



Citizenship and
Immigration Canada Citoyenneté et
Immigration Canada



Designated Institutional Representatives Guide for the Off-Campus Work Permit Program and the Electronic Notification System

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Designated Institutional Representatives Guide for the Off-Campus Work Permit Program and the Electronic Notification System

This guide is divided into two main sections: the Off-Campus Work Permit Program (OCWP) and the Electronic Notification System (ENS). The first section describes the OCWP program, its requirements and conditions, as well as the responsibilities of the students and the Designated Institutional Representatives (DIRs) in the eligibility verification process. The second section explains how to access the ENS and how to use the system to process eligibility requests.

Off-Campus Work Permit Program

This portion of the guide (formerly the *Designated Institutional Representative* or *DIR Guide*) is for DIRs of post-secondary institutions participating in the Off-Campus Work Permit (OCWP) Program for International Students. It describes this program process as well as the responsibilities of the DIR and the Student concerning the program.

1. Definitions

1.2. Eligible Institution

A post-secondary institution is considered eligible if:

- It is located in a province or territory that has signed a *Memorandum of Understanding* (MOU) on the OCWP with Citizenship and Immigration Canada (CIC) and has signed a Memorandum of Agreement its provincial or territorial government
- and is listed in Annex 1 of that MOU.

Participating publicly funded post-secondary educational institutions:

- are public post-secondary institutions, such as a college or university or a collège d'enseignement général et professionnel (CEGEP) in Quebec; or
- are private post-secondary institutions that operate under the same rules and regulations as public institutions, and receive at least 50 percent of their financing for their overall operations from government grants (currently only private college-level educational institutions in Quebec qualify); and
- have signed an off-campus work agreement with their provincial or territorial government.

Participating privately funded post-secondary institutions:

- are located in a province or territory that has signed a memorandum of understanding with CIC; and
- have signed an off-campus work agreement with their provincial or territorial government; and
- have approval from their provincial or territorial government to grant specific degrees.

Please note that not all programs offered by private post-secondary educational institutions qualify.

1.3. Qualifying Programs and Levels of Study

In the case of publicly funded post-secondary educational institutions, students must attend an eligible institution and be enrolled in a post-secondary program that leads to a recognized post-secondary degree, diploma or certificate upon completion.

In the case of a privately funded post-secondary institution, students must be attending an eligible institution and be enrolled in a post-secondary program that leads to a degree, diploma or recognized certificate upon completion, in accordance with a public or private act of the provincial/territorial legislature and a government mandated quality assurance mechanism.

Note: International students who are enrolled in an English or French as a Second Language (ESL/FSL) program or in general interest courses or who are visiting or exchange students are not eligible to apply for a work permit under this program.

1.4. Participating Institution

“Participating institution” means any eligible institution that has entered into the Memorandum of Agreement on the Off-Campus Work Permit Program for International Students with its provincial or territorial government.

1.5. Designated Institutional Representative (DIR)

The Designated Institutional Representative (DIR) is an employee of a participating institution who is responsible for implementing the OCWP program at the institution. This includes processing student academic eligibility verification requests and transfer of eligibility verification requests, and reporting once a year to the provincial/territorial coordinator regarding students who have become academically ineligible for the program.

1.6 Signatory

The employee of an OCWP participating institution who works alongside a DIR and has been delegated authority by the DIR to process student academic eligibility verification requests and request for transfer of eligibility verification. In some institutions, they may also be known as sub-DIRs.

1.7 Provincial/Territorial Coordinator

A provincial/territorial coordinator is an employee of the provincial/territorial government who is responsible for overseeing the program, including ensuring consistent program implementation at all participating institutions within the province/territory, submitting reports, monitoring the program, and submitting a reporting once a year to CIC on cases where students have become academically ineligible for the program.

1.8 International Student

An international student means a person who is authorized by a study permit or by the *Immigration and Refugee Protection Act* to engage in studies in Canada and who is studying or intends to study in Canada

1.9 Satisfactory Academic Standing

Each participating institution will define satisfactory academic standing for its institution. Satisfactory academic standing means achieving a satisfactory mark or grade point average for a particular program of study, or the completion of certain program requirements as specified by the program of study.

1.10 Full-Time Study Status

Each institution identifies the course load required for a student to be considered full-time in a specific program of study.

