



IMMIGRATION Canada

Applying for a Work Permit - Student Guide

- Off-Campus Work Permit
- Co-op Work Permit
- Post-Graduation Employment



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Forms:

- Application to Change Conditions, Extend my Stay or Remain in Canada (IMM 1249)
- Statutory Declaration of Common-law Union (IMM 5409)
- Off-Campus Work Permit Program – Verification Form (IMM 5581)
- Off-Campus Work Permit Program – Student Acknowledgement and Consent (IMM 5582)
- Use of a Representative (IMM 5476)
- Document Checklist (IMM 5583)
- Receipt (IMM 5401)

This application is made available free by Citizenship and Immigration Canada and is not to be sold to applicants.

Cette trousse est également disponible en français

Contact Information

Web site

For more information on the programs offered by Citizenship and Immigration Canada, visit our Web site at www.cic.gc.ca. For some types of applications you can inform us of a change of address and find out what is happening with your application through [on-line services](#) on the Web site.

Within Canada

If you are in Canada, you can also phone our **Call Centre**. An automated telephone service is available seven days a week, 24 hours a day and is easy to use if you have a touch-tone phone. You can listen to pre-recorded information on many programs, order application forms, and for some types of applications the automated service can even update you on the status of your case.

When you call, have a pen and paper ready to record the information you need. Listen carefully to the instructions and press the number for the selection you want. At any time during your call, you may press * (the star key) to repeat a message, **9** to return to the main menu, **0** to speak to an agent, or **8** to end your call. If you have a rotary phone, wait for an agent to answer your call.

If you need to speak to an agent, you must call Monday to Friday between 8 a.m. and 4 p.m. local time.

From anywhere in Canada, call

1-888-242-2100 (toll-free)

Using a text telephone?

Call our TTY service from Monday to Friday between 8 a.m. and 4 p.m. local time at: **1-888-576-8502** (toll-free).

Outside Canada

If you are outside Canada, you can contact a Canadian embassy, high commission or consulate. Consult our [Web site](#) for addresses, phone numbers and Web site addresses of our visa offices.



This is not a legal document. For legal information, refer to the *Immigration and Refugee Protection Act and Regulations* or the *Citizenship Act and Regulations*, as applicable.

This publication is available in alternative formats upon request.

Overview

This guide provides information on Canada's three student work programs:

- [Off-Campus Work Permit Program](#);
- [Co-op Work Program](#);
- [Post-Graduation Employment Program](#).

The guide also provides information on your status as an international student in Canada and the conditions and requirements of work permits. All the necessary information, instructions and application forms for you to complete and submit are included.

Note: If you hold a valid study permit, your studies should remain your primary activities during your stay in Canada.

Determining Your Eligibility Under Student Work Programs

Off-Campus Work Permit Program

To be eligible for a work permit under this program you must meet all of the following requirements.

You must:

1. Possess a **valid** study permit;
2. have studied **full-time** and maintained satisfactory academic standing in your specific program of study at a **participating institution** for **at least** six out of the twelve months preceding your application to work off campus (the six months do not have to be consecutive);
Note: Full-time status and satisfactory academic standing are determined by your institution. Ask your designated Institution Representative (DIR) to verify your eligibility.
3. have applied for the off-campus work permit program at a **participating institution**;
Note: Ask your Designated Institution Representative (DIR) to complete a **Verification Form** (IMM 5581) - see section **Completing the Forms**. For information on verification consult our **Web site**.
4. have been, and continue to be, registered as a full-time student in a program other than English or French as a second language (ESL/FSL);
5. have signed a **Student Acknowledgement and Consent Form** (IMM 5582) authorizing the disclosure of personal information between the institution, the provincial or territorial government **and** Citizenship and Immigration Canada (see section **Completing the Forms**); **and**
6. continue to fulfil the terms and conditions of your study permit and work permit, if applicable.

You are **not eligible** to apply for a work permit under this program **if** you:

- Have previously held an off-campus work permit, failed to maintain your eligibility for the program **and** failed to comply with the conditions of your work or study permit;
- Have a partial or full scholarship or award from:
 - the Canadian Commonwealth Scholarship Program funded by the Department of Foreign Affairs and International Trade (DFAIT);
 - the Government of Canada Awards Program funded by the Department of Foreign Affairs and International Trade (DFAIT);
 - the Canadian International Development Agency (CIDA);

- Are a visiting student or exchange student at a participating institution; **or**
- Are registered in programs that consist either exclusively, or primarily, of English or French as a second language (ESL/FSL).

