permit online.

After you complete your studies, you are permitted to work full-time for 90 days with a valid off-campus work permit. If you want to stay in Canada and work longer than 90 days, you should apply for the Post-Graduation Work Permit.

WHO CAN APPLY

Eligibility Criteria for Off-Campus Work Permit (OCWP)

- ✓ Valid study permit
- ✓ Currently enrolled in a program that leads to a degree, diploma, or certificate program upon completion
- ✓ Full-time student (9 academic credits taken each semester) for at least **six of the 12 months from the date of your work permit application (includes co-op work terms)**
 - e.g. - Students who begin full-time studies in September and continue through to the end of February (with the exception of the December break) would be eligible to apply for a work permit in March (September to February = six months), provided that they are still enrolled in full-time studies and are in satisfactory academic standing at the time of application.
 - e.g. - Students who begin full-time studies in January but are not enrolled in full-time studies during certain summer months would not be eligible to apply for a work permit until they had completed a full six months of studies. Students studying full-time from January until the end of April, who take a four month summer break and then resume full-time studies in September, would be eligible to apply in

November (January to April, plus September and October = six months).

- ✓ Grade Point Average (GPA) of 2.0 minimum not overall but from each semester
- ✓ Sign an online form through MyCIC account (Online Services - Apply for an Off-Campus Work Permit) authorizing the institution, the province, and Citizenship and Immigration Canada (CIC) to share your personal information (to confirm that you are continuing to study full time and that you have a GPA of 2.0 or higher).

- **Note: *Final session (term, semester, etc.)***: If students meet all the eligibility requirements, with the exception of full-time status, but are in their last session, they will still be considered to be eligible for the program. For example, if a student only needs to take two additional courses to graduate, the student will still be eligible for the work permit under the OCWP. The student must still only work a maximum of 20 hours per week during this period.

The following international students are **not eligible** for an Off-Campus Work Permit:

✗ Visiting or exchange students;

✗ Students in English as a Second Language (ESL)

✗ Students receiving Awards or Scholarships from Canada's Department of Foreign Affairs and International Trade; Students being funded by the Canadian International Development Agency;

✗ Students participating in the Canada-China Scholars Exchanges Program, Organization of American States Fellowships Program, or the Equal Opportunity Scholarship Program, Canada-Chile.

HOURS OF WORK

An international student may work off-campus for up to 20 hours per week, while studying full time at UFV.

The Off-Campus Work Permit is valid for the same duration as that of the Study Permit, which is the duration of study, plus an additional 90 days.

You cannot legally work off-campus without a work permit. DO NOT begin to work off campus until you have received your work permit. You may only work up to 20 hours per week while studying and full time (40 hours maximum per week) during scheduled breaks (for example, winter and summer holidays, and spring break).

For information purposes, as a temporary resident, if you apply to **extend** your stay in Canada as a worker or a student on or before the expiry date of your authorized stay, you are considered **in status** until a decision is made on the application. This is known as *Implied Status**. While you are under implied status, the conditions imposed on your most recent authorized stay will still apply and will have to be respected.

In the meantime, please consider the following:

- This is known as an **Implied Status**. As a result, you can remain in Canada until a decision is made on your application.
- It is at the discretion of your employer to determine which proof of submission they are willing to accept.

**For more information on Implied Status, please see the Operational Manual for [Overseas Processing](#) (OP 11, section 24).*

Starting a new program or level of study after completing a first program

If a student begins a new program or level of study within four months of completing a previous program they do not have to wait an additional six months to apply for an Off-Campus Work Permit. They may apply for the OCWPP at the start of their second program and count their full time studies from the preceding program towards their application to work off-campus. For example, if a student completes a bachelor's degree in April and starts a master's degree in September, they are eligible to apply for a permit as soon as they begin the master's program as long as no more than four months have passed.

A work permit does not guarantee that you will find a job. It is your responsibility to look for work. Even if you work off campus, your studies must be the main reason you are in Canada. If you are no longer a full-time student or do not maintain satisfactory academic results, you must return your work permit to a [local Citizenship and Immigration Canada office](#).

HOW TO APPLY

Have your passport and study permit available and expect to spend at least an hour completing the online application.

