

**Off-Campus Work Permit Eligibility Criteria for International Students attending the  
University of Manitoba**

The Off-Campus Work Permit allows qualifying international students studying at the post-secondary level in Manitoba to work off campus for a limited number of hours each week. University of Manitoba students are required to apply for this type of Work Permit through the Designated Institutional Representative (Off-Campus Work Permit Coordinator) located at the International Centre for Students office.

To qualify for the program at the University of Manitoba, students must:

- possess a valid study permit
- have **completed**, at least, six months of study with **full-time** status at one of the participating institutions in Canada within the past 12 months, excluding ESL/FSL and Exchange programs. For the purposes of this program, full-time at the University of Manitoba is defined as:
  - Undergraduate Students: must be registered in a minimum of 9 credit hours per term during the regular academic session (Term 1: September to December, Term 2: January to April), unless your program of study requires more. The summer session may be used towards eligibility if the student has registered for and completed a minimum of 9 credit hours of courses between May and August.
  - Graduate Studies Students: must be full-time for the entire 12-month academic year (September to August).
- be registered as a **full-time** student at the time of application in a degree or certificate/diploma program, excluding ESL/FSL programs and Exchange programs. Letter of Permission and Distance Education courses may not be use in the calculating of full-time status.
- **meet acceptable academic standing**, which for the purposes of this program, is defined at the University of Manitoba as:
  - undergraduate students:
    - no grade below D within the qualifying months of studies (including summer), AND
    - cumulative GPA can not be below 2.0
  - graduate studies students (including pre-masters):
    - no grade lower than a B in any course taken, AND
    - cumulative GPA can not be below 3.0, AND
    - obtain written confirmation of acceptable academic performance from the graduate student's advisor
- **maintain acceptable academic standing** (after qualifying), which for the purposes of this program, is defined at the University of Manitoba as:
  - undergraduate students:
    - no grade lower than a D in any course taken, AND
    - cumulative GPA can not be below 2.0
  - graduate studies students (including pre-masters):
    - no grade lower than a B in any course taken, AND
    - cumulative GPA cannot be below 3.0, AND
    - obtain written confirmation of acceptable academic performance from the graduate student's advisor via the submission of Term Reports (Term Reports are due every December, April, and August)
- at the time of application can not have any academic holds, be on academic suspension, be involved in academic dishonesty, have a disciplinary action, be on a leave of absence, or be on a probationary period
- meet all Citizenship and Immigration Canada requirements

**Important: Meeting these criteria does not guarantee your eligibility for the Off-Campus Work Permit.**

Students who hold an Off-Campus Work Permit and who are transferring from one participating institution to another, must notify the DIR at the new institution that they are participating in the Off-Campus Work Program. It is the student's responsibility to request that the Eligibility Verification be transferred from the former institution to the new institution. This request must be made online through myCIC upon registration at the new institution.

Students who do not yet have an Off-Campus Work Permit and are transferring from one participating institution to another may use their qualifying time at the former institution to apply for an Off-Campus Work Permit at the new institution. Students must request an Eligibility Verification (with transfer) online through MyCIC.

Qualifying undergraduate students may work up to a maximum of 20 hours per week during the regular academic session and full-time during regularly scheduled breaks, such as the holiday period after exams in December, reading week, and the summer session. Undergraduate students who choose to study full-time during the summer session may only work 20 hours per week while their summer classes are in session. Once their summer exams have been completed, they may work full-time until the start of the fall term.

Qualifying graduate studies students do not have regularly scheduled breaks and are, therefore, permitted to work a maximum of 20 hours per week throughout the year (September to August).

If, at any time, the student fails to continue to meet any or all of the above criteria, the student must return the Work Permit to the local Citizenship and Immigration Canada office located at the Forks Market. It is the University of Manitoba's responsibility to notify Citizenship and Immigration Canada of any student who has become ineligible for their Off-Campus Work Permit and it is the **student's responsibility** to return their Work Permit to the local Citizenship and Immigration office.

If you have any questions or concerns regarding your eligibility or ineligibility it is your responsibility to contact the Designated Institutional Representative / Off-Campus Work Permit Coordinator at:

Gitan Armour  
Designated Institutional Representative / Off-Campus Work Permit Coordinator  
University of Manitoba - International Centre for Students  
541 University Centre,  
Winnipeg, MB R3T 2N2  
Tel. 204-474-6242 / Fax. 204-474-7562 / [Gitan\\_Armour@umanitoba.ca](mailto:Gitan_Armour@umanitoba.ca)