Note: An off-campus work permit issued under this program is not interchangeable with a work permit for internships or co-op placements. However, students wishing to participate in both programs may apply for a work permit under each program, as there is no restriction on holding more than one work permit. You must pay the separate fees for each permit.

Important Information

If your status has expired or you did not respect the conditions of your previous permit, and you now require restoration of status, do not submit an application for an off-campus work permit. You are required to restore your status as a student prior to submission of this application. Should your request for restoration be approved, you may then submit this application. Submitting your off-campus work permit application prior to restoration being granted will result in delays in the processing of your work permit.

The following **examples** can help you determine if you are eligible to apply under this program.

If you....	*Then...
begin full-time studies in September and continue through to the end of February (with the exception of the Christmas break)	you are eligible to apply for a work permit in March because you will have completed 6 months of full-time study.
begin full-time studies in January through April, but are not enrolled in full-time studies during certain summer months	you are not eligible to apply for a work permit until you complete 6 months of full-time studies
begin full-time studies from the beginning of January until the end of June	you are eligible to apply for a work permit in July because you will have completed 6 months of full-time study.
begin full-time studies from January until the end of April, then take a four month summer break but resume full-time studies in September	you are eligible to apply in November because you will have completed 6 months of full-time study in total from January to April, and September to October.
are pursuing full time studies from September to December followed by a co-op work term from January to April.	** If the institution considers students on co-op work terms to have full-time status, and if you continue to comply with the institution's co-op rules you will be eligible to apply for the work permit as early as March (September to February = 6 months).

* At the time of application, you must still be enrolled in full-time studies and be in satisfactory academic standing.

** **Note:** Some institutions consider students to have “full-time” status during the “work experience” portion of their co-op program. If an institution considers a student to have “full-time” status during the “work experience” portion of the program and the student continues to comply with the institution’s co-op rules, the student will be eligible for the program. Participation in the work experience portion of the program can be included in the calculation of the six months of full-time studies.

Co-op Work Program

Work experience is a required component of some programs of study, for example co-op and internship programs.

In these cases, an open work permit can be issued with the institution listed as the employer. In cases where several work periods are necessary throughout the program, the work permit can be issued for the same period as the study permit.

To be eligible for a work permit under a co-op or internship program, the following conditions must be met:

- you must have a valid study permit (unless you are a minor high-school student who does not require a study permit);
- your intended employment must be an essential part of your program of study in Canada;
- your employment must be certified as part of the academic program by a responsible academic official of the institution;
- your co-op or internship employment cannot form more than 50 percent of the total program of study; and
- you are not a medical intern or extern, nor a resident physician (except in veterinary medicine).

Note: International students, scholars, and scientists may also obtain work permits for work related to a research, educational or training program. These work permits are issued under specific programs funded by the Canadian International Development Agency (CIDA), the International Development Research Centre of Canada (IDRC), Atomic Energy of Canada Ltd., the National Research Council of Canada (NRC), the Natural Sciences and Engineering Research Council of Canada (NSERC).

Post-Graduation Employment Program

The post-graduation employment program is designed to provide graduating students with Canadian work experience. Students may work in Canada for up to three years after graduation.

Does the length of study impact on the length of the work permit?

Yes. The work permit cannot be valid longer than the length of time the student studied. For example, students graduating from a four-year degree program might be eligible for a three year work permit. Students graduating from an eight-month certificate program would only be eligible for a work permit of eight months.

If you studied for....	Then...
less than eight months	you are not eligible for this program
less than two years but more than eight months	you may get a work permit for a period no longer than the length of time you studied (for example, if you studied for nine months, a work permit may be issued for a period of nine months)
two years or more	a work permit may be issued for three years

Who may apply for a work permit?

You may apply for a work permit if you:

- graduated from a specific program of full-time study (of at least eight months) at:
 - a public post-secondary institution; or

- a private post-secondary institution that operates under the same rules and regulations as a public institution, receives at least 50 percent of its financing for its overall operations from government (currently, only private college-level educational institutions in Quebec fit that description); or
- a Canadian private institution authorized by provincial law to confer degrees, but only if you are enrolled in one of the programs of study leading to a degree as authorized by the province and ***not in all programs of study offered by the private institution.***
- have a valid study permit when you apply for the work permit; and
- have not previously been issued a work permit for post-graduation employment following any other course of study.

Note: Distance-learning from outside Canada does not qualify for this program.

You are not eligible for the Post-Graduation Work Permit Program if you:

- study in a program that is less than eight months long;
- participate in a Canadian Commonwealth Scholarship Program funded by the Department of Foreign Affairs and International Trade (DFAIT);
- participate in a Government of Canada Awards Program funded by DFAIT;
- receive funding from the Canadian International Development Agency (CIDA);
- participate in a distance learning program; or
- have previously been issued a Post-Graduation Work Permit following any other program of study.

