



Workshop

Working in Canada as an international student

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ÉTS

Le génie pour l'industrie

**ÉCOLE DE
TECHNOLOGIE
SUPÉRIEURE**

Université du Québec

CONTACT INFORMATION

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[Facebook group – ÉTS International students](#)

[Working in Canada as an international student](#)

Ministère de l'Immigration, de la Francisation et de l'inclusion (MIFI)

1.877.864.9191

8 AM to 4:30 PM

Immigration, Refugees and Citizenship Canada (IRCC)

[IRCC Webform](#)

1.888.242.2100

8 AM to 4 PM

SERVICES aux
ÉTUDIANTS

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- › Labour standards
- › Legal compliance

5. HOW TO GET A JOB IN QUEBEC

- › Labour market
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- › Job interview
- › Employment contract
- › Salary and payroll

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
- › Getting prepared for the labour market
- › Establish a professional network
- › Obtain references
- › Practise job interviews
- › Development of hard and soft skills
- › Professional AND social integration

CHALLENGES

- › Balancing studies and work - Time management
- › Language skills
- › Lack of information about labour market
- › Access to the hidden job market
- › Networking
- › Legal norms, OIQ
- › Local standards for resume, cover letter, interviews
- › Few 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)

IRCC – WORKING WITH YOUR STUDY PERMIT

ARE YOU ELIGIBLE?

- › Check your study permit AND
- › Determine your eligibility on [IRCC's 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 (except for the last semester of Your study program);
- › You have a Social Insurance Number.

DIFFERENT OPTIONS

- › Working on campus
- › Working off campus
- › Internship

CONDITIONS PRINTED ON YOUR STUDY PERMIT

You can work without a work permit, as an international student if your study permit indicates one of those 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 [\(reference\)](#).*

COVID-19 : IMMIGRATION UPDATES

International students who are providing essential services

You are temporarily (until August 31, 2020) authorized to work more than 20 hours per week under the following conditions:

- › You hold a study permit for the current study semester;
- › You are authorized to work off campus;
- › You are providing an essential service.

To determine whether your work is considered an essential service or function, please consult [Guidance on Essential Services and Functions in Canada During the COVID-19 Pandemic](#).

Visit the webpage [COVID-19 | Update for International Students](#)

Flag-poling

Within the current context, and until further notice, going to a land border to obtain immigration services or documents is [strongly discouraged](#).

All requests should be submitted online in accordance with the applicable procedures.

Social Insurance Number

In-person [SIN](#) applications have not been accepted at Service Canada centers since the beginning of the pandemic.

- › You have the option of submitting your application [online](#) or by mail.
- › Please note that this procedure may take several weeks. For more information, consult the [Service Canada website](#).

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

Unlimited number of hours per week!

See [Part-Time Jobs](#) (very few, and most request French)

- › Increase your chance of getting a part-time job by applying on [Work-Study Program](#)

WORKING OFF-CAMPUS

- › It is legally permissible to combine on-campus work, off-campus
- › Up to **20 hours per week** during regular school terms/semesters
- › Full-time (unlimited number of hours) during regular school breaks (e.g.: Summer vacation, Holiday season, period between two semesters).
- › For students in a doctoral program or Master's with Research program
 - › You must be registered on a continuous basis, meaning three semesters per year. You CANNOT work full time during the summer semester. You HAVE TO respect the limit of 20 hours.

*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.*

IMPLIED STATUS

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 [implied status](#) as a temporary resident during that period.

You can keep studying and working during this period.

IMPLIED 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. For more information, [consult the Government of Canada Help Centre](#).

WORKING AFTER COMPLETING YOUR STUDIES

Transition between study permit and work permit

Important reminders to respect immigration laws at any time!

- › If you have completed your academic activities and are admissible to 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, **you need to stop working immediately** under 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 deposits. If your documents expire before, you'll need to renew them!

POST-GRADUATION WORK PERMIT (PGWP)

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 require 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 marks;
- › You must have maintained full-time status as a student in Canada during each semester of 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.

