

## Employment of Foreign Students

(June 23, 2008)

### On-Campus Employment

International students registered with the University of Manitoba are eligible to work on campus (for the university or for private businesses located on the university campus) without a work permit provided they:

- have a valid study permit
- are registered in a degree/diploma granting course of study, including full-time ESL programs
- are registered with **full-time** status during the period of employment (*see further explanations for fall, winter, and summer employment below*)

**Fall and/or Winter** employment requires that the student:

- is registered with full-time status during the entire period of employment.

**Summer** employment requires that the student:

- was registered with full-time status during the preceding winter term
- has registered or will register with full-time status in the succeeding fall term.

Students who are scheduled to graduate are only permitted to work until the end of their final term exam period (either April 30, August 31, or December 31) regardless of the end date of their study permit.

**Questions, please contact Robyn Tully at 474-7855 or Pam Trupish at 474-8399**

### Off-Campus Employment (Off-Campus Work Permit)

The Off-Campus Work Permit Program allows qualifying international students to work off-campus for a limited number of hours per week. To qualify for an Off-Campus Work Permit, a student must meet specific academic and full-time requirements.

A student may **NOT** use an Off-Campus Work Permit to work on the U of M campus. To be eligible to work on the U of M campus, a student must meet the "On-Campus Employment" criteria (listed above).

**EXCEPTION:** The only situation in which a student may use an Off-Campus Work Permit to work on the U of M campus is if the work will start and finish within 90 days of the student completing degree requirements.

In this situation, the student's Off-Campus Work Permit must be valid for the duration of the employment and the student must have maintained eligibility for their Off-Campus Work Permit.

Please note that the date a student meets degree requirements occurs before the student's graduation/convocation date.

To confirm if a student may use his/her Off-Campus Work Permit to work on the U of M campus during the 90-day period following degree completion, contact:

Gitan Armour  
Off-Campus Work Permit Coordinator /  
Designated Institutional Representative  
International Centre for Students  
Ph: 474-6242

**Questions, please contact Robyn Tully at 474-7855**

### **Work for Study Purposes (Co-op Work Permit)**

International students who are registering for courses or programs that require a work placement must obtain a valid work permit, in addition to maintaining a valid study permit. Work placements include, but are not limited to, any **paid or unpaid** practicum, internship, work experience, field placement, and co-op programs that are a required component for the completion of their academic program. Please note that this requirement is an administrative process, and no additional fees are required for this work permit.

***Questions, please contact Robyn Tully at 474-7855***

### **Postgraduate Employment (Post-Graduation Work Permit)**

Citizenship and Immigration Canada made significant changes to the Post-Graduation Work Permit Program in April, 2008.

Post-Graduation Work Permits:

- do not require Human Resources and Skills Development Canada (HRSDC) approval
- are open/unrestricted, allowing the student to work for any employer(s)
- may be valid for a maximum of 3 years, depending on the length of the student's academic program

Students who have restricted Post-Graduation Work Permits issued prior to the April, 2008 changes may apply for open Post-Graduation Work Permits under the new regulations. In certain situations, the student may also be eligible for an extension to their Post-Graduation Work Permit.

***Questions, please contact Robyn Tully at 474-7855***

(If you are not sure what appointment form to use, please refer to the Form Matrix on the [HRIS/VIP Form web site](#) and follow the link)