When do I have to submit my application?

You must submit your application for a work permit within 90 days, starting from the day when your final marks are issued, or when you receive a formal written notification of graduation from the institution, whichever comes first, indicating that you have met the requirements of your program of study. Your study permit must continue to be valid upon submission of your application for a work permit.

Note: If you have other evidence that you have successfully completed your program (such as a final transcript or a letter from the institution), you may apply for your work permit before you receive your formal notification of graduation.

Students who are already working under a work permit issued under the previous rules are eligible to apply for an extension, however the total duration of the permit including the extension should not exceed the maximum duration allowed by the new program parameters.

Working on Campus

Do students need a work permit to work on campus?

If you are a full-time student attending a university or college, you do not need a work permit when the employment offered is on the campus of the college or university where you are registered full-time, for as long as the study permit is valid.

There are some restrictions on the jobs you can take based on medical factors:

- If you have already passed an immigration medical exam, you may work in any type of job;
- If you intend to work in an occupation in which the protection of public health is essential, you must pass an immigration medical exam. (Examples of these are: workers in health services fields; teachers of primary or secondary schools or other workers coming into contact with small children; domestic workers or live-in caregivers; workers who provide in-home care).

- If you intend to work as an agricultural worker and have lived in or visited a designated country (for a list of designated countries, refer to our [Web site](#)) for more than six months within the last year, you must pass a medical exam.
- To submit to a medical exam, you must make an appointment with a Designated Medical Practitioner (DMP). Visit our [Web site](#) for the list of DMPs or contact the Call Centre to find the DMP nearest to you. Note that it may take a few weeks for your results to be available.

It is illegal to remain in Canada beyond the validity of your status in Canada.

It is illegal to work without a required work permit.

It is illegal to study without a required study permit.

After reading this instruction guide, if you believe you are eligible to apply then you should proceed as instructed below:

- Gather all the necessary documents. They are listed on the [Document Checklist, Students Applying for a Work Permit](#) (IMM 5583)
- Calculate and pay the fees.
- Photocopy the blank forms and use one as a working copy. Keep it for your records.
- Fill in the forms carefully and completely.
- Sign and date your forms.
- Mail your application to the address listed in section [Mailing Your Application](#).

Processing Times for your Application

We will review your application to determine if it is complete. If your application is not signed, or if the required fee is missing, it will be returned to you and you will have to re-apply. If other information is missing, your application may be returned or refused.

You will receive:

- your work permit; or
- a letter refusing your application; or
- notification that your application has been referred to a local Canada Immigration Centre for further assessment.

The Case Processing Centre-Vegreville (CPC-Vegreville) completes most of the applications it receives; however, a small number are referred to a local office for further clarification. If your application is referred to a local office, an officer from that office will contact you to obtain additional information or clarification. It may take up to three months for them to contact you.

Note: The Case Processing Centre receives large volumes of applications in the temporary resident categories each year. It is recommended that you apply at least 30 days before the expiry of your current document however, you may want to apply in advance of this recommended period since processing delays vary. Contact the Call Centre 1-888-242-2100 or click on the link below for current processing times.

Current processing times are updated weekly on our Web site at:
www.cic.gc.ca/english/information/times/canada/process-in.asp.

Status in Canada

Who receives temporary resident status?

All persons authorized to enter Canada who are not Canadian citizens or permanent residents are authorized to enter as temporary residents in one of the three classes: visitor, student or worker. When they enter Canada they are also given temporary resident status for a certain period of time.

How do I know the expiry date of my temporary resident status?

1. Temporary residents travelling with passports:

When you arrived in Canada and gave your passport to the officer, they authorized your stay by placing a stamp in your passport and/or issuing an additional document. Check your passport. If you find a stamp, it should look like one of these.



June 30, 1993

For example, if the officer specified a date as shown in the above illustration, your temporary resident status would expire on June 30th, 1993.

If there is no stamp, a handwritten date or document in your passport, your temporary resident status will expire **six months** from the day you arrived in Canada.

If you were given a visitor record, student or work permit, the expiry date is marked on the document.

Note: For applicants who require a temporary resident visa (TRV) to **enter** Canada: A renewal of a study permit does not affect your TRV. It is your responsibility to ensure your TRV remains valid if you wish to **re-enter** Canada. After leaving Canada, you must apply for and obtain a TRV **abroad** by applying to a Canadian visa office. (see [Application for a Temporary Resident Visa to Visit Canada](#) - IMM 5256)

2. Temporary Residents travelling without passports:

If you did not require a passport to enter Canada, your temporary resident status will expire **six months** from the day you entered Canada unless you were given **a visitor record, study or work permit**. If you were given a document, the expiry date is marked on it.

