

International Students and Working in Canada: Resource Guide for Employers*

	Working On-Campus	Working Off-Campus	Working on a Co-Op /Internship Work Permit	Working on a Post-Graduation Work Permit (PGWP)
Eligibility	Enrolled in full-time studies; valid study permit.	Enrolled full-time in a degree seeking program [Undergraduate (bachelors), Masters or PhD]; valid study permit	Enrolled in full-time studies; valid study permit; UNDERGRADS (BACHELORS) ONLY	Successfully completed all requirements of a degree; valid study permit; was full-time during their academic program; has a letter of completion from department or Faculty of Graduate Studies
Hourly Restrictions	None	20 hours a week; full-time over scheduled breaks**	None	None
Work Permit Required	No – Study Permit gives authorization to work	No – Study Permit gives authorization to work.	Yes – will state “University of Calgary” as employer	Yes
Conditions	Student can work for any employer on-campus and must be physically working on an UCalgary campus.	- Only UCalgary degree students are eligible to work off-campus on a study permit [Undergraduate (bachelors), Masters and PhD] -Unpaid work is still considered work, thus is still limited to the 20hrs/week rule.	- Only students who are currently enrolled into an authorized co-op program may work full-time on this work permit – the work performed must be for academic credit. Students will have a letter from their department stating co-op requirements. Letters from a supervisor/professor are not acceptable. - Unpaid internships/co-op positions also require this work permit.	-Can work for any employer, anywhere in Canada. -Can begin working immediately after they apply for the post-graduation work permit (assuming they meet the PGWP eligibility requirements).

*not a legal document. Information is relevant as of April 16, 2019. Always check the Immigration, Citizenship and Refugees Canada website for up-to-date information: <https://www.canada.ca/en/services/immigration-citizenship.html>

Notes:

**Most Master's programs do not have scheduled breaks; Master's students cannot work more than 20hrs/week off-campus all year long (including May – August).

**PhD programs do not have scheduled breaks; PhD students cannot work more than 20hrs/week all year long (including May – August).

Scheduled Breaks for Undergraduate (Bachelors) Students:

- Reading breaks
- Winter holidays (end of exams to start of classes)
- Spring/Summer (May 1st – last week of August)
- Students in-between programs may be able to work off-campus with their study permit
- Break between programs cannot exceed 150 days
- Must have proof of completing one degree, and an admission offer into a consequent program

*****NOTE: IN ALL CASES THE STUDENT MUST BE OR HAVE BEEN (PGWP) A FULL-TIME STUDENT DURING THEIR ENTIRE PROGRAM AND HAVE A VALID STUDY PERMIT (OR HAD A VALID STUDY PERMIT – PGWP) TO BE ELIGIBLE TO WORK**

References:

- IRCC Website – Study permits: Working on Campus - <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/working-on-campus.html>
- IRCC Website – Study Permits: Off-campus work- <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/campus-work.html>
- IRCC Website – Co-Op/Internship Work permit - <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/foreign-workers/exemption-codes/work-related-research-educational-training-program-r205-1-2-codes-c31-c32-c33.html>
- IRCC Website – Study Permits: Post Graduation Work Permit Program - <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/post-graduation-work-permit-program.html>

Note: [Paragraph 186\(w\)](#) of the Immigration and Refugee Protection Regulations (IRPR) allows students who have completed their program of study to work while they are waiting for a decision on their work permit application, as long as they were a full-time student enrolled at a designated learning institution (DLI) in a post-secondary academic, vocational or professional training program and they did not exceed the allowable hours of work.

This resource guide is meant for employers who wish to hire UCalgary International Students. Should you have any questions regarding the ability to hire an UCalgary international student, please email International Student Services at international.advice@ucalgary.ca and we'll be happy to provide you with assistance and resources.