Note: Final session (term, semester, etc.): If students meet all the eligibility requirements, with the exception of full-time status, but are in their last session, they will still be considered to be eligible for the program. For example, at an institution, students are required to be enrolled in at least four classes to be considered to have full-time status. A student in the last session of the program of study needs to take only two additional classes to receive a Canadian credential from that institution. That student will still be eligible for the work permit under the OCWP. They will, however, still be restricted to working a maximum of 20 hours per week during this period.

2. Student Eligibility Criteria for the OCWP Program

Students are considered eligible if they:

- possess a valid study permit;
- attend a participating educational institution;
- have maintained a satisfactory academic standing;
- have studied full-time for at least six months out of the 12 months preceding their application;
- have signed consents authorizing the exchange of personal information between the institution, the provincial or territorial government, and CIC. The signing of the consent occurs as part of the online request for verification of eligibility;
- continue to fulfill the terms and conditions of their study permit and work permit, as applicable; and
- continue to meet the eligibility requirements while participating in the program.

Examples of six months of full-time studies:

- a. Students who begin full-time studies in September and continue through to the end of February (with the exception of the December break) would be eligible to apply for a work permit in March (September to February = six months), provided that they are still enrolled in full-time studies and are in satisfactory academic standing at the time of application.
- b. Students who begin full-time studies in January but are not enrolled in full-time studies during certain summer months would not be eligible to apply for a work permit until they had completed a full six months of studies. Students studying full-time from January until the end of April, who take a four month summer break and then resume full-time studies in September, would be eligible to apply in November (January to April, plus September and October = six months).
- c. A student studying from September to December followed by a co-op work term from January to April. If the institution considers students of co-op work terms to have full-time status and if the student continues to comply with the institution's co-op rules, the student will be eligible to apply for the work permit as early as March (September to February = six months).

Students are not eligible to apply for a work permit under the program if they:

- have previously held an Off-Campus Work Permit, failed to maintain their eligibility under the program **and** failed to comply with the terms and conditions of their work or study permit¹;
- have a **full** or **partial** scholarship or award from the Canadian Commonwealth Scholarship Program, the Government of Canada Awards Program funded by the Department of Foreign Affairs and International Trade (DFAIT), or an award or internship programs funded by the Canadian International Development Agency (CIDA);

¹ See Section 4.2

- are participants or recipients of any of the following: the Equal Opportunity Scholarship Program, Canada-Chile; Canada-China Scholars Exchanges Program; or the Organization of American States Fellowships Program;
- are registered in programs that consist either exclusively or primarily of ESL/FSL instruction;
- have completed their studies and are no longer considered full-time.

Note: An off-campus work permit (C25) is not interchangeable with a work permit for internships or co-op placements (C30). However students wanting to participate in both programs must apply for a work permit under each program, as there is no restriction on holding more than one work permit.

3. Conditions of the Work Permit

A study permit is usually issued for the duration of study, plus 90 days. The work permit will follow the same rule: duration of study, plus 90 days.

Transition to post-graduation employment: Students who have completed all degree, diploma or certificate requirements and who are within the 90-day period allowed for transition to post-graduation employment will still be considered eligible to work off-campus, provided they are in possession of a valid study permit and a valid off-campus work permit.

Implied status: Students who have completed their studies and have submitted an application for a Post-Graduation Work Permit, when they are in possession of a valid study permit and a valid Off-Campus Work Permit, may continue to work off-campus until a decision on their application has been made.

Short term study or work permit: Some students have short-term (normally valid for no more than a year) study or work permits that must be renewed each year. In order to participate in the program, these students would need to apply for a renewal of the work permit each time.

3.1. Number of working hours

If approved for a work permit, students will be entitled to work up to 20 hours a week during the regular academic year, as long as they are registered as full-time students; and full-time during scheduled breaks (e.g., winter or summer holidays, reading week).

Although there is no legislation or policy preventing students from working 20 hours a week on campus and 20 hours a week off-campus, DIRs should discourage students from working more than 20 hours a week, reminding them that they must study full-time and maintain satisfactory academic standing in order to remain eligible for the program.

Some intensive programs may not have scheduled breaks or may have a break specifically for that program. Students participating in such programs would, therefore, be limited to working a maximum of 20 hours a week during the entire period.

