

# Working in Canada







# International Centre for Students (ICS)

**Hours:** 9:00am to 4:30pm (PT)  
Monday - Friday

**Phone:** +1 250 721 6361

**Email:** [icsinfo@uvic.ca](mailto:icsinfo@uvic.ca)

**Website:** <http://www.uvic.ca/ics>

**Office B202d  
Jamie Cassels Centre (JCC)  
2<sup>nd</sup> floor**

## Exchange

International exchange  
opportunities  
[goglobal@uvic.ca](mailto:goglobal@uvic.ca)

## International Student Advising

Immigration and  
settlement support  
[icsinfo@uvic.ca](mailto:icsinfo@uvic.ca)

## Global Community

Social events and  
community engagement  
[gcmentor@uvic.ca](mailto:gcmentor@uvic.ca)



University  
of Victoria

International Centre  
for Students



# Working in Canada

- Definition of work
- Study permit work authorization
- Co-op and experiential learning
- Post-graduation work permit (PGWP)
- Social insurance number (SIN)



# What is work?

## Volunteer vs paid work

“Work” is defined in the Regulations as an activity for which wages are paid or commission is earned, *or* that competes with activities of Canadian citizens or permanent residents in the Canadian labour market. (IRCC)



# Study permit work authorization

To work **on campus** without a work permit, you must:

- have started your studies and
- have a valid study permit with on-campus employment remarks and
- be registered in a full-time courseload at UVic during regular academic sessions and
- have a social insurance number (SIN)

**On campus = All the buildings on the UVic campus**

Immigration, Refugees and Citizenship Canada (IRCC) – [Work on campus](#)



# Study permit work authorization

To work **off campus**, you must:

- have started your studies and
- have a valid study permit with off-campus employment remarks and
- be in a degree, diploma or certificate program of at least six months in duration and
- be registered in a full-time course load at UVic during regular academic sessions and
- have a social insurance number (SIN)



Immigration, Refugees and Citizenship Canada (IRCC) – [Work off campus](#)

# How many hours can you work off campus?

## **During regular academic sessions**

- 24 hours per week during regular academic sessions

## **During your scheduled breaks**

- Full-time during scheduled breaks if you maintain full-time status before and after the break

**UVic full-time enrolment definition** – Please watch the Academic enrolment video



# Co-op and experiential learning

- If your program at UVic includes a work component such as co-op, internship, or practicum, **even if it is unpaid**, you will need a co-op work permit.
- The co-op work permit can only be used for work that is an integral component of your program of study at UVic.
- To apply for a co-op work permit, you will need a letter from your UVic Co-op, internship, or practicum program confirming work is required for your program or course.





# Post-graduation work permit (PGWP)

## According to current Canadian immigration policy, you must:

- Complete an eligible program in Canada that's at least 8 months in length
- Maintain full-time enrolment in all regular academic sessions except for an [authorized leave of absence](#) or final term
- You must complete at least 50% of your program in-class inside Canada
- You must provide proof of language ability to meet the language requirements for the PGWP when you submit your application
- There are no field of study requirements for university graduates with a bachelor's degree, master's degree or doctoral degree
- Field of study requirements apply to graduates of certificate and diploma programs – contact us for support



# Social insurance number

- Required to receive payment for work
- You can apply online, by mail or in person to Service Canada
- Required documents:
  - Valid study permit with employment remarks or a work permit
  - Primary identification (ID)
  - Secondary piece of ID to prove your identity
  - Acceptable proof of address (for some applications)





A vibrant campus scene featuring a large tree with purple blossoms on the left, a paved walkway, and a stone fountain with water spraying upwards on the right. The background is filled with lush green trees under a clear blue sky.

Welcome to  
**UVIC**

