

# Applying for a Spousal/Common Law Partner Work Permit

If your spouse or common-law partner is in Canada, they may be eligible to apply for an open work permit. To find out whether they are eligible, please visit the IRCC website: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/help-your-spouse-common-law-partner-work-canada.html>.

## Before you begin

To find out if your spouse is eligible to apply to work in Canada, you must ensure that you and your spouse meet the eligibility requirements specified on the IRCC website: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/help-your-spouse-common-law-partner-work-canada.html>:

Your spouse or common-law partner may apply for an open work permit if:

- You (the student) are a full-time student at Okanagan College (OC)
- You have a valid study permit
- You are in a [post-graduation work permit eligible study program](#) (note: English Language program, i.e., EAP/ESL, is not eligible for post-graduation work permit)
- You are physically residing in Canada

## What documents do I need?

Make sure that you have collected all the supporting documents:

Documents that you (student) need to prepare:

- ☐ Verification of Enrolment from OC, which can be requested using the webpage: <https://forms.office.com/r/WKsGHEA6HH>, OR using the OC [iCent app](#), available for free download on 'Google Play' or 'App Store' – may take 10-15 business days processing time.  
**Note:** As this letter is for spousal work permit application, it needs to state/confirm that you're a full-time (for most study programs, its being enrolled in at least 3 courses per semester) student
- ☐ **Official** transcript – this can be requested from your myOkanagan account (may involve \$10.00 fee)
- ☐ Copy of your valid study permit and, if applicable, work permit
- ☐ Passport with more than 6 months' validity
  - Combine scanned copies of biodata page (i.e., page stating your name, date of birth, passport number, etc.) and ALL marked/stamped/visa pages of passport in a single PDF file

Documents that your spouse or common-law partner needs to prepare:

**Note:** the documents mentioned here apply only to the applicants who are currently residing in Canada as temporary resident. If your spouse/common-law partner is residing outside Canada, he/she needs to also include any documents required as per local visa office instructions of that country.

- ☐ Copy of current immigration document (e.g. valid visitor record) if they are residing in Canada
- ☐ Valid passport
  - Combine scanned copies of biodata page (i.e., page stating your name, date of birth, passport number, etc.) and ALL marked/stamped/visa pages of passport in a single PDF file
- ☐ If there is NO entry stamp in spouse/common-law partner's passport on their most recent entry into Canada, include copy of their flight itinerary/air ticket/boarding pass for the most recent entry into Canada, and write and include a simple Explanation Letter explaining the reason for including your flight itinerary
- ☐ Copy of Marriage Certificate or proof of relationship e.g. Statutory Declaration of Common-Law Union [IMM 5409] form
- ☐ Your own explanation letter - mention the Unique Client Identifier (UCI) number of study permit holder (i.e., person who is a full-time student in Canada with a valid study permit) and a brief explanation of your situation, in this letter
- ☐ Copy of updated resume/CV and any educational documents
- ☐ Application fee (\$255.00, and *if applicable*, biometrics fee of \$85 – subject to change) and a credit card for the same
- ☐ Digital photo (for online applications) meeting the requirements explained here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/temporary-resident-visa-application-photograph-specifications.html>
- ☐ Proof of financial support totaling at least \$10,000 plus an additional \$4,000 per family member. This documentation may be provided by the spouse or a family member (i.e. financial supporter). Documents may include: most recent 4 months' bank statements, signed and dated letter from your financial supporter (if applicable), your financial supporter's

employment letter or evidence of other sources of income, financial supporter's identity document (e.g. scanned copy of biodata page of their passport), any document to establish your relationship with financial supporter (e.g. birth certificate).

*Note: You may be required to provide additional supporting documents. Remember to verify all supporting documents on the IRCC website. All documents need to be in English or French.*

### Things to Consider

- Review employment opportunities in the Okanagan with your spouse or common law partner.
- Your dependents will require health insurance in Canada. If you would like to enroll them in the student health plan, you may inquire about this via the email ID [intedmed@okanagan.bc.ca](mailto:intedmed@okanagan.bc.ca) of the International Office.

## Applying Online

### Step 1: Request your Verification of Enrolment Letter and order your Transcript

Complete and submit your Verification of Enrolment Letter request using the webpage: <https://forms.office.com/r/WKsGHEA6HH>. You may order your official transcript directly from your MyOkanagan account.

### Step 2: Create your personal checklist using IRCC online services

Visit the IRCC website and complete the Come to Canada wizard: <https://www.canada.ca/en/immigration-refugees-citizenship/services/come-canada-tool.html>. After you finish answering all questions, the system will generate 'personal reference code' along with several steps. Read and follow these steps carefully.

### Step 3: Scan and attach all supporting documents

Scan your documents to your computer and attach them to your online application. If you do not have a scanner, you may use the scanner in the Library. The overall size of each file to upload needs to be less than four (4) MB. You may use Adobe Acrobat to reduce file size. Alternatively, you may print out the documents and scan them at a lower resolution (not below 250 dpi).

### Step 4: Pay the application fee and submit your application

Your application fee needs to be paid with a credit card.

### Step 5: Monitor your online MyCIC/IRCC account

IRCC may send any correspondence message/letter through your online IRCC account or any e-mail ID that you specified in your application, including a final decision letter. Review common IRCC email practices at <https://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=1205&top=31>.

### Step 4: On potential approval and upon receipt of work permit, may apply for a Social Insurance Number (SIN)

Once your spouse has potentially received their work permit, they may apply for a SIN to Service Canada; learn more at <https://www.canada.ca/en/employment-social-development/services/sin/apply.html>.