

How to apply for an **off-campus work permit**: A step by step guide

TO BEGIN THE PROCESS OF APPLYING FOR AN OFF-CAMPUS WORK PERMIT, YOU WILL NEED:

- INTERNET ACCESS, AS THE APPLICATION IS COMPLETED ONLINE
- YOUR PASSPORT, AS YOU WILL NEED INFORMATION FROM IT TO ANSWER THE QUESTIONS
- YOUR CURRENT STUDY PERMIT, AS YOU WILL ALSO NEED INFORMATION FROM IT TO ANSWER THE QUESTIONS
- A TRANSCRIPT FOR THE ISAs (INTERNATIONAL STUDENT ADVISORS) SO THEY CAN VERIFY THAT YOU MEET THE REQUIREMENTS
- A CREDIT CARD, (VISA, MASTERCARD, OR AM.EX.) TO PAY THE \$150 APPLICATION FEE

Go to the Citizenship and Immigration (CIC) website: www.cic.gc.ca and make the following selections:

- “Apply Online”
- “Off-campus work permit”
- “Log onto MyCIC directly”
- “Register” to obtain an “access-key”, (or log in if you already have an “access-key”)
- On the ‘Enrolment’ page, answer “YES” to the statement: “Indicate whether you have a client identification number or not” The client ID# is found in your study permit (see image on the back page)
- **Begin by selecting “Make a request”** and indicate you are requesting “verification” for an EVN (Electronic Verification Number) which is necessary to complete your OCWP application
- If the ISAs already have your transcript, verification will happen quickly and you will receive a message in your MyCIC inbox with the subject “Eligibility Verification Request” to let you know that your application was verified
- Your EVN will be found in the body of the text, beginning with EVN-OCWP-XXXXXXXXXX which you can select and copy
- **Click on the hyperlink “Continue”** to complete the application, and simply paste in the EVN when it asks for it
- Be prepared to scan and attach your passport to show the photo page **and any stamp showing entry into Canada**
- Be prepared to pay \$150 CDN online with a credit card (Visa, Mastercard or American Express). If you do not have a credit card, give the cash to a friend who would agree to pay for you with his/her card, or ask the ISAs for a special payment receipt to use at your bank

Check for a message in your account called “Confirmation of Online Transmission”. Once you receive this message, you know you have completed the application. Your off-campus work permit will be mailed to the address you provided. If you need any help or have questions, contact your International Student Advisors, Joy Ikede or Erica Stanley.

STUDY PERMIT
CASE TYPE: 32

CANADA

TRAVEL DOC: PASSPORT
INSTITUTION: OTHER UNIVERSITY QUE.
FIELD OF STUDY: 044011
RES. STATUS: 044011

CONDITIONS:
1. UNLESS AUTHORIZED, PROHIBITED FROM ENGAGING IN EMPLOYMENT IN CANADA.
2. MUST LEAVE CANADA BY 12 FEB 2005.
3. MUST BE IN ATTENDANCE AT UNIVERSITY.
4. APPROVED PASSWANT TO THE IMMIGRATION REGULATIONS.
5. MAY ACCEPT EMPLOYMENT ON THE CAMPUS OF THE INSTITUTION AT WHICH REGISTERED IN FULL-TIME STUDIES.

REMARKS: AUTHORIZED TO ATTEND ANTICIMIZED UNIVERSITY IN CANADA.
CNO C1567920 0000216301 VALID UNTIL 31 JUL 2005.
PASSPORT EXPIRES - 12 FEB 2005 - 170/04

THIS DOES NOT AUTHORIZE RE-ENTRY.

CIC: CPC VEG 9518 **Canada**

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APT 1207
MONTREAL QUE H3H2M3

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Part 1

Client ID
Number?

Enrolment - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://blscr3.egs-seg.gc.ca/TruePassApp/TruePassFrameset.jsp?visibleFrameURL=https://blscr3.egs-seg.gc.ca/... moccasin joe

Most Visited Customize Links Free Hotmail Windows Marketplace Windows Media Windows

Enrolment Residence Services | University of Princ...

Citizenship and Immigration Canada **Citoyenneté et Immigration Canada**

Canada

Citizenship and Immigration Canada
www.cic.gc.ca

Français Home Contact Us Help Search canada.gc.ca

Enrolment

MyCIC
Log Out

Before Enrolling on MyCIC

Before you enrol in MyCIC, you must indicate if you have ever applied for a service from Citizenship and Immigration Canada (CIC).

If you have applied before, then you will have a client identification number (client ID). You can find your client ID on any official document issued by a Citizenship and Immigration Canada office, Case Processing Centre or Canadian visa office outside Canada.

Your client ID consists of four numbers, a hyphen (-) and four more numbers (example 0000-0000).

If you have never applied before, you will not have a client ID.

Indicate if you have a client identification number or not.

Yes **No**

Done blscr3.egs-seg.gc.ca

Start Novell GroupWise - Mailbox Mail From: Patsy Myers Mail To: rroy@upei.ca Enrolment - Mozilla Fi... 3:16 PM