



# Workshop

*Working in Canada as an international student*

2022-2023

Updated April 2023

—————> ÉTS  
INTERNATIONAL

ÉCOLE DE  
TECHNOLOGIE  
SUPÉRIEURE  
Université du Québec

ÉTS  
Le génie pour l'industrie

# CONTACT INFORMATION

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Facebook : [Étudiants internationaux — ÉTS](#)

Schedule a virtual or on-campus appointment [online](#)

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[Conseillers\\_stages@etsmtl.ca](mailto:Conseillers_stages@etsmtl.ca)

Visit us online: [Guichet virtuel](#)

## Immigration, Refugees and Citizenship Canada (IRCC)

[IRCC Webform](#)

1-888-242-2100

8 AM to 4 PM

# CONTENT

## BENEFITS AND CHALLENGES

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- Legal compliance

## JOB SEARCH

- Job market
- Job search techniques
- CV and cover letter
- Job interview
- Employment contract
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*Note: This presentation is a summary of the applicable procedures, laws and regulations in Québec and Canada, which are subject to change without notice. The websites of the [Ministère de l'Immigration, de la Francophonie et de l'Intégration \(MIFI\)](#) and [Immigration, Refugees and Citizenship Canada \(IRCC\)](#) take precedence, and it is your responsibility to validate all information at the source.*

# BENEFITS AND CHALLENGES

## BENEFITS

- Additional income \$\$
- Acquire work experience in Québec
- Get prepared for the labour market
- Establish a professional network
- Obtain references
- Practice job interviews
- Develop hard and soft skills
- Professional AND social integration

## CHALLENGES

- Balancing studies and work - Time management skills
- Language skills – French likely required!
- Lack of information about labour market
- Access to the hidden job market
- Networking
- Legal norms, [OIQ](#)
- Local standards for resumé, cover letter, interviews
- Limited opportunities on campus
- Cultural differences

*Warning- Your studies at ÉTS must always be your main objective and primary activity. Otherwise, you may run into administrative problems (e.g.: failure or insufficient grade point average) or immigration problems (non-compliance with the law)*

# WORKING WITH YOUR STUDY PERMIT

## ARE YOU ELIGIBLE?

- Check your study permit **AND**
- Determine your eligibility on the IRCC [website](#)

## OVERVIEW OF ELIGIBILITY CONDITIONS

- Your study program has started;
- You hold a valid study permit with the right conditions ;
- You are a full-time student (exception: last session of your study program if only a few credits left to complete your program) ;
- You have a Social Insurance Number (SIN)

## DIFFERENT OPTIONS

- Working on campus
- Working off campus
- Co-op work (internship: Bacc, M.Eng only)

## CONDITIONS PRINTED ON YOUR STUDY PERMIT

You can work without a work permit as an international student if your study permit indicates one of these conditions:

- May work 20 hours per week off campus or full-time during regular breaks if meeting criteria outlined in paragraph 186(v) of the Immigration and Refugee Protection Regulations.*
- May accept employment on or off campus if meeting eligibility criteria, per paragraph R186(f), (v) or (w) and must cease working if no longer meeting these criteria ([reference](#)).*

# WORKING ON CAMPUS

*“On campus” means you can work at all the buildings on your school campus.*

You can work at other locations if:

- you’re working as a teaching or research assistant and
- your work is strictly related to a research grant.

An “on campus” employer can be :

- ÉTS, a faculty member, a student organization, a private business, a private contractor that provides on-campus services to the school, even yourself if you run a business that is physically located on-campus
- Private businesses on the ÉTS campus are included! Ex : Jean Coutu, Metro

Unlimited number of hours per week.

See [Part-Time Jobs](#) (limited opportunities, and the majority require proficiency in French). Increase your chance of getting a part-time job by applying through the [Work-Study Program](#).

# WORKING OFF CAMPUS

## Conditions

- Hold a valid study permit
- Be enrolled full time at a DLI
- Be enrolled in a program of at least 6 months in length that leads to a diploma or certificate
- Have started your studies

## Limit to the number of hours

- 20 hours per week during regular sessions and full-time during regularly scheduled breaks in the university calendar (ex : between sessions, Christmas holidays)
- ***Important!*** *You cannot transfer hours from one week to the next. It is not authorized to work 30 hours one week and 10 hours the next.*

It is legally permissible to combine on-campus and off-campus work if you meet the eligibility criteria for each category.

# IRCC TEMPORARY MEASURE

[IRCC temporary measure](#) has been in place since November 15, 2022 and up through December 31, 2023 for students who meet eligibility requirements to work off campus without restrictions on the number of hours.