What information do I need to apply for a renewed or initial study permit?

1. Full details of the studies;
2. Proof of identity;
3. Proof of current status in Canada;
4. Evidence of how you will support yourself or be supported in Canada and how you will pay for transportation to leave Canada; such as,

- Guarantor's letter;
- Bank statement indicating name of account holder and account number; or
- Details of how you intend to leave Canada including the date, time and type of transportation.

May I leave Canada before my request for a renewed or initial study permit has been finalized?

Yes. However, if you leave temporarily and you do not have your new document before you seek to re-enter Canada, you will have to re-apply (either at the port of entry if you have the right to do so, or at a visa office outside Canada) and pay another processing fee.

May I leave, then re-enter Canada?

In order to return to Canada, you must be in possession of a valid passport or travel document. You also need to hold a valid study or work permit if you are returning to study or work in Canada.

If you are a citizen of a country that requires a temporary resident visa (TRV) to travel to Canada, you will also need to be in possession of a valid entry visa to return, unless:

- you are returning to Canada following a visit only to the United States or St-Pierre and Miquelon; and
- you return before the expiry of the period initially authorized for your entry or any extension to it, either as a visitor, student or worker.

Possession of these documents does not guarantee re-entry. All persons must establish that they meet all of the requirements of the Immigration and Refugee Protection Act and Regulations before being authorized to enter or re-enter Canada.

Note: Citizens of the U.S. do not require passports or travel documents to enter or return to Canada. Permanent residents of the U.S. do not require passports or travel documents if they are entering or returning to Canada from the U.S. or St. Pierre and Miquelon. However, both must provide documentary proof of citizenship or permanent residence such as a national identity card or an alien registration card.

Working in Canada

What is a work permit?

A written authorization to work in Canada issued by an officer to a person who is not a Canadian citizen or a permanent resident of Canada. It is required whether or not the employer is in Canada. Usually, it is valid only for a specified job and length of time. A work permit may be issued based on a labour market opinion (Service Canada confirmation) or may be issued on the basis of other requirements.

Are there any conditions on my work permit?

An officer may impose, vary or cancel conditions when issuing a work permit. These may include one or more of the following:

- the type of employment in which you may work;
- the employer for whom you may work;
- where you may work;
- how long you may continue to work.

Will I require a Social Insurance Number (SIN)?

Yes, a SIN card is necessary to work in Canada. Employers must ask to see the SIN card of all new employees as soon as they are hired. You may apply for a SIN before or within 3 days after you start to work (you must show the proof of application within three days of the start date of employment) and you may work during the waiting period.

You must obtain a SIN from Service Canada. To work on-campus, you must provide a valid study permit and an employment contract; to work off-campus, you must provide a valid off-campus work permit as Service Canada will require proof that you are eligible to work in Canada. It is recommended that you apply in person for the card and allow three weeks for processing.

Further information on the application process for a Social Insurance Number may be obtained by visiting the Service Canada [Web site](#).

When is a medical exam required?

If you are requesting a work permit to allow you to work in the field of health services or with children, you must complete and pass an immigration medical before you submit your application for a work permit. Examples of occupations in health services include hospital staff, clinical laboratory workers, patient attendants in nursing and geriatric homes, and medical students admitted to attend Canadian universities.

If you want to work in agricultural occupations, a medical exam will be needed if you have visited or lived in a designated country for six months or more. A list of designated countries can be obtained on our [Web site](#).

If you have already passed an immigration medical exam, which remains valid, or will not be working in the areas outlined above, you do not require a medical exam.

For a complete list of occupations requiring immigration medical exams, refer to our [Web site](#).

You must make your appointment with a Designated Medical Practitioner (DMP). Visit our [Web site](#) for the list of DMPs or contact the Call Centre to find the DMP nearest to you.

Note: After you have your medical exam it may take a few weeks to have your results available. Therefore, you should allow a month to pass before submitting your application to ensure your results have been received. You must submit proof that you underwent a medical exam (copy of fees paid receipt) with your application. Failure to do so may result in processing delays or your application being returned or refused.

Restoration of Status

If your status has expired or if you did not respect one of the conditions of your permit or you have worked or studied without a required permit, you have committed an offence under the *Immigration and Refugee Protection Act*. You may be subject to an admissibility hearing that could lead to removal from Canada.

