

Getting a work permit

If you are an international student with full-time registration status and a valid study permit, you are eligible to work in Canada, with some conditions.

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On-campus work

If you are an international student with full-time registration status and a valid study permit, you may be eligible to work on campus without a work permit.

Definition of on-campus work

On-campus work includes any job that is located within the boundaries of the campus. The employer can be the university (e.g. library, bookstore, department, registrar's office, athletic centre, residence) or a private business located on campus like coffee shops, restaurants or contractors providing services to the University.

Eligibility criteria

According to current immigration regulations, international students (including exchange, visiting and ESL students) are eligible to work on campus without a work permit if they:

- have a valid study permit
- are enrolled full-time
- have a valid SIN (Social Insurance Number)

You must stop working on campus on the day you no longer meet the above eligibility requirements, i.e. if you are no longer a full-time student.

How many hours can an international student work on campus?

There are no restrictions on the number of hours that an international student can work on campus as long as they meet the eligibility criteria above. Students must stop working on campus on the day they no longer meet the on-campus eligibility criteria.

Off-campus work

Who is eligible to work off campus?

You are eligible to work off campus without a work permit if you meet **all** of the following eligibility requirements:

- you hold a valid study permit
- you are a full-time student (exception: when you are in the last term of your final year of study, you can work even if you are studying part-time)
- your program of study is at least six months in duration and one that leads to a degree, diploma or certificate
- your study permit states that you can work off campus
- you've started studying
- you have a valid SIN (Social Insurance Number)

You must stop working off campus on the day you no longer meet the above eligibility requirements (i.e. if you are no longer a full-time student).

You are not eligible to work off campus if:

- you are a visiting student

- you are registered in a general interest program or a non-degree program
- you are registered in an English or French as a second language (ESL/FSL) program

How many hours can an international student work off campus?

- If you are eligible to work off campus, you may work up to 20 hours per week during the regular academic year and full time during scheduled breaks (e.g. winter/summer holidays, spring break).
- If you are enrolled in an intensive program which does not have scheduled breaks, such as a graduate program, you may only work a maximum of 20 hours per week during the entire program of study.

There are no legal restrictions preventing students from working on campus in addition to working the maximum 20 hours per week off campus.

Working during regularly scheduled breaks

You may work off campus full-time during regularly scheduled breaks regardless of the number of courses that you enroll in during your scheduled break, if you meet the following conditions:

- the break is officially recognized by your school, department or faculty as a scheduled break
- you are enrolled in a degree program
- you have been studying full time prior to the scheduled break
- you are returning to study full time after the break (the final term is the only exception to this requirement)

Co-op work permit

Work experience is a required component of some programs of study. If you are registered in such a program, you will need a work permit to fulfil this requirement. You can use it to complete a required work placement either on or off campus.

To be eligible for this work permit you must:

- have a valid study permit, and
- get a letter from your faculty indicating that employment is an integral part of your degree program

There is no processing fee for the co-op work permit. The University of Toronto will be listed as the employer and the expiry date of your work permit will match the expiry date of your study permit. However, the co-op work permit can only be used to complete your required internship hours/months.

We highly recommend that you apply online for a co-op work permit.

Medical examination

If you are planning to work with children or patients in the health services field, you must complete and pass a medical examination. You can book the appointment prior to submitting your application, or you can do so once requested by IRCC. It is usually a good idea to do in advance. Visit the IRCC website for a complete list of [these occupations](#) and a list of [panel physicians](#) who can perform the exam. If you've already undergone an immigration medical exam when you submit your work permit application, attach proof (i.e. a copy of your medical receipt). Failure to do so may result in processing delays or the rejection of your application.

Post-graduation work permit (PGWP)

The post-graduation work permit program provides graduating students with the opportunity to pursue Canadian work experience upon completion of an eligible program at a Canadian designated learning institution. Most international students who graduate from the University of Toronto are eligible to apply for a post-graduation work permit with a validity period of up to 3 years – the length of PGWP given depends on the length of the student's program of study.

If the official length of your program of study is:

- less than 8 months, you are not eligible for this work permit
- more than 8 months and up to 2 years, you may get a work permit for a period no longer than the length of your program of study (i.e. if you studied for 9 months, a work permit may be issued for a period of 9 months)
- two years or more, a work permit may be issued for up to 3 years

Please see the IRCC website for more information on [determining length of a PGWP](#).

