



International Education Centre

Amending your Study Permit to work off-campus

You need a Social Insurance Number (SIN) from Service Canada to work in Canada. To receive your SIN, you must have one of the following conditions printed on your study permit:

- May accept employment on or off campus if meeting eligibility criteria. Must cease working if no longer meeting these criteria.

If an immigration officer has made a mistake by not including the work authorization above, then you must submit a request for an amendment to your study permit before you can apply for a SIN. There is no fee for this request.

If the error was **not** made by an immigration officer, then you must apply to change the conditions of your study permit and pay the applicable fee. Please view our step-by-step guide on Study Permit Renewal. Some examples of when you have to renew your study permit are:

- You were required to complete a pre-requisite language program as a condition to your MSVU admission.
- You were required to complete other pre-requisite academic courses as a condition to your MSVU admission.
- Your study permit was issued while you were in high school here in Canada.

1.) Complete the Request to Amend Valid Temporary Resident Document: IMM 1436 form:
<http://www.cic.gc.ca/english/information/applications/amend.asp>

Completing the Application (IMM1436) Form

Part A:	Client ID (8 or 10-digit number listed on the top right side of your study permit. Or look for "UCI" on the permit.
1. UCI	
10. Passport number Indicate if:	Check 'current'
15. Current mailing address: Apt/Unit	'Apt/Unit' - This is your apartment number if you have one
16. Residential address, same as mailing address?	If your mailing address is where you live, answer 'Yes'.
20. Date of original entry	The first day you entered Canada
21. Date temporary residence was granted	Issue date of your Study Permit
Part B: Information to be Amended	
1. Study Permit ID No:	Black number starting with only one letter listed under the large red number at the top right of your study permit
2. Surname	If you are not asking for this information to be changed, <i>leave this section blank.</i>
3. Given Names	If you are not asking for this information to be changed, <i>leave this section blank.</i>
4. Date of Birth	If you are not asking for this information to be changed, <i>leave this section blank.</i>
5. Place of Birth	If you are not asking for this information to be changed, <i>leave this section blank.</i>
6. Country of Birth	If you are not asking for this information to be changed, <i>leave this section blank.</i>
7. Citizenship	If you are not asking for this information to be changed, <i>leave this section blank.</i>
8. Sex	If you are not asking for this information to be changed, <i>leave this section blank.</i>

9. Marital Status	If you are not asking for this information to be changed, <i>leave this section blank.</i>
10. Date of Original Entry	If you are not asking for this information to be changed, <i>leave this section blank.</i>
11. Date Temporary Residence was granted	If you are not asking for this information to be changed, <i>leave this section blank.</i>
Part C: 2. Reasons for requesting the amendments	I am writing to request that my current study permit be amended in order for me to obtain my Social Insurance Number and for me to be able to work off-campus.

2.) Completing the Document Checklist (IMM 1436)

Check the following boxes and provide the necessary documents pertaining to it.

IMPORTANT: *Create an electronic copy of your Study Permit before mailing the original document.*

Ensure the following documents are included with your application. Check each box once you enclose the item. Failure to provide a **fully completed application or the necessary documents** will result in the return of your application. Please make sure you complete this document and include it in your application as the cover page. Submit photocopies of documents unless we ask for originals as they will not be returned to you.

I HAVE ENCLOSED THE FOLLOWING ITEMS:

(See "Gather documents" section in the Instruction Guide for examples)

- Original** application form *Request to Amend the Record of Landing, Confirmation of Permanent Residence or Valid Temporary Resident Documents (IMM 1436) completed and signed.*
- Photocopy** of federal or provincial/territorial government issued photo identification **OR** if unavailable, **photocopy** of government issued or internationally recognized photo identification from outside Canada prior to your entry to Canada. (See "Gather Documents" section in the Instruction Guide for examples)
- Photocopy** of another form of government issued or internationally recognized identification from outside Canada before your entry to Canada indicating an error was made. (See "Gather Documents" section in the Instruction Guide for examples)
- Photocopy** of letter of acceptance or enrolment from your current designated learning institution, if applicable.
- Copies** of court documents if you have been convicted of a crime since becoming a permanent resident (if you are not a Canadian citizen).
- Original** *Use of a Representative (IMM 5476)* form **completed and signed**, if applicable.
- Proof** of urgency, if applicable.

IMMIGRATION DOCUMENT CONTAINING ERROR

- Original** *Work Permit, Study Permit, Visitor Record or Permit to Enter and Remain in Canada (IMM 1442, IMM 1208, IMM 1102, IMM 1097 or IMM 1263).*
- Photocopy** of the *Record of Landing (IMM 1000)* or *Confirmation of Permanent Residence (IMM 5292 or IMM 5688).*

3.) Mail your completed application form and all required documents to:

It takes approximately 8 weeks to process this request. Make sure to purchase tracking number for your mail.

Amendment to Valid Temporary Resident Document
Operations Support Centre (OSC)
PO Box 8784 STN T CSC
Ottawa, Ontario K1G 5J3