If your temporary resident status has expired, do **not** apply for a work permit as you are not eligible. Your temporary resident status in Canada will have been lost, and (if applicable) your student permit will have ceased to be valid. However, if you wish to stay in Canada after your status has expired you may apply for restoration of status within 90 days of your permit expiry date or leave Canada. If you wish to apply for restoration, complete the enclosed application providing full details of how you came to commit the offence. There is no guarantee that your application will be accepted.

You may only seek restoration within 90 days after your status as a temporary resident has been lost as a result of:

- having remained in Canada longer than the period authorized for your stay (but not longer than 90 days)
- having changed employers, type of work, or location of work without applying to change these conditions if they were specified on your work permit.
- having failed to meet the initial requirements for your stay and have not failed to comply with any other conditions imposed.

If you apply for a study permit, you must pay the permit fee as well as the restoration fee when applying. Restoration applies to each family member who has lost his or her status.

An officer will evaluate your request for restoration of status and if approved will process your application for a study permit. You will then be advised of any further action to be taken.

If you are applying for an off-campus work permit see section [Off-Campus Work Permit Program](#) for more details on what restoration of status means for you.

Completing the Forms

As most of the forms are self-explanatory we have only provided supplementary instructions where required. If you need more space, attach a separate sheet of paper and indicate the letter and/or number of the question you are answering. **Your application may be returned or refused if it is not properly completed, or if all of the necessary documents have not been submitted.** Type or print clearly in black or blue ink.

You must provide truthful, accurate information. The information provided may be verified. The processing of your application may stop if you give false or misleading information. **It is an offence under section 127 of the *Immigration and Refugee Protection Act* to knowingly make a false statement on this form.**

Family members who are applying together

Each member of your immediate family (spouse or common-law partner, dependent children) who wishes to remain longer, study or work in Canada must apply for permission to do so. If you all apply at the same time for an extension, each person will **not** have to submit a separate application form. Instead, fill in one form including your details and those of your immediate family. All appropriate documentation and the required fee for each person must also be included.

Application to Change Conditions, Extend My Stay or Remain in Canada (IMM 1249)

If you know your client ID number print it in the space provided.

“I am applying for”:

Indicate that you are applying for an initial work permit by ticking the appropriate box. If you require more than one service and you are using only one application, tick the boxes that correspond to each of the services you require. For example, if you are applying for a renewal of your study permit and for a new work permit, tick boxes “B” and “C”, and include the required documentation and fees.

This form is designed for multiple purposes, if a question does not apply to your request, indicate N/A for not applicable.

A – Personal Information

Surname (Family name) and given name(s)

Print all names as they appear on your passport or identity document. Do not use initials.

Other names

Print all names you have ever used, including different spellings of your name. Explain what these names are, e.g., ‘Maggie’ (nickname), ‘Smith’ (birth name/maiden name), ‘Leroux’ (former married name).

Citizenship

If you are a citizen of more than one country, enter the names of all countries.

Passport number

If you did not use a passport to enter Canada, indicate the type and number of other travel or identity documents you used to enter Canada. **Passports and travel documents must be valid for the duration of your stay.**

Country of last permanent residence

Regardless of the time you may have resided in a country, if your status was of a temporary nature (foreign student, guest worker, etc.) it is not your country of last permanent residence. If your country of last permanent residence is the country where you were born, put an “x” in the box “since birth”. Otherwise put an “x” in “since” and print the year that you moved to that country.

Addresses

Provide your current mailing address in Canada. All correspondence will be sent to this address

Note: If you wish to authorize a Canadian representative to receive correspondence concerning your application, indicate their address in this box and on the form *Use of a Representative (IMM 5476)*

Telephone number for messages

If you have access to a telephone where a message can be left for you, print the number here.

B – My Family Members

You must give information about your family members. Family members are your spouse or common-law partner, your own dependent children or those of your spouse or common-law partner and the dependent children of dependent children. A common-law partner is a person of the opposite or same sex who is currently cohabiting and has cohabited in a conjugal relationship with you for a period of at least one year.

Your family member will be considered your dependent child if that child:

- A. is under the age of 22 and single, i.e. not married and not in a common-law relationship; **or**
- B. married or entered into a common-law relationship before the age of 22 and, since becoming a spouse or a common-law partner, has
 - been continuously enrolled and in attendance as a full-time student in a post-secondary institution accredited by the relevant government authority **and**
 - depended substantially on the financial support of a parent; **or**is 22 years of age or older and, since before the age of 22, has
 - been continuously enrolled and in attendance as a full-time student in a post-secondary institution accredited by the relevant government authority **and**
 - depended substantially on the financial support of a parent; **or**
- C. is 22 years of age or older, has depended substantially on the financial support of a parent since before the age of 22 and is unable to provide for him/herself due to a medical condition.

