ON CAMPUS WORK

UNDERGRADUATE STUDENTS
To work on campus, an undergraduate student must have a valid Study Permit and be registered full time at McGill (min. 12 credits/term*) during the academic year (Sept-Apr.). They are permitted to work part time during the academic year, and full time during University-scheduled breaks (e.g., Summer, Winter holidays, Reading week). They do not require a separate work permit.

GRADUATE STUDENTS
To work on campus, a graduate student must have a valid Study Permit and be registered in full-time graduate studies at McGill. They are permitted to work part time during all registered terms, and may be eligible to work full time if their program offers a scheduled break. They do not require a separate work permit.

USEFUL WEBSITES

McGILL'S CAREER PLANNING SERVICE (CaPS)
(for recruitment, job postings, fairs and more)
www.mcgill.ca/caps/employers
514-398-3304

CITIZENSHIP AND IMMIGRATION CANADA
www.cic.gc.ca/english/study/work.asp
1-888-242-2100

SERVICE CANADA
(FOR SOCIAL INSURANCE NUMBERS)
www.servicecanada.gc.ca/eno/sin/employers/responsibilities.shtml
1 800 O-Canada

CONTACT US

www.mcgill.ca/internationalstudents/work/employers
www.mcgill.ca/internationalstudents
William and Mary Brown
Student Services Building
3600 McTavish, Suite 4400
Montreal, QC, H3A 0G3

Email: international.students@mcgill.ca
Telephone: 514-398-4349

HIRING INTERNATIONAL STUDENTS - EASIER THAN YOU THOUGHT!
**TWO PERMITS TO CONSIDER**

<table>
<thead>
<tr>
<th>Study Permit</th>
<th>Work Permit</th>
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</thead>
<tbody>
<tr>
<td>Mandatory co-op/internship</td>
<td>Optional internship</td>
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</tbody>
</table>

**A student who has a mandatory co-op/internship requirement as part of their academic program must obtain a co-op/internship work permit before work begins. With a co-op/internship work permit, the student can work full time to complete the co-op internship.**

**A student wanting to complete an optional internship must respect the requirements for Off-Campus work (see left).**

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**UNDERGRADUATE STUDENTS**

To work off campus, an undergraduate student must be enrolled in a degree, diploma or certificate program at McGill; have a valid Study Permit; and be registered full time at McGill (min. 12 credits/term*) during the academic year (Sept.-Apr.). They are permitted to work up to 20 hours per week during the academic year, and full time during University-scheduled breaks (e.g. Summer, Winter holidays, Reading week). They do not require a separate work permit.

* with the exception of the final term before graduation

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**GRADUATE STUDENTS**

To work off-campus, a graduate student must have a valid Study Permit and be registered in a full-time graduate program at McGill. They are permitted to work up to 20 hours per week during all registered terms, and may be eligible to work full time if their program offers a scheduled break. They do not require a separate work permit.

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**SOCIAL INSURANCE NUMBERS**

International Students with a valid Study Permit (and/or Co-op/internship Work Permit or Post-Grad Work Permit) can easily obtain a Social Insurance Number at their nearest Service Canada Centre. Instructions are provided at [www.mcgill.ca/internationalstudents/work/social-insurance](http://www.mcgill.ca/internationalstudents/work/social-insurance).

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**WHAT IF THE STUDENT’S STUDY PERMIT (OR WORK PERMIT) HAS EXPIRED?**

As long as the student applied to renew their Study (or Work) permit before it expired, they are considered to have implied status. As stated on the CIC website:

- If a temporary resident applies for renewal of their work or study permit and their permit expires before a decision is made, R186(u) and R189 (the right to continue working or studying under the same conditions pending a determination of their application for renewal) apply only as long as the person remains in Canada.