1. Create an e-pass and applicant profile by registering with [MyCIC](#)
2. Click on the link below that reads "Request an Electronic Verification Number (EVN)" from UFV
3. Log out of the CIC website after you have submitted your request for eligibility verification. Your online request will be processed by UFV in 3-5 business days. You will receive a notification email from CIC in your MyCIC account once your request has been processed. This message will contain an EVN and a link to the next part of the online application. If your EVN has not been issued in 6 business days, contact the UFV Career Centre.
4. Please see the [document checklist](#) of which documents to submit. Upload these documents as a PDF document
5. Pay the fee of \$150 online with a credit card through [MyCIC account](#) **or** at a bank using original receipt (pink/white form) (you may pick this form up from the Career Centre B238)
6. If CIC has any questions, they will contact you at the email address or phone number on your application. If you are applying for an off-campus work permit but also need to extend your study permit, you can apply for both documents online at the same time. Attach all necessary documents and fees.

If a student is not eligible, an EVN is not issued and the student is notified via e-mail. [The processing fee is **not** refunded if an OCWP application is refused.](#)

Validity period of the EVN

You must apply for your off-campus work permit **within 60 days** otherwise you will have to request a new Eligibility Verification if you want to re-apply for the program at a later date.

It is important to note that if you are applying for your work permit at the same time as renewing your study permit, make sure to do it BEFORE the expiry of your study permit.

Please go to the following link to download an application form if applying by mail:

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

This application is for students who are already in Canada and who wish to apply for a work permit in one or more of the following programs:

- Off-campus work permit program;
- Co-op work program;
- Post-graduation work employment program

Note: This application may only be downloaded from the CIC website.

Document checklist for applying for an off-campus work permit:

- 1. Completed Application to Change Conditions, Extend My Stay or Remain in Canada (IMM 1249)**
- 2. Photocopies of passport pages clearly showing the passport number, dates of issue and expiry, name and date of birth, the stamp made by Canadian authorities on the most recent entry into Canada and any other stamped pages**
- 3. Completed Use of a Representative (optional)**
- 4. Copy of Electronic Verification Number (EVN)**
- 5. Copy 2 of the Payment Receipt form or the Internet Receipt. No other form of payment is acceptable.**

Document checklist also available at:

<http://www.cic.gc.ca/english/pdf/kits/forms/IMM5583E.pdf>

Note: An off-campus work permit is NOT THE SAME as a work permit for internships or co-op placements. You must apply separately for each permit and can hold more than one work permit (i.e. you can have a co-op work permit at the same time as an off-campus work permit.

CONDITIONS OF THE WORK PERMIT

Maintaining eligibility

To keep your work permit, you must continue to be a FULL TIME student and continue to have a GPA of 2.0 or higher in academic courses

In your final term you are permitted to register in less than 9 credits and may continue to use your work permit until the expiry date

Failure to maintain eligibility

If you are no longer a full-time student, if you move to a non-participating institution, or if your GPA falls below 2.0, you must return your work permit immediately to a local CIC office.

It is recommended that you take your work permit in person to the local CIC office which is located at 1148 Hornby Street, Vancouver, BC V6Z 2C3. Before handing it to the CIC, make sure to keep a photocopy of the work permit for your records.

When you are returning your work permit, you will need to bring:

- original off-campus work permit

- 2 copies of a letter including your full name, client ID number, the day you became ineligible, a brief explanation of why you are ineligible, and your signature

Have the CIC officer date and sign of the copies of your letter and keep this copy as proof that you have returned your work permit.

You may re-apply for a work permit if you meet the eligibility requirements at a later date (e.g. at least six months after the initial six month eligibility period has passed).

If you do not return your work permit to a local CIC office, you will be found to be non-compliant. This could have a negative impact on your current stay in Canada, and any applications you make to come to Canada in the future.

Students can submit these documents (work permit and the letter) by mail to the address above, using a tracking service such as Xpresspost from [Canada Post](#). Make sure to print the receipt showing that the package arrived successfully at CIC.

If you have any questions or concerns about this process, please Contact CIC at 1-888-242-2100.

MEDICAL REQUIREMENTS

The type of work a student intends to perform will determine whether or not they require a medical examination. For example, if a student intends to work in health care, child care, or primary or secondary education, they will need a medical examination and a satisfactory medical assessment before a work permit can be issued. Other situations may also require a [medical examination](#).

Students who have previously had an immigration medical examination conducted by a CIC Designated Medical Practitioner, or who will not be working in one of the designated areas, will not require a medical examination.

Students requiring a medical examination should contact the nearest [CIC Designated Medical Practitioner](#).

SOCIAL INSURANCE NUMBER (SIN)

To work in Canada, you need to have a Social Insurance Number which can be obtained from Service Canada in person within 3 days of the start of employment and may work during the waiting period. The SIN card expires on the same day as the student's Off-Campus Work Permit.

