# OFF-CAMPUS WORK PERMIT – ELIGIBILITY AND HOW TO APPLY/EXTEND

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

If you wish to earn money or obtain Canadian work experience, then consider applying for an OFF-CAMPUS work permit. You must obtain a work permit prior to commencing work.

## ►Eligibility

You must meet the following criteria in order to be eligible to apply for an off-campus work permit:

- You must possess a valid study permit;
- You must be enrolled at an eligible post-secondary institution, such as Humber College;
- Within six of the past twelve months, you must have been enrolled at the eligible post-secondary institution as a **full-time student** with **satisfactory academic standing**. Full-time status and satisfactory academic standing are both defined by the post-secondary academic institution you are attending;
- You must continue to be a full-time student with satisfactory academic standing at the time you apply, unless you are applying in your *very last* semester where for whatever reason you have dropped to part-time status.

Recipients of certain scholarships, language students and exchange students are not eligible to apply for an off-campus work permit. For a complete list of eligibility criteria go to http://www.cic.gc.ca/english/study/work-offcampus-who.asp

### ► Work Permit Conditions

If you are issued an off-campus work permit, it will contain certain conditions that you must respect in order to continue to be eligible. These conditions include the following:

- You can only work 20 hours per week during regular academic sessions while you are registered as a full-time student. However, you can work full-time during *scheduled* breaks (such as winter holidays, summer holidays, and any reading week) as long as you are not studying full-time during those breaks. For example, if you continue to study as a full-time student during the summer holidays, you could only work 20 hours per week during the summer holidays.
- Once you have completed your academic program and are awaiting a decision on your post-graduation work permit you can work full-time, provided your student permit and off-campus work permit remain valid;

### ► Maintaining Eligibility

- If at any point during the validity of your off-campus work permit you cease to be registered as a full-time student (other than as a result of graduation, or are in your last semester, as explained above) or are no longer in satisfactory academic standing, you must surrender your work permit to Citizenship and Immigration Canada.
- A failure to surrender your work permit could result in the loss of your ability to apply for a work permit in the future and the possibility of immigration enforcement action taken against you.
- You are required to surrender your work permit *immediately* of your own volition upon ceasing to meet the eligibility criteria, and should not wait for CIC to contact you about this, as by that point you may be considered to be non-compliant and subjected to enforcement action. If you do immediately surrender your work permit and later become eligible for an off-campus work permit again, you can reapply for an off-campus work permit at that time.

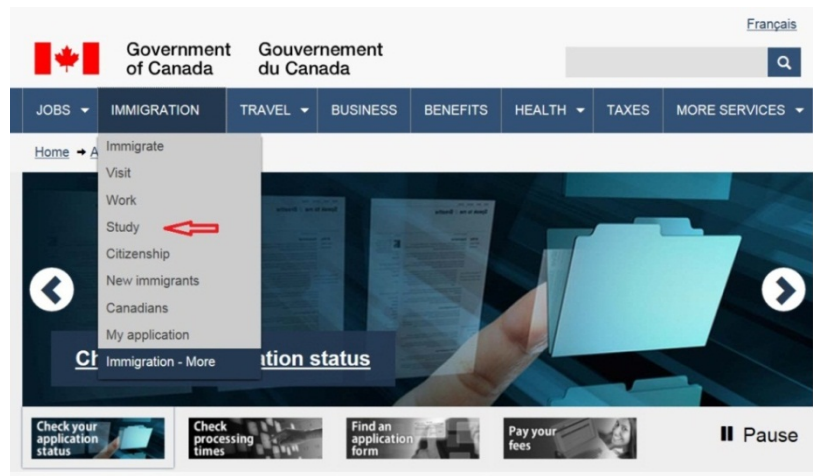- For information on how and where to surrender your work permit call CIC at 1-800-242-2100 or go to http://www.cic.gc.ca/english/study/work-offcampus-surrender.asp

## ►Applying

Check the processing times on CIC's website to help you decide whether to make an online or paper application: http://www.cic.gc.ca/english/information/times/index.asp. Processing times are subject to change weekly.

How to Apply:
- Online http://www.cic.gc.ca/ctc-vac/cometocanada.asp
- Paper application sent to Case Processing Centre in Vegreville, AB

If you are considering applying online, you should also complete the online eligibility questionnaire in order to ensure that you are eligible to apply online. http://onlineservices-servicesenligne.cic.gc.ca/eapp/eapp.do For an online application you must have a valid credit card (Visa, MasterCard or American Express) and also be able to scan and upload the required documents.

