

International Student Off-Campus Work Permit Program

An Information Sheet for Employers



What is the International Student Off-Campus Work Permit Program?

The International Student Off-Campus Work Permit Program is an initiative of the Province of Manitoba and Citizenship and Immigration Canada that allows international students to work off-campus while continuing with their studies. Across Canada, this program allows international students to be included in the labour force.

Why Should I Hire an International Student?

Offering work opportunities to international students helps integrate them into the Manitoba labour force, giving Manitoba a comparative advantage in attracting international talent. International students support business with new and diverse ideas which helps Manitoba remain internationally competitive. They can fill part-time and seasonal positions, later adding to the skilled labour force by becoming permanent residents. Those that return home continue to benefit Manitoba by becoming future contacts for business and investment.

Which International Students are Eligible to Work?

International students must possess a valid **Study Permit** - a requirement for obtaining the **Work Permit**.

Students must be enrolled and have completed 6 months of full-time study in a program other than English or French as a second language (ESL/FSL) at one of the following institutions:

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| ▪ Assiniboine Community College | ▪ Université de Saint-Boniface |
| ▪ Brandon University | ▪ University of Manitoba |
| ▪ University of Winnipeg | ▪ Red River College |
| ▪ Canadian Mennonite University | ▪ Providence University College |
| ▪ Booth University College | ▪ University College of the North |

This list of eligible institutions can change, so please visit the following website for the most current information:

<http://www.cic.gc.ca/english/study/institutions/participants.asp>

While employed, students are responsible for maintaining a satisfactory standard of academic performance, as stipulated by their college/university; the academic institutions monitor student compliance with the program.

What do I Need to Know about Off-Campus Work Permits?

- International students wanting to work off-campus must possess a Work Permit. Employers may ask to view a student's Work Permit and ensure that it is currently valid (i.e. not expired).
- Students possessing an off-campus Work Permit can work in Manitoba for up to 20 hours per week during academic sessions, and full time (40 hours) during scheduled breaks (winter break, reading week and summer months). It is the responsibility of students to ensure they are meeting the terms

and conditions of the Work Permit; employers should avoid asking students to work more hours than they are permitted.

- Aside from the restriction on maximum work hours, international students should be treated in the same manner as any other employee. Like other employees, international students are required to possess a valid Social Insurance Number.
- There is a \$150 Work Permit application fee which is paid by the student. The processing of an application may take 2 - 6 weeks from the time of submission. International students may have already received their Work Permit prior to seeking out prospective employment.
- An international student's Work Permit will not exceed the length of time the student is in school with a valid Study Permit, or one year (whichever is shorter). Validity continues to be contingent on Work Permit requirements being met by students. A student may re-apply for a Work Permit if the validity expires prior to that of the Study Permit.

Are There Other Circumstances Where International Students Are Allowed To Work?

Nearly all types of work require international students to have a valid Work Permit (not required for on-campus employment) and employers may ask students to prove that they possess one. The most common types are:

Co-op Programs: Work as part of a Co-op Program in a university or college is permitted. There is no processing fee for co-op employment, although a work permit is still required.

Post-Graduate Employment: Effective April 2008, international student graduates are able to obtain an open work permit with no restrictions on the type of employment and no requirement for a job offer. The duration of the work permit is for 3 years for those whose program of study is at least two years. Eligible students must have studied full-time for 8 months preceding the completion of their program of studies and must apply for a Work Permit within 90 days of receiving their final grades. Employment cannot exceed the length of time the student was in school, or two years (whichever is less).

In addition, Work Permits may occasionally be issued for certain federal government programs or for specific students on a case-by-case basis. If you are uncertain about the validity of an international student's Work Permit, please contact Citizenship and Immigration Canada.

Where Can I find more information?

Citizenship and Immigration Canada

Phone: 1-888-242-2100

Work Opportunities for Foreign Students –

<http://www.cic.gc.ca/english/study/work.asp>

Frequently Asked Questions –

<http://www.cic.gc.ca/english/study/index.asp>

Manitoba International Education Branch

Phone: (204) 945-4034 or

1-866-MANITOBA (toll free)

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