



Working authorizations and Study permit

In order to work off-campus and obtain a Social Insurance Number (SIN) by virtue of your study permit, your document must explicitly indicate your right to work off campus. Two situations are possible:

- Your study permit doesn't have any remarks concerning the working authorizations
- Your study permit has this remark "This permit does not permit the holder to engage in off-campus employment in Canada"

The procedures you must do are different in these two situations, pay attention to what situation applies in your case. To fully understand both scenarios, visit the [IRCC website](#).

You will be entitled to work off campus and get a SIN if:

- You began a full-time program AND
- You are registered in a program lasting at least six months that leads to a Canadian degree, diploma or certificate

Incorrect or not remarks - Modification of the study permit

Before asking the modification of your study permit, it is very important:

- ✓ To have brought the copy of your study permit to the Registrar's Office by due date, as you will need to send the original document by mail for modification. The Registrar's Office will not be able to maintain your registration for the current term if they have not received the copy of your study permit.
- ✓ To have made a photocopy of the study permit that you will keep throughout the processing of your application.

You must fill out and send a "Request to Amend the Record of Landing, Confirmation of Permanent Residence or Valid Temporary Resident Documents" that you will find on the following page (other applications section):

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides.html>

You will need to carefully follow the instructions in the application and include all requested documents. You must also insure to:

- Provide a copy of your admission letter to Polytechnique and an original definitive confirmation of registration (attestation d'inscription) that you will obtain through the Registrar's Office (and not through your online student file). Your confirmation of registration will become definitive after course choice period ends.
- Provide the original copy of your study permit
- Mention on the form that you wish to add the mention of off-campus work authorization on your study permit, as you have been admitted to a program of six months and more that leads to a diploma.
- Provide a complete mailing address, including your street and apartment number and the postal code.
- Send the application through registered mail to be able to track your application. Go to a Canada Post counter for help.

Important:

*Processing of the application can take from one to two months. Hence, make sure that during this period, you will not need to leave Canada, as you will not have the original study permit in your possession, which is mandatory to enter Canada

*If you are a student in a double diploma program with an integration trimester, we recommend that you request this modification at the beginning of your master's program, as your application could otherwise be rejected.

Prohibition to work – New Study permit request

If your study permit contains the remark "this permit does not allow the holder to work off-campus in Canada" and you are now enrolled in a program that allows you to do so (undergraduate degree, DESS, Master or PhD) you must [reapply for a study permit](#) from within Canada.

Take note that:

- This application has a fee of \$ 150
- This application is online and the new study permit will be sent to you by post at your Canadian address
- The processing times are those of an application for study permit renewal inside Canada. You can consult them on the [IRCC website](#)
- We suggest you add an explanatory letter to your request

Important:

If you were from the first trimester of enrollment in a program of study that authorizes work on and off campus (bachelor's degree, DESS, master or PhD - no session or preparatory year or integration), the agent may have made a mistake. In this case, you should instead make a modification request (see first step of this sheet).