Children included in the application must meet the definition of “dependent children” both at the time the application is made and, without taking into account whether they have attained 22 years of age, at the time the visa is issued to them.

Include them on your application by providing their names and other information in the appropriate space on the application form. Indicate if your family members are currently in Canada.

Important: In order to benefit from provisions outlined in the *Immigration and Refugee Protection Act and Regulations* for spouses or common-law partners of workers or students, you must provide proof of your relationship and status in Canada. You must provide a marriage certificate and birth certificates for any accompanying family members. If you are in a common-law relationship and your common-law spouse will accompany you to Canada, you must complete the enclosed form, *Statutory Declaration of Common-Law Union* (IMM 5409). Also provide evidence outlined on the form to support your relationship.

For each family member print:

Surname (Family name) and given name(s)

Print all names as they appear on the passport or identity document. Do not use initials.

Relationship

Print the person's relationship to you - husband, wife, son or daughter.

Passport and expiry date

If it was not a passport which was used to enter Canada, indicate the type and number of other travel or identity documents used. Passports and travel documents must be valid.

C – Coming Into Canada

This information will assist us in retrieving your previous records.

D – My Request

Box 10

You must explain why you wish an extension and/or a change of conditions for yourself or your family members.

If you are a temporary resident permit (TRP) holder you must inform us of any change to your personal circumstances. You must also inform us if any of the reasons you were originally issued a permit change after it is issued. For example, if you applied unsuccessfully for an immigrant visa to live with a family member (sponsor) in Canada, are you still living with your sponsor? Or, have you been convicted of an offence since you first received your permit?

If your temporary resident status has expired and you wish consideration for restoration, explain the reasons for this.

If you are applying for a work permit, check off "Change conditions" if your study permit prohibits you from working, or indicate "N/A" if the question does not apply to your request.

Box 11

Provide details of how you will support yourself and your family members while in Canada and how you will pay for transportation to leave Canada.

Provide specifics on 'Other' sources of support (employment income/employer).

If a relative or friend will provide support include their name, address and the relationship to you.

E – Additional Information

Box 12

If you or your family members remained beyond the validity of your status, attended school without permission or worked without permission, give **full details** and circumstances concerning the situation(s).

Box 13

Indicate if you or any of your family members in Canada have ever been convicted of, or charged with a crime or offence in any country. If convicted, indicate whether a pardon has been granted.

Box 14

Indicate if you or any of your family members have suffered from any serious mental or physical illness. If so, provide full details.

G – Declaration Of Applicant

You must sign and date the application. Failure to do so will result in it being returned to you.

We suggest that you retain photocopies of your application and supporting documentation for your records.

Verification Form (for the Off-Campus Work Permit Program) (IMM 5581)

This form must be completed by yourself and your DIR and included with your work permit application package; the DIR keeps a copy. You must complete section **A. Student Information**. The DIR must complete section **B. Institution Verification** (i.e., must indicate whether you are academically eligible for the program - studying full-time and maintaining satisfactory academic standing). Refer to the **Verification Form** for the complete instructions.

Note: The Verification Form is valid for two months. If, within two months from receiving your Verification Form completed and signed by the DIR, you have not applied for a work permit, you must return this form to your DIR in order to withdraw your name from the annual verification process. If you wish to apply for an off-campus work permit at a later date, you must request the DIR to complete another form.

Student Acknowledgement and Consent Form (for the Off-Campus Work Permit Program) (IMM 5582)

By signing this document you acknowledge that you have read and understood the international student work permit guide and conditions, and are willing to accept the responsibilities associated with this program. You must include a copy of this form with your application; the DIR keeps the original.

Use of a Representative (IMM 5476)

Complete this form if you are appointing a representative.

If you have dependent children aged 18 years or older, they are required to complete their own copy of this form if a representative is also conducting business on their behalf.

A **representative** is someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada. When you appoint a representative, you also authorize CIC to share information from your case file to this person.

You are not obliged to hire a representative. We treat everyone equally, whether they use the services of a representative or not. If you choose to hire a representative, your application will not be given special attention nor can you expect faster processing or a more favourable outcome.

The representative you appoint is authorized to represent you only on matters related to the application you submit with this form. You can appoint only **one** representative for each application you submit.

