



DOUGLAS COLLEGE

Immigration 101



Douglas College International

Fall 2021

August 6, 2021

International Student Advising Specialist

(Regulated Canada Immigration Consultant)

- Accredited to advise on issues/questions around **Temporary residence** in Canada (i.e work eligibility, study permit extension, spousal work permit, Post-graduation work permit...)
- But, we are not able to advice on your **Permanent Residency** (PR) options



Why are we doing this workshop?

- To give you an overview of what you need to know.
- As an international student in Canada, it is **YOUR** responsibility to follow your study permit conditions and maintain your student status.
- It may be complicated, and we are here to help!
- There are resources available for you!



Agenda

- How to be in good standing with immigration and your academics
 - Study Permit vs. TRV & eTA
 - Working while studying
 - Breaks
- and...Lots of “what-if” scenarios
- Q&A

Please wait until the Q&A section to ask your questions. 😊

TRV & eTA – “ticket” to Canada

Depending on the passport you hold, you have a **Temporary Resident Visa (TRV)** or **Electronic Travel Authorization (eTA)**.

This is a permission to seek entry to Canada. As long as you have a valid Study Permit and you are not crossing the border, **TRV/eTA can be expired**.

Temporary Resident Visa (TRV)



Electronic Travel Authorization (eTA)

Summary of documents issued

Document type	Validity
Permit - SP-EXT / Permis - PE-PROR	2021/07/31
eTA	2023/12/10

Canada

IMM 5660 (10-2017) E GCMS

TRV & eTA

	Temporary Resident Visa (TRV)	Electronic Travel Authorization (eTA)
Alias	Entry Visa	N/A
When is issued?	Issued with the initial study permit approval	Issued with the initial study permit approval
Where to find?	In your passport, the sticker	Invisible - Linked electronically to the passport used for study permit application
When is the expiry?	The same expiry date as your initial study permit (you can find the date on the sticker)	Valid for 5 years or until your passport expires (date on your study permit approval letter)
When to extend?	Apply for an extension after your study permit is extended	Automatically extended when your study permit is extended

What is this document?

CANADA
Citizenship and Immigration Canada / Citoyenneté et Immigration Canada
PROTECTED WHEN COMPLETED / PROTÉGÉ LORSQU'IL EST REMPLI - B

SCARBOROUGH ON CANADA
Application/Demande: S
UCRUC:

STUDY PERMIT/PERMIS D'ÉTUDES

CLIENT INFORMATION/INFORMATION DU CLIENT

Family Name/Nom de Famille:
Given Name(s)/Prénom(s):
Date of Birth/Date de naissance: (yyyy/mm/dd - aaaa/mm/dd)
Sex/Sexe: FEMALE
Country of Birth/Pays de naissance: CHINA, PEOPLE'S REPUBLIC OF
Country of Citizenship/Citoyen de: CHINA, PEOPLE'S REPUBLIC OF
Travel Doc No./N° du document de voyage: PASSPORT

ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE

Date Issued/Délivré le: 2013/05/07 (yyyy/mm/dd - aaaa/mm/dd)
Expiry Date/Date d'expiration: 2017/07/30 (yyyy/mm/dd - aaaa/mm/dd)
Case Type/Genre de cas: 30
Institution Name/Nom de l'institution: OTHER UNIVERSITY ONT.
Field of Study/Domaine d'études: ANY POST SECONDARY
In Force From/En vigueur le: 2013/05/07 (yyyy/mm/dd - aaaa/mm/dd)

Conditions:
1. MAY ACCEPT EMPLOYMENT ON THE CAMPUS OF THE INSTITUTION AT WHICH REGISTERED IN FULL-TIME STUDIES.
2. MUST LEAVE CANADA BY:

Remarks/Observations:

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

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

NOI 1462 (06/2012)
©-en-009

Canada

This is a **Study Permit**.

Study permit is a document issued by IRCC (Immigration, Refugees and Citizenship Canada) that allows foreign nationals (YOU) to stay and study at designated learning institutions (i.e. Douglas College) in Canada.

Study Permit – What to look for?

Application Number (starts with "S")

Document Number (starts with "F")

UCI or Client ID (either 8 or 10 digits)
You will use the same UCI forever

Expiry Date of your study permit

Conditions of you have to follow (this varies depending on your circumstance)

Remarks of your study permit (this varies depending on your circumstance)

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

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 R186(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

Your Study Permit indicates the **conditions** you need to follow.

It is **YOUR** responsibility to ensure that your study permit is **valid** at all times!

- May work 20 hrs per week off-campus or full-time during regular breaks if meeting criteria outlined in section 186(v) of IRPR.

or

- 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.

Study Permit Expiry and Extension



- Mark your calendars!

Make sure you extend your study permit
BEFORE
your document becomes invalid!

How long before expiry?
Extend your study permit **90** days in advance!

What if...?

My study permit expires before I finish my program?

→ Apply for SP extension

When?

→ Start the process 90 days before the expiry

Maintained Status

- Pro tip:

If you submit your extension application **before** your current study permit expires + you stay in Canada, you have **maintained status** and **can** continue study/work under the conditions of your previous permit.

