

Applying for an OFF-CAMPUS WORK PERMIT

You can now apply for an Off-Campus Work Permit online.

Follow the steps below to begin your application today.

1. Go online

1. <http://www.cic.gc.ca/english/e-services/index.asp>
2. Go to Apply Online, Off-Campus Work Permit
3. Check your eligibility using the self-assessment tool

2. Register for an Access Key and log in to MyCIC

1. <http://www.cic.gc.ca/english/e-services/mycic.asp>
2. Create an Access Key (your username and password)
3. Record your Access Key username and password somewhere secure for future use; you WILL need it again
4. Log into MyCIC
5. Provide the required information
6. When asked if you have a Client ID, choose yes. Your Client ID is found on the right-hand side of your Study Permit

3. Request for Eligibility Verification Number (EVN)

1. Log into MyCIC if you have not already done so
2. Choose [OCWP-Request an EVN or a Transfer of Eligibility Verification](#)
3. Provide the required information

4. Checking your messages

The International Office at Centennial College will receive a message when you request an EVN and will review your eligibility. You will be notified via email and your MyCIC account once we have completed this process.

5. Apply for your Off-Campus Work Permit

Once you have your EVN:

1. Follow the link in your message to proceed with your online Off-Campus Work Permit
2. Complete the Application
3. Attach the required scan of your passport **(one file only, .PDF format, 2 MB maximum)**
4. Pay the \$150 via credit card or scanned copy of completed IMM 5401

6. Wait patiently for your Off-Campus Work Permit

The average processing time for Off-Campus Work Permits is 17 to 20 business days.

If you have any questions feel free to contact your Centennial College International Student Advisor.

To be eligible, students must:

- have a valid study permit;
- be registered as a full-time student at Centennial College;
- be a full-time student for at least six months in a program other than English-as-a-second-language or French-as-a-second-language; and
- have a GPA of 2.0 or above.

(You can check your GPA on myCentennial under Student Record Information)