There are two types of representatives:

Unpaid representatives

- friends and family members who do not charge a fee for their advice and services
- organizations that do not charge a fee for providing immigration advice or assistance (such as a non-governmental or religious organization)
- consultants, lawyers and Québec notaries who do not, and will not, charge a fee to represent you

Paid representatives

If you want us to conduct business with a representative who is, or will be charging a fee to represent you, he or she must be authorized. Authorized representatives are:

- immigration consultants who are members in good standing of the Canadian Society of Immigration Consultants (CSIC)
- lawyers who are members in good standing of a Canadian provincial or territorial law society and students-at-law under their supervision
- notaries who are members in good standing of the *Chambre des notaires du Québec* and students-at-law under their supervision

If you appoint a paid representative who is not a member of one of these designated bodies, your application will be returned. For more information on using a representative, visit our [Web site](#).

Section B.

5. Your representative's full name

If your representative is a member of CSIC, a law society or the *Chambre des notaires du Québec*, print his or her name as it appears on the organization's membership list.

8. Your representative's declaration

Your representative must sign to accept responsibility for conducting business on your behalf.

Section D.

10. Your declaration

By signing, you authorize us to complete your request for yourself and your dependent children under 18 years of age. If your spouse or common-law partner is included in this request, he or she must sign in the box provided.

Release of information to other individuals

To authorize CIC to release information from your case file to someone other than a representative, you will need to complete form *Authority to Release Personal Information to a Designated Individual* (IMM 5475)

which is available on our Web site at www.cic.gc.ca/english/information/applications/release-info.asp and from Canadian embassies, high commissions and consulates abroad.

The person you designate will be able to obtain information on your case file, such as the status of your application. However, he or she will **not** be able to conduct business on your behalf with CIC.

You must notify us if your representative's contact information changes or if you cancel the appointment of a representative.

Document Checklist - Students Applying for a Work Permit (IMM 5583)

Use the *Document Checklist* to make sure you are attaching all the required documents to your application. Include the checklist with your application.

Paying the Fees

Required Fees

You must pay a processing fee for each service that you require and all fees must be submitted with your application. If you apply for more than one service on a single application you must add up the fees for each service and submit the total of the fees with your application.

Use this chart to calculate the fees required for the service(s) you are applying for.

Note: It is not necessary to make a separate application for an extension of temporary resident status when you apply for a work or study permit. The officer will issue all the necessary documentation with the one application

Note: There is no fee for the Co-op Work Program.

Use this chart to calculate the fees required for the service(s) you are requesting.

	SERVICES	Number of Persons	Amount per person	Amount Due
	Renewed or Initial Work Permit (for any program)		x \$150	
	Restoration of Temporary Status (due to loss of status as a student)		x \$200	
	Renewal of Study Permit		x \$125	
			Total	\$

Make sure that you are eligible before you pay your fees and that you provide all the information requested before you submit the application. **The processing fee will not be refunded**, regardless of the final decision once the Case Processing Centre has started processing the application. For example, if your study permit has expired and you incorrectly apply for an extension of study permit, no refund for the extension will be provided and you will be asked to provide a second fee for the restoration.

Note: If you are out of status, you must pay the study permit fee as well as the restoration fee when applying. Restoration applies to each person who has lost his or her status.

A determination that you are not eligible is considered as “processing” and the fee will not be refunded. If you apply again, you will have to pay another processing fee.

How to pay your fees

You have the option of paying your fees on our Web site or at a financial institution.

Option 1. Payment of fees on our Web site

To use this option, you need a credit card and access to a computer with a printer.

Go to our Web site at www.cic.gc.ca and select “**On-Line Services**” from the menu bar at the top, then “**Payment of fees through the Internet**”.

Once you have paid the fees, you must print the official receipt and fill out by hand the “Payer Information” section. Attach the bottom portion (copy 2) of this receipt to your completed application.

Option 2. Payment of fees at a financial institution

STEP 1. Fill in the total

Enter the “Amount payable” you have calculated at the bottom of the *Receipt* (IMM 5401).

Photocopies of the receipt are not accepted. If you need an original receipt, you can order it from our [Web site](#) or contact the Call Centre.

STEP 2. Complete the “Payer Information” sections on the back of the receipt

If you already know the Client ID assigned to you, enter the number in the box provided. If you do not know your Client ID, leave that box empty.

STEP 3. Go to a financial institution and make the payment

Bring the receipt with you. A financial institution representative will tell you which forms of payment are acceptable. There is no charge for the service.

STEP 4. Send your receipt

Attach the middle portion (Copy 2) of the receipt to your completed application. Keep the top portion (Copy 1) for your files.

Do not include any other type of payment with your application.

Incorrect payments

If you have sent insufficient fees or incorrect form of payment, we will return your application with instructions. You must then pay the additional fees and mail everything back to us. This will delay the processing of your application. If you have overpaid, we will refund the overpayment. We will issue a cheque as soon as possible.