You must provide:

- ❖ Copy of your **employment contract** (See Career Centre for copy if working on campus in Room B238) and
- ❖ Copy of your **study permit** for work on-campus and for work off-campus, a valid off-campus work permit

Allow 3 weeks for processing.

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 map of local Service Canada Centre

For more information on the application process for a SIN, consult Service Canada's website at:

<http://www.servicecanada.gc.ca/eng/about/reports/sin/applying.shtml>

TRANSFERRING INSTITUTIONS

If you transfer to UFV and hold an off-campus work permit already, you must notify CIC as soon as possible that you are transferring your off-campus work permit to UFV. If you do not, you will be reported to CIC by your former school as ineligible for the off-campus work permit program, which could prevent you from applying for other permits in the future.

If you applied for your off-campus work permit using the paper verification and consent forms (IMM 5581 and 5582), contact your previous institution to request that your original verification and consent forms be sent to **DIR, University of the Fraser Valley, Career Centre, 33844 King Road, Abbotsford, BC V2S 7M8.**

If you applied for an off-campus work permit online and received an Electronic Verification Number, notify CIC, UFV, and your previous institution of your transfer using the [MyCIC online portal](#). Under the tab "What do you want to do today?" click on the link "Transfer my verification" and follow the instructions.

RENEWING OR EXTENDING PERMITS

Students who are due to renew or extend their study permit and hold a valid Off-Campus Work Permit and want to continue working off-campus must re-apply for an extension of both their study permit and their Off-Campus Work Permit.

Transition to post-graduation employment: Students who have completed all degree, diploma or certificate requirements and who are within the 90-day period allowed for transition to post-graduation employment will still be considered eligible to work off-campus, provided they are in possession of a valid study permit and a valid off-campus work permit.

Implied status: Students who have completed their studies and have submitted an application for a Post- Graduation Work Permit and have a valid study permit and a valid Off-Campus Work Permit may continue to work off-campus until a decision on their application has been made.

Short term study or work permit: Some students have short-term (normally valid for no more than a year) study or work permits that must be renewed each year. In order to participate in the program, these students would need to apply for a renewal of the work permit each time.

FREQUENTLY ASKED QUESTIONS FOR OFF-CAMPUS WORK PERMITS FOR STUDENTS

1. How do I find out if I can work while studying in Canada?

Please read the [eligibility requirements](#) for each type of work permit above to see if you are eligible

2. Can I still work in Canada even if I don't apply under a student-related work permit program?

If you are not eligible or do not want to work under a student-related work permit program (such as the Off-Campus Work Permit Program, On-Campus Work Program, Post-Graduation Work Permit Program, or Internship/Co-op Program), you can apply for a work permit to work in Canada during or after your studies under the ***Temporary Foreign Worker Program***.

It is illegal for you to work in Canada without a valid work permit. Go to:

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

3. If I receive an off-campus work permit, for how long is it valid?

Generally, for the same period as your study permit as long as you maintain your eligibility

4. Is there a fee to apply for an off-campus work permit?

Yes, the fee is C\$150.

5. Once I apply for an off-campus work permit, how long will it take to process my application?

Individual circumstances may affect the processing time. They include:

- whether you are eligible for the program and
- whether your application is complete.

Please follow this link to see the current processing times:

http://www.cic.gc.ca/english/information/times/canada/process-in.asp#temp_res

6. If I am eligible and the institution where I study is participating in the program, can I apply for a job off campus right away, or do I have to wait until I receive my off-campus work permit?

You can apply for a job right away, but you cannot legally work off campus in Canada until you receive an off-campus work permit. It is illegal for you to work in Canada without a valid work permit.

7. Are there any restrictions on where I can work or the type of job that I can apply for under the Off-Campus Work Permit Program?

You will be able to work anywhere in Canada as long as you continue to be a full-time student and maintain a 2.0 GPA.

In some cases, there may be restrictions on the type of job you can hold. For example, you may be required to undergo a medical examination for some occupations, such as:

- workers in the health services fields
- teachers of primary or secondary schools or other teachers of small children
- domestic workers or live-in caregivers
- workers who give in-home care to children, the elderly or individuals with a disability
- day nursery employees and
- some agricultural workers.

If you have questions, contact Citizenship & Immigration Canada.

<http://www.cic.gc.ca/english/contacts/index.asp>

8. Are there any restrictions on how many hours I can work once I receive my off-campus work permit?

20 hours while classes are in session and full time during scheduled breaks, including summer or winter holidays and reading weeks.

You need to be studying full time and have a GPA of 2.0 to keep your off campus permit

9. I am considering studying in Canada. Can I apply for an off-campus work permit at the same time as I apply for my study permit?