## Who can work more than 20 hours per week off campus

From November 15, 2022, until December 31, 2023, you can work more than 20 hours per week off campus while class is in session if you

- are a study permit holder and are studying at a DLI full-time (or part-time during your final academic session),

OR

- ~~have been approved for a study permit but haven't arrived in Canada yet~~

In addition, you must meet all these requirements:

- You must ensure we received your application for this study permit (including extensions) on or before October 7, 2022.
- You must have an off-campus work authorization on your study permit.
- You must be either in Canada or coming to Canada by December 31, 2023.

## Who **cannot** work more than 20 hours per week off campus?

- An application for a new study permit presented after October 7, 2022
- A study permit obtained thanks to a renewal that was presented after October 7, 2022

## Example

Habib has a study permit that was issued in January 2022 and is valid through October 31, 2023. He applied to renew his study permit on July 15, 2023.

- Habib receives his new study permit on October 1, 2023. He is authorized to work more than 20 hours/week only up until October 1, 2023, the date on which he received the new permit.
- Habib receives his new study permit on November 15, 2023. He was eligible to work more than 20 hours per week off campus through October 31, 2023 (date on which his current study permit expires).

# WORKING OFF CAMPUS

## For students in a PhD program or a Master's with Research program

- You must be registered at ÉTS on a continuous basis, meaning full-time enrollment for each of the three sessions per year (fall/winter/summer).
- Unless you meet the conditions for the temporary measure currently in place through December 31, 2023, you will always have to respect the limit of 20 hours for off campus work, regardless of the session (fall, winter, summer).

*WARNING: If you're on an [authorized leave from your studies](#), or you're switching schools and you're not studying, you can't work. You can only return to work once you're back to studying full time.*

# RESOURCES

Visit our [website](#) and review the [summary of authorized off-campus work hours](#)

## SUMMARY TABLE

### Authorized off-campus work hours based on study regime

Session	Program	Study regime	Autorized hours
<b>Fall</b>	All programs	Full-time	Maximum of 20 hrs / week
<b>Winter</b>	All programs	Full-time	Maximum of 20 hrs / week
<b>Summer</b>	Programs with research profile (M.A.Sc., PhD)	Full-time	Maximum of 20 hrs / week
<b>Summer</b>	Programs with project profile (Bac, DESS, M.Eng.)	Not registered Part-time Full-time	Unlimited IF you were/are registered for full-time studies during the preceding* AND subsequent** sessions within the same program***
<b>Scheduled holidays and break (<a href="#">calendar</a>)</b>	All programs	Holidays (e.g. student break, end-of-year holidays)	Unlimited

\* If the Summer session is your first session, you must be registered for full-time studies.

\*\* If the Summer session is your final session and you have a part-time course load, you maintain the right to work up to 20 hrs / week, on an exceptional basis, as long as you have maintained your full-time student status throughout the rest of your program ([source](#)).

\*\*\* These authorizations do not apply if you plan to change your program.

Find all the information on our [Working in Canada as an international student](#) webpage.

For any question, please contact us at [international@etsmtl.ca](mailto:international@etsmtl.ca).

# DID YOU APPLY TO RENEW YOUR STUDY PERMIT?

A temporary resident must apply to extend their period of authorized stay before it ends. If they have done so, their period of authorized stay as a temporary resident is extended by law until a decision is made. Such a person is considered to have [maintained status](#) as a temporary resident during that period.

**You can keep studying and working during this period.**

## **MAINTAINED STATUS AND TRAVELLING OUTSIDE CANADA**

It is not recommended to leave Canada before receiving your new study permit. Doing so could cause problems at customs, and you have to stay in Canada in order to keep your maintained status. For more information, [consult the Government of Canada Help Centre](#).

# WORKING AFTER COMPLETING YOUR STUDIES

Transition between study permit and work permit: remember that you must respect immigration laws at all times!

- If you have completed your academic activities and are eligible for off-campus work, you can keep working a maximum of 20h/week until you receive the written confirmation of the end of your program.
- Once ÉTS confirms the end of your program (email from the Registrar's Office), **you must stop working immediately** using your study permit.

*REMINDER- In order for ÉTS to be able to confirm the end of your studies, your CAQ and study permit need to cover the entire term, or until you've made your final submission. If your documents expire before, you'll need to renew them!*

# POST GRADUATION WORK PERMIT

In most cases, international students can apply for a work permit after completing their studies. [Verify your eligibility](#) on the IRCC website. The PGWP is an open work permit, which means that it is not associated with a specific employer and you do not need to have a valid offer of employment when you apply for it.

