

Before beginning ANY online procedures related to your Off-Campus Work Permit application, you must book an appointment with the Designated Institutional Representative (DIR) to confirm your eligibility.

To obtain an Off-Campus Work Permit, all eligibility verifications must be done online through the CIC website. Once eligibility has been verified online, students may apply for an Off-Campus Work Permit online (the preferred and recommended method) or by mail.

Eligibility Verification Process

Students at the U of M must have their eligibility for an Off-Campus Work Permit confirmed electronically by the Designated Institutional Representative (DIR) through CIC's Electronic Notification System (ENS).

Online Application Process

Once the DIR has confirmed a U of M student's eligibility through the ENS, the student will have the option to complete their application, attach their documents, pay the required fee, sign their application form, and submit their application electronically. Students who prefer to mail their applications may continue to use the paper application forms. However, all students must have their eligibility confirmed electronically by the DIR through the ENS regardless of whether they are completing the application electronically or mailing in a paper application.

Application Process for U of M Students:

1. Obtain a copy of the U of M's eligibility criteria. This information is available at the International Centre for Students office (541 University Centre) and on the International Centre for Students website (www.umanitoba.ca/student/ics).
2. If, after reading the U of M eligibility criteria, you feel that you qualify or you have questions regarding your eligibility, please book an appointment with the Designated Institutional Representative (DIR) / Off-Campus Work Permit Coordinator, Gitan Armour.
3. **You must book an appointment with the DIR to confirm your eligibility before beginning any online processes.**

If you begin the process online by completing the "Request for Initial Eligibility Verification" before meeting with the DIR, the DIR will not respond to your "Request for Initial Eligibility Verification". If your request is not responded to by the DIR, it will take 28 days (from the day your request was submitted) before you are notified by CIC that your request has expired. Because of this delay, students should not complete an online "Request for Initial Eligibility Verification" before meeting with the DIR.

4. You must bring the following documents to your appointment with the DIR:

Undergraduate Students:

- Student Card – original document
- Study Permit – original document
- Passport – original document

Former ICM Students now registered at the U of M:

- Student Card – original document
- Study Permit – original document
- Passport – original document
- Signed transcript copy issued by ICM

Graduate Studies Students:

- Student Card – original document
- Study Permit – original document
- Passport – original document
- A completed **Confirmation Report of Academic Performance for International Graduate Students**. Your advisor must complete and sign this report. This report can be found on the ICS website (www.umanitoba.ca/student/ics).

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Application Process for U of M Students (continued):

5. At the appointment, the DIR will confirm whether or not you meet the academic requirements for the program. Students who qualify must sign the U of M's **Student Waiver Form** at the appointment.

Please Note: The DIR will not confirm a student's eligibility to CIC if the student has not first met with the DIR and signed the U of M's waiver form.

6. Go on to the CIC website to initiate your Off-Campus Work Permit application.

STEP 1: Go to the following page on the CIC website: www.cic.gc.ca/english/e-services/index.asp and click on the "Off-Campus Work Permit" link in the "Self-Assessment Tools" section at the bottom of the page. You will be asked to complete a short questionnaire. This questionnaire is not an official verification of your eligibility for an Off-Campus Work Permit. It is a screening tool to determine whether or not a student may continue with the online process.

Once you have completed the questionnaire, you will either be notified that you are not eligible for an Off-Campus Work Permit or you will be directed to proceed with the next online step.

STEP 2: If you are directed to proceed to the next online step, you will be given a link to MyCIC, your personalized CIC portal. When you log in to MyCIC for the first time, you will be asked to register for a Government of Canada epass. Here you will create a user ID and password for yourself. Keep your user ID and password in a safe place.

STEP 3: Within MyCIC, complete an online "Request for Initial Eligibility Verification". This "Request for Initial Eligibility Verification" will be sent to the DIR for confirmation. Your "Request for Initial Eligibility Verification" will be processed within 28 calendar days. You can not proceed with your application until your "Request for Initial Eligibility Verification" has been processed.

STEP 4: While you are waiting for the DIR to confirm your status with CIC, which takes 2-3 days, you should do the following:

- Scan your main passport page, Canadian VISA, all pages containing entry stamps to Canada.
- Bank Receipt (if you are not using a credit card to pay online)

NOTE: Each document must be < 2MB in size. (acceptable formats are pdf, jpeg, word). Recommended setting is pdf, multiple pages, black & white, dpi set close to 100: choosing these options will help keep your file under 2 MB)

STEP 5: Once the DIR has confirmed your status with CIC, you will receive an email from CIC directing you to log into your MyCIC account to obtain the result of your "Request for Initial Eligibility Verification".

If you are not eligible to apply for an Off-Campus Work Permit, you will be asked to contact the DIR.

If you are eligible to apply for an Off-Campus Work Permit, you will be issued an Eligibility Verification Number (EVN). You may then complete the application online .

STEP 6: When completing the Off-Campus Work Permit application online, follow the online instructions and procedures carefully.

PLEASE NOTE THE FOLLOWING:

- **REVOKE CONSENT**– If you decide not to finish the application process for the work permit, you must let the DIR know and complete the necessary paper work.
- If you become ineligible for your work permit according to the terms of the program, meet with the DIR immediately to confirm ineligibility. If you are ineligible, you must immediately return your work permit to CIC. Failure to do so could result in the status of **NON-COMPLIANT** with CIC and could negatively affect your future applications.

Students Transferring In To or Out Of the University of Manitoba

Students transferring in to the U of M who already have an Off-Campus Work Permit or who would like to apply for an initial Off-Campus Work Permit must book an appointment with the DIR before initiating any online procedures.

Students transferring out of the U of M who already have an Off-Campus Work Permit must email the DIR so that the transfer of Off-Campus Work Permit information can be arranged. Students transferring out of the U of M who would like to apply for an initial Off-Campus Work Permit must book an appointment with the DIR before leaving Winnipeg and initiating any online procedures.