Working in Canada
Regulations for International Students

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International Student Advisor
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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...

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>a valid <strong>Study Permit</strong></td>
<td>with a condition that says you can work off-campus</td>
</tr>
<tr>
<td>a <strong>Full-time student</strong></td>
<td>at a DLI (Western and its affiliated colleges are included)</td>
</tr>
<tr>
<td><strong>enrolled</strong></td>
<td>in a post-secondary program and have started studying</td>
</tr>
<tr>
<td><strong>in a program</strong></td>
<td>that leads to a degree, diploma or certificate that is at least 6 months long</td>
</tr>
</tbody>
</table>

- You can work up to 20 hours a week off-campus
- You can work full-time during scheduled breaks
Social Insurance Number - SIN

To receive payment from work

Service Canada

Confidential

Expires as your SP/WP expires

To receive payment from work

Confidential

Expires as your SP/WP expires
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).

What you need to apply for a SIN

**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

<table>
<thead>
<tr>
<th>Amendment</th>
<th>Change of Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• if it’s a mistake made by IRCC</td>
<td>• if your situation has changed since the permit was issued</td>
</tr>
<tr>
<td>• No application fee</td>
<td>• $150</td>
</tr>
<tr>
<td>• Original SP needs to be mailed to IRCC</td>
<td>• Same procedure as study permit renewal</td>
</tr>
</tbody>
</table>
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...

If you are in Canada, a valid temporary status
- or leave Canada and apply for PGWP
  NOTE: Study permit expires as of expiry date or 90 days after you complete your studies

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 or leave of absence (case by case)

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

<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>
</tbody>
</table>
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?

Participants