



DOUGLASCOLLEGE

# Understanding Work Eligibility



Douglas International

## International Student Advising Specialist (ISASs)

- We advise on issues/questions around Study Permit (i.e. work eligibility, study permit extension, spousal work permit, Post-graduation work permit...).
- We are NOT able to advise on your PR options.

- There will be a lot of information discussed today, so buckle in for a long ride.

## Disclaimer:

- This is not a legal document, and **information in this presentation may change**
- Always consult the Government website for information on immigration
- This presentation is for Douglas College students
- Some rules do not apply to those who are outside Canada

**Maintaining your status in Canada and being compliant with rules is YOUR responsibility**

- IRCC: Immigration, Refugees and Citizenship Canada
- SP: study permit
- FT: Full-time
- PT: Part-time
- PGWP: Post-Graduation Work Permit
- WP: Work Permit
- DC: Douglas College
- SIN: Social Insurance Number
- LOA: Letter of Acceptance

- Important documents for legal work
- Enrollment status and work
- On-Campus Work
- Off-Campus Work
- Co-op program
- Post-Graduation
- Volunteer Opportunities
- Q&A (not recorded)

# What documents do I need to work in Canada?

✓ **Study permit with a condition that allows you to work**

The conditions are usually listed under Remarks or Conditions sections at the bottom

Immigration, Refugees and Citizenship Canada / Immigration, Réfugiés et Citoyenneté Canada

PROTECTED WHEN COMPLETED / PROTÉGÉ UNE FOIS REMPLI - B

**CANADA**

Application Number (starts with "S")

Document Number (starts with "F")

Your name and Address

Application/Demande: S- [REDACTED]

UCI/UC: 11- [REDACTED]

**STUDY PERMIT/PERMIS D'ÉTUDES**

**CLIENT INFORMATION/INFORMATION DU CLIENT**

Family Name/Nom de Famille: [REDACTED]

Given Name(s)/Prénom(s): [REDACTED]

Date of Birth/Date de naissance: [REDACTED] (yyyy/mm/dd - aaaa/mm/jj)

Sex/Sexe: [REDACTED]

Country of Birth/Pays de naissance: [REDACTED]

Country of Citizenship/Citoyen de: [REDACTED]

Travel Doc No./N° du document de voyage: [REDACTED] PASSPORT

**ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE**

Date Issued/Déjà le: 2018/09/07 (yyyy/mm/dd - aaaa/mm/jj)

Expiry Date/Date d'expiration: 2019/08/31 (yyyy/mm/dd - aaaa/mm/jj)

Case Type/Genre de cas: 30

Institution Name/Nom de l'institution: DESIGNATED LEARNING INST-BO

Field of Study/Domaine d'études: SCIENCES, GENERAL

In Force From/En vigueur le: 2018/09/07 (yyyy/mm/dd - aaaa/mm/jj)

**Conditions:**

1. NOT AUTHORIZED TO WORK IN CHILDCARE, PRIMARY/ SERVICE FIELD OCCUPATIONS.

2. NOT AUTHORIZED TO WORK IN AGRICULTURAL OCCUPATIONS.

3. MUST LEAVE CANADA BY 2019/08/31

4. NOT VALID FOR EMPLOYMENT IN BUSINESSES RELATED TO THE SEX TRADE SUCH AS STRIP CLUBS, MASSAGE PARLOURS OR ESCORT SERVICES.

5. MAY ACCEPT EMPLOYMENT ON OR OFF CAMPUS IF MEETING ELIGIBILITY CRITERIA AS PER R183(F), (V) OR (W). MUST CEASE WORKING IF NO LONGER MEETING THESE CRITERIA.

**Remarks/Observations:**

TEMPORARY RESIDENT STATUS MAINTAINED AS PER R183(6). MUST UNDERGO IMMIGRATION MEDICAL WITHIN 30 DAYS. FORMS HAVE BEEN MAILED SEPARATELY.

\*\*\*THIS DOES NOT AUTHORIZE RE-ENTRY/CECI N'AUTORISE PAS LA RÉ-ENTRÉE\*\*\*

THIS FORM HAS BEEN ESTABLISHED BY THE MINISTER OF IMMIGRATION, REFUGEES AND CITIZENSHIP. THIS DOCUMENT IS THE PROPERTY OF THE GOVERNMENT OF CANADA. FORMULAIRE ÉTABLI PAR LE MINISTRE DE L'IMMIGRATION, RÉFUGIÉS ET CITOYENNETÉ - LE PRÉSENT DOCUMENT EST LA PROPRIÉTÉ DU GOUVERNEMENT DU CANADA

BM 1442B (06-2012) Canada

This means Study Permit itself is not a permission to cross the border. You need either TRV or eTA to enter Canada.

## Conditions and remarks

You must have one of the following conditions or remarks printed on your study permit in order to apply for a SIN at Service Canada:

- *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 these indications or prohibits you from working as an academic student, you should apply for an update. Please talk to an advisor at International office to discuss your situation.

