

## **Employment Regulations for Students**

As an international student, your primary purpose in Canada must be to study, and you must be able to cover all the costs of your studies without relying on employment income. However, the *Immigration and Refugee Protection Act* and its regulations provide some specific opportunities for international students who are interested in gaining Canadian work experience.

Information about these opportunities can be found on the [Citizenship and Immigration Canada website](#). Please make sure you understand the restrictions associated with each opportunity, and DO NOT work without the proper authorization.

Please note that you also need a Social Insurance Number (SIN) to work in Canada. More information is available [here](#).

### **Working On Campus**

You may work on the UVic campus without a work permit if:

- you are a full-time UVic student; and
- you have a valid study permit.

The authorization to work on campus is valid for the duration of your study permit and during which you are engaged in full-time studies.

“On-campus” is defined as employment facilities within the boundaries of the campus. Your on campus employer can include any of the following:

- the University of Victoria;
- a faculty;
- a student organization;
- self-employment on campus;
- a private business; and
- a private contractor providing services to on the campus.

The regulations do not provide a limit to the number of hours per week eligible students can work on campus without a work permit. However, you must not allow on-campus work to jeopardize your studies. As an international student, your primary purpose in Canada must be to study.

### **Working Off Campus**

As of June 1, 2014, full-time international students at UVic no longer need to apply for off-campus work permits.

Instead, full-time students who are pursuing an academic, professional, or vocational training program at UVic and who have a valid study permit will be:

PLEASE NOTE THIS INFORMATION WAS PREPARED AND PROVIDED BY LARLEE ROSENBERG, BARRISTERS & SOLICITORS. IT IS GENERAL INFORMATION, AND SHOULD NOT BE CONSTRUED AS LEGAL ADVICE OR REPRESENTATION.

## **Employment Regulations for Students**

- allowed to work off campus for up to 20 hours per week during a regular academic session; and
- allowed to work off campus full-time during regularly scheduled breaks and during the transition to a post-graduation work permit (i.e. once an Application for a Post-Graduate Work Permit has been submitted).

You must continue to meet the conditions of your study permit in order to remain eligible for off-campus work.

Please note that as of June 1, 2014, if you are studying in an English or French as a second language (ESL/EFL) program, if you are an exchange student or a visiting student, or if you are participating in general interest or preparatory courses, you will not be eligible to work off campus during your studies. Students who are enrolled in a degree program that includes an ESL/EFL component may be eligible to work off campus only **after** completing the ESL/EFL component.

The exception to these restrictions is if you otherwise qualify for the Temporary Foreign Worker Program, the International Mobility Program, or other streams not related to your study in Canada. More information is available on the Citizenship and Immigration Canada [website](#).

### **Student Work Permit (Co-ops, Internships)**

If a work experience component, such as a co-op term or internship placement, is part of the curriculum for your program of study, then you will need a student work permit that is separate from your study permit.

#### *Eligibility*

You will only be able to apply for a student work permit if the work is an essential part of your academic, vocational, or professional training program, as certified by UVic. As well, the work experience must not form more than fifty percent of the total program of study.

You will be eligible for a student work permit that is valid for the duration of your work experience. In situations where several work periods are necessary throughout the program of study, you will be eligible for a work permit valid for the same duration as your study permit.

PLEASE NOTE THIS INFORMATION WAS PREPARED AND PROVIDED BY LARLEE ROSENBERG, BARRISTERS & SOLICITORS. IT IS GENERAL INFORMATION, AND SHOULD NOT BE CONSTRUED AS LEGAL ADVICE OR REPRESENTATION.
--

## **Employment Regulations for Students**

Please note that as of June 1, 2014, if you are studying in an English or French as a second language (ESL/EFL) program, or are participating in general interest or preparatory courses, you will not be eligible for a student work permit. The exception to these restrictions is if you otherwise qualify for the Temporary Foreign Worker Program, the International Mobility Program, or other streams not related to your study in Canada. More information is available on the Citizenship and Immigration Canada [website](#).

### *How to Apply*

There are two ways to apply for a student work permit. The first is online through your MyCIC account. The second is to submit an application by mail to the Citizenship and Immigration Canada processing centre in Vegreville, Alberta.

Instructions and requirements for a student work permit application can be found on the Citizenship and Immigration Canada [website](#).

Processing times can be found on the Citizenship and Immigration Canada [website](#).

Follow this same process for an application to extend your student work permit.

If you apply to extend your student work permit, and it expires before you receive an answer, then you can continue to work in Canada until you receive a decision, so long as you continue to comply with the conditions on your expired student work permit. In this situation, you are considered to have implied status as long as you remain in Canada.

If you want to combine an application to extend your study permit and an application for a co-op work permit, follow the procedure described [here](#).

Students who are coming to work in medical residency or medical fellowship positions, except veterinary medicine, are not eligible for student work permits.

### **Students Working Within Health Care**

#### *Clerkship or Short-Term Practicum for Foreign Students Registered Abroad*

Students working in health care on a clerkship or residency may require a work permit depending on the nature of their employment.