PGWP- WHEN TO BEGIN WORKING FULL-TIME

Your right to begin working full-time immediately depends on your legal status at the time when you submit your application for a PGWP.

If your study permit allows you to work off campus and is valid at the time when you submit your application for a PGWP:

- ✓ You **are eligible to work full-time** while waiting for a decision concerning your [application for a work permit](#).

If you are in a situation of implied status (in the process of renewing your previous study permit):

- ☹️ You **are not eligible to work** until you have obtained your work permit. As per [paragraph R186\(w\)](#), graduates need a valid study permit to be eligible to work full time without a work permit.

If your study permit will expire before you are able to submit an application for a PGWP, you must extend your stay in Canada [as a visitor](#), appending an explanatory letter, before your study permit expires.

- ☹️ You **are not eligible to work** until you have obtained your work permit.

If you do not have a legal status, you have 90 days after the expiration of your study permit to [apply for a PGWP and restore your status as a student](#), or else you must leave Canada and submit an application from abroad.

- ☹️ You **are not eligible to work** until you have obtained your work permit with the exception of your final session of registration for your program, and only if you have been registered as a full-time student up to that point.

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!

Service Canada Centre (Complexe Guy-Favreau)
200 Blv. René-Lévesque O.
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

[Our website](#)

[Canada Revenue Agency](#)

[Revenu Québec](#)

[International Students and Income Tax](#) (video)

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

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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 = \$13.10

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

Break to immigration laws can lead to the following consequences:

- Refusal of renewing study permit;
- refusal of work permit delivery postdiploma 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

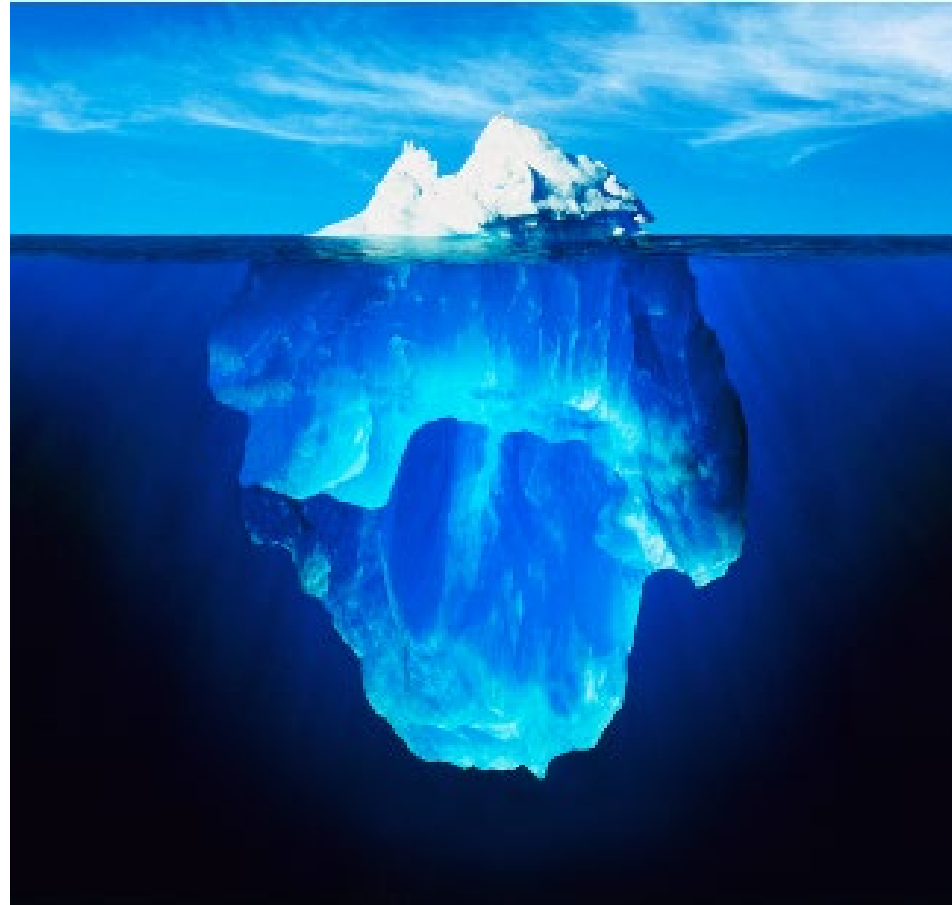
JOB MARKET

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

- › Talk about your job research!
- › Active solicitation (calls, emails)
- › Participate in career and networking events
- › Create or update your LinkedIn profile

