



<p>Gitan Armour Designated Institutional Representative (DIR) Off-Campus Work Permit Coordinator</p> <p>University of Manitoba International Centre for Students 541 University Centre, Winnipeg, Manitoba R3T 2N2 Telephone: (204) 474-6242 Fax: (204) 474-7562 E-Mail: armour@cc.umanitoba.ca</p>	<p>Student Name (Please Print Clearly): _____</p> <p>Student Number: _____</p> <p>Department: _____</p> <p>Program of Study: _____</p>
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Off-Campus Work Permit Confirmation Report of Academic Performance for International Graduate Students

Background Information:

Citizenship and Immigration Canada, the Province of Manitoba, and the University of Manitoba have entered into an agreement that allows international students in Manitoba to apply for Work Permits to work off campus for a maximum of 20 hours per week. To qualify, students must have completed at least 6 months of full-time study at a participating institution within the past 12 months, be currently enrolled as full-time students, and maintain acceptable academic performance.

Advisor Information:

For students in Graduate Studies, acceptable academic performance is based on performance in course work and performance not related to course work. Please refer to the Graduate Calendar for further clarification on Academic Performance. Only when the student's advisor indicates that he/she is meeting all academic requirements for the program will the student be considered eligible to apply for an Off-Campus Work Permit. To remain eligible for the Off-Campus Work Permit the student must continue to meet all academic program requirements during every term of study that the Work Permit is valid. Advisors need to submit a Term Report to the Designated Institutional Representative (DIR) once each term, to verify that the student continues to meet all academic program requirements.

For the initial application for the Off-Campus Work Permit we require the student's academic Advisor to please fill out the following information and send it directly to the DIR/Off-Campus Work Permit Coordinator. Forms may be returned electronically by E-mail. All forms returned electronically must be sent directly from the advisor's University of Manitoba E-Mail account.

This student has discussed the terms and conditions of the Off-Campus Work Permit, including the ability to work for a maximum of 20 hours per week. Yes No

This student is meeting his/her performance in course work. Yes No
If no, please indicate why or attach the Annual Progress Report.

This student is meeting his/her performance not related to course work. Yes No
If no, please indicate why or attach the Annual Progress Report.

Advisor: _____ Signature: _____ Date: ____/____/____
(Please Print) (day) (month) (year)

A student's advisor may not decline a student two consecutive times without submitting a copy of the Annual Progress Report to the DIR.