Out of Status

- If you do not apply for extension of your study permit for any reasons and wait until after your document expires, you will be **“out of status”** and need to **“restore it”** or gain it back.

There is no guarantee that your status will be restored!

What if...?

My study permit has expired, but I only have my final exams left, so I won't extend my study permit.

Is this okay?

→ Oh no...You will be **OUT OF STATUS....**



- If you do not submit your extension application before the expiry date, you are **OUT OF STATUS, meaning you are overstaying. You cannot study/work while you are out of status.**
- If you are out of status, please contact the International office **AS SOON AS POSSIBLE!**

Required Documents

I am ready to extend my study permit. What do I need from Douglas College International Office?

- A confirmation of enrollment letter (COE) or Letter of Acceptance (LOA) if pursuing a 2nd program
- Official Transcripts
- **And a lot more** information and personal documents.
 - You can request your letter as early as 90 days before your study permit expires
 - We have a study permit extension how-to guide available for you 😊

Working While Studying



Your main job/occupation is to be a STUDENT in Canada!

Even if you have the privilege of working.

Beware of Conditions of your Study Permit !



May not appear on your study permit document!

- If you don't meet these conditions, you may lose your student status and study permit. You may also have to leave Canada.

You must:

- be enrolled at a designated learning institution (DLI)
- **show you're actively pursuing your studies by:**
 - being enrolled full-time or part-time during each academic semester (excluding regularly scheduled breaks)
 - making progress towards completing your program's courses, **and**
 - not taking authorized leaves longer than 150 days from your study program
- end your studies if you no longer meet the requirements of being a student, **and**
- leave Canada when your permit expires

If you are unsure of the conditions, please visit this link:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/prepare-arrival/study-permit-conditions.html>

Can I work while I study?

It is good to know the rules and regulations;
your focus and priority should be on your studies first!

- **Full-time** international students may work while they study if they meet several conditions.
- Full-time enrollment means registering **and** completing a minimum of **(9)** credits per academic semester.
- **This might be different at other institutions.**

What is “full-time” at Douglas College?



- If you withdraw from course(s) and go down to **less than 9 credits**, you become a **part-time** student from that point.
- If you receive a **W, UN, UNW, FD, or AUD**, these grades will reduce the number of your credits and course will **NOT** count towards the full-time course load.

Review the [Grading Policy](#) & [GRADING FAQ](#).

- Some programs have different/additional requirements.

Too much info? → Read through [our website](#) later!

<https://www.douglascollege.ca/international-students/current-international-students/enrollment-status>

Why is “full-time” enrollment important?



1. Working **off-campus** eligibility
2. Post-graduation work permit (**PGWP**) eligibility

Working off-campus

You may work off campus if you meet **ALL** of these:

- have a valid study permit
- in a program that leads to a degree, diploma or certificate, and the program length is at least 6 months
- enrolled in an academic program (**ELLA students cannot work off campus**) * ELLA = English Language Learning and Acquisition
- **started studying in Canada**
- a **full-time student**
- have a study permit **with a condition that allows you to work on or off campus**
- have a Social Insurance Number (**SIN**)

Source: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/work-off-campus.html>

→ Not sure if you qualify? Use the [Work off-campus tool](#)

What documents do I need to work in Canada?

Social Insurance Number (SIN)

- SIN is not your authorization to work in Canada.
- Apply online on [Service Canada website](https://www.servicecanada.gc.ca) and upload your study permit copy.
- SIN expire as your SP expires. If you receive a new SP, you need to extend their SIN.

SIN Confirmation

Page 1 of 1

Service Canada

Canada

Date: 09-FEB-2015

Protected B.

Social Insurance Number (SIN):

XXXXXXXXXX

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

EXAMPLE ONLY

What if...?

I am an ELLA student. Can I work **off-campus**?

→ Nope!

You must wait until

- 1) you have successfully completed all required ELLA classes,
- 2) changed into an academic program,
- 3) actually started your academic studies.

Pro Tip: you must make sure your study permit has a condition or remark stating you can work on or off campus.

No remarks or conditions? → apply to change the conditions of your study permit

What if...?

I am a student in the Associate of Science program.
Am I allowed to work off campus?

→ Maybe!!

Huh? Really?
I thought I can work??



What if...?

I am enrolled in 12 credits in the CSIS Diploma program in the Fall 2021. How many hours a week can I work in the Fall semester?

→ If you meet ALL the requirements, you may work off campus up to **max. 20 hours/week***.

- Not 20.5 hours, Not 21 hours – ***maximum 20 hours/week**
- **NO** averaging the hours (i.e. 18 hours last week and 22 hours this week)

→ Please refer to [our website](#) for more information.

What if...?

I am planning to take the Fall 2021 off, so I can work full-time/go back home to visit my parents.

It's ok, right? My study permit is valid



→ mmmm....Not a good idea...



Why?