PLEASE NOTE THIS INFORMATION WAS PREPARED AND PROVIDED BY LARLEE ROSENBERG, BARRISTERS & SOLICITORS. IT IS GENERAL INFORMATION, AND SHOULD NOT BE CONSTRUED AS LEGAL ADVICE OR REPRESENTATION.
--

## **Employment Regulations for Students**

R. 186(p) of the *Immigration and Refugee Protection Regulations* (IRPR) provides a work-permit exemption which allows foreign students, registered at foreign institutions outside Canada, to do their clinical clerkships or short-term practicums in Canada in fields such as medicine, occupational and physical therapy, nursing, and medical technology.

The maximum duration of a placement is four months and the primary purpose of the practicum must be to acquire training in the related field.

It is important to note that Applicants seeking to rely on this exemption must have an acceptance letter from UVic.

### *Foreign medical residents and medical fellows*

Foreign medical residents and medical fellows coming to work temporarily in a Canadian clinical setting or research facility for longer than 4 months and/or on paid training or research periods do require a work permit. However, foreign medical residents and medical fellows may be eligible pursuant to C45 for an exemption from a Labour Market Impact Assessment (LMIA).

In order to qualify, individuals are required to hold a medical degree equivalent to that of a Canadian Medical doctor (e.g. MD, Doctor of Dental Surgery, Doctor of Dental Medicine).

Foreign medical residents are foreign nationals coming to Canada to complete a residency at a Canadian hospital or in a clinical setting as part of their medical training. The duration of medical residency are generally between 2 to 7 years depending on their area of medical specialization.

Medical fellows are recognized medical specialists who have completed residency training and accept to continue specializing in a high specific field of study to advance clinical or medical research. The duration of medical fellowships are generally 1 to 2 years.

In order to obtain a work permit is crucial that a senior administrator at UVic provide you an official letter of employment. It is also mandatory that the wage that will be provided to you is commensurate with a Canadian performing the same duties and work location. The income offered to the foreign worker cannot be funded by the Canadian public.

All medical residents and fellows must pass an immigration medical exam in order to obtain their Canadian work permit.

PLEASE NOTE THIS INFORMATION WAS PREPARED AND PROVIDED BY LARLEE ROSENBERG, BARRISTERS & SOLICITORS. IT IS GENERAL INFORMATION, AND SHOULD NOT BE CONSTRUED AS LEGAL ADVICE OR REPRESENTATION.
--

## Employment Regulations for Students

### **Post-Graduation Work Permit**

The post-graduation work permit program allows students who complete an academic degree, diploma, or certificate program of at least eight months in duration to work anywhere in Canada after graduation. Your post-graduation work permit will be issued for the length of the program that you completed, up to a maximum of three years.

The specific duration of a post-graduation work permit is determined as follows:

- if the program of study is at least eight months but less than two years, then the duration of the work permit will be equal to the duration of the program of study;
- if the program of study is at least two years, then the work permit will be valid for three years;
- if you obtained a one-year graduate degree or diploma after having obtained, within the prior two years, another degree or diploma from an eligible institution in Canada, then the work permit may be valid for up to three years.

### *Eligibility*

To be eligible for a post-graduation work permit, you must:

- have a valid study permit when applying for the work permit;
- have continuously studied full-time in Canada and have completed a program of study that is at least eight months in duration; and
- have completed and passed the program of study and received written notification from UVic that you are eligible to obtain a degree, diploma, or certificate;

If you enroll in a program of study that is normally eight months in duration but complete it within six months, then you may be eligible for a post-graduation work permit valid for a duration of eight months.

If you complete a portion of your program outside Canada, then you will still be eligible for a post-graduation work permit as long as you earn a credential from UVic.

If you transferred to UVic from another designated learning institution, then the combined length of your study must be at least eight months. If, however, you transferred from a non-designated learning institution, then only the time spent at UVic will count.

PLEASE NOTE THIS INFORMATION WAS PREPARED AND PROVIDED BY LARLEE ROSENBERG, BARRISTERS & SOLICITORS. IT IS GENERAL INFORMATION, AND SHOULD NOT BE CONSTRUED AS LEGAL ADVICE OR REPRESENTATION.
--

## **Employment Regulations for Students**

You must apply within 90 days of receiving written confirmation from UVic that you have met the requirements for completing your program of study. The 90-day period begins when your final marks are issued or when formal written notification of program completion is received.

A job offer is not required.

Please note that you are not eligible for a post-graduation work permit if you:

- already received a post-graduation work permit following a previous program of study;
- participated in and completed a distance learning program;
- completed a program or course of study granted by a non-Canadian institution located in Canada, regardless of your length of stay in Canada.
- received funding from the Department of Foreign Affairs, Trade, and Development;
- participated in the Government of Canada Awards Program;
- participated in an apprenticeship program;
- obtained the Equal Opportunity Scholarship, Canada – Chile;
- participated in the Canada – Chile Scholars Exchanges Program; or
- participated in the Organization of American States Fellowship Program.

### *How to Apply*

If you are inside Canada, there are two ways to apply for a post-graduation work permit. The first is online through your MyCIC account. The second is to submit an application by mail to the Citizenship and Immigration Canada processing centre in Vegreville, Alberta.