### 1. Online Application Procedure

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**Need Help?**
Find answers in the Help Centre  **GO**

## Work off campus

The Off-Campus Work Permit Program allows certain foreign students to work off campus while completing their studies. To qualify, you must be a full-time student enrolled at a participating publicly funded post-secondary educational institution or in an approved program at an eligible privately funded institution.

Participating publicly funded post-secondary educational institutions:

- are public post-secondary institutions, such as a college or university or a collège d'enseignement général et professionnel (CEGEP) in Quebec or
- are private post-secondary institutions that operate under the same rules and regulations as public institutions, and receive at least 50 percent of their financing for their overall operations from government grants (currently only private college-level educational institutions in Quebec qualify) and
- have signed an off-campus work agreement with their provincial or territorial government.

Eligible privately funded post-secondary institutions:

- are located in a province or territory that has signed a memorandum of understanding with CIC
- have signed an off-campus work agreement with their provincial or territorial government and
- have approval from their provincial or territorial government to grant specific degrees.

Please note that not all programs offered by private post-secondary educational institutions qualify. For more information on qualifying programs, contact the eligible institution directly.

See Off campus work permits for a list of participating institutions in the Off-Campus Work Permit Program.

To work off campus, you must apply for a work permit. Do not begin to work off campus until you have received your work permit. The work permit authorizes you to work up to 20 hours per week during regular academic sessions, and full time during scheduled breaks (for example, winter and summer holidays, and spring break).

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.

For more information about the program and the application process, contact the international student adviser at your educational institution.

**Also in this topic**
- Determine your eligibility
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- Check processing times
- Give back work permit

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## Apply for work permit—Working off campus

If you study in Canada and you want to work off campus, you must apply for a work permit.

▼ 1. Determine how you will apply
There are two ways you can apply:

### Apply online

To apply online you must have access to a scanner or camera to create electronic copies of your documents for uploading and have a valid credit card for payment. Determine your eligibility and apply online.

### Apply on paper

Please follow steps 2 to 4 below.

▶ 2. Get the application package
▶ 3. Pay your application fees
▶ 4. Submit your application

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Home → All services → Immigration & citizenship

## Do you want to come to Canada, or extend your stay?

Please note the new fees for the Temporary Residents Program and adult citizenship applications.

## Step 1: Find out if you are eligible to apply

Do you want to work, study, visit, travel through or live permanently in Canada?

Answer a few questions to find out what immigration programs you can apply for. Each immigration program has different application and eligibility requirements. You will need about 10-15 minutes to complete the questionnaire.

You may be asked questions about your:

- nationality
- age
- language ability
- family members
- education
- work experience
- income and/or net worth
- details on any job offer

Based on your answers, we will tell you what programs you are eligible to apply for.

## Step 2: Fill out your application and gather your supporting documents

If you are eligible to apply for permanent residence, we will provide you the steps you need to submit an application.

If you are eligible to apply for temporary residence in Canada (visitor visas, study and work permits) we will ask you a few more questions and we will give you a list of documents you will need to submit with your application. This is your document checklist.

Print your document checklist for your reference.

Once you have your documents and application form ready, you can submit your application to CIC. Some applicants may need to get a medical exam and/or police check before submitting their application.

## Step 3: Submit your application

### Submitting an application online

For some programs, you can submit your application online. To apply online, you will need a credit card and the ability to create electronic copies of your supporting documents, using a scanner or camera.

You will receive a personal checklist code, shown on your document checklist. Your personal checklist code will be valid for 60 days. Do not lose this number. You will need it to submit your application online.

When you are ready to apply, the next step is to create a MyCIC account. This is where you will enter your personal checklist code. The steps to apply are outlined on your document checklist.

If you are returning and already have a personal checklist code, find out how you can continue your application online.

### Submitting an application on paper

For some programs, or if you don't have a credit card or the ability to create electronic copies for your supporting documents, you must submit an application on paper. The instructions on how to apply will be on your document checklist.

[ Start my application ]

**Important:** This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. Read the full notice.

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## Find Out if You're Eligible to Apply

* All fields are mandatory

**What would you like to do in Canada?** ❓

Please make a selection ▾

**How long are you planning to stay in Canada?**

Please make a selection ▾

**What is the country of nationality of your passport?** ❓

Please make a selection ▾

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

Please make a selection ▾

**Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older?**

Please make a selection ▾

**What is your date of birth?** ❓

Select Day ▾        Select Month ▾        Select year ▾

◀ Exit Questionnaire                    Next ▶

Work your way through the questionnaire; if you are uncertain as to how to answer a question click on the 🔵 icon for an explanation. Here are some tips on answering a few of the questions:

| Question | Response |
|---|---|
| What would you like to do in Canada? | Work |
| What is your current county of residence? | Canada |
| What is your current immigration status? | Student |
| *Are you a full-time student at a participating Canadian post-secondary institution and want to work off-campus up to 20 hours per week? | Yes |
| Do you need a bridge extension? | No |
| Do you have a written job offer? | No |
| What is your province of destination? | Ontario |

When you reach the *Your Results* page scroll down until you see the continue button for the Off-Campus Work Permit. Continue through the questionnaire process. When asked to *review your answers* make sure that you have answered everything correctly. If you need to modify your answers click on the ✏ symbol.