Refunds

To obtain a refund, you need to send a written request to withdraw your application to the processing centre at CPC Vegreville, 6212 - 55th Avenue, Vegreville AB T9C 1W5.

The **processing fee** is only refundable if we receive your request **before** processing has begun. Once we have started to process your application, there will be no refunds **regardless of the final decision.**

We will issue the refund to the person indicated on the “Payer Information” section of the receipt. If there is no name indicated on the receipt, we will send the refund to you.

Mailing Your Application

If you are applying under the following programs:

- Off-Campus Program
- Post-Graduation Employment Program
- Co-Op Program

And if family members are applying to extend their stay, study or work in Canada; **include all applications in the same envelope.**

Put all the completed forms, supporting documents and fee payment receipt in a large envelope.

Address the envelope to:

**Citizenship and Immigration - Work Permit
Case Processing Centre
6212 - 55th Avenue, Unit 777
Vegreville AB
T9C 1X6**

Write your name and address at the top left-hand corner of the envelope.

Have the post office weigh your envelope to ensure you put sufficient postage on it.

What Happens Next?

After sending your application, you do not need to take further action unless you are informed otherwise. The following situations may arise:

Your application is approved:

You will receive a work permit indicating the conditions of work.

See [Additional Steps for the Off-Campus Work Permit Program](#) (below) for students who applied for an off-campus work permit.

Your application is refused:

You will receive a letter of refusal. In this case you can only stay in Canada until the expiry date of your current temporary resident status.

Your application is referred to a local office:

You will receive a notification that your application was referred to a local office for further assessment and you will subsequently be contacted by this office.

If you applied for restoration of temporary resident status:

You will receive a letter advising you of the decision, and providing you with instructions.

Your responsibilities

Once you receive a work permit you must respect the conditions of the work permit and continue to meet the eligibility requirements of your Student Work Program.

Note: Failure to comply with the terms and conditions of the work or study permit or with the requirements of the *Immigration and Refugee Protection Act and Regulations* may result in enforcement action by the Canada Border Services Agency, and negatively affect other future applications you make under the *Immigration and Refugee Protection Act*.

Note: If you move before your application has been processed, you must advise us of your new address by contacting the [Call Centre](#).

Additional Steps for the Off-Campus Work Permit Program

Conditions of the Work Permit

Your work permit will be issued up to the maximum duration of your study permit. You will be entitled to work:

- up to 20 hours per week during any academic sessions (including summer if studying during that period of time);
- full time during scheduled breaks (for example, during winter and summer holidays, reading week).

Your Responsibilities

If at any time you become ineligible for the program, you should:

- inform your employer that you are no longer authorized to work, **and**
- surrender your work permit. Contact the Call Centre or visit our [Web site](#) for more information.

You may then re-apply at a later date (at least six months later) when you meet the eligibility requirements again.

Transferring from one institution to another

If you have studied at two participating institutions during the past two sessions, you must request that the DIR at the institution where you are enrolled at the time of application completes the [Verification Form](#) (IMM 5581) based on your status and academic standing at both institutions.

Transfer of Verification

If you transfer from one participating institution to another, you must notify the DIR at your new institution that you are participating in the Off-Campus Work Program. It is your responsibility to request that the copy of your [Verification Form](#) (IMM 5581), along with your original [Acknowledgement and Consent Form](#) (IMM 5582), be sent from your former institution to your new institution.

The DIR at the new institution will then be responsible for the annual verification of your academic eligibility. It is your responsibility to ensure that your DIR has obtained a copy of your [Verification Form](#) (IMM 5581) and [Acknowledgement and Consent Form](#) (IMM 5582) from your former institution.

If at any time you are unsure whether you continue to be eligible for your off-campus work permit, you may request that the DIR check that you meet the eligibility criteria. It is your responsibility to surrender your work permit when you have become ineligible for the off-campus program to ensure that you will not be found non-compliant.

Revoking Your Consent to Release of Information

Students who were issued a [Verification Form](#) **but who did not receive or apply for a work permit** under the Program can revoke their consent to release information (signed on the Student [Acknowledgement and Consent Form](#)).

- If you were refused an off-campus work permit, you must provide the DIR with a copy of your letter of refusal and a completed [Use of a Representative form](#) (IMM 5476) that will allow the DIR to notify CIC of your request for revocation and of your consent.
- If you were issued a [Verification form](#) but did not apply for an off-campus work permit, you must provide the DIR with a completed [Use of Representative form](#) (IMM 5476) that will allow the DIR to notify CIC of your request for revocation of their consent, and the original copy of the [Verification](#) form that was issued to you. You must also provide the DIR with a note that indicates the reason for not applying for an off-campus work permit.