

STUDY PERMIT HOLDERS AT SENECA COLLEGE

To All Study Permit Holders who intend to:

1. Apply for an on campus job; or
2. run in a student election for a full time or part-time elected position.

Your Seneca Student Federation (“SSF”) wishes that you consider the following matters prior to making an application for a campus job or running for an elected posting.

This notice is merely a guide to assist you in your decision in one or both of the above opportunities offered by the SSF and merely a reminder that you must complete your due diligence regarding either of these two intentions. This guide is not meant to be the sole authority or information regarding your application for an on campus job or your intention to run for student office. For further guidance, you are requested to seek the advice of the student immigration agent, paralegal or counsel together with assistance of the Federal Government’s on-site information at <http://www.cic.gc.ca/english/wor-encampus.asp>.

You are permitted to do work on campus without the need to obtain a work permit for an unlimited number of hours provided that:

1. You hold and maintain a valid study permit; and
2. You are a full time student at a campus.

Despite the lack of any express limit to the number of hours you may work on campus, it is the policy of Citizenship and Immigration Canada (“CIC”) that if you hold a valid study permit, your studies should remain your primary activities during your stay in Canada.

If at any time you are not a full time student or maintain a valid study permit, you are not qualified to accept an on campus job or elected position without a work permit. It is your responsibility to determine what “full time” means in this context, as the definition may be different for each course selection or program and no definition is provided by CIC.

A Social Insurance Number (“SIN”) is required to work in any position, on or off campus. Students are required by law to provide their SIN to their employer within three (3) days after the day on which their employment begins. To apply for a SIN, a study permit holder must present either:

1. a study permit issued by CIC that indicates the permit holder “may accept employment” or “may work” in Canada; or
2. a study permit and a “confirmation to work off campus” letter issued by CIC prior to February 6, 2015.

If neither of these requirements is met, the study permit holder may contact CIC to verify if he or she is eligible to apply for an amended study permit.

Many of the positions offered by SSF, both hired and elected, require you to work off-campus. Study permit holders may work off campus without a work permit:

1. Up to 20 hours per week during regular academic sessions; and
2. Full-time during scheduled breaks, such as the winter and summer holidays or spring break.

Remember, if your position requires you to work at another campus, this is considered as off-site, with one exception, that the two campuses in Toronto (for this provision) may be considered a single campus and while registered at one Toronto campus, will allow you to work at the other, without using your permitted 20 hours off-campus allotment.

If you intend to work at any other off-campus location, please keep in mind your maximum 20 hour allotment, together with the job or post requirement and any other activity you may be involved in.

To work off campus without a work permit, you must:

1. Have a valid study permit;
2. be a full time student;
3. continue to be enrolled; and
4. be studying in a program that leads to a degree, diploma or certificate that is at least six months in duration.

You must be fully aware of the job or office requirements and whether or not your study permit status allows you to participate. You are to be prepared to commit to being a full time student and to being able to maintain the requirements of the position applied for or elected to. Make an honest assessment of your capabilities to handle all your activities - both on and off campus.

Post Graduates:

In the event that you are in your graduation year, be aware that your eligibility to apply for and receive a Post-Graduation Work Permit (“PGWPP”) may be affected by the requirements of any job or office to which you are appointed or elected. You must make arrangements to qualify for a PGWPP that following year.

You are eligible to apply for and receive a PGWPP if:

1. You have studied full time in Canada and you must have completed a program of study that lasted at least eight (8) months;

2. You have graduated from a recognized institution (please review the on site list at <http://www.cic.gc.ca/english/study/work-postgrad-who.asp>;
3. You apply for the work permit with Ninety (90) days of receiving written confirmation of your school indicating that you have met the requirements for completing your academic program;
4. You have completed and passed the program of study and have received written evidence that you are eligible to obtain your degree, diploma or certificate; and
5. You have a valid study permit when you make the application.

It is critical that you determine the length of your term of campus job or elected position. The length of the term of your PGWPP can be no longer the length of your study program. You are NOT eligible if your course term was less than Eight (8) months. If your course term exceeded eight months but less than Two (2) years, your PGWPP will be the same length as your course term. If your course term exceeds Two (2) Years, your PGWPP may be Three years.

You cannot obtain a PGWPP if you:

- Studied in a program that is less than eight months long
- participate in a Canadian Commonwealth Scholarship Program funded by the Department of Foreign Affairs, Trade and Development Canada (“DFATD”)
- participate in a Government of Canada Awards Program funded by DFATD
- receive funding from the Canadian International Development Agency (“CIDA”)
- participate in the Equal Opportunity Scholarship, Canada-Chile
- participate in the Canada-China Scholars Exchanges Program
- participate in the Organization of American States Fellowships Program
- participate in a distance learning program either from abroad or from within Canada or
- have previously been issued a Post-Graduation Work Permit following any other program of study.

Only you can determine whether or not you qualify to run for an elected posting or apply for an on campus job. Only you have all the necessary information to make a determination. Only you can make an honest assessment of your immigration status and your ability to manage course studies with other activities and your choice to run for an elected post or apply for a campus job. Neither the College nor the SSF will make a determination that you qualify or do not qualify for an elected post or campus job, unless on the face of materials provided to the SSF or College there is revealed a clear indication of your disqualification. Acceptance of an application or consent by the SSF or College for a job or an elected post, either written or tacit, DOES NOT mean that either the College or the SSF approves of your choice nor does it mean that the College or the SSF have reviewed or regarded your immigration qualification or status or your personal ability to manage both your course study, other campus or off-campus activities, together with your on campus job or elected posting.

ACKNOWLEDGEMENT

Having had the opportunity to review the above guide, with counsel or other professional assistance, or having waived the opportunity to do so after due regard to the above guide and having due regard to both my immigration status and my personal capacity, I acknowledge my sole responsibility to determine both my immigration status and personal capacity to either apply for an on camps job or elected posting. I further acknowledge that I am not relying in any way on either the SSF or the College in making this determination, save that I have been provided with the qualifications necessary to fulfill my obligations to the on campus job and/or elected posting.

Dated this day of , 2020.

Name