No, you cannot apply for a study permit and an off-campus work permit at the same time. To qualify for the program, you must already hold a valid study permit, and you must have been a full-time student at a participating institution for at least 6 of the last 12 months before you apply.

10. What must I do to extend my stay or change my status (for example, from a full-time student to a full-time worker)?

To make any changes in your immigration status or to extend your stay in Canada, you must submit an application to change conditions or extend your stay in Canada. Go to the link below:

<http://www.cic.gc.ca/english/information/applications/work-students.asp>

11. Why is the Off-Campus Work Permit Program not available to foreign students when they start their studies?

The chances that students will quit their studies during the first few months of study are the highest. Citizenship and Immigration Canada wants to ensure that work permits are issued to legitimate students. When they apply, these students will be required to prove they have been studying full time for six of the last 12 months at a participating institution.

12. Am I able to apply for an off-campus work permit in the summer semester even though I am not registered full-time?

Yes you may apply as long as you were registered in 9 academic credits in each semester for the past 6 out of 12 months from the **date** of your work permit application (i.e. 2 out of the 3 semesters), have a GPA of 2.0 minimum in EACH semester and meet the remaining eligibility criteria as noted above under "Who can Apply"

Work Permit Instructions for Co-op Students

Note: There is no fee to apply for a Co-op Work permit, but you must indicate that you are applying for a co-op work permit on your application.

OVERVIEW

Co-operative Education (Co-op) combines a student's academic studies with relevant and productive paid work experience. Co-op option is offered in the Arts, Business Administration, Computer Information Systems, Kinesiology and Physical Education, Library and Information Technology and Sciences Program.

In order to allow for Canada Immigration processing time (4-8 weeks), once a letter of acceptance into the Co-op program is received, you should immediately apply for your work permit.

WHO CAN APPLY

To be eligible for a work permit, you must meet the following conditions:

- ✓ You must have a valid study permit.
- ✓ Your intended employment must be an essential part of your program of study in Canada.
- ✓ Your employment must be part of your academic program, certified by a letter from the UFV Career Centre
- ✓ Your co-op or internship employment cannot form more than 50 percent of the total program of study.

HOW TO APPLY

To apply for a work permit, you will need to send:

1. The original letter from UFV's Co-op program stating that your intended employment is an essential part of your program of study; You must request this letter from the Co-op Program Assistant
2. A photocopy of your study permit; and
3. Photocopies of passport pages clearly showing the passport number, dates of issue and expiry, name and date of birth, the stamp made by Canadian authorities on the most recent entry into Canada and any other stamped pages; and
4. A work permit application form and document checklist, available from CIC website; <http://www.cic.gc.ca/english/information/applications/work-students.asp>
5. No payment is needed: Co-op work permit is no charge

Send your complete application to Canada Immigration at the following address:

New Work Permit applications

Citizenship and Immigration - Work Permit Case Processing Centre
6212 - 55th Avenue, Unit 555
Vegreville AB T9C 1X6

Work permit renewals/extensions

Citizenship and Immigration - Work Permit
Case Processing Centre
6212 - 55th Avenue, Unit 202
Vegreville AB T9C 1X6

Please go to the following link to download an application form:

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

A Co-op work permit will only authorize you to accept UFV Co-op employment. The latest in-country processing times can be checked at;

<http://www.cic.gc.ca/english/information/times/index.asp>

When you receive your Work Permit, you may also need to apply for or renew your [Social Insurance Number](#). A Social Insurance Number is required for taxation purposes. Proof of a SIN application must be shown to your employer within three days of commencing employment.

CO-OP/INTERNSHIP WORK PERMIT FREQUENTLY ASKED QUESTIONS

1. Who can apply for a Co-op/Internship Work Permit?

Only students who have been accepted by the Co-op Program and who have received an official letter of confirmation from UFV may apply for a Co-op work permit. Please check with the Career Centre to determine if you are eligible.

2. What happens if my Study Permit will expire within the next 90 days?

If your study permit is expiring in the next 90 days, you may apply to extend your study permit and apply for a Co-op work permit on the same form. Your Co-op work permit will not be given past the expiry date of your study permit.

3. What forms and documents do I need to apply for a co-op work permit?

Download the instructions, application form and document checklist from; <http://www.cic.gc.ca/english/information/applications/work-students.asp>

4. When should I apply for a co-op work permit?

As soon as possible. You will not be able to start work unless you have a valid work permit. As work permits can sometimes take a long time to process, you should apply well before you intend to do your co-op term.