# What documents do I need to work in Canada?

## ✓ Social Insurance Number (SIN)

- SIN is nine-digit number for tax purpose that you need to work in Canada legally.
- **SIN itself is NOT a permission for you to work in Canada.**
- Apply online on Service Canada website and upload your study permit copy.

SIN Confirmation Page 1 of 1

**Service Canada** Canada

Date: 09-FEB-2015 Protected B

**Social Insurance Number (SIN):**  
[REDACTED]

**Names on the SIN record**

First Name: [REDACTED]  
Middle Name(s): [REDACTED]  
Family Name(s): [REDACTED]

Address: [REDACTED]

**Protect your SIN; it is confidential**  
Keep all documents containing your SIN in a safe place.

**Use of your SIN**  
You are required to provide your SIN to your employer within three days after the day you receive it. Also, some programs and/or services authenticate a person's identity using data on the SIN record; ensure you are using the names as shown above.

**If your SIN begins with the number 9**  
You must present a valid proof of authorization to work in Canada to your employer. Your SIN record must always be updated to reflect the most recent expiry date.

**For more information, visit our Web site:**  
[www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)

**EXAMPLE ONLY**



# Enrollment - What is considered as FT at DC?

- Each institution defines FT, PT, and scheduled breaks.
- For the purpose of work in Canada, DC students need to register for 9 credits or more throughout a semester to be considered as FT.
- If you register less than 9 credits, you are a PT student.
- Students who withdraw from courses will not be counted as FT students from the moment enrolled in less than 9 credits.
- The courses with W, UN, UNW, FD, and AUD grades will not be counted towards the FT course load.
- Certificate/PDD students need to be registered in **at least 9 credits in each semester (except the final semester).**
- Some programs have different program requirements.

It is **your** responsibility to understand and maintain full-time status if you want to work on and/or off campus in Canada.

- Consider:
  - Pre-requisites & grades
  - Course availability/offering
  - Program length
- Resources:
  - Use the [course scheduling tool](#) to plan your schedule before you register
  - See an [academic advisor](#) to discuss your academic plans
  - Keep note of [dates and deadlines](#)
  - Visit the [Learning Centre](#) for academic help

## Eligibility Requirements:

- Have a valid study permit with one of the following conditions or remarks:
  - 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.
  - This permit does not authorize the holder to engage in off campus employment in Canada. **May accept employment only on campus** if meeting eligibility criteria as per R186(f). Must cease working if no longer meeting these criteria.
- Be a FT student
- Have a valid SIN

# On-Campus Work – where?

- ✓ On-campus work is an employment opportunity within the boundaries of the campus (i.e. bookstore, offices, or cafeteria)
- ✓ **ELLA and Academic Foundation students** can work on the campus where they are studying FT
- ✓ There is no IRCC rule restricting on hours working on-campus
- ✓ You may hold an **on-campus job AND an off-campus job** as long as you are eligible to work on and off-campus.
- ✓ You **must** stop working on the day you are no longer studying FT or when your SP expires

## How to Apply:

- Where to find on-campus student assistant job postings:
    - Douglas College HR page: <https://www.douglascollegcareers.ca/>
    - Douglas College Career Hub: <https://mycareer.douglascollege.ca/home.htm>
  - Create your account to use the online employment system
  - Apply for the job that you are interested in – You need a resume, cover letter, and references
- Use the Career Centre for support**

## Eligibility Requirements:

- Have a valid SP with one of the conditions/remarks that allow you to work off-campus
- Have a valid SIN
- Be a FT student in an academic program that leads to a degree, diploma or certificate – **No ELLA or Academic Foundation students**
- Started studying in a program that is at least 6 months in duration

→ Use the [self-assessment tool](#) to see if you are eligible to work off campus without a WP

If you are eligible, your study permit allows you to:

- Work up to **20 hours per week** during **academic sessions**
- Work full-time (more than 20 hours) during a Summer semester regardless of your course load - if you are in the program that is eligible to make a Summer semester as a regularly schedule break
- Work full-time during regularly scheduled breaks
- Failure to abide by conditions can result in ineligibility for work or study permits in the future (six-month ban R221 or inadmissibility) or deportation...

Not sure if you (and your program) are eligible for a Summer break?

Check out Douglas College website: <https://www.douglascollege.ca/international-students/current-international-students/enrollment-status>

# What is a “regularly scheduled break”?

- Breaks that are part of the DC [academic calendar](#)
- Varies depending on your program and registration status
- To work during a scheduled break, must be FT **before AND after** your scheduled break
  
- Breaks between two semesters (after the **last day of exam period** to the first day of the next semester)
- Study break in February (1 week)
- Summer semester (from the first day of classes to the day before the first day of classes of the Fall semester)
  - Only if you and your program are eligible for Summer break
  - If a Summer semester is your first/last semester, it is NOT a scheduled break



## Students cannot create their own schedule break.

Generally, if students do not register into classes in the Fall or Winter semester, it may have consequences like:

- Not being eligible to work:
  1. Until become FT again
  2. During regularly schedule breaks
  3. In the last semester being PT
  4. While waiting for the process of your PGWP application
- Possible PGWP refusal
- DC has to report students' registration status to IRCC in Winter and Fall – so IRCC will know

Need to take a semester off in Winter or Fall? → Talk to advisors

- In a program eligible for Summer break
  - FT in Winter and Fall
  - Meet other eligibility criteria to work off-campus
- Able to work FT in Summer while enrolled with no course/PT/FT
- But, remember? If the summer is your 1<sup>st</sup> semester, it is not a break.

