

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-XXXXXX 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.

