

Working in Canada

Regulations for International Students

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International Student Advisor

Working In Canada

As a general rule, anyone who is not a Canadian Citizen or Permanent Resident must have authorization to work in Canada by way of a **work permit** or a **study permit that authorizes employment**

Regulations for International Students

- ❑ On-campus work
- ❑ Off-campus work
- ❑ Co-op or Internship Work Permit
- ❑ Post-Graduation Work Permit (PGWP)
- ❑ Spousal Applications (Open Work Permit)

Work on or off campus

Work on campus (without a work permit)

You must...

have a valid **Study Permit**

be a **Full-time student**

- at a participating institution (Western and its affiliated colleges are included)

have a SIN

- **Unlimited hours**
- **Note: no more than an average of 10 hours per week for graduate students**

Work off campus (without a work permit)

You must...

a valid Study Permit

- with a condition that says you can work off-campus

a Full-time student

- at a DLI (Western and its affiliated colleges are included)

enrolled

- in a post-secondary program and have started studying

in a program

- that leads to a degree, diploma or certificate that is at least 6 months long

- **You can work up to 20 hours a week off-campus**
- **You can work full-time during scheduled breaks**

Social Insurance Number - SIN



SIN Confirmation Page 1 of 1

Service Canada

Date: 09-FEB-2015

Canada
Protected B

Social Insurance Number (SIN):
[REDACTED]

Names on the SIN record

First Name: [REDACTED]
Middle Name(s): [REDACTED]
Family Name(s): [REDACTED]

Address: [REDACTED]

Protect your SIN; it is confidential
Keep all documents containing your SIN in a safe place.

Use of your SIN
You are required to provide your SIN to your employer within three days after the day you receive it. Also, some programs and/or services authenticate a person's identity using data on the SIN record; ensure you are using the names as shown above.

If your SIN begins with the number 9
You must present a valid proof of authorization to work in Canada to your employer. Your SIN record must always be updated to reflect the most recent expiry date.

For more information, visit our Web site:
www.servicecanada.gc.ca

EXAMPLE ONLY



Applying for a SIN



- You can apply online or by mail.
- If you are unable to apply online or by mail you have the option to apply in person.
- If you apply for a SIN online or by mail and your application meets the requirements, you will receive a letter with your SIN by mail within 20 business days from the date the application is received. If more than 25 business days have passed and you would like to find out the status of your application, contact the SIN program.
- There is no fee to apply for a Social Insurance Number (SIN).

<https://www.canada.ca/en/employment-social-development/services/sin/apply.html>

What you need to apply for a SIN

Immigration, Refugees and Citizenship Canada / Immigration, Réfugiés et Citoyenneté Canada

PROTECTED WHEN COMPLETED / PROTÉGÉE UNE FOIS REMPLI

CANADA

DD200 [REDACTED]
F31 [REDACTED]

Application/Demande: S30 [REDACTED]
UCI/IUC: 950 [REDACTED]

STUDY PERMIT/PERMIS D'ÉTUDES

CLIENT INFORMATION/INFORMATION DU CLIENT

Family Name/Nom de Famille: [REDACTED]
Given Name(s)/Prénom(s): [REDACTED]
Date of Birth/Date de naissance: 1992/ [REDACTED] (YYYYMMDD - AAAA/MM/DD)
Sex/Sexe: [REDACTED]
Country of Birth/Pays de naissance: [REDACTED]
Country of Citizenship/Citoyen de: [REDACTED]
Travel Doc No./N° du document de voyage: [REDACTED] PASSPORT

ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE

Date Issued/Déjà délivré le: 2016/ [REDACTED] (YYYYMMDD - AAAA/MM/DD)
Expiry Date/Date d'expiration: 2017/ [REDACTED] (YYYYMMDD - AAAA/MM/DD)
Case Type/Genre de cas: 30
Institution Name/Nom de l'institution: DESIGNATED LEARNING INST-ON
Field of Study/Domaine d'études: ANY DESIGNATED POST SECONDARY INSTITUTION
In Force From/En vigueur le: 2016/ [REDACTED] (YYYYMMDD - AAAA/MM/DD)

Conditions:

Remarks/Observations:

THIS DOES NOT AUTHORIZE RE-ENTRY/CECI N'AUTORISE PAS LA RÉ-ENTRÉE

THIS FORM HAS BEEN ESTABLISHED BY THE MINISTER OF CITIZENSHIP AND IMMIGRATION - THIS DOCUMENT IS THE PROPERTY OF THE GOVERNMENT OF CANADA
FORMULAIRE ÉTABLI PAR LE MINISTRE DE LA CITOYENNETÉ ET DE L'IMMIGRATION - LE PRÉSENT DOCUMENT EST LA PROPRIÉTÉ DU GOUVERNEMENT DU CANADA

10/14/09 (99-912)
C-10 (09)

Canada

Conditions/remarks on your study permit must indicate:

- *“may accept employment”*
- *“may work”*
- *“are eligible to work”*

Apply for an Amendment or Change of Conditions

Amendment

- if it's a mistake made by IRCC
- No application fee
- Original SP needs to be mailed to IRCC

Change of Conditions

- if your situation has changed since the permit was issued
- \$150
- Same procedure as study permit renewal

You cannot work in Canada if...

