





OFF-CAMPUS WORK PERMIT PROGRAM FOR INTERNATIONAL STUDENTS IN BRITISH COLUMBIA

Student Fact Sheet






A recent agreement between British Columbia and Citizenship and Immigration Canada (CIC) allows eligible international students attending participating public post-secondary institutions to work off-campus while they complete their studies. The Off-Campus Work Permit Program enables international students to gain valuable work experience in a Canadian setting.

How do I know whether I am eligible?

To be eligible for a work permit under this program you must meet all of the following requirements:

-  Have a valid study permit.
-  Be currently registered as a full-time student in a program at a participating public post-secondary institution (non-ESL).
-  Have been registered as a full-time student at a participating public post-secondary institution for at least 6 out of the last 12 months.
-  Have maintained satisfactory academic standing in your program of study (according to the standards set by your institution):
 - You are not on academic suspension or probation, and
 - You have earned a minimum GPA of 3 (C) in any qualifying semester and continue to maintain a GPA of not less than 3 (C) in each subsequent semester.

You are **NOT** eligible to apply for a work permit under this program if you:

-  Previously held an off-campus work permit, failed to maintain your eligibility, and failed to surrender your work permit. However, if you become ineligible for the program and surrendered your work permit, you may reapply for a work permit if you meet the eligibility requirements at a later date.
-  Have failed to comply with the conditions of your study permit or your work permit.
-  Are a visiting or exchange student at the participating institution.
-  Have a partial or full scholarship from:
 - The Canadian Commonwealth Scholarship Program funded by the Department of Foreign Affairs and International Trade (DFAIT);
 - The Government of Canada Awards Program funded by the Department of Foreign Affairs and International Trade (DFAIT);
 - The Canadian International Development Agency (CIDA)
-  Are registered in a program that consists either exclusively or primarily of English or French as a second language.

International Education Department







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How do I apply for the off-campus work permit?

The application kit is available on the Citizenship and Immigration Canada (CIC) website at <http://www.cic.gc.ca/english/applications/work-students.html>.

-  Download the kit, including the Student Guide, and familiarize yourself with the requirements.
-  Ask the Designated Institutional Representative, Jane Kelly, to complete the Verification Form (**IMM 5581**). (A list of Designated Institutional Representatives for British Columbia institutions is available at www.learnlivebc.ca)
-  Sign the Student Acknowledgement and Consent Form (**IMM 5582**).
-  As outlined in the Student Guide, you can pay the application fee online or at a financial institution. You will notice that this is a similar process to extending your study permit.
-  Gather all documents outlined in the checklist, including proof of payment, and mail your application to the Case Processing Centre in Vegreville, Alberta. You cannot obtain the work permit at any other CIC office.
-  You must have your work permit before you begin working.

Once you have obtained your work permit, you may apply for a **Social Insurance Number (SIN)** from Service Canada. You should apply in person for the card at 60 Front Street, Nanaimo, and allow several weeks for processing. More information about how to apply for a SIN is available on the Service Canada website at www.servicecanada.gc.ca. Employers must ask to see the SIN card of all new employees as soon as they are hired. Employees must show the SIN card, or proof that they have applied for the card, within three days of the start date of employment, and they may work during the waiting period.

Conditions of the Off-Campus Work Permit

-  Your work permit will be issued for a period of time that does not exceed the expiry date of your study permit and will allow you to work anywhere in Canada.
-  You will be entitled to work a maximum of 20 hours per week during the regular academic year, and full-time during scheduled breaks at your institution. If your program does not have scheduled breaks, you will be limited to working 20 hours per week.
-  An immigration officer may impose conditions on the type of work you may perform. For example, you must pass an immigration medical examination before you begin work in health care, child care, or primary or secondary education.
-  You must continue to fulfill the terms and conditions of your study permit and work permit.

Transition to Post-Graduation Employment

Once you have completed all the requirements of your study program and are within the 90-day period allowed for transition to post-graduation employment, you will still be eligible to work off-campus as long as you have a valid study permit and a valid off-campus work permit. Moreover, under the **Post-Graduation Work Program**, international students who have graduated from eligible post-secondary institutions in Canada may be able to work in Canada for up to one or two years after graduation. Under this program, the work must relate to your recently completed field of study and you must apply for a post-graduation work permit within 90 days of program completion. For more information on the Post-Graduation Work Program, visit the Citizenship and Immigration Canada website at www.cic.gc.ca/english/study/work-opps.html.

More information about the Off-Campus Work Permit Program for International Students can be found online at:



British Columbia Ministry of Advanced Education international education website:
www.learnlivebc.ca



Citizenship and Immigration Canada website:
www.cic.gc.ca/english/study/work-opps.html

- * International students studying in British Columbia *must* have medical insurance. We will provide Verification Forms only to students who have medical insurance coverage for at least 90 days from the time they apply for the verification form.
- * MBA and IMBA Students must have a GPA of 8 or less in the qualifying period of study. Please note that MBA and IMBA students are considered to be in full-time attendance until the end of August, and are limited to 20 hours per week of off-campus work during that period.