## ELIGIBILITY CRITERIA OVERVIEW

- You must have successfully completed a study program and have received the transcript and certificate of completed studies from the Registrar's Office;
- Submit your application within 180 days after ÉTS establishes your final grades;
- You must have maintained full-time status as a student in Canada during your study program ([unless granted an authorized exception](#)). If this situation does not apply, attach an explanatory letter and other supporting documents;
- If you are in Canada, you must hold valid temporary resident status at the time when you submit your application;
- You must not have received a PGWP following the successful completion of another study program.

# OTHER OBLIGATIONS

## SOCIAL INSURANCE NUMBER

A Social Insurance Number (SIN) is required in order to work in Canada. You will be asked to provide it when being hired or on your tax returns. The SIN is a nine-digit number that is assigned to you by the Government of Canada. Your SIN is valid until your study permit or work permit expires, and is renewable.

*Your Social Insurance Number is confidential, so exercise caution!*

Apply online or by mail, or verify in-person services at your local Service Canada Centre.

Service Canada Centre (Complex Guy-Favreau)  
200, boulevard René-Lévesque Ouest  
Monday till Friday, between 8 h 30 and 4 p.m.

## INCOME TAX OBLIGATIONS

All Canadian residents are required to declare their income if they owe money to Revenu Québec and the Canada Revenue Agency.

Even if you are not working, it may be advantageous for you to declare your income here, as you may be entitled to certain tax credits.

Declare your income for the previous year on or before April 30.

## For more detailed information

ÉTS [website](#)

[Canada Revenue Agency](#)

[Revenu Québec](#)

[New to Canada? Learn about taxes](#) (video)

# LABOUR STANDARDS

All workers in Canada, regardless of their legal status, are protected by Canadian laws. This includes labour standards pertaining to holidays and absences, labour conditions, minimum wage and prohibited practices, such as harassment at work.

*Minimum wage in Quebec = \$14.25 (as of May 1, 2022)*

For more information

- [EducaLoi](#)
- [Commission des normes, de l'équité, de la santé et de la sécurité du travail](#) (CNESST – Labour standards, equity and health and safety Commission)
- [Canada's labour laws – Foreign workers](#)
- [Employment Equity Act](#)
- [Commission des droits de la personne et des droits de la jeunesse](#) (Human Rights and Youth Rights Commission)
- [Filing a complaint related to labour standards](#)

# LEGAL COMPLIANCE

## Offenses to immigration laws

Breaking immigration laws can lead to the following consequences:

- Refusal of renewing study permit;
- Refusal of post graduation work permit or permanent residency;
- Refusal of entry to Canada;
- Deportation from Canada.

## Undeclared work

'Working under the table' / working in the black market is illegal. It's not illegal to pay cash for work in Canada, but it's illegal not to declare the payments, both as employer and as employee or part-time worker.