Eligibility criteria

You may apply for this work permit only once. To be eligible, you must:

- have completed the requirements of a degree which was at least eight months long
- have maintained full-time status as a student in Canada during each semester of your program of study. **Exceptions:** if you were not a full-time student during the last semester of your studies, or if you took an authorized leave of less than 150 days
- apply within 180 days from the date your registrar's office issues your final marks
- provide proof of completion of your program (i.e. a completion of degree requirements letter from your registrar's office and official transcript)
- have not previously been issued a post-graduation work permit

You are **not** eligible to apply for a PGWP if you:

- completed a program that is less than 8 months long
- have previously been issued a post-graduation work permit
- studied English or French as an additional language
- took general interest or self-improvement courses
- received funding from Global Affairs Canada (GAC), **except** if it was for the Study in Canada scholarship
- took part in the Government of Canada Awards Program funded by GAC
- obtained the Equal Opportunity Scholarship, Canada–Chile
- took part in the Canada–China Scholars' Exchange Program
- took part in the Organization of American States Fellowships Program
- completed the majority of your courses by distance learning
- completed a study program at a non-Canadian institution located in Canada

Visit the IRCC website for detailed information about the eligibility criteria for the [post-graduation work permit](#).

Medical examination

If you are planning to work with children or patients in the health services field, you must complete and pass a medical examination. You can book the appointment prior to submitting your application, or you can do so once requested by IRCC. It is usually a good idea to do so in advance. Visit the IRCC website for a complete list of [these occupations](#) and a list of [panel physicians](#) who can perform the exam. If you've already undergone an immigration medical exam when you submit your work permit application,

attach proof (e.g. a copy of your medical receipt). Failure to do so may result in processing delays or the rejection of your application.

Additional information for post-graduation work permit holders

Members of your immediate family (spouse/common-law partner/dependent children) who wish to remain with you for the duration of your work permit must apply for permission to do so.

You may apply for an extension of their stay in Canada at the same time as you apply for your post-graduation work permit. Make sure you include all appropriate documentation and the required fee for each person in the application. If your spouse/common law partner would like an open work permit during the validity of your post-graduation work permit, you must be able to prove that you have “skilled work”. This differs from the rules for spouses/partners of students. Visit [IRCC's website](#) for more information about work permit eligibility for spouses/partners of skilled workers.

Work permit for your spouse/common-law partner

Accompanying spouses or common-law partners of foreign students are eligible to apply for an open work permit. No job offer or Labor Market Impact Assessment (LMIA) is required for this work permit you (the international student) have a valid study permit and are enrolled full-time in a program of study. Visit [IRCC's website](#) for more information about work permit eligibility for spouses/partners of full-time students. **Note:** The rules change when/if you switch from being a student to being a worker (as mentioned above).

Social Insurance Number (SIN)

In order to work in Canada, you must make sure that you:

- are eligible to work in Canada
- have a Social Insurance Number (SIN)

You can get a SIN by [applying online or by mail](#).

Usually, you can also apply for a Social Insurance Number at a [Service Canada Centre](#) near you, but this is not possible right now due to COVID-19. These Service Canada offices near campus process SIN applications:

- 25 St. Clair Ave. East, Toronto, Ontario
- 559 College Street, Suite 100, Toronto, Ontario

Additional offices and locations can be found on the [Service Canada website](#).

There is no fee for getting your SIN.

How to get a SIN

Study permit holders

To get a SIN using your study permit, it must include one of the following statements:

- May accept employment on the campus of the institution at which registered in full-time studies.
- May work 20 hours per week 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.

If your study permit does not have any of the above-mentioned statements, you need to apply for an amendment to your study permit before you can apply for a SIN. If your study permit has the above-mentioned statements, you will need the following documents to apply for your SIN:

- passport
- study permit
- proof of address

Work permit holders

If you hold a co-op or post-graduation work permit you will need the following documents to get your new SIN or update your current SIN:

- passport
- co-op/post-graduation work permit
- proof of address

Your SIN will expire at the same time as your study permit or work permit. If you would like to renew your SIN, you will need the same documents as you did for the initial application.

Income tax and international students

International students have to pay annual income tax for any money they earn while working in Canada. The deadline for filing a tax return is April 30 of each year. For detailed information about your income tax obligations, visit the [Canada Revenue Agency website](#).

The Canada Revenue Agency website features a series of videos for international students which provide an overview of the Canadian tax system and how to file.

CIE general income tax information sessions for international students

Looking for more information about income taxes in Canada?

During the winter term, the CIE offers information sessions on income taxes in Canada for international students. These sessions are led by a tax expert and CIE staff.

For more information, please consult the [CIE's webpage about income taxes in Canada](#) and the [Canada Revenue Agency website](#).