Accessing advertised jobs on employment websites

emplois.ca.indeed.com

linkedin.com/jobs

monster.ca

workopolis.com

jobboom.com

emploiquebec.net

RESUME

KEY ELEMENTS

- Make your resume error free!
- Use a simple, easy to read, and coherent visual.
- Limit your resume to one or two pages
- Begin sentences with action verbs
- Be honest !
- Highlighting accomplishments instead of duties
- Essential information only

MISTAKES TO AVOID!

- Do not include birth date, health status, social security number or any kind of personal information.
- Do not use the title of 'Engineer' as long as you are not a member of OIQ.
- Do not use acronyms without explaining them.

JOESMITH MANUFACTURING ENGINEER

123 Main Street
City, State, Zip
(555) 555-5555 | email@email.com

PROFESSIONAL SUMMARY

A skilled manufacturing engineer with the education and professional experience to boost morale and productivity within a manufacturing team. With an analytical mind and detail-oriented focus, strives to improve profitability, lead machinists and engineers to maximum productivity, and enforce Six Sigma principles within all major processes.

EDUCATION

Bachelor of Engineering, Mechanical Engineering —University X 2009
Dean's list recipient; GPA 3.85

MANUFACTURING SKILLS

Six Sigma Principles	Data Reporting	Fixture / Tooling
Lean Engineering	Excel	Quality Engineering
Project Management	Data Analysis	Basic Machining

POSTS HELD

Manufacturing Engineer 2012—present
Engineering Company C, City, State

Contribute to the successful scheduling, completion, and shipment of \$2M+ orders per month as second in command manufacturing engineer for leading life sciences manufacturer.

- Lead machinists and contributing parties to effectively and accurately operate heavy and precise machinery including lathes, mills, and more
- Modify machine programs for new components
- Collaborate with engineering department in the design and production factors for new products
- Assist in scheduling, assembly, and packaging to ensure optimal timing of all orders

Junior Manufacturing Engineer 2009—2012
Engineering Company A, City, State

Acquire new skills in the manufacturing department of plant producing devices for food and beverage applications. Develop processes to optimize plant's lean concept application.

- Work alongside machinists to learn facets of machining which contribute to production time
- Capitalized on new business opportunities utilizing current machinery and materials used by company to generate new business
- Assisted in problem-solving efforts to cut down on delinquent orders and over time paid out



RESUME - CONTENT

1. Contact information

6. Implications

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 experiences

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

COVER LETTER

YOUR GOALS

- › Shows your interest in the position, and why you are THE good person for it.
- › Personal, yet professional.
- › Fill the holes in your resume.
- › Call to action: ask for an interview!

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 vitæ 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

BE CONCRETE AND ACCURATE, GIVE JOB-RELATED ANSWERS!

PROTOCOL AND NON-VERBAL (interview tips and tricks)

- › Arrive 10 minutes before the appointment
- › Handshake is the norm for greeting
- › Everyone you met during the interview process is important
- › Good eye contact is important
- › Do not interrupt your contact
- › Speak in the first person
- › Communicate your interest, motivation for the position and / or the company
- › Your skills are everywhere in your life
- › Be authentic
- › Be prepared!

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 and outline your steps and rationale

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
- › Internship: No formal employment contract - SEC takes care of formalizing the internship
- › Ask for a letter of employment if your engagement 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, QPIP, Employment Insurance, etc.
- › Depending on your employer: contributions to retirement savings plans, union fees, insurance, etc.

QUESTIONS ?



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