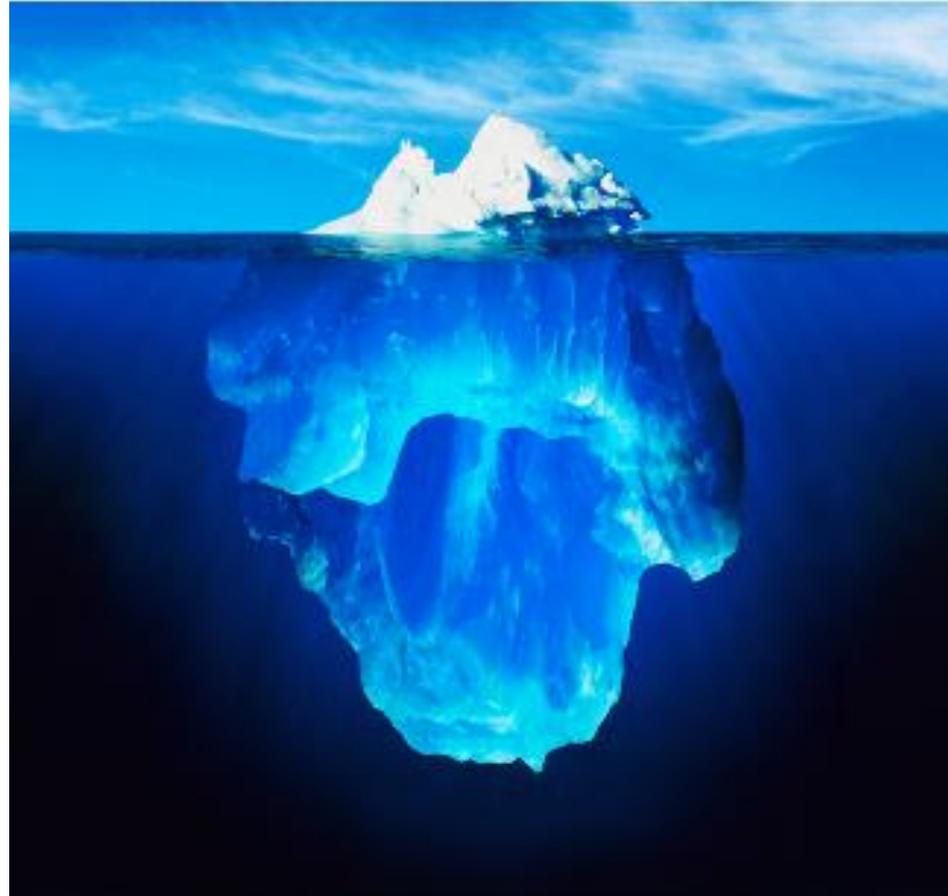
# JOB MARKET

20%

Advertised jobs

80%

Hidden job market



# JOB SEARCH TECHNIQUES

Adapt your research techniques and tools according to the desired job!

## Accessing the hidden job market

- Traditional networking (career fairs, conferences, chamber of commerce events etc.+ college/university alumni, LinkedIn connections, message to friends, family, contacts in your industry etc.)
- Talk about your job search (ballgame, baby showers, social events etc.)! Be social and introduce yourself to people you don't know. Practice your elevator speech.
- Active solicitation (calls, emails) to employers of interest
- Participate in career and networking events
- Create or update your LinkedIn profile

## Accessing advertised jobs on employment websites

### Sites généraux

[www.indeed.ca](http://www.indeed.ca)

[www.monster.ca](http://www.monster.ca)

[www.workopolis.com](http://www.workopolis.com)

[www.jobboom.com](http://www.jobboom.com)

[www.jobs-emplois.gc.ca](http://www.jobs-emplois.gc.ca) (Fonction publique du Canada)

[www.tresor.gouv.qc.ca](http://www.tresor.gouv.qc.ca)

[www.emploiQuebec.gouv.qc.ca](http://www.emploiQuebec.gouv.qc.ca)

[www.travailleraucanada.gc.ca](http://www.travailleraucanada.gc.ca)

[www.carrieres.gouv.qc.ca](http://www.carrieres.gouv.qc.ca) (Fonction publique du Québec)

<https://www.guichetemplois.gc.ca/accueil>

<https://www.emplois-montreal.ca/>

### sites en génie

<https://lemarche.co/fr/>

<https://www.emploisingénieur.ca/>

<https://www.engineeringcareers.ca/>

<https://emplois.oiq.qc.ca/>

<https://www.ingenieur-emplois.com/>

<https://www.genie-inc.com/>

<https://www.techjobs.ca/fr/>

<https://www.emploisgenie.com/fr/>

<https://emplois.reseaucarrieres.com/>

# CAREER FAIR & NETWORKING

<https://www.etsmtl.ca/activites-et-services-aux-etudiants/stages>

Trouver un stage

Dates importantes

Réseautage

Recherche  
personnelle

Salaire et tâches  
des stagiaires

Encadrement et  
support

## Journée stages et emplois virtuelle

**À venir**

Inscription des visiteurs : à venir

# RESUMÉ

## KEY ELEMENTS

- Make sure your resumé is error-free!
- Use a simple, easy to read, and coherent visual.
- Limit your resumé to one or two pages
- Begin sentences with action verbs
- Be honest!
- Essential information only

## MISTAKES TO AVOID

- Do not include a photo, birth date, health status, social insurance number or any kind of personal information.
- Do not use the title of ‘Engineer’ as long as you are not a member of OIQ (only for your exp. in Québec!)
- Do not use acronyms without explaining them.