- International students should be enrolled full-time (9+ credits) in the Fall and Winter semesters.
- Scheduled breaks depend on your program. Check [our website](#) for more information.
- Taking an unauthorized leave will impact your eligibility for a Post-Graduation Work Permit.
- Do you need take a semester off for personal reasons? → Contact us!

What if...?

- You did not take the Summer semester off, so you can take the Fall semester off instead???



- Fall and Winter are academic semesters and students are required to be enrolled!

Can I work in the Summer?



- Familiarize yourself with [“Working as International Student”](#) page on Douglas College website
- Take online survey to find out:

https://forms.office.com/Pages/ResponsePage.aspx?id=Olj0OlPNB0Wef_xtrDVeM6atmONROk1BrBvJM_I3uWhUMDBMOFoyN003TkINT0RDSUJPNVRQQ0U0Ni4u

Can I work after I graduate?

- You may be eligible to apply for post-graduation work permit (PGWP) if you meet **all** requirements.
- One of the main eligibility criteria for PGWP is to be enrolled as a full-time student in **every academic semester** throughout your studies.
- Another important criteria is not to take any breaks other than **“Regularly Scheduled Breaks”**.
- See here for list of [PGWP eligibility criteria](#)

What is a “Regularly Scheduled Breaks”?

- Reading Breaks, Summer semesters and the time between semesters from the day AFTER the exam period until the first day of class of the next semester.
- Students are required to enroll in the semesters before and after the scheduled break.
- For example, if you are taking Summer semester off as your scheduled break, you are required to enroll in the Winter and Fall semesters of the year.
- Do not take any breaks other than during your [“Regularly Scheduled Breaks”](#).

Important to Remember

Immigration + Enrolment Status + Academic Standing



Avoid Scenarios of Disaster

- Dropping courses before contacting advisors
- Unfamiliar with available information and resources
- Creating your own breaks
- Taking breaks during academic semesters

Compliance Reporting to IRCC

We are required to report the enrollment status of each student to the government.

- Compliance Reporting – twice a year: in Winter and Fall.
- If your study permit is approved as Douglas student, you will be on our list.

List of Students

Select	Student ID ↑↓	Family name ↑↓	Given name(s) ↑↓	DOB ↑↓	UCI ↑↓	Status ↑↓
<input checked="" type="checkbox"/>	<input type="text"/>	right	wrong	1999/05/05	87582236	Please select
<input type="checkbox"/>	54975194525	TREE	TRUNK	1975/06/23	87617262	Please select
<input type="checkbox"/>	<input type="text"/>	Rooster	Red	1990/01/01	87581346	Please select

Showing 1 to 3 of 3 entries |

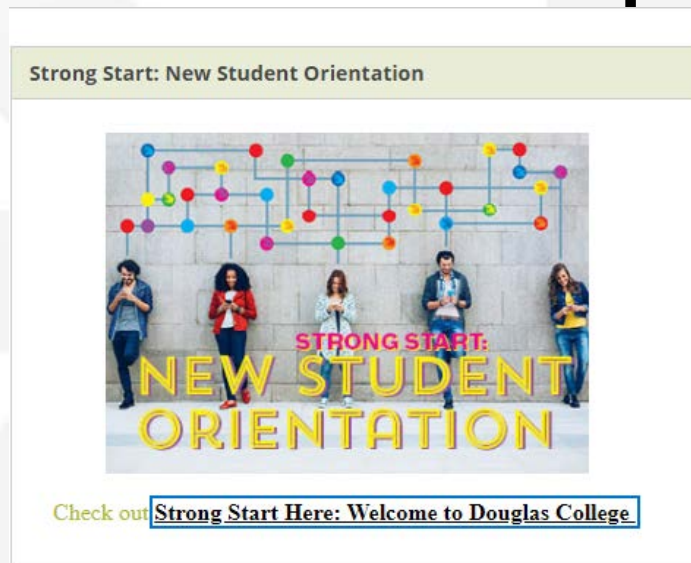
Select All Deselect All

Please select
 Academic break
 Academic suspension
 Authorized leave
 Deferred enrolment
 Full-time studies
 No longer registered/enrolled
 No show
 Not started
 Part-time studies
 Program/degree completed
 Unknown/no record

- We ask for your study permit copy, so we have accurate information about the details on your study permit.
- Email a copy of your study permit to: dci@douglascollege.ca

Orientation Workshops + Blackboard Course

- **Have a Strong Start!**
- **Attend as many sessions as you can!**
- **Enroll in Blackboard and complete modules!**



Upcoming Webinars & Workshops

Today's presentation was just an overview. More to come!

Study Permit Extensions

Enrolment Status

Immigration Rules for International Students

Understanding Work Eligibility

Post-Graduation Workshop



For schedules and to register, visit ["International student workshops"](#) page on Douglas College website!

Immigration is complicated!

- **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.**
- **Stay informed , be empowered!**

We are here to help!



You can reach us via this link:

<http://douglascollege.ca/contactdci>

**To assist you better, we require
your full name AND student ID
in ALL your contacts!**

Online Advising Drop-in sessions via Zoom

Visit [Advising Services](#) page for schedules & links





DOUGLAS COLLEGE



douglascollege.ca