3.2. Medical requirements

The type of work a student intends to perform will determine whether or not they require a medical examination. For example, if a student intends to work in health care, child care, or primary or secondary education, they will need a medical examination and a satisfactory medical assessment before a work permit can be issued. Other situations may also require a medical examination. Students are advised to consult CIC's website for further details or updates (see: <http://www.cic.gc.ca/english/information/medical/index.asp>).

Students who have previously had an immigration medical examination conducted by a CIC Designated Medical Practitioner, or who will not be working in one of the designated areas, will not require a medical examination.

Students requiring a medical examination should contact the nearest CIC Designated Medical Practitioner. An updated list is available on the CIC website at: <http://www.cic.gc.ca/dmp-md/medical.aspx>.

3.4. Social Insurance Number

International students wanting to work in Canada must obtain a Social Insurance Number (SIN) from Service Canada. Service Canada recommends that students apply in person and allow three weeks for processing. Students must apply for a SIN before or within three days of the start date of employment and may work during the waiting period. The SIN card expires on the same day as the student's Off-Campus Work Permit.

For more information on the application process for a SIN, consult Service Canada's website at: <http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml>.

3.5. Other conditions

Although students are issued an open work permit, an immigration officer may impose conditions with respect to the type of employment in which a student may be engaged.

4. Student responsibilities

Students must understand their responsibilities in agreeing to participate in the OCWP. Failure to comply with the terms and conditions of their work or study permit or with the requirements of the *Immigration and Refugee Protection Act* and the *Immigration and Refugee Protection Regulations* may result in enforcement action by the Canada Border Services Agency (CBSA). It may also negatively affect other future applications under the *Immigration and Refugee Protection Act*.

4.1. Maintaining Eligibility

Students who receive a work permit must respect the terms and conditions of the work permit and continue to meet the eligibility requirements of the OCWP. To maintain eligibility, students must:

- continue to be registered full-time at a participating institution;
- continue to maintain satisfactory academic standing; and
- continue to comply with all other terms and conditions of the program and their work permit.

If at any time participating students are unsure of their academic eligibility for an Off-Campus Work Permit (e.g., full-time studies, satisfactory academic standing), they should inquire with their institution's DIR in order to verify their academic eligibility.

Note: If a student meet all the eligibility requirements, with the exception of full-time status, but are in their last academic session prior to the granting of their Canadian credential, they will still be considered eligible for the program.

4.2. Failure to Maintain Eligibility

If at any time a participating student becomes ineligible for the program, they must inform their employer that they are no longer authorized to work. The student must then immediately surrender their work permit to the nearest local CIC office. They may re-apply if they meet the eligibility requirements at a later date (e.g., at least six months after they become eligible again).

When surrendering their work permit, students must also provide a note explaining their situation. This note will assist CIC officers in recording their compliance. Students can submit these documents (work permit and the note) either in person or by mail to the nearest local CIC office. (Call 1 888 242 2100 to find out where the nearest local CIC office is located).

4.3. Transferring Institutions

Participating students with an Off-Campus Work Permit who transfer from one participating institution to another must request a Transfer of their Eligibility Verification. Failure to do so will result in the student being reported ineligible by the former institution as the student is no longer attending that institution.

Students who do not have an OCWP but have been issued an Electronic Verification Number (EVN) at their previous school cannot transfer this EVN. They have to apply for a new EVN at their current school. Students who do not have an EVN yet, but who have done their 6-months of full-time studies at more than one Canadian school should request Eligibility Verification (with transfer) at their new school. See 5.1 Verification of Eligibility.

4.4. Renewing or Extending Permits

Students who are due to renew or extend their study permit and hold a valid Off-Campus Work Permit and want to continue working off-campus must re-apply for an extension of both their study permit and their Off-Campus Work Permit.

5. DIR Responsibilities

DIRs are responsible for:

- informing international students about the OCWP and how to apply;
- processing students' requests for verification of their academic eligibility and for transfers of their eligibility verification; and
- submitting reports once a year on students who received a confirmation of academic eligibility but are no longer eligible.

