Working in Canada - Regulations for International Students

Presented by: Heidi Liu, RCIC
International Student Advisor
September 29, 2021
AGENDA

• Work on campus (without a work permit)
• Work off campus (without a work permit)
• Work as a co-op student or intern
• Post-Graduation Work Permit (PGWP)
• Spousal Applications (Open Work Permit)
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**

How many hours you can work on campus:

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

https://grad.uwo.ca/administration/regulations/4.html
WORK OFF CAMPUS (WITHOUT A WORK PERMIT)

You must...

- **Have a valid Study Permit**
  - with a condition that says you can work off-campus

- **Be a Full-time student**
  - at a DLI (Western and its affiliated colleges are included)

- **Be enrolled**
  - in a post-secondary program and have started studying

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

How many hours you can work off campus:

- **During school terms**
  - You can work up to 20 hours per week.

- **During scheduled breaks**
  - You can work full-time.
    - Must be a full-time student both before and after the break.
    - Can’t work before you start your studies
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).

WORK AS A CO-OP STUDENT OR INTERN

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

1. A valid **Study Permit**
2. Employment must be an **essential part** of program of study
3. A **letter from school**
   - That confirms all students in your program need to complete work placements to get their degree
4. Co-op or internship totals **50% or less** of study program

*There is no processing fee for co-op work permit.*
PGWP – ELIGIBILITY CRITERIA
INSIDE CANADA GRADUATES

You have 180 days to apply for a PGWP after completion of your program

• A valid study permit at some point during the 180 days

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 an approved 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 as of the expiry date on the permit or 90 days after the day you complete your studies, whichever comes first.
PGWP – ELIGIBILITY CRITERIA OUTSIDE CANADA GRADUATES

You have 180 days to apply for a PGWP after completion of your program
- You have been approved for a study permit.

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 an approved leave of absence (case by case)

Received final transcripts AND a PGWP letter
- from Registrar’s Office

Plus:
- You were enrolled in a program that was in progress in March 2020 or
- You started a program between spring 2020 and fall 2021 and
  - you have a study permit or
  - you’ve been approved for a study permit or
  - you applied for a study permit before starting your study program
    - Your study permit must eventually be approved.
## LENGTH OF PGWP

<table>
<thead>
<tr>
<th>Official length of program</th>
<th>PGWP validity</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 8 months</td>
<td>NOT ELIGIBLE</td>
</tr>
<tr>
<td>&gt; 8 months &amp; &lt; 2 years</td>
<td>Up to the same length as your program</td>
</tr>
<tr>
<td>2 years or more</td>
<td>3 years</td>
</tr>
<tr>
<td>a 16-23 month, full-time graduate program with no breaks</td>
<td>*A PGWP may be issued for 3 years</td>
</tr>
<tr>
<td>Two PGWP-eligible programs completed within 2 years</td>
<td>PGWP may combine the length of each program</td>
</tr>
</tbody>
</table>

You **may** be eligible for a Work Permit that is valid for up to 3 years *depending on the length of your program of study*.

**NOTE:** You can’t get a PGWP if you already had one after completing an earlier program of study.
PGWP: DOCUMENTATION FROM WESTERN

• **A PGWP Letter:**
  • Order a PGWP letter via Student Center (can be delivered by pick-up, eLetter, mail, courier or fax)
  • PGWP letter is only available upon completion of program (after adjudication)

• **Final transcript:**
  • an official transcript, or
  • an unofficial transcript from Student Centre under Web Academic Report
PGWP: WORK AUTHORIZATION

- You can work full-time after you apply for a PGWP if you:
  - 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

- Please note:
  - You must stop working the day you are notified by IRCC that your application is refused.
  - If you are confirmed by Western that you have completed your program and you are not starting a new program of study, you can NOT work until you apply for a PGWP and you meet all the above criteria
SPOUSES / COMMON-LAW PARTNERS OF INTERNATIONAL STUDENTS

- 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.
International and Exchange Student Centre

ADVISING SERVICES FALL 2021

Appointments

https://iesc.uwo.ca/appointment/index.html
- Virtual via Microsoft Teams or telephone appointment
- Monday – Friday, 10am-12pm & 1pm-3pm

Drop Ins

- In person, IGAB 2nd floor
- Monday – Friday, 1 - 4 pm

Immigration FAQ sessions

- Virtual on zoom
- Fridays 9-10am

Immigration workshops

- IESC events calendar: http://www.events.westernu.ca/events/iesc/
- IESC weekly network email

Office Hours & Reception

- Monday – Friday, 8:30 am to 4:30 pm
- Phone: 519-661-2111 ext. 89309
- Email: iesc@uwo.ca
CONTACT US

- **Visit**: International & Graduate Affairs Building
- **Call**: 519-661-2111 ext. 89309
- **Email**: iesc@uwo.ca
- **Website**: iesc.uwo.ca
- **Online appointment booking**: https://iesc.uwo.ca/appointment/
- **Arrival & Quarantine**: https://iesc.uwo.ca/internationalarrival/
- **COVID-19 FAQs**: https://iesc.uwo.ca/COVID-19-FAQs.html
- **Immigration resources**: https://iesc.uwo.ca/visas/resources.html

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Q & A