



AMENDING YOUR STUDY PERMIT

This information sheet explains how to amend your Study Permit in order to apply for a Social Insurance Number.

If your study permit **does not** have clear conditions or remarks that authorize off-campus employment, you may need to submit a request for an amendment to your study permit before you can apply for a Social Insurance Number (SIN). Please see IIRSS's information sheet, *working in Canada*, for more information.

STEP 1: Gather the required supporting documents

- There are a number of documents required for to apply for an amendment including:
 - A photocopy of the picture page of the passport that you used to enter Canada (and whichever pages in your passport show your passport number, date issue/expiry, photo, name, date of birth, place of birth if this information is not on the picture page);*
 - Photocopy of a recent Letter of Enrolment from The University of Winnipeg;
 - Original Study Permit; and
 - (Optional) Photocopy of Manitoba Driver's License OR Manitoba ID Card OR a copy of another government issued photo identification issued by your home country before you came to Canada (i.e: National ID Card, Driver's License, Photo Health Card**) OR a government issued identification document which does not contain a photo (i.e: Manitoba Health Card, Birth certificate**).

** If you have renewed your passport since first entering Canada and you no longer have the passport with which you came into Canada, include a copy of the pages with the information required from your current passport.*

*** Documents must contain English or an official translation will be required.*
- There is no fee when applying for this document.

STEP 2: Download and complete the required application form and checklist

- Download and complete the required forms on the computer by typing your answers into the form: <http://www.cic.gc.ca/english/pdf/kits/forms/IMM1436E.pdf>.
 - Application Form (Request to Amend the Record of Landing, Confirmation of Permanent Residence or Valid Temporary Resident Documents).***
 - In Part B, complete question 1 by entering your Study Permit issue date and expiry date. Questions 2-11 in Section B should not be completed as you are not requesting for your personal information to be changed on your Study Permit.
 - In Part C, explain why you would like your Study Permit amended such as: "I am applying for this amendment in order to demonstrate my eligibility to work off-campus in order to obtain a Social Insurance Number."
 - Document Checklist for a Request to Amend the Record of Landing Confirmation of Permanent Residence or Valid Temporary Resident Documents.
 - Check off each document that you are providing with your application.

***For more information on submitting an Application to Amend, please read the IRCC instruction guide: <http://www.cic.gc.ca/english/information/applications/guides/5218ETOC.asp> or contact an ISS immigration advisor.

STEP 3: Print application form and checklist, prepare application & mail

- Gather all of the required supporting documents (Step 1);
- Once you have completed both forms on the computer (Step 2), print, sign the IMM1436 form, and date the IMM1436 form;
- Place the Document Checklist, Application Form, and all supporting documents inside an envelope (purchasing an ExpressPost Envelope is recommended); and
- Mail the envelope to:
*Amendment to the Record of Landing or Confirmation of Permanent Residence or Valid Temporary Resident Documents
Operations Support Centre (OSC)
Citizenship and Immigration Canada
Ottawa, Ontario K1A 1L1*

- Check processing times for your application online on the IRCC website at: <http://www.cic.gc.ca/english/information/times/other.asp>.

STEP 4: Apply for a SIN

- Visit the nearest Service Canada Centre to apply for a Social Insurance Number.
- At Service Canada present your new, amended Study Permit which should now contain the words: *"May work 20 hrs per week off-campus or full-time during regular breaks if meeting criteria outlined in section 186(v) of IRPR" OR "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"*. Also show your passport.
- If satisfied with your documentation, Service Canada should issue you a SIN on the day of application.

For further assistance, please contact an IIRSS immigration advisor at 204-786-9469 or iirss@uwinnipeg.ca

This document does not constitute legal advice, and should not be relied upon as a source of legal advice. It is a reference sheet designed to provide information on Immigration, Refugees, and Citizenship Canada (IRCC) application process for applying to amend the Study Permit, and on Service Canada's procedure for applying for a Social Insurance Number. It describes existing requirements under the Immigration and Refugee Protection Act and the regulations made under that Act in general terms. It is recommended that students contact IRCC, Service Canada, or an IIRSS immigration advisor to review their specific case. Service Canada and IRCC Regulations, policies, and procedures may change without notice. For the most current information, please visit the CIC Website at www.cic.gc.ca, Service Canada website at: <http://www.servicecanada.gc.ca>. This document was approved by a Regulated Canadian Immigration Consultant with the intention to be used in conjunction with personalized immigration advising by students currently registered at The University of Winnipeg. For appointments with an IIRSS immigration advisor, contact IIRSS: (204) 786-9469; iirss@uwinnipeg.ca –*Last updated: January, 2019.*