With the introduction of the Electronic Notification System (ENS), an additional responsibility will be required from DIRs managing the delegation of authority to signatories (sub-DIRs) at respective educational institution. ENS also involves changes to the former paper process. The ENS portion of this guide will cover this system, its functions, and the processes required to carry out any new responsibilities using the online system (See Section 8 – The Electronic Notification System).

5.1. Verification of Eligibility

To begin the application process for an Off-Campus Work Permit, students at a participating educational institution must first have their academic eligibility verified by their DIR.

As of February 3, 2009, the *Off-Campus Work Permit Program Verification Form (IMM5581)* and the *Off-Campus Work Permit Program Student Acknowledgement and Consent Form (IMM 5582)* will no longer be used for eligibility verification within the context of the OCWP. The Verification of eligibility to the program will only be done using the Electronic Notification System (ENS).

First, students must create a personal profile on CIC's website, and then proceed with a request for Eligibility Verification. In completing the request, the student will be required to sign a consent statement (formerly the *Student Acknowledgment and Consent Form – IMM5582*). This request will be transmitted to the DIR at the student's educational institution, and will appear in the DIR queue in the Electronic Notification System.

If the student satisfies the academic eligibility requirements, an Electronic Verification Number (EVN) is issued and the student will be notified via email.

If a student does not satisfy the academic eligibility requirements, an EVN is not issued and the student is notified via email. If contacted by the student, the DIR should advise the student not to submit an application to CIC's Case Processing Centre in Vegreville, Alberta (CPC Vegreville). CPC Vegreville will refuse applications that do not contain an EVN as proof of academic eligibility for the program (See exception, second-point under section 5.3). The processing fee is not refunded if an OCWP application is refused.

5.1.1. Validity period of the EVN

The EVN contains proof of confirmation of academic eligibility, and is valid for 60 calendar days. Students who have not applied for an OCWP within the 60-day validity period must request a new Eligibility Verification if they want to re-apply for the program at a later date.

5.2. Eligibility Verification (with Transfer)

A student requests who has studied for part of the six months at another participating institution, must request an "Eligibility Verification (with transfer)." This type of request requires that DIRs at both educational institutions attended by the student provide verification of the student's academic eligibility for the duration of the study period (less than six months). (See additional details under Section 12.4.2 – Completing an Eligibility Verification request (with transfer))

5.3. Revocation of consent to release personal information

A. If the student was issued an *Off-Campus Work Permit Verification Form (IMM5581)*

Students who were issued a Verification Form but who did not receive or apply for a work permit under the program can revoke their consent to the release of personal information (granted by signing of the *Acknowledgment and Consent Form*).

- Students whose Off-Campus Work Permit applications are refused or rejected must provide the DIR with a copy of their letter of refusal and a duly completed *Use of a Representative Form (IMM5476)* so that CIC can be notified of their request to revoke consent.
- Students who were issued an *Off-Campus Work Permit Verification Form (IMM5581²)*, but who did not apply for an Off-Campus Work Permit must provide DIRs with a duly completed *Use of a Representative Form (IMM5476)* so that CIC can be notified of their request to revoke consent. Students must also provide the DIR with the original copy of the Verification Form that was issued to them and a note indicating their reason for not applying for an Off-Campus Work Permit.

When DIRs receive a request to revoke consent, they should take the following steps:

- a. Remove the student's name from the list of students who have been issued a Verification Form;
- b. If the student's name appears on the Annual Verification Report which indicates students who have become academically ineligible, remove the student's name from the report;
- c. If the student's name appears on the Annual Verification Report and this report has already been forwarded to the provincial/territorial coordinator, advise the provincial/territorial coordinator that the student has requested revocation of consent to the release of information.

By way of example, suggest standard message for notifying revocation of consent:

On [date], [name of the student] requested revocation of [his/her] consent to the release of information regarding [his/her] eligibility for the OCWP as per *the Student Acknowledgment and Consent Form*. [Name of the student] has, therefore, been removed from the annual verification process to verify [his/her] eligibility for the program.

² As these forms are valid for 60 calendar days, some students may use them in their OCWP application up until April 3, 2009. This means DIRs could receive a request to revoke consent from a student with an IMM5581 form up until this date.

