



November 15, 2019

Dear International Student Advisor,

Immigration, Refugees and Citizenship Canada (IRCC) is seeking your help to share important reminders for study permit holders on a number of key immigration issues.

We encourage you to share this information with international students at your institution:

#### **Updating information about their designated learning institution (DLI)**

- International students must update IRCC each time they change post-secondary schools. Changing the post-secondary school in their IRCC account is free and can be [done online](#).
- When a student does not tell IRCC that they have changed their DLI, they are reported to IRCC by their previous school as not attending class.
- This can lead to an investigation into failing to comply with their study permit conditions. It could ultimately result in the student being required to leave Canada.

#### **Updating contact information**

- International students must keep their contact information up to date with IRCC. Students can change their residential address by using our [Web form](#).

#### **Reminders on working in Canada while studying**

*Before their program begins:*

- An international student whose study permit allows them to work on-campus, off-campus, or both can begin working in Canada when they start their study program.
- They **cannot** work before their studies begin.

*Working while they study:*

- During regular school semesters, students who are allowed to work off-campus may work a **maximum of 20 hours** per week.
- During scheduled breaks in the school year, such as during winter and summer holidays, they may work full-time.
- There is no maximum number of hours eligible students may work [on-campus](#).

Learn more about the conditions under which international students can work by visiting our [website](#).

*Completing their program and working:*

- International students must stop working as soon as they receive confirmation from their DLI that they have met all the requirements for graduation.
- However, a student who has completed their program, **and** who was eligible to work off-campus during their studies, **can begin working full-time** again if they submit their



application for a post-graduation work permit (PGWP) while their study permit is still valid.

- If their PGWP application is refused, they must stop working immediately.
- Students **should not** apply for a PGWP to the Canada Border Services Agency at a port of entry.
- As students who apply for a PGWP before their study permit expires are authorized to work while their PGWP application is in process, there should be no reason to apply for a PGWP at port of entry.

It is important that international students comply with the conditions of their study permit. Failing to comply with these conditions, including the rules around working on- and off-campus, can lead to enforcement action and affect the student's future applications for immigration programs.

Sharing these reminders will contribute to ensuring that your international students have a positive experience in pursuing post-secondary studies in Canada.

Thank you for your support in communicating these messages to the international students enrolled at your institution.

Sincerely,

Malcolm Eales  
Director, Temporary Resident Program Delivery  
Immigration, Refugees and Citizenship Canada

### Useful Links

[Study in Canada as an international student](#)

[Studying and working in Canada as an international student](#)

[Change your post-secondary school in your account](#)