# How many hours can I work?

If you meet all the eligibility requirements:

- On-campus work → FT
- Regular semester → 20 hrs/week
- Scheduled break → FT
- Program with no Summer break → 20 hrs/week

How many hours is FT work?

→ No set hours by IRCC

Can I work for more than one employer?

→ Yes, as long as you do not exceed the max hours

If you maintained FT status during your program,  
You may work **PT** off-campus [in your final semester](#),  
regardless of the number credit you are registered.

- With less than 9 credits, you are a PT student, but you can still work PT off-campus in the final semester
- **NO, you cannot work FT in your last semester.** I don't know where the rumor started.

Students who:

- Completed a program of study, **and**
- Start a new program after a semester break  
may work off campus FT during the semester break

if you:

- Have a valid SP or applied for SP extension
- Meet the eligibility criteria to work off campus [[R186\(v\)](#)]
- Received an LOA for the 2<sup>nd</sup> program
- Received a graduation letter from DC Grad office

Source: <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/campus-work.html#off-campus>

## Why Co-op? :

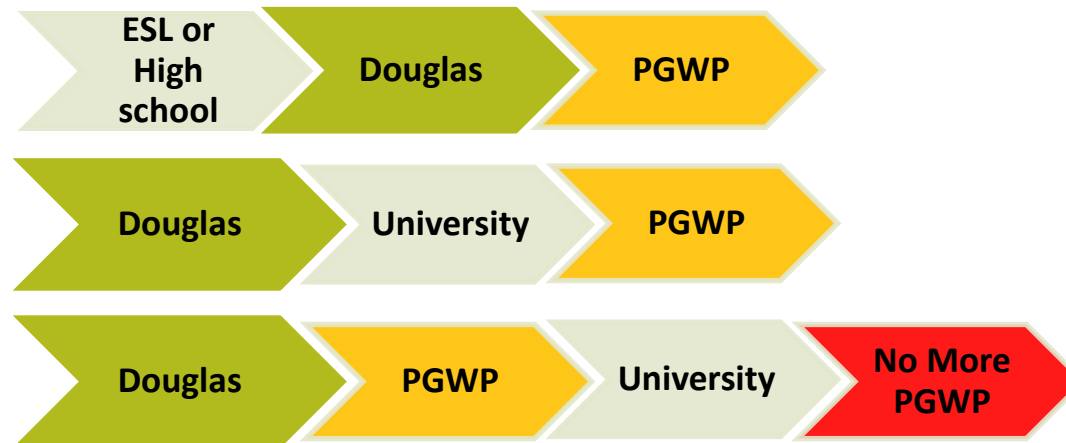
- You will gain Canadian full-time work experience while being international students
- Paid job at well-known companies – it will look great on your resume!
- You are able to get assistance from Career Centre on interview skills and resume writing etc
- **Joining Co-op does not negatively impact your PGWP eligibility.**

For the list of eligible programs and signing-up for Info session, go to: <https://www.douglascollege.ca/student-services/career-centre/co-op>

# Post-Graduation Work Permit (PGWP)

The Post-Graduation Work Permit is a **ONE time privilege** for international students who graduate from certain Canadian post-secondary institutions and meet all the requirements

Be aware of the [eligibility requirements](#) from the beginning!



**For more information, come to the PGWP Basics Workshop**

Friday, July 23<sup>rd</sup>, 3:30pm – 5:00pm

- [Volunteer work](#) is not paid
- Volunteer experience can help you to get a reference and/or a job in the future
- Gain experience by helping out at events or non-profit organizations
- **CAUTION!** Even though you are not being paid, you might still be doing work:
  - What is considered work?: <http://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=1288&top=17>
  - What is work?: <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/foreign-workers/what-is-work.html>



# Volunteer Opportunities

- **On Campus** – New student orientation, various fairs, and special events
  - [DSU Crew](#)
  - [Student Life](#)
- **Off-Campus** – Various positions at non-profit organizations and charities, and community and fundraising events, museums, art gallery, Vancouver Aquarium, Science World, etc...



- You are all special and unique!
- Everyone's case is different, even if you think your situation is the same as your friend!
- It is your responsibility to look for information.
- We are here to help!

Drop-in Zoom advising: <https://www.douglascollege.ca/international-students/current-international-students/advising-services>

You can reach us by email: [dciadvising@douglascollege.ca](mailto:dciadvising@douglascollege.ca)  
(Please include your full name and student ID)



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THANK YOU

[douglascollege.ca](http://douglascollege.ca)

