

# Do You Want to Work Off Campus In Canada But Your Study Permit Does Not Allow You To Do So?



Columbia College  
Established 1936

## 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)

## Does your study permit allow you to work off campus?

**YES** → **Awesome!**



**NO**

**Associate Degree Student**



**You need to apply for a Study Permit AMENDMENT.**

**University Transfer Student**



**You must switch to Associate Degree, which is a qualifying program for off campus work.**



**You need to apply to CHANGE the conditions of your study permit and pay the government fees.**

# Study Permit Amendment



Columbia College  
Established 1936

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



Fill in a Letter Request Form (Amendment Letter) here:  
<https://www.columbiacollege.ca/letter-request-form/>.



Read the instruction guide:  
<https://www.canada.ca/en/immigration-refugeescitizenship/services/application/application-forms-guides/guide-5218-request-amend-recordlanding-confirmationpermanent-residencevalid-temporary-residentdocuments.html>



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 form
- Photocopy 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



Columbia College  
Established 1976

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.



You must submit 2 forms:

1. Program Change Request Form - Please email [admin@columbiacollege.ca](mailto:admin@columbiacollege.ca) using your Columbia College email account to request for a copy of the form.
2. Letter to Change Conditions on your Study Permit - You can apply online here: <https://www.columbiacollege.ca/letter-request-form/>



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



Create your MYCIC account at <https://www.canada.ca/en/immigrationrefugeescitizenship/services/application/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.
- Copy of the Letter to Change Conditions on your Study Permit provided by Student Services.
- Photocopy of your proof of funds available or means of support



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

