



# WORK WHILE STUDYING



## ON-CAMPUS EMPLOYMENT

As an international student, you can work on campus as part of iWorks; a program that provides international students with opportunities for part-time employment. The program runs from September to April each year and each job offers a maximum of 12 hours per week to a maximum of 140 hours per semester.

## ELIGIBILITY CRITERIA

To apply, you must:

- Be an international student;
- Hold a valid study permit<sup>1</sup>;
- Be enrolled in a full-time post-secondary program with a full-time course load; and
- Maintain a GPA of at least 2.0. GPA will be reviewed at time of application and before the start of each new semester.

## APPLYING TO IWORKS

1. Log in to MyCampus.
2. Under the DC Financial Aid tab, locate DC Financial Aid Self-Service, choose Start My Application, and follow the steps.

Once your application has been reviewed, you will receive an email in your DCmail advising you whether or not you have been approved for the program. Your approval email permits you to begin applying to open positions on campus. You must include your approval email along with a cover letter and resumé in your application to open positions.

## HOW TO APPLY FOR JOBS ON CAMPUS

To search and apply for jobs, go to the Hired Portal at: [hired.durhamcollege.ca](http://hired.durhamcollege.ca).

- Click on Students, then Students and Alumni Login;
- Use your MyCampus credentials and password to log in;
- Click Work Study Jobs;
- Click Work Study Job listings; and
- Click View All Available Postings.

<sup>1</sup> You must keep track of your study permit/passport expiry dates to maintain your immigration status. It is your responsibility to ensure your documents remain valid during your studies in Canada.

# Work while studying



## OFF-CAMPUS EMPLOYMENT

As an international student, you can work up to 20 hours per week off campus without a work permit<sup>2</sup>, if you meet all of these requirements:

- Hold a valid study permit that includes a condition saying you can work off campus;
- You are a full-time student at a designated learning institution (DLI) (Durham College is a DLI);
- Enrolled in a
  - » post-secondary academic<sup>3</sup>, vocational<sup>4</sup> or professional training<sup>5</sup> program;
- Study program
  - » is at least six months long, and
  - » leads to a degree, diploma or certificate; and
- Have a Social Insurance Number (SIN).

## IMPORTANT POINTS

1. If you are a part-time student, you can work off campus only if you meet all of the requirements above and you are only studying part-time, instead of full-time, because:
  - a) You are in the last semester of your study program;
  - b) You were a full-time student in your program in Canada, up until your last semester;
  - c) You do not need a full course load to complete your program;
2. If you are on an authorized leave from your studies, or you are switching schools and not studying:
  - a) You cannot work off campus;
  - b) You can only return to work once you return to studying;
3. Before you apply to jobs, consider an application check-up with Career Development! Log in to hired.durhamcollege.ca and make an appointment today to review your cover letter or resumé, or to practise your interview skills. It's free!
4. Hours worked on campus are not counted in the 20 hours available to work off campus.

<sup>2</sup> This is not a legal document and information is subject to change without notice. We recommend that you refer to [www.canada.ca](http://www.canada.ca) for the most up-to-date information.

<sup>3</sup> A post-secondary program that awards an academic degree, diploma or professional certification. This program is often delivered at universities, colleges, seminaries and institutes of technology.

<sup>4</sup> A preparation for a specific occupation in industry, agriculture or trade. This training generally includes technical, organizational and basic skills training. It may be offered through on-the-job programs, by unions in conjunction with businesses, by community colleges or universities in conjunction with a specific industry, and by private career colleges.

<sup>5</sup> A type of training usually offered to a person who is already a professional in a given field. This type of training is usually recognized as meeting an official standard of an industry, association, or profession.