

On-Campus Work Information for International Students



Work On-Campus (unlimited number of hours)

Find out if you are eligible to work on-campus, if you are eligible for a SIN, where you can work and who you can work for here:

canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/work-on-campus.html

Students can work in Canada if the study permit lists a condition that says you're allowed to work on- or off-campus.

You can work on your school campus, **without a work permit**, if you:

- are a full-time post-secondary student at a
 - » public post-secondary school, such as a college, university, trade or technical school, or CEGEP in Quebec
 - » degree, or doctorate), but only if the student is enrolled in a study program leading to a degree authorized by the province. This may not include all programs of study offered by the private institution...
- have a valid study permit, **and**
- have a Social Insurance Number (SIN).

Who can't work on campus

You must stop working on-campus:

- on the day you stop studying full-time
- when your study permit expires
- if you're on an authorized leave from your studies
- if you're switching schools and aren't currently studying

You can return to work only once you're back to studying and you meet all the requirements to work on-campus.

International Education Centre (IEC)

The IEC is located in room C021.

On-campus services are by appointment only.

Current international students can send immigration related questions using our **Ask the International Education Centre case system**. Students may also book a face-to-face or virtual meeting. Click here to get in touch or book an appointment with us. algonquincollege.com/international/how-to-contact-us

You may also wish to visit our events calendar to register for upcoming immigration workshops and more. Visit algonquincollege.libcal.com/calendar/international/?cid=7448&t=m&d=0000-00-00&cal=7448&inc=0 for more information.

IEC office work hours are from Monday to Friday from 8:30 am to 4:30 pm excluding holidays - unless otherwise specified.

IMPORTANT

Studies must be the priority for international students in Canada while on a study permit.

You can only start working in Canada when you start your study program. You can't work before your studies begin.

Most Up-to-Date Information

For the most up-to-date information about Immigration, Refugee and Citizenship Canada (IRCC), please refer to the IRCC web site at: canada.ca/immigration or call them at **1-888-242-2100**. It is the international student's responsibility to know the rules and regulations that apply. See the conditions of a study permit holder here:

canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/prepare-arrival/study-permit-conditions.html



Work Off-Campus

Find out if you are eligible to work off-campus and much more here:

canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/campus-work.html

Working on campus in addition to working off campus

There are **no restrictions on the number of hours students can work on campus** [as per R186(f)] in addition to working off campus, provided they continue to meet the applicable eligibility requirements.

Social Insurance Number (SIN)

Learn what you need in order to apply for a SIN, along with where to apply (on-line, by mail or in person) here:

canada.ca/en/employment-social-development/services/sin/before-applying.html

Maintaining status

If you are maintaining your status, you can keep working under the same conditions of your initial work permit if your Social Insurance Number (SIN) is expired. More information is found here:

cic.gc.ca/english/helpcentre/answer.asp?qnum=1505&top=17

EMPLOYMENT SUPPORT CENTRE

algonquincollege.com/employment

Current students can access employment opportunities on HireAC. More about HireAC is found here:

algonquincollege.com/employment/hireac

Find on-line resources such as resume and cover letter tips, interview preparation tips and more here:

algonquincollege.com/employment/online-resources

Work Hours

Monday-Friday, 8:30 a.m.-4:30 p.m.

**Algonquin College of
Applied Arts and Technology** 1385
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Ways to Connect

[algonquincollege.com/international/
how-to-contact-us](http://algonquincollege.com/international/how-to-contact-us)