Work Permits for Spouses and Common-law Partners of International Students
(Application instructions for applying from WITHIN Canada only)

Accompanying spouses or common-law partners of international students are eligible for an open work permit, which means they do not need a job offer or a labour market impact assessment (LMIA) from Service Canada. Immigration, Refugees and Citizenship Canada (IRCC) defines common-law partners as people of the same or opposite sex who currently cohabitate and have cohabitated in a conjugal relationship for at least 12 consecutive months (one year).

How do I apply for a work permit if I am the spouse/common-law partner of an international student?

As per Immigration, Refugees and Citizenship Canada (IRCC) instructions, if you are currently in Canada and have visitor, student or worker status you are required to submit your work permit application online unless you are otherwise exempted. For more information regarding the exceptions to this rule, please see: https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/visitors/place-application-visa-electronic-travel-authorization-study-permit-work-permit/exempt-electronic-applications.html

What are the instructions for applying online?


Step 2. Apply online at https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html after creating a GCKey or Sign-in Partner login ID, and registering with MyCIC. Enter your Personal Checklist Code when prompted.

Scan and upload all required documents (see below and next page). Supporting documents should be current. Refer to your online checklist for acceptable file formats.

What documents do I need to apply for this work permit?

Your online document checklist may not include all of the items listed; however, you must provide them all (unless otherwise specified in the chart below).

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<th>Application Item</th>
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| Application Form | Application to Change Conditions, Extend My Stay or Remain in Canada as a Worker [IMM 5710]  
   → Once completed, click on the “Validate” button prior to printing. This will generate a series of barcodes on page 5. When submitting your application, you must include this page which contains your unique barcodes.  
   Do not print the form – simply validate, save and upload it in the space provided. You will be prompted to electronically sign your application later in the online process. | * Fill out the application form electronically (not by hand)  
* Your 8 or 10-digit Client I.D. number on your study permit is your UCI  
* Select “Other” for Question 1a on page 3 (type of work permit), and indicate “Spousal work permit” for Question 1b |

You must also include all of the following supporting documents:

To be provided by international student:

- Scanned copies of all relevant passport pages.  
   → Include all pages with photos, signatures, entry stamps, visas and any other markings.
- Scanned copies of all current valid immigration documents such as your study permit, work permit, etc.
- Official current SFU confirmation of enrollment (COE) letter which may be downloaded through goSFU. For instructions, please see: https://www.sfu.ca/students/records/confirmation-of-enrollment.html
- SFU graduate students may request a letter from their department and include this in addition to their SFU COE letter should they wish to include proof of financial support (i.e. TAship or RAship)
- Official current transcripts which include your last two terms of studies.  
   → If you have attended a different institution in the last two terms, you must include official transcripts from that institution as well.  
   → Official SFU transcripts may be requested online through goSFU and may take several days to be issued. See: https://www.sfu.ca/students/records/transcript.html
   → Open these documents to ensure they are accurate. Scan the transcripts and upload them to your document checklist.

The information in this document has been reviewed and endorsed by a Regulated Canadian Immigration Consultant (RCIC) pursuant to section 93 of the Immigration and Refugee Protection Act. This is not a legal document and information may change without notice. Always refer to www.cic.gc.ca for the most updated information. This document was last updated on January 22, 2020.
Proof of sufficient financial support in Canada totaling at least $10,000 CAD, plus:

- An additional $4,000 for the first accompanying family member (e.g. spouse or common-law partner)
- $3,000 for each additional family member (e.g. dependent child)
- Current official bank statements for the past 2 months, proof of scholarship or employment, letter of financial support from family members along with their current official bank statements, etc. are examples of documents that can be included.
- Proof of the additional financial support for family members may be provided by either the international student or the spouse.

Notes:

To be provided by spouse or common-law partner:

- Scanned copies of all relevant passport pages.
  - Include all pages with photos, signatures, entry stamps, visas and any other markings.
  - Check the expiration of your passport first. Immigration, Refugees and Citizenship Canada (IRCC) will not issue a work permit for longer than your passport is valid.
- Scanned copies of all current valid immigration documents such as your study permit, work permit, visitor record, etc.
- A scanned copy of your marriage certificate (must be in English, French or translated) OR A Statutory Declaration of Common-Law Union (IMM 5409) form. The form can be downloaded directly from your online document checklist.
- Digital photo – refer to your online document checklist for photo specifications

Biometrics (fingerprints and photo)

Within 24 hours of applying for your work permit and paying the biometrics fee you will get a biometric instruction letter in your MyCIC account. Bring this letter and your valid passport when you give your biometrics at a designated Service Canada location. IRCC can only begin to process your application after you pay for and give your biometrics.

If you gave biometrics in the last 10 years for a Canadian visa, work or study permit and they are still valid you do not have to give them again when you apply for your work permit.

For more information about biometrics requirements and exemptions please visit: https://www.canada.ca/en/immigration-refugees-citizenship/campaigns/biometrics/facts.html

Fees

The current fee for a work permit is $255 CAD. If you are required to provide biometrics you will be charged an additional fee of $85 when you submit your application.

You can pay online using a credit card (IRCC accepts Visa, MasterCard, American Express, JCB, China Union Pay) or a debit card (IRCC accepts Visa Debit, Debit MasterCard or Interac). Follow the steps outlined during the online application process.

How long will it take to issue my work permit?

Processing times vary. For up-to-date processing times please check the IRCC website at https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html

When is a medical exam required for work permit?

In some cases, there may be restrictions on the type of job you can hold unless you complete and pass an immigration medical exam prior to submitting an application for your work permit. Additionally, you will be required to undergo an immigration medical exam if you have resided or stayed temporarily in a designated country or territory for 6 or more consecutive months in the last year. Please visit https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams/requirements-temporary-residents.html for more information.

Do I also need a Social Insurance number (SIN)?

A SIN is a number unique to you that the Canadian government requires you to have for taxation purposes if you are a worker. Without a SIN, you cannot get paid. You are required to give your employer your SIN at the time that you start working.

Once you have obtained your work permit, you can apply for a Social Insurance Number (SIN). For further information on how to apply, please refer to our Social Insurance Number handout at http://www.sfu.ca/students/isap/resources.html.

When should I extend my work permit?

You should apply to extend your work permit 90 days in advance of expiry. However, as long as the Case Processing Centre in Alberta receives your application before the expiry date, you are considered to have “implied status” in Canada until you receive your renewed work permit, even if the expiry date has passed while your extension is being processed. If your work permit has already expired and you have not applied to extend or change your status in Canada, see an International Student Advisor, Immigration Specialist immediately for advice and assistance.

Notes: