



WORKING IN CANADA

CAN I WORK IN CANADA?

You can work **on-campus** if you:

- Hold a valid Study Permit; and
- Are registered full-time at The University of Winnipeg.

You can work **off-campus*** if you:

- Hold a valid Study Permit;
- Are registered full-time in a program that leads to a degree, diploma or certificate; and
- Are registered in a program which is 6 months or more in length.

**ELP, Collegiate, & Visiting/Exchange students from institutions outside of Canada are not eligible to work off-campus.*

HOW MANY HOURS CAN I WORK?

On-campus: no maximum number of hours per week.

Off-campus: maximum of 20 hours/week during regular school year. *May be eligible to work full-time during regularly scheduled breaks (i.e: spring/summer term for undergraduate students) IF you are a full-time student before and after the break period.*

AM I A FULL-TIME STUDENT?

In order to be considered a full-time student, undergraduate students must be registered in a minimum of 9 credit hours per term. PACE and Graduate Students should check with their program about what constitutes full-time status.

HOW DO I GET A SOCIAL INSURANCE NUMBER?

In order to work in Canada, you need to have a valid Social Insurance Number (SIN).

If you have one of the following conditions or remarks printed on your study permit you may apply for a SIN immediately (see process A):

- *May work 20 hrs per week off-campus or full-time during regular breaks if meeting criteria outlined in section 186(v) of IRPR*
- *May accept employment on or off campus if meeting eligibility criteria as per R186(f), (v) or (w). Must cease working if no longer meeting these criteria*

If your study permit **does not** have one of the above conditions or remarks, you may need to submit a request for an amendment to your study permit before you can apply for a SIN (see process B).

If your study permit has: *This permit does not permit the holder to engage in off campus employment in Canada* OR *May accept employment on the campus of the institution at which registered in full-time studies*, written on it, you may need to apply to change the conditions of your study permit before you can apply for a SIN (see process C).

SIN Process A

STEP 1: APPLY FOR SIN

- Visit the nearest Service Canada Centre to apply for a Social Insurance Number.
- At Service Canada, present your valid Study Permit and Passport.
- If satisfied with your documentation, Service Canada should issue you a SIN on the day of application.

SIN Process B

STEP 1: APPLY FOR A STUDY PERMIT AMMENDMENT (FEE \$0)

- Download and complete the application form and document checklist (<http://www.cic.gc.ca/english/pdf/kits/forms/IMM1436E.pdf>)
- Gather supporting documents.

- See ISS's information sheet, *Amending your Study Permit* or the IRCC application guide: <http://www.cic.gc.ca/english/information/applications/guides/5218ETOC.asp>
- Submit application to IRCC.

STEP 2: APPLY FOR SIN

- Visit the nearest Service Canada Centre to apply for a Social Insurance Number.
- At Service Canada, present your amended Study Permit and Passport.
- If satisfied with your documentation, Service Canada should issue you a SIN on the day of application.

SIN Process C

STEP 1: APPLY TO CHANGE THE CONDITIONS OF YOUR STUDY PERMIT (FEE \$150)

- Follow the instructions on the ISS quick reference sheet 'Study Permit' which explains how to extend your Study Permit.
- Write and upload a **letter of explanation** with your application: *Write your own letter to IRCC explaining that you wish to change the conditions on your Study Permit so that it contains the required conditions/words regarding eligibility to work off-campus.*

STEP 2: APPLY FOR SIN

- Visit the nearest Service Canada Centre to apply for a Social Insurance Number.
- At Service Canada, present your new Study Permit with the changed conditions and your Passport.
- If satisfied with your documentation, Service Canada should issue you a SIN on the day of application.

WHERE IS SERVICE CANADA LOCATED?

Service Canada is located at: Portage Place Shopping Centre, 1st floor (past Staples, behind fountain)

HOURS: Mon - Fri, 8:30 AM – 4:00 PM

HOW CAN I GET MORE HELP?

Please contact International, Student Services: iss@uwinnipeg.ca; 204-786-9469.

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