5. How long will it take to issue my work permit?

Processing times depend on how busy the Case Processing Centre in Alberta is at the time you apply. For updated processing times please check the CIC website at;

http://www.cic.gc.ca/english/information/times/canada/process-in.asp#temp_res

6. Do I have to have a job offer prior to applying for a co-op work permit?

No. Your letter from your Co-op Coordinator will be considered your "job offer letter" for Canada Immigration purposes only. You are permitted to apply for a co-op work permit as long as it is deemed by UFV to be an "essential and integral part of your academic program".

7. Can I use my co-op work permit to apply for non-co-op jobs?

No. UFV will be listed as your employer on your work permit therefore it will only authorize you to accept jobs affiliated with UFV's Co-op program.

8. Can I hold both a Co-p work permit and an off-campus work permit at the same time?

Yes, but application procedures for these work permits differ. Read Section on [off-campus work permits](#)

9. Is a Co-op work permit the same as an off-campus work permit?

No. A Co-op work permit only allows you to work at a specific company authorized by the UFV Co-op Program. To work at non-Co-op jobs, you will have to apply for a separate off-campus work permit.

10. Where do I send my Co-op application?

Applications for **both a New study permit and a New Co-op work permit** should be sent to the applicable unit:

New Work Permit applications

Citizenship and Immigration - Work Permit Case Processing Centre
6212 - 55th Avenue, Unit 555
Vegreville AB T9C 1X6

Work permit renewals/extensions

Citizenship and Immigration – Work Permit
Case Processing Centre
6212 - 55th Avenue, Unit 202
Vegreville AB T9C 1X6

11. Can I apply for my off-campus work permit and study permit at the same time?

Yes. You can extend your study permit and apply for an off-campus work permit at the same time either online or using one paper-based application form.

Post-Graduation Work Permits

A Post-Graduation Work Permit allows international graduates to work in Canada for up to 3 years for any Canadian employer in any industry.

You must apply for a work permit within 90 days of receiving written confirmation of graduation which could be your final transcript or letter from UFV stating that you have met the requirements for completing the academic program. The date of your graduation ceremony does not affect

the application period. You do not need to have a job offer to apply for the post-graduation work permit.

You may work full-time for 90 days with a valid off-campus work permit after graduating while you are waiting for your post-grad work permit to be approved.

ELIGIBILITY CRITERIA

To be eligible for a Post-Graduation Work Permit, international students:

- ✓ Must have graduated from a specific program of full-time study of at least 8 months
- ✓ If in your last semester of study you are registered as a part-time student because you only need a few courses to graduate, but you have been studying full-time during your studies, you are eligible to apply for a Post-Graduation Work Permit.
- ✓ Have a valid study permit
- ✓ Have not had a previous Post-graduation work permit

If you studied for...	Then...
less than eight months	you are not eligible for this program
less than two years but more than eight months	you may get a work permit for a period no longer than the length of time you studied (for example, if you studied for nine months, a work permit may be issued for a period of nine months)
two years or more	a work permit may be issued for three years

HOW TO APPLY:

1. Register for a **Government of Canada ePass** on:
<http://www.cic.gc.ca/english/e-services/off-campus.asp>
2. Register for **MyCIC** account to apply online for work permit

3. When you are asked "what do you want to do today?" choose the link that takes you to the post-graduation work permit application site.
4. Complete the online application and upload supporting documents
5. Pay the fee of \$150 at a bank using original receipt (pink/white form can be picked up from the Career Centre) or online through [MyCIC account](#)

Documents Required:

1. Completed Application to Change Conditions, Extend My Stay or Remain in Canada (IMM 1249)
2. Photocopies of passport pages clearly showing the passport number, dates of issue and expiry, name and date of birth, the stamp made by Canadian authorities on the most recent entry into Canada and any other marked pages
3. Original document stating you have completed all of the requirements for your program of study (final transcript or letter from UFV or formal notification of graduation)
4. Copy 2 of the Receipt form or Internet Receipt. No other form of payment is acceptable.
5. Completed Use of a Representative (optional)

A work permit application form and document checklist is also available from the CIC website

<http://www.cic.gc.ca/english/information/applications/work-students.asp>

****Legal Disclaimer: This document contains internal links within this document as well as 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 set out by Citizenship & Immigration Canada nor Ministry of Advanced Education. The Career Centre reserves the right to modify the handbook at any time. For government regulations and guidelines on Work Permit Process on the Citizenship & Immigration Canada website, please refer to <http://www.cic.gc.ca/english/study/work.asp>

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