

Applying for a Spousal/Common Law Partner Work Permit

If your spouse or common-law partner is in Canada they may be eligible for an open work permit. To find out whether they are eligible please visit the IRCC website: <http://www.cic.gc.ca/english/study/work-spouse.asp>.

Before you begin

To find out if your spouse is eligible to work in Canada you must ensure that you and your spouse meet the eligibility requirements specified on the IRCC website: <http://www.cic.gc.ca/english/study/work-spouse.asp>:

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

- you are a full-time student at:
 - a public post-secondary institution, such as a college or university or collège d'enseignement général et professionnel (CEGEP) in Quebec
 - a private post-secondary institution that operates under the same rules and regulations as a public institution, and receives at least 50 percent of its financing for its overall operations from government grants (currently, only private college-level educational institutions in Quebec qualify) or
 - a Canadian private institution authorized by provincial statute to confer degrees
- you (the student) have a valid study permit

What documents do I need?

Make sure that you have collected all the supporting documents:

Documents that you (student) need to prepare:

- Confirmation of Enrolment Letter from OC. You may request this using the webpage: www.okanagan.bc.ca/intedconfirmation, OR using the Okanagan College iCent app, available for FREE download on 'Google Play' or 'App Store' – may take up to 10 business days processing time.
Please note: when requesting this letter, mention in your request that, as this letter is for spousal work permit application, the letter needs to state/confirm that you're full-time (i.e., taking at least 3 courses per semester) student.
- Official Okanagan College transcript (order online through your myOkanagan account for \$10)
- Copy of your valid study permit and, if applicable, work permit
- Copy of bio-page and all marked pages in your current passport
- Proof of financial support in Canada totaling \$10,000 plus an additional \$4,000 per family member. This documentation can be provided by the student or the spouse or a family member. Documents may include: most recent 6 months' bank statements or sponsorship agreement, signed and dated letter from your financial supporter, your financial supporter's employment letter or evidence of other sources of income, financial supporter's identity document (e.g. scanned copy of bio-page of their passport), any document to establish your relationship with financial supporter (e.g. birth certificate)

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

Important note: the documents suggested 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 particular country.

- Copy of current immigration document (e.g. visitor record) if they are residing in Canada
- Copy of bio-page and all marked pages in current passport
- If there is NO 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
- Copy of marriage certificate or proof of relationship e.g. Statutory Declaration of Common-Law Union [IMM 5409]
- Copy of updated resume/CV and any educational documents
- Application fee - \$ 255.00 (subject to change) and a Credit card or debit 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>

Please 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.



Disclosure

- Before you decide to bring your spouse or dependents to Canada you should make sure that you will be able to support them financially and socially.
- Review employment opportunities in the Okanagan with your spouse or common law partner and determine whether there is suitable work for them once they arrive.
- It may be beneficial to arrange language supports for your spouse and dependents so that they are able to integrate into Canadian society faster.
- Your dependents will require health insurance in Canada. If you would like to enroll them in the student health plan you can visit the Settlement Co-ordinator in the International Office.

Applying Online

Step 1: Request your Confirmation of Enrolment Letter and print your Transcript

Complete and submit your Confirmation of Enrolment Letter request from the International Education Office (E110). You can 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: <http://www.cic.gc.ca/ctc-vac/getting-started.asp>. 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 can 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 3: Pay the application fee and submit your application.

You can pay the application fee using your Canadian credit or debit card.

Step 4: Once your spouse has their work permit they can apply for a Social Insurance Number

Once your spouse has received their work permit they can apply for a Social Insurance Number at Service Canada:

471 Queensway Ave (Suite 106)
Kelowna, BC
V1Y 6S5
1-800-622-6232