### EDUCATION

Master of health technology engineering Ecole de technologie supérieure, Montreal	Since 2017
Bachelor of automated production engineering University of Quebec, Montreal	2017
Diploma of collegial studies in mechanical technologies College of Vieux-Montréal, Montreal	2013

### LANGUAGES

English, French and Japanese

### TECHNICAL AND COMPUTER SKILLS

#### Computer skills

Matlab/Simulink, Labview, AutoCAD, Step7, Modelsim, Orcad, Quartus, Microwind, Etag, Skm power tools, SFT2841, Canico BT/HT, Etag, Language C, C++, Language ATP, Code G, Java, Python, BrainSuite, 3D slicer, Visual Basic, VHDL, Verilog HDL, Suite MS Office, MS Project, MS Access

#### Technical

System servoing, production robotic cells, programmation of numerical control machine, radiology, medical simulation, technology evaluation, electrical and electronic systems, project management, calculation and dimensioning of electrical network, control of industrial processes, automatic and regulation, writing report of control periodic inspection of electrical installations

### PERSONAL PROJECT

Manager project for conception a prototype for tibial amputees Collaboration with readaptation Vills Medica hospital, Montreal	Autumn 2016
<ul style="list-style-type: none"><li>➤ Analyzed client needs for meeting</li><li>➤ Realised benchmarking for compression systems</li><li>➤ Proposed solutions and evaluated them to develop the most relevant one</li></ul>	

# RESUMÉ - CONTENT

1. Contact information

6. Engagement in the community

7. Hobbies or other interests

2. Education

5. Study projects

It is also possible to include sections such as:  
Additional training,  
Personal achievements,  
Scholarships and awards,  
etc..

3. Special skills

4. Professional or work experience

Within each section, the information needs to be presented in reverse chronological order, from the most recent to the oldest.

# COVER LETTER

- Show your interest in and knowledge of the position, and explain why you are THE best person for it.
- Demonstrate the links between your skills and those required for the position
- A good way to prove your communication skills
- Personal, yet professional
- Make the employer feel special
- Call to action: ask for an interview!
- Include the cover letter and resumé in the same PDF document

Nom du destinataire  
Titre ou fonction du destinataire  
Nom de l'entreprise  
Adresse complète de l'entreprise

OBJET: Candidature pour le poste XYZ

Madame, Monsieur,

## Introduction

Faire référence à un poste particulier ou au type de travail que vous désirez. L'expression « tout autre poste qui correspond à mes compétences » est à proscrire puisque l'employeur n'a pas à deviner ce qui vous intéresse;

## Développement

\_Décrire brièvement les aspects de vos études, de votre expérience (rémunérée ou non), de vos qualités personnelles qui ont un rapport direct avec le poste désiré, c'est-à-dire, faire le lien entre ce que vous avez à offrir et ce que l'employeur demande;

## Conclusion

Démontrer que vous avez pris la peine de vous renseigner sur l'entreprise, sur ses activités et sur le poste qui vous intéresse. L'employeur doit se rendre compte que vous n'avez pas envoyé votre curriculum vitae au hasard, mais que vous l'avez choisi et pour quelle raison;

Cordialement,

Votre prénom et votre nom  
Numéro de téléphone  
Adresse courriel

# JOB INTERVIEW

- Ensure you have a fast, reliable internet connection
- Set the stage if it's a virtual interview (how to sit in relation to the camera, check your background etc.)
- Light from the front
- Go somewhere quiet without distractions
- Turn off notifications

## **BE CONCRETE AND ACCURATE, GIVE JOB-RELATED ANSWERS!**

- Speak in the first person
- Communicate your interest, motivation for the position and / or the company
- Your skills are everywhere in your life. Prove that you have the required skills (CAR Technique)
- Do not interrupt your contact
- Be authentic
- Be prepared to speak about your skills, your motivation for the company and the job position etc. Read the company's website (about us, projects, talk to employees, annual report etc.) and practice your speech!
- Show your motivation!

# THE C.A.R. TECHNIQUE

C

CONTEXT is about describing a situation and setting the scene for a relevant example from your past

A

ACTION is about explaining what action you took. Be really specific rather than making vague statements

R

RESULTS is about detailing the outcome of your action. Offer specific facts relating to the result. For instance, quote figures and statistics, or feedback from your manager, that back up your assertion.

# EMPLOYMENT CONTRACT

- Can be oral or written
- The bases of the employment contract are set by the Civil Code of Quebec
- Ask for a letter of employment if your hiring does not seem official.
  - Make sure you have a document attesting the required tasks

# SALARY AND PAYROLL

- Pay slip (mandatory): proof that your employment is declared with Revenu Québec and Canada Revenue Agency
- Usually every 2 weeks, but sometimes every week
- Payroll deductions: federal and provincial taxes, RRQ (Québec Pension Plan), QPIP (Québec Parental Insurance Plan), Employment Insurance, etc.
- Depending on your employer: contributions to retirement savings plans, union fees, supplementary insurance, etc.



# Questions?

Please fill out our short  
[survey.](#)

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