When you reach the *Checklist of Required Documents* page. Follow the required steps.



**Checklist of Required Documents**

**Working in Canada – Your personal checklist**

Based on your answers, you may be eligible to come to Canada as a worker.

To apply online, you will need this personal checklist code: **UL2420885183**

**Step 1:** **Record your personal checklist code.** This code will expire on Friday April 25 2014 6:03:09 PM GMT. It is valid only for this application. When you return to the CIC site to apply online, you will need to enter your personal checklist code. We will use this code to retrieve the list of documents you need to submit with your application.

**Step 2:** **Print** this page. You will need this information to apply.

**Step 3:** **Read the application guide.** Application guides can be found at:
http://www.cic.gc.ca/english/information/applications/index.asp

**Step 4:** Gather these documents and complete the application forms:
Are you having difficulty downloading a form?
Versions of application forms for study permits, work permits and temporary resident visas dated July 2013 (07-2013) or after can only be uploaded to MyCIC.

**Application Form(s)**

⤓ Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710)

**Supporting Documents**

Passport or Travel document 🔵

Digital Photo 🔵

**Fees**

Fees

| Application | Quantity | Price (CAD) per unit | Total (CAD) |
|---|---|---|---|
| Work Permit | 1 | $155 | $155 |

All documents must be provided in either English or French. If you have a document in another language, please provide a copy of the document in the original language with an English or French translation.

**Step 5:** Register / log in to submit your online application.

To apply online, you'll need an electronic "key" for secure access.

- Register to get a key if you are a new user. Register here: http://www.cic.gc.ca/english/e-services/mycic.asp
- Login to your account if you are a returning user. Login here: http://www.cic.gc.ca/english/e-services/mycic.asp

**Step 6:** When you are logged in to your electronic credential (known as your key), you'll be automatically directed to CIC's online services called MyCIC.

You will be prompted to register enrol for an account if you are a first time user. Returning users will be directed straight to their account.

Once you are logged into MyCIC, then select "Visitor visa, study and/or work permit" to continue.

**Step 7:** Enter your **personal checklist code**

After you select "Visitor visa, study and/or work permit", you will be asked to enter your personal checklist code.

A personal checklist code is located at the top of this personal checklist and looks like this: **QK4350881372.**

**Step 8:** Once you have entered your personal checklist code, you will be guided through the following steps to complete your application:

- Upload your documents
- Review your application
- Pay with a credit card
- Submit your application

**Step 9:** After you submit your payment, you will see a page that confirms that your application has been submitted. It will have more information on next steps. Shortly after you submit, you will also receive a confirmation message in your MyCIC account.

If you decide to submit your application online, and this is the first time that you are doing so, you will be prompted to create a MyCIC account. If you have already created a MyCIC account, you can go ahead and login.

## How to Create a MyCIC account

| 1. Register using a Sign-in Partner (SecureKey Concierge) or by using a GCKey. | |
|---|---|
| Sign-in Partner | GCKey |
| • Allows you to log into the site using your online banking or credit card information. Currently this option is only available to those who bank with: BMO Financial, Scotiabank, TD Canada Trust, ING Direct, and Choice Rewards MasterCard. | • Create a User ID, Password and a series of recovery questions with answers and hints<br><br>• Save this information in a secure location |
| 2. When creating your MyCIC account you **MUST** answer "YES" to the question "Do you have a client ID or UCI?" Your client ID/UCI is the 8 digit number located in the upper right hand portion of your study permit. | |
| 3. Continue with the enrolment procedure. | |
| 4. Obtain a personal checklist code. Record this information for future use. | |

## Uploading Your Documents

You will be prompted to upload the completed work application form, IMM 5710, as well as the other required documents. ***For the off-campus work permit, you require an EVN before you can apply for the work permit. If you are renewing your off-campus work permit you will need to request a new EVN.*** Upload your passport or travel documents, e.g., passport pages, entry visa, stamps made by Canada Immigration or Canada Border Services, study permit and any work permits. Scan these items into one document, not a separate page for each of them. Make sure that you upload all of the required documents. If your application is incomplete your request may be denied.

