



You can work if you:
 Hold a valid Study Permit; and
 Are registered full-time at The University of Winnipeg.

You can work 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.

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 fulltime during regularly scheduled breaks (i.e: spring/summer term undergraduate students) if you are a fulltime student before and after the break period.**

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.

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 20hrs per week offcampus or fulltime 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 have one of the above conditions or remarks, you may need to submit a request for an amendment(fo)11.W*ñBT/F5 11.04 IET2.024F0q092 reW*ñBT/F1 11.04 Tf1 0 0 1 163.03 269.59 Tm0 G(d)-5

See ISS's information sheet, **Amending your Study Permit** 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.

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 _____ 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 offcampus.**

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.

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

HOURS: Mon - Fri, 8:30 AM – 4:00 PM

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

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