

An International Student Guide To Working In Canada

On-Campus Work

If you are a full time student at Okanagan College (generally this means a minimum of 3 courses per semester) with a valid study permit, you do not need a work permit to be employed on-campus.

Full time student status is not required for on-campus work over the summer (May-August) if you studied full time in the preceding Winter semester and intend to return to full time studies in the Fall semester. An intent to re-enrol form must be submitted through your myOkanagan account to confirm your return to studies in the fall.

After you receive a written job offer, and before you begin work, you will need to obtain a Canadian Social Insurance Number.

Off-Campus Work Permits

Off-Campus Work Permits allow full time students in academic programs to work anywhere off-campus for up to 20 hours per week while classes are in session, and full time during scheduled school breaks. This permit is appropriate if you wish to earn extra money while continuing your studies in Canada.

To Be Eligible You Must:

- Hold a valid study permit
- Be currently registered in a full time academic program (a minimum of 3 courses per semester for most programs of study)
- Have been in full time attendance in an academic program for at least 6 months of the past 12 months
- Be in good academic standing (i.e. with a grade average of at least 55%)

Submit an application and a fee of \$150.00 to Citizenship & Immigration Canada. You may look for employment after you have received your work permit, and obtained a Social Insurance Number.

If you cease to meet all of the conditions noted above, the off-campus work permit is no longer valid and must be surrendered to the local Citizenship and Immigration office located at: #202-1635 Abbott Street.

Students in Their Last Year of Study

If you wish to work on-campus or off-campus, are in your last semester of study, and require less than 3 courses to graduate, please an International Education Student Advisor for further information.

Co-op Education Work Permits

Co-op Education is designed for students who would like to integrate classroom study with paid on the job work experience. If you are unsure whether your academic program has an optional co-op component, please check with the Co-op office, located in the Student Services building, #A104.

To Be Eligible You Must:

- Meet the minimum period of study and the minimum grade average required for your specific program
- Obtain a letter of eligibility from the Co-op office
- Have the Co-op office approve the employment placement
- Pay the required fees to Okanagan College

Your work progress will be monitored and evaluated by Okanagan College and your employer. Co-op education work terms are recorded on your Okanagan College transcript. **The total co-operative work experience is normally 30% to 50% of the time spent in academic study, but cannot exceed 50%.**

An application for a co-op work permit can be made without charge to Citizenship & Immigration Canada. (However, there will be some Okanagan College fees.) Once the work permit is received, you must apply for a Social Insurance Number before beginning employment.

Please note that Co-op and off-campus work programs are entirely separate and have different purposes. Citizenship and Immigration Canada does NOT permit a Co-op Work Permit and an Off-Campus Work permit to be interchanged.

Post-Graduate Work Permits

If you are graduating from a degree, diploma or certificate program of at least 8 months in length, you may apply for post-graduate work permit, within 90 days of meeting program graduation requirements. For programs of less than two years, this work permit is issued for a period equal in length to your program of study. If you graduate from a program of two years or more, the work permit is issued for a maximum of 3 years. So long as you hold a valid study permit and a valid off-campus permit, you are allowed to work during the 90 day period in which you intend to apply for a post-graduate work permit. **It is important to note that you can apply for a Canadian post-graduate work permit only once.**

Application forms for all International Student work permits are available in the International Education office (Building E).