

WORKING IN CANADA

If you are an international student with full-time registration status and a valid study permit, you are eligible to work in Canada, with some conditions.

Please note that you can only start working in Canada when your study program has started. **You cannot work before you start your studies.**

On-campus work

If you are an international student with full-time registration status and a valid Study Permit, you may be eligible to work on campus without a work permit.

Definition of on-campus work:

On-campus work includes any job that is located within the boundaries of the campus. The employer can be The Glenn Gould School (GGS) (for example: library, department, registrar's office,) or a private business located on campus like the coffee shop, performance spaces or other departments at The Royal Conservatory of Music.

Eligibility criteria:

Per the current immigration regulations, an international student; including exchange, Visiting and ESL students, is eligible to work on campus without a work permit if he/she:

- has a valid study permit
- is enrolled full-time
- has a valid SIN (social insurance number)

You must stop working on-campus on the day you no longer meet the above eligibility requirements, e.g., if you are no longer a full-time student.

How many hours can an international student work on campus?

There are no restrictions on the number of hours that an international student can work on campus as long as they meet the eligibility criteria. **Students must stop working on-campus on the day they no longer meet the on-campus eligibility criteria.**

Working during regularly scheduled breaks:

You may work on campus during scheduled breaks like summer regardless of the number of courses that you enroll in during your scheduled break if you meet the following conditions:

- The break is officially recognized by your school, department or faculty as a scheduled break.

- You are enrolled in a degree program.
- You have been studying full time prior to the scheduled break.
- You are returning to study full time after the break (the final term is the only exception to this requirement).

Off-campus work

Who is eligible to work off campus?

You are eligible to work off campus without a work permit if you meet the following eligibility requirements:

- You hold a valid study permit.
- You are a full-time student enrolled in a degree program (exception: when you are in the last term of your final year of study, you can work even if you are studying part-time);
- Your program of study is at least six months or more in duration and one that leads to a degree, diploma or certificate.
- You have a valid SIN (social insurance number)

You must stop working off campus on the day you no longer meet the above eligibility requirements (e.g., if you are no longer a full-time student.)

You are **not** eligible to work off campus if:

- You are a visiting or exchange student
- You are registered in a general interest program or a non-degree program
- You are registered in an English or French as a second language (ESL/FSL) program

How many hours can an international student work off campus?

If you are eligible to work off campus, you may work up to 20 hours per week during the regular academic year and full time during scheduled breaks (e.g. winter/summer holidays, spring break)

If you are enrolled in an intensive program which does not have scheduled breaks, you may only work a maximum of 20 hours per week during the entire program of study

There are no legal restrictions preventing students from working on campus in addition to working the maximum 20 hours per week off campus.

Working during regularly scheduled breaks:

You may work off campus full time during scheduled breaks like summer regardless of the number of courses that you enroll in during your scheduled break if you meet the following conditions:

- The break is officially recognized by your school, department or faculty as a scheduled break.

- You are enrolled in a degree program.
- You have been studying full time prior to the scheduled break.
- You are returning to study full time after the break (the final term is the only exception to this requirement).

Work permit for your spouse/common-law partner

Accompanying spouses or common-law partners of foreign students are eligible to apply for an open work permit. No job offer or Labor Market Impact Assessment (LMIA) are required for this work permit when the principal applicant (the international student) has a valid study permit and is enrolled in a program of study. Visit [IRCC's website](#) for more information about this type of work.

Social Insurance Number (SIN)

In order to work in Canada, you must make sure that you:

- [Are eligible to work in Canada.](#)
- Have a [Social Insurance Number](#) (SIN).

A Social Insurance Number (SIN) is a 9 digit number that you need in order to work in Canada or to have access to government programs and benefits. You will need a SIN if you want to file an income tax return in Canada. Starting in 2019, the accounting team at The Royal Conservatory will request your Social Insurance Number to include it on the tax forms they issue.

Study permit holders:

To get a SIN using your study permit, it must include one of the following statements:

- May accept employment on the campus of the institution at which registered in full-time studies.
- May work 20 hrs per week off campus or full time during regular breaks if meeting criteria outlined in section [186\(v\)](#) of IRPR.
- 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.

If your study permit does not have any of the above-mentioned statements, you need to [apply for an amendment to your study permit](#) before you can apply for a SIN.

If your study permit has the above-mentioned statements, you will need the following documents to apply for your SIN:

1. Passport
2. Study permit
3. Proof of address

How to get your SIN

COVID-19 update: You can currently get a SIN by [applying online or by mail](#).

There is no fee for getting your SIN.

Your SIN will expire at the same time as your study permit or work permit. If you would like to renew your SIN, you will need the same documents as you did for the initial application.

Once you have your Social Insurance Number, you must update your profile with The Glenn Gould School.

Income tax

Income tax and international students

Due to COVID-19, the tax filing deadline for 2020 has been extended to June 1, 2020. Many volunteer tax clinics have been cancelled or postponed, but you can still file online using [certified tax software](#). If you have difficulty sending your income tax information to the government online, you can save, print and send your completed forms by mail to: Sudbury Tax Centre, 1050 Notre Dame Avenue Sudbury, ON P3A 5C2.

“If you are an international student studying in Canada, you may have to file a Canadian income tax return. You must determine your residency status to know how you will be taxed in Canada.” – Canada Revenue Agency

International students have to pay annual income tax for any money they earn while working in Canada. The deadline for filing a tax return is April 30 of each year. For detailed information about your income tax obligations, visit the [Canada Revenue Agency website](#). We strongly encourage you to educate yourself about [Canada Revenue Agency](#) (CRA) requirements and your responsibilities with respect to filing an income tax return:

- [Canadian income tax system overview for international students](#)
- [Determine your residency status for income tax purposes](#)

Even if you did not earn income or owe income tax, you may benefit from filing your application with the CRA because you may get a refund, a GST/HST credit, or receive child tax credits or subsidies.

You may be eligible for the GST/HST credit after your arrival in Canada and can apply prior to filing your income tax return.

Another major benefit of filing an income tax return even if you did not earn any income is that you can carry forward your tuition credits to reduce your future income tax owed that can benefit you when you may earn more income later on e.g. after graduation.

The Canada Revenue Agency website features a series of [videos for international students which provide an overview of the Canadian tax system and how to file](#).

External links

Useful Canada Revenue Agency links

[Are you an international student studying in Canada?](#)

[International Students and Taxes](#)

[Individual Tax Number \(ITN\)](#)

[Tax Slips \(income\)](#)

[Tax Slips \(tuition\)](#)

[Tax Treaties](#)

[Tax Forms, Guides and Resources](#)

[Video series on International Students and Income Tax](#)