Instructions and requirements for a post-graduation work permit application submitted inside Canada can be found on the Citizenship and Immigration Canada [website](#).

Processing times can be found on the Citizenship and Immigration Canada [website](#).

If Citizenship and Immigration Canada receives your application for a post-graduation work permit within 90 days of completing the requirements of your academic degree, diploma, or certificate program at UVic, you are permitted to work full-time while you wait for a decision on your post-graduation work permit application.

PLEASE NOTE THIS INFORMATION WAS PREPARED AND PROVIDED BY LARLEE ROSENBERG, BARRISTERS & SOLICITORS. IT IS GENERAL INFORMATION, AND SHOULD NOT BE CONSTRUED AS LEGAL ADVICE OR REPRESENTATION.
--

## **Employment Regulations for Students**

If you are outside Canada, and otherwise eligible for a post-graduation work permit, then you may apply on online, through a Visa Application Centre, or by mail. The Citizenship and Immigration Canada [website](#) contains a helpful chart for determining which visa office will process your application. Click the appropriate city link on the chart to find a list of visa application centres responsible for servicing that visa office.

If you are eligible to apply for a work permit at a Canadian port of entry, you may also apply there as long as you enter Canada within 90 days of completing the requirements for your program of study. Visit the Citizenship and Immigration Canada [website](#) to find out if you are eligible.

Instructions and requirements for a post-graduation work permit application submitted outside Canada, or at a Canadian port of entry, can be found on the Citizenship and Immigration Canada [website](#).

Processing times can be found on the Citizenship and Immigration Canada [website](#).

### **Work Permits for ESL/EFL Program Students**

English or French as a second language (ESL/EFL) program students are not permitted to work off-campus during their studies in Canada. The exception to these restrictions is if you otherwise qualify for the Temporary Foreign Worker Program, the International Mobility Program, or other streams not related to your study in Canada. More information is available on the Citizenship and Immigration Canada [website](#).

Current ESL/EFL program students who wish to work in Canada can inquire about transferring into other UVic programs which allow students to work during their studies. If you change programs, and you already have a valid study permit, then you will not need to apply for a change to the condition of your study permit. You may continue to use your study permit as long as it is valid.

### **Social Insurance Number**

To work in Canada you must have a Social Insurance Number (SIN).

There is no fee to apply for a SIN.

PLEASE NOTE THIS INFORMATION WAS PREPARED AND PROVIDED BY LARLEE ROSENBERG, BARRISTERS & SOLICITORS. IT IS GENERAL INFORMATION, AND SHOULD NOT BE CONSTRUED AS LEGAL ADVICE OR REPRESENTATION.
--

## Employment Regulations for Students

Apply in person at a [Service Canada Centre](#). The Service Canada Centre in Victoria is located at 1401 Douglas Street. If you have the right documents, you will get a SIN during your visit.

If you are not able to visit a Service Canada Centre in person, follow the instructions on the Service Canada [website](#).

Your SIN will be issued on a confirmation of SIN letter. Service Canada no longer issues plastic SIN cards.

Follow this same process for an application to extend your SIN.

Please note that a SIN does **not** give your authorization to work in Canada. You must also meet the eligibility requirements described **above**. If you work in Canada without the proper authorization, you may be subject to enforcement action under the *Immigration and Refugee Protection Act* and its regulations.

### *Required Documents*

Original documents are required. Photocopies are not accepted.

As an international student, you are a temporary resident of Canada. To qualify for a Social Insurance Number (SIN), temporary residents must provide a passport, and one of the following documents issued by Citizenship and Immigration Canada:

- valid work permit;
- valid study permit that clearly states you “may accept employment” or “may work” in Canada; or
- valid visitor record that clearly states you are authorized to work in Canada.

If you want to use your study permit to qualify for a SIN, but it does not clearly state that you “may accept employment” or “may work” in Canada, you can [submit a request to amend your study permit](#).

If you want to use your study permit to qualify for a SIN, but it clearly states “this permit does not allow the holder to engage in off campus employment” in Canada, you must wait until you have changed your program of study and then you can [submit a request to change the conditions](#). There is a fee for this request.

More information is available on the Service Canada [website](#).

PLEASE NOTE THIS INFORMATION WAS PREPARED AND PROVIDED BY LARLEE ROSENBERG, BARRISTERS & SOLICITORS. IT IS GENERAL INFORMATION, AND SHOULD NOT BE CONSTRUED AS LEGAL ADVICE OR REPRESENTATION.
--



## **Employment Regulations for Students**

**Please note that immigration information on this website was prepared and provided by Larlee Rosenberg, Barristers & Solicitors. It is posted here to provide information only, and should not be construed as legal advice or representation.**

PLEASE NOTE THIS INFORMATION WAS PREPARED AND PROVIDED BY LARLEE ROSENBERG, BARRISTERS & SOLICITORS. IT IS GENERAL INFORMATION, AND SHOULD NOT BE CONSTRUED AS LEGAL ADVICE OR REPRESENTATION.