



HOW TO WORK IN CANADA
A guide for International Students at College of the Rockies

AUTHORIZATION

For most types of employment you must get permission from the Canadian Government to legally work in Canada. Do **NOT** work in Canada if you do not have the proper authorization; if you do you will be asked to leave Canada.

EMPLOYMENT WITHOUT A PERMIT

There are a couple of opportunities to work in Canada that do not require a work permit.

- On Campus employment
 - You must be a full time student at College of the Rockies; and
 - You must have a valid study permit
- Health Care Practicum Students
 - Requires written permission from the proper Canadian regulatory board
 - Maximum duration – 4 months
 - Canadian Immigration Medical Exam

All other types of employment require a work permit

STUDENT OFF-CAMPUS WORK PERMIT

There is a new program for international students to work off campus while studying at College of the Rockies.

- Off Campus work permit
 - You must have a valid study permit; and
 - You must have been studying* full time for 6 of the previous 12 months at College of the Rockies; and
 - Achieved a satisfactory academic standing; and
 - Complete the work permit application and authorization letter; and
 - Pay the \$150.00 application fee

This visa permits students to work up to a maximum of 20 hours per week during the regular academic session and full time during scheduled breaks. Students may seek employment in any sector.



* Full time study must be in an academic program; English language training does not count towards eligibility.

Applications can be found at www.cic.gc.ca/english/applications/work-students.html

CO-OP WORK PERMIT

Some of the College of the Rockies' programs, include a mandatory work practicum to develop hands on experience to compliment classroom theory. Students registered in these programs require a valid work permit. Students will apply for both their study permit and work permit at the same time or can apply for the work permit after arriving in Canada.

To be eligible for this permit:

- You must have a valid study permit
- The practicum must be an essential part of your program
- The practicum length can not exceed 50% of the total program

Examples of programs that may include an essential work practicum* are:

Teaching Assistant	Recreation Management
Early Childhood Education	Tourism Management
Network Support Technician	Industrial Trades

*Students in the Health Care field do not require a permit – refer to “*Employment without a permit*”

Applications can be found at www.cic.gc.ca/english/applications/extend-worker.html there is no fee for this application.

POST-GRADUATION WORK PROGRAM

Students completing an academic program at the College of the Rockies are then eligible for a special post-graduation work permit. This work permit can be up to THREE years in length

- Post-Graduation Work Permit
 - You must have successfully completed a one certificate or two year diploma from College of the Rockies;
 - A three year work permit is available to students that have completed a two year diploma program
 - Work permit length cannot exceed length of the graduated program if the program is less than two years (certificate);
 - You must apply for the work permit within 90 days of completing your program; and
 - You must have a valid study permit at the time of application; and
 - This must be your first Post-Graduation work permit

WORK HOLIDAY PERMIT

Students issued a Work Holiday Permit are eligible to study in Canada for up to 6 months while working in any sector. For more information on how to obtain a Work Holiday Permit contact the Canadian embassy in your home country; working holiday permits cannot be obtained in Canada.

SOCIAL INSURANCE NUMBER

All students that work in Canada **require** a Social Insurance Number (also referred to as a SIN). This number helps the Canadian government track the number of people working in Canada as well as the amount of money earned (for tax purposes). Do not attempt to work with out a Social Insurance Number.

To obtain a Social Insurance Number you must go to the local government office:

- 1113 Baker Street, Cranbrook, British Columbia, V1C 1A7
- Complete the application form
- www.sdc.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=nas2120&lang=e
- You must present your passport, authorization and job offer

Your Social Insurance Number will have an expiry date coinciding with your work permit.

ONLINE RESOURCE

For more information on Canadian work permits go to www.cic.gc.ca/english/work/index.html

FOR MORE INFORMATION CONTACT:

Cheryl Webber
International Education
College of the Rockies
P.O. Box 8500
Cranbrook, BC V1C 5L7
Phone – (250) 489-8248
Facsimile – (250) 489-8254
e-mail – webber@cotr.bc.ca
www.cotr.bc.ca