Goodman School of Business

Business Career Development Office

Brock University

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1. **Work Permits**
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2. **Application Process**
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MyCIC is an online application system on the website of Citizenship and Immigration Canada.

All work permit applications are submitted electronically through *MyCIC*.

On-Campus Work Permit

An international student is eligible to work on campus at the institution for which they are enrolled **without** a work permit.

Eligibility

- You must be a full-time student at a public post-secondary institution such as a college or university.
- You must have a valid study permit.

No fee or application process is required.

Off-Campus Work Permit

An international student is eligible to work off campus once they have applied for and received an off-campus work permit. The work permit allows students to work up to 20 hours per week during regular academic semesters and full-time during scheduled breaks (i.e. holiday season and spring/summer months).

Eligibility

- Students must have a valid study permit
- Students must be a full-time student for at least six of the 12 months preceding the date of the work permit application
- Students must be in satisfactory academic standing

Requirements

- A valid passport
- A valid study permit
- Eligibility Verification

Application Process

- Assess your eligibility first.
- Get all supporting documents indicated above.
- Calculate and pay the fee: http://www.cic.gc.ca/english/information/fees/index.asp
- Go to MyCIC: http://www.cic.gc.ca/english/e-services/off-campus.asp
- Register for or log into MyClC to start your application.

Expected Timeline

- Approximately 19 days

Post-Graduate Work Permit

An international student can obtain a work permit after graduation regardless of employment status. Students must apply in Canada and must apply within 90 days of receiving an official graduation letter from the institution at which they studied. Once approved, the work permit remains valid for a duration of 8 months to 3 years (the actual duration of a student's individual post graduate work permit will be dependent on the length of time he/she studied at a post-secondary institution). A work permit under the Post-Graduation Work Permit Program cannot be valid for longer than the student's study program. For example, if you graduate from a four-year degree program, you could be eligible for a three-year work permit if you meet the criteria. If you graduate from an eight-month certificate program, you would be eligible for a work permit that is valid for no more than eight months.

For Example

- If you studied between 8 months and 2 years, a work permit may be issued for a period no longer than the length of your program of study.
- If you studied for 2 years or more, a work permit may be issued for three years.

Eligibility

- You must have studied full-time in Canada and you must have completed a program of study that lasted at least eight months.
- You must apply for a work permit within 90 days of receiving written confirmation (for example, a transcript or an official letter) from your institution indicating that you have met the requirements for completing your academic program.
- You must have completed and passed the program of study and received a notification that you are eligible to obtain your degree, diploma or certificate.
- You must have a valid study permit when you apply for the work permit.

Requirements

- A valid passport
- A valid study permit
- The formal notice of your graduation

Application Process

- Assess your eligibility first.
- Get all supporting documents indicated above.
- Calculate and pay the fee: http://www.cic.gc.ca/english/information/fees/index.asp
- Go to MyCIC: http://www.cic.gc.ca/english/e-services/post-grad.asp
- Register for or log into MyCIC to start your application.

Expected Timeline

- 49 days

It is strongly recommended that students review all necessary information pertaining to work permits on the Citizenship and Immigration Canada website: http://www.cic.gc.ca/english/study/work.asp