



# International Student Guide: Working On- and Off-Campus & Applying for a Social Insurance Number

*If you are a full-time student, you do not need a work permit to work off-campus, but you will need a Social Insurance Number (SIN).*

Use IRCC's [self-assessment tool](#) to see if you are eligible to work off campus without a work permit.

## To qualify, you must:

- have a valid study permit,
- be a full-time student,
- be enrolled in a diploma or certificate program at NSCC that is longer than 6 months.

\*Your study permit **must** include this condition on the document – if it doesn't, contact your International Student Advisor for assistance in requesting an amendment:

- *May accept employment on or off campus if meeting eligibility criteria as per R186(f), (v) or (w). Must cease working if no longer meeting these criteria*

## Working on-campus

You may work on campus at the institution where you study without a work permit if you have a valid study permit and you are a full-time student at NSCC.

## Working off-campus

You may gain work experience by working off campus while completing your studies.

International students may:

- work up to 20 hours per week during regular academic sessions and
- work full-time during scheduled breaks between terms, such as the winter and summer holidays or spring break – **you must be enrolled full-time in the next available term to work on a scheduled break**

## Co-op Work Experience and Working Off-campus

During your work experience, you are still enrolled as a full-time student, so technically you are authorized by IRCC to work part-time. You can work both your full-time co-op work experience and a separate part-time job at the same time.

## Part-time Study and Working Off-campus

You must be enrolled full-time to be eligible to work off-campus, unless you are in your **final semester of study**. In this term, if you are enrolled part-time, you can still work part-time.

## Applying for a Social Insurance Number

The **Social Insurance Number** (SIN) is a nine-digit number that you need to work in Canada or to have access to government programs and benefits.

You must apply for a SIN through **Service Canada**. Click here for a link to all of the Service Canada offices in Nova Scotia:

<http://www.servicecanada.gc.ca/cgi-bin/sc-srch.cgi?app=lst&pv=ns&ot=&ln=eng>

You need to provide a primary document to apply for a Social Insurance Number (SIN). Please see <http://www.servicecanada.gc.ca/eng/sin/apply/proof.shtml> for complete information.

A primary document is an official document that proves your identity and status in Canada. Service Canada needs to see an **original** of your primary document. If the name on this document is different from the name you currently use, you will also need to provide a supporting document.

All documents **must** be written in **English or French** or be accompanied by an official translation attested to by the translator before a notary public, or prepared by an officer of a foreign government or an official of the British or Canadian Consulate.

## Primary and supporting documents for Students

**Study permit** issued by IRCC. A study permit is acceptable only when it indicates that the permit holder "may accept employment" or "may work" in Canada. If neither of these statements is on the study permit, you will need to apply to amend your study permit through IRCC.

Important note for temporary residents: you will receive a temporary confirmation of SIN letter that begins with the number "9". Your SIN expires on the date indicated in the "expires on" field of the letter. This expiry date is based on the IRCC document that authorizes you to work in Canada.

## Finding Work

The NSCC website has an extensive list of links for students and graduates looking for employment: <https://www.nsc.ca/services/careerservices/index.asp>

If you need any help with your resume or have questions about looking for jobs, please see your Student Services Advisor.