DO YOU WANT TO WORK OFF CAMPUS IN CANADA BUT YOUR STUDY PERMIT DOES NOT ALLOW YOU TO DO SO?

You may only work off-campus in Canada if:

• you're a full-time student at a designated learning institution (DLI)

- At Columbia College, you must be registered in at least 9 credits to be considered as a full-time student.
- you're enrolled in a post-secondary academic program

• your study program is at least 6 months long and leads to a degree, diploma or certificate

• your study permit has one of the following conditions or remarks:

May work 20 hrs off-campus or full-time during regular breaks if meeting criteria outlined in section 186(v) of IRPR

May accept employment on or off campus if meeting eligibility criteria as per R186(f), (v) or (w). Must cease working if no longer meeting these criteria.

- you've started studying
- you have a Social Insurance Number (SIN)





See next page for details.

STUDY PERMIT AMENDMENT

You can amend your Study Permit if Canadian immigration officials have made an error in recording your information.





Fill in an Amendment Letter Request Form available at Student Services Front Desk. It will be available in your student portal within one week.



Download the Document Checklist. The first 2 pages is the government application form that you need to fill out. Page 3 is the Document Checklist.



Gather your Documents: Original government

- application formPhotocopy of your passport
- Amendment Letter from
 Student Services
- Original Study Permit

Mail your documents in the address provided in the Document Checklist. Because you are mailing your original Study Permit, make sure that you register your mail and ask for

a tracking number.

CHANGING THE CONDITIONS OF YOUR STUDY PERMIT

If the following remark is printed on your study permit: *This permit does not permit the holder to engage in off campus employment in Canada*, and you have become eligible to work on or off campus without a work permit (e.g., you have transferred to an eligible program of study such as Associate Degree), you must apply to change the conditions of your study permit and pay the applicable fee.



Fill in 2 forms at Student Services Front Desk:

- Program Change Request Form and
- Amendment
 Letter Request
 Form

Read the instruction guide: https://www.canada.ca/ en/immigrationrefugeescitizenship/services/stu dy-canada/extendstudy-permit/how-toapply.html

Create your MYCIC account at https://www.canada.ca/ en/immigrationrefugeescitizenship/services/ap plication/account.html Gather your Documents: • Original government application form

- Photocopy of your passport
- Photocopy of your current
 Study Permit
- Photocopy of Amendment Letter from Student Services. It will be available in your Student Portal within 3-5 business days upon request.
- Photocopy of your proof of funds available or means of support



Submit your application. Make sure that you submit the applicable government fee.