To upload your documents you will need to scan the information and save it in the specified file formats. Acceptable formats for saving your information are: PDF, JPG, TIFF/PNG or DOC/DOCX. If you have problems scanning your information please go to one of the computer labs for assistance. The file size cannot be larger than 4 MB.

**Payment**

There is $155 charge for an off-campus work permit. If you cannot pay your fees by credit card, then you cannot apply online and you should submit a paper application instead.

**Completing Form IMM 5710: Application to Change Conditions, Extend My Stay or Remain In Canada as A Worker**

This form is the same for **ALL** work permit applications, e.g., co-op, off-campus and the post-graduation work permit.
- When completing the application you will need to have your passport and study permit handy.
- The form is a fillable PDF form which means you can type your answers; do not fill it by hand.
- There are a series of drop-down boxes throughout the form; use those boxes rather than creating your own answers.

Some areas that cause confusion are:

| Question | Response |
| --- | --- |
| UCI | Client ID  or UCI found on study permit |
| I am applying for… | "An initial work permit or a work permit with a new employer"; if extending your off-campus work permit you can select "a work permit with the same employer" |
| Family name | If you do not have a family name on your passport enter your given name(s) in this box and leave the given name box blank |
| Current country of residence date "to" | Expiry date of your study permit |
| Native language | Your first language |
| Document number | Appears on your study permit |
| What type of work permit are you applying for? | Off-campus work permit |
| Provide your Eligibility Verification Number (EVN) | Type your EVN |
| Complete address of employer | Type N/A or Not applicable |
| My occupation in Canada will be | Type N/A or Not applicable |
| Brief description of duties | Type N/A or Not applicable |
| Duration of expected employment | "To" should be the expiry date of your study permit |
| Education | Answer "yes"; type in Humber's information unless you already have a degree or diploma; under "field and level of study" answer both portions of this question |
| Employment | If you have never been employed, type in that you are a student and include Humber's information; if you are, or have been employed in the past include that information here including any employment in your home country |
| Background Information | You must respond to ALL of these questions |
| Page 5 – Validation Page | Validate and save; validate each time you modify the form; if you are applying online then there is no need to print and sign the form |

**How to Apply for EVN**
- Create a MyCIC account
- Make a request – OCWP Request an EVN or a Transfer of EVN
- When approved you will receive a message in your MyCIC account

## 2. Paper Application Procedure

- Complete application form IMM 5710
- Collect documents
- Complete form **IMM 5583**: Document Checklist - Students Applying for a Work Permit. Ensure that you include ALL of the relevant documents listed in that form in your application. Submit original copies of transcripts and confirmation of enrolment letters. Also include: eligibility verification, stamped or internet receipt showing payment has been made, and your passport or travel documents, e.g., passport pages, entry visa, stamps made by Citizenship and Immigration Canada or the Canada Border Services Agency, study permit and any work permits.
- Review application, validate and sign form
- Make a copy of your entire application package to keep for your records
- Mail application

Use Canada Post's XpressPost service or that of another courier company so that you have proof that you mailed your application and can track whether it was delivered. The application package is to be mailed to:

| CPC Vegreville | CPC Vegreville |
|---|---|
| **Work Permit** | **Work Permit** |
| 6212-55th Avenue – Unit 555 | 6212-55th Avenue – Unit 202 |
| Vegreville, AB | Vegreville, AB |
| T9C 1X6 | T9C 1X6 |
| **Note: For new employer applications only.** | **Note: For extensions with same employer only.** |

## ►Social Insurance Number

The SIN card is **NOT** a work permit. You are only eligible for a SIN card if (a) you have been offered an on-campus job; or (b) you have a work permit.

**How to Apply:**
Required documents:
- completed application form available at http://www.servicecanada.gc.ca/eng/sc/sin/
- study permit and passport
- confirmation of enrolment letter
- if working on-campus, an employment contract (available in the International Office or at the Humber Career Centre); if working off-campus, a work permit is required

Take your documents to the nearest HRSDC or Service Canada office. The HRSDC office located at 5343 Dundas St. West (near the Kipling Subway station) is the office most familiar with processing these cards for Humber students.

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*This handout was prepared by Humber College in collaboration with Aisling Bondy, Barrister & Solicitor of Bondy Immigration Law. **This handout is for informational purposes only and does not constitute legal advice.** Immigration laws and procedures frequently change, and so the requirements and procedures for applying for your work permit may have changed since this handout was prepared. This handout was prepared on February 17, 2014. This handout is intended for students of Humber College, and so the information contained herein may not be applicable to students at other academic institutions.*