

HIRING INTERNATIONAL STUDENTS

WHO ARE INTERNATIONAL STUDENTS?

International students are in Canada on a study permit and they have been admitted to study in one of the designated learning institutions (like Université de Saint-Boniface).

During and after their studies, they may wish to put into practise their knowledge and skills in a Canadian workplace. These students can become a valuable resource for your company, bringing with them their intercultural experience, the knowledge of several languages, and other versatile skills.

OFF-CAMPUS WORK

To work off-campus, an international student must hold a **valid study permit** and be **registered full time in classes** (min. 60% of a full course load) in a degree or diploma granting program at USB during the regular academic year (September to April). They can work up to **20 hours a week** during the academic year and full time during scheduled breaks (summer, Reading Week, etc.). **They do not need a separate work permit.** Should proof of their student status be required, the student may request a certificate of enrolment from USB.

<http://www.cic.gc.ca/english/study/work-offcampus.asp>

ON-CAMPUS WORK

To work on-campus, an international student must hold a **valid study permit** and be **registered full time in classes** (min. 60% of a full course load) at USB during the regular academic year (September to April). **They do not need a separate work permit.**

<http://www.cic.gc.ca/english/study/work-uncampus.asp>

COOP /INTERNSHIP WORK PERMIT

An international student, with a **valid study permit**, who has to complete a required internship for his academic program must obtain a coop internship work permit before beginning work. With this permit, he or she can do the internship **full time**.

<http://www.cic.gc.ca/english/study/work-coop.asp>

POST-GRADUATION WORK PERMIT

After having completed their studies, international students have 180 days to apply for a post-graduation work permit. It is the students' responsibility to complete the application process for this work permit.

The post-graduation work permit is an **open work permit**, with unlimited hours, allowing the graduate to work anywhere in Canada. The length may be up to 3 years. Some graduates may be seeking permanent residency status with the support of a Canadian employer.

<http://www.cic.gc.ca/english/study/work-postgrad-who.asp>

WHAT IF THE STUDY OR WORK PERMIT HAS EXPIRED?

As long as the student has applied for the renewal of their study (or work) permit before its expiry, they are considered to have an **implied status**, *if they have remained in Canada after the expiry of their work permit and they have continued to comply with the conditions set out on the expired work permit, other than the expiry date*. Therefore, the student may continue working and studying. If they apply for renewal after the expiration date on their permit, they may not.

(Law R186 u, v, w: <http://laws-lois.justice.gc.ca/eng/regulations/SOR-2002-227/section-186.html>).

SOCIAL INSURANCE NUMBER

The employer must ensure that the students have a social insurance number (SIN) before hiring them. Please note that students with a SIN starting with a 9 must hold a valid work or study permit before starting work.

<https://www.canada.ca/en/employment-social-development/programs/sin/temporary.html>

Students may also reference the document Numéro d'assurance sociale (French only), prepared by the International centre, for more information and the locations of the Service Canada centers close to USB.

IMPORTANT CONTACT INFORMATION

IMMIGRATION, REFUGEES AND CITIZENSHIP CANADA: 1-888-242-2100

Hiring international students: <http://www.cic.gc.ca/english/hire/student.asp>

Working in Canada with a study permit: <http://www.cic.gc.ca/english/study/work.asp>

Law on work without a permit: <http://laws-lois.justice.gc.ca/eng/regulations/SOR-2002-227/section-186.html>

SERVICE CANADA: 1-800-206-7218

Social Insurance Number: <https://www.canada.ca/en/employment-social-development/services/sin.html>

INTERNATIONAL CENTRE OF UNIVERSITÉ DE SAINT-BONIFACE

200 de la Cathédrale Ave.

Winnipeg, MB R2H 0H7 Canada

(204) 237-1818, ext. 503 or 304

international@ustboniface.ca

Please note: Immigration regulations are subject to change. This document is only an overview of current regulations. For details and updates, check the IRCC website, listed above.

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