✘ You are NOT a full-time student

*you can only work off-campus if

-you're in the last semester of your study program and you don't need a full course load to complete your program **and**

-you were a full-time student in your program in Canada, up until your last semester

✘ Your status has expired

✘ Your study permit says you are not authorized to work on or off campus

✘ You no longer meet eligibility requirements for on-campus or off-campus employment

Co-Op Employment

Co-op & Internship Programs

You may apply for a co-op or intern work permit if:

a valid **Study Permit**

employment must be an **essential part** of program of study

a **letter from school**

- that confirms all students in your program need to complete work placements to get their degree

Co-op or internship totals **50% or less** of study program

***There is no processing fee for co-op work permit.**

Post-graduation Work Permit (PGWP)

Post-graduation Work Permit-PGWP

“One time” gift for international students to gain Canadian work experience

An **OPEN** work permit

- Do you need a job offer to apply?
- Can you work for any employer?
- Can you work anywhere in Canada?
- Can you work at any jobs?
- Does the job need to be related to your degree?

You are eligible for a PGWP if you meet ALL of the following criteria...

A valid study permit at some point during the 180 days

- You have 180 days to apply for PGWP after school issues your final marks

Completed a study program

- at an eligible DLI
- at least 8 months long
- leading to a degree, diploma or certificate

Maintained full-time student status

- except final session, which can be part-time
- or leave of absence (case by case)

Received final transcripts AND a PGWP letter

- from Registrar's Office

***Don't let your status expire--Your study permit expires on the date marked on the permit or 90 days after the day you complete your studies, whichever comes first.**

- Apply for a visitor record to stay in Canada longer
- Leave Canada and apply for a PGWP from outside of Canada

You are not eligible for a PGWP if you...

Already received a PGWP

- Except you didn't receive a full length of PGWP due to your passport expiry date

Studied English or French as a second language

- Or took general interest or self-improvement courses

Participated in or are a recipient of the following awards/scholarships:

- Global Affairs Canada (GAC) (eligible for PGWP if you got a Study in Canada scholarship)
- Government of Canada Awards Program funded by GAC
- Equal Opportunity Scholarship, Canada–Chile
- Canada–China Scholars' Exchange Program
- Organization of American States Fellowships Program

Completed the majority of a study program by distance learning

- Online courses, e-learning or correspondence

Completed a study program at a non-Canadian institution located in Canada

- Regardless of the length of stay in Canada

Length of the PGWP

Students may be eligible for a Work Permit that is valid for up to 3 years
(depending on the length of their program of study).

Official length of program	PGWP validity
< 8 months	NOT ELIGIBLE
> 8 months & < 2 years	Up to the same length as your program
2 years or more	3 years
a 16-23 month, full-time graduate program with no breaks	A PGWP may be issued for 3 years

Work full-time after you submit PGWP application

- Had a valid study permit when you submitted your PGWP application
- Completed your study program
- Were eligible to work off-campus without a work permit while studying
- Didn't work more hours than you were allowed to

*****You must stop working the day you are notified by IRCC that your application is refused.*****

Spouse

Ability to Work in Canada

Spouses / Common-Law Partners of International Students

...are eligible to apply for an OPEN work permit

- A spouse or common-law partner (**non-student**) of a **full-time** international student may obtain an open work permit
- The Work Permit will have the same expiry date as their spouse's Study Permit
- Spouses needing assistance with job searching are invited to contact IESC

IESC's Immigration Services



iesc.uwo.ca



iesc@uwo.ca



519-661-2111 ext. 89309



Drop-ins or appointments



Workshops

International Student Advising Fall 2020 (virtual)

- *Book appointments with an International Student Advisor at:* iesc.uwo.ca/remote/appointment.html
- Immigration Services iesc.uwo.ca/visas
- Presentations on Study Permits, Post Graduation Work Permit, and more can be found at iesc.uwo.ca/remote/resources.html
- Immigration workshops events.westernu.ca/
- Covid-19 FAQ iesc.uwo.ca/COVID-19-FAQs.html
- Financial Assistance iesc.uwo.ca/finaid
- Spouse and Family Support iesc.uwo.ca/student_life/your_family
- iWellness Website iwellness.uwo.ca
- Email us iesc@uwo.ca

Questions?

Join at
slido.com
#98411

