

# SOCIAL INSURANCE NUMBER (SIN)

## YOU NEED A SOCIAL INSURANCE NUMBER (SIN) TO WORK IN CANADA

Your social insurance number is confidential. Only give out your SIN when it is legally required, for example: when you are employed; for income tax purposes.

## HOW DO I APPLY FOR A SIN?

Apply in person at a Service Canada Centre nearest you. A "900" series SIN number will be issued at the Service Canada Centre when you apply. There is no fee.

Bring the following original documents with you:

- Passport
- Study Permit or Work Permit (Co-op or Post-Graduation Work Permit)

Your Study Permit must indicate that you "May accept employment" or "may work" in Canada, for example:

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

NOTE: If your Study Permit does not include one of the above statements you must request an amendment to your Study Permit. Please drop by the ISO and meet with an advisor for assistance.

## WHERE DO I APPLY FOR A SIN?

You can apply for a SIN at any Service Canada Centre. The closest centre to Concordia's SGW Campus is:



### Montreal Downtown Service Canada Centre

Guy-Favreau Complex, Office 034  
200 René-Lévesque Blvd West, Montreal

Other locations are listed on the Service Canada website at [servicecanada.gc.ca/tbsc-fsco/sc-hme.jsp](http://servicecanada.gc.ca/tbsc-fsco/sc-hme.jsp)

## WHAT SHOULD I DO WHEN MY SIN EXPIRES?

SINs that begin with the number "9" contain an expiry date which coincides with the expiry date on the Study Permit/Co-op Work Permit/Post-Graduation Work Permit as applicable. Once your immigration documents are renewed, go to a Service Canada Centre with your original documents (passport and Study Permit/Work Permit) and ask that your SIN be extended.

For more information about SINs contact Service Canada: 1-800-206-7218

## RESOURCES

Understand your rights-foreign workers:

[cic.gc.ca/english/work/tfw-rights.asp](http://cic.gc.ca/english/work/tfw-rights.asp)

Labour Standards in Quebec (Commission des normes du travail): [cnesst.gouv.qc.ca](http://cnesst.gouv.qc.ca)

## INTERNATIONAL STUDENTS

### OFFICE (ISO)

1550 De Maisonneuve Blvd. W., GM-330

Phone: 514- 848-2424 ext. 3515

Email: [iso@concordia.ca](mailto:iso@concordia.ca)

Web: [concordia.ca/offices/iso](http://concordia.ca/offices/iso)

Every attempt has been made to keep this information as accurate and current as possible, however, immigration regulations may change at any time without notice. Please refer to the Immigration, Refugees and Citizenship Canada website: [cic.gc.ca](http://cic.gc.ca)



# WORK IN CANADA!

ON - CAMPUS  
OFF - CAMPUS  
CO - OP  
POST-GRADUATION



INTERNATIONAL STUDENTS OFFICE

# WHERE TO FIND WORK?

## WORK-STUDY PROGRAM

Work up to 20 hours a week on campus while studying full time. This program, run by the Financial Aid and Awards Office (FAAO), is open to full-time students in good academic standing and is based primarily on financial need.

Location: GM 230, 1550 De Maisonneuve Blvd. W.  
[concordia.ca/offices/faao.html](http://concordia.ca/offices/faao.html)

## OTHER ON-CAMPUS JOBS OUTSIDE OF WORK-STUDY PROGRAM

A number of Concordia non-academic units hire students, but there is no central registry for these types of jobs. A few suggestions are available at: [concordia.ca/students/financial-support/jobs-on-campus.html](http://concordia.ca/students/financial-support/jobs-on-campus.html)

## TEACHING ASSISTANT (TA), MARKER OR RESEARCH ASSISTANT (RA)

Some Departments hire graduate and advanced year undergraduate students in good Academic standing as Teaching Assistants, Research Assistants or Markers.

## PEER TUTORS

The Dean of Students Office is always accepting new applications for students who wish to become a tutor. Read about requirements and application process here: [concordia.ca/students/success/learning-support/peer-tutors.html](http://concordia.ca/students/success/learning-support/peer-tutors.html)

## HOJO (housing and job bank)

Check out Hojo Classifieds for both on and off-campus jobs: [csu.qc.ca](http://csu.qc.ca)

## CONCORDIA RESOURCES FOR CAREER PLANNING

Workshops on résumé writing, job search strategies, and interview skills as well as career networking events:

### Career and Planning Services (CAPS)

Location: H-745, 1455 de Maisonneuve Blvd West  
[concordia.ca/students/success/career-planning-services.html](http://concordia.ca/students/success/career-planning-services.html)

### Career Management Services (JMSB students only)

Location: MB 4.301, 1450 Guy Street  
[concordia.ca/jmsb/services/career.html](http://concordia.ca/jmsb/services/career.html)

### GradPro Skills (Graduate students only)

Register for workshops/events via your [MyConcordia Portal](#)  
Location: GM 930, 1550 de Maisonneuve Blvd West  
[concordia.ca/students/gradproskills.html](http://concordia.ca/students/gradproskills.html)

## CREATE YOUR NETWORK

Remember, you will usually get a job through contacts (people you know), so tell them that you are looking for work. First consult with your professors, advisors, or supervisors, to find out if jobs are available in your department. Have a clear idea of what you want to do, but keep an open mind to every possibility that you find. Talk to other students who are working and find out how they got their job. Have your résumé and schedule of availability ready in case it is required.

## ISO INFORMATION SESSIONS

Throughout the year, the ISO regularly holds information sessions about proper work-related immigration documentation. A complete list of our events and workshops is available at [concordia.ca/students/international/events.html](http://concordia.ca/students/international/events.html)

## PERMITS REQUIRED TO WORK IN CANADA

### Study Permit

A Study Permit may allow you to work on or on/off campus. Your Study Permit must be valid.

### Work off-campus with your Study Permit

You must be an exchange student or a degree-seeking student, registered full-time at a Designated Learning Institution\*

You will be allowed to work for up to 20 hours per week during the regular academic session and full-time during regularly scheduled breaks without the need to apply for a separate work permit.

### Work on-campus with your Study Permit

You must be a full-time student at a Designated Learning Institution.\*

\*Concordia University is a Designated Learning Institution

### Co-op Work Permit

If you are in a program which requires you to complete an internship and if it is an essential part of obtaining your degree, you must apply for a Co-op Work Permit.

### Post-Graduation Work Permit

You can apply for a Post-Graduation Work Permit (PGWP) and may be eligible to work for up to three (3) years in Canada. You must apply for a PGWP within 90 days of receiving your final marks, while still holding a valid Study Permit.

**You must stop working when you no longer meet the eligibility requirements, for example, you are no longer a full-time student during a regular academic session.**

For further information on work while studying, see: [cic.gc.ca/english/study/work.asp](http://cic.gc.ca/english/study/work.asp)