B. For students having used ENS to request an EVN

- Students who have not yet received an EVN should ask their DIR not to process their Eligibility Verification request (e.g., allow it to expire).
- Students who have received an EVN, but have not yet applied for an OCWP should contact their DIR who should advise them to not apply for an OCWP.
- Students who received an EVN and have already applied for an OCWP should provide their DIR with a duly completed *Use of a Representative Form* (IMM5476) so that CIC can be notified (through provincial/territorial representatives) of the student request to revoke current consent.

6. Transfer between participating educational institutions

6.1. Students who completed a Verification Form at the former institution

Students who have received a Verification Form who transfer from one participating institution to another participating institution are responsible for providing the mailing address and the name of the DIR at the new institution, and for requesting that their Verification Form be transferred along with their *Student Acknowledgment and Consent Form* from the former DIR to the new DIR. Once the former DIR transfers the Verification Form and the *Student Acknowledgment and Consent Form*, the former DIR is no longer responsible for verifying and reporting on this student's academic ineligibility. The new DIR assumes this responsibility. Upon receiving a transferred Verification Form and the *Student Acknowledgment and Consent Form*, the DIR at the new institution adds the student's name to the list of students whose academic eligibility must be verified once a year.

Verifying and reporting requirements for transfer students will be conducted in the same way and at the same time as for all other students. It is the student's responsibility to contact their new DIR to confirm that the documents have been transferred.

6.2. Students who did not complete an Off-Campus Work Permit Verification Form (IMM5581) at the former institution

This section refers to students who studied part of the six months at another participating institution. If the student has not yet received a Verification form, they should be advised to request an Eligibility Verification online- as of February 3, 2009 (See section 5.2). Verification forms can be issued up to February 2, 2009. As they are valid for 60 calendar days, they may be in circulation until April 3, 2009.

7. Annual verification

7.1. Annual Verification for students using ENS

Students having requested and obtained a confirmation of their eligibility to the OCWP program via the Electronic Notification System (ENS) will *automatically* show up on a list that will be available to DIRs through ENS in time for the fall reporting cycle. More information regarding annual verification in ENS will be shared with DIRs through provincial/territorial representatives in the Spring of 2009.

7.2. Annual verification for students having been issued an Off-Campus Work Permit Verification Form (IMM5581)

For students who have obtained an *Off-Campus Work Permit Verification Form* (IMM5581), refer to the procedures below. These procedures will be reviewed in the next few months and changes will be shared with DIRs through provincial/territorial representatives in the Spring of 2009.

For every student who was issued an *Off-Campus Work Permit Verification Form* (IMM5581) to participate in the OCWP, DIRs must complete the following verification procedures once a year by a set date in October to be determined by the province/territory, and preferably after the institution or province/territory's drop/add dates. The list of students who have become academically ineligible (see section 7.2.1 Reporting students who become ineligible) must be reported to the provincial/territorial coordinator no later than November 1.

DIRs must:

- verify that the student has been enrolled in full-time studies at your institution during the regular school year (scheduled breaks excluded) since the last verification or since the institution issued the Verification Form;
- verify that the student has maintained satisfactory academic standing since the last verification or since the institution issued the Verification Form.

Transfer of verification (IMM5581, Section C): The same verification procedures must also be done for students who have transferred to your institution and for whom DIRs have received a *Off-Campus Work Permit Program Verification Form* and the *Student Acknowledgment and Consent Form* from the student's former DIR (see section 6 Transfer between participating educational institutions).

Note: Students who were issued an *Off-Campus Work Permit Verification Form* but who are no longer enrolled in full-time studies at the institution are considered eligible provided that they have recently received a notification of completion from the program of study in which they originally registered. Generally, their study permit and off-campus work permit are valid for another 90 days. During this 90 day transition period, students can continue to work off-campus and apply for a Post-Graduation Work Permit.

7.2.1. Reporting students who become ineligible

Every year, DIRs are required to report any students who were issued an *Off-Campus Work Permit Verification Form* or EVN and who have not maintained the academic eligibility requirements. DIRs must submit this report to the province/territory's program coordinator by email, in the form of a spreadsheet (e.g., Excel), using the column titles and example below:

[SAMPLE REPORT]

(Institution's name)

Institutional Annual Verification Report: Cases of Academic Ineligibility Under the Off-Campus Work Permit Program as of October (date)*, (year)

| No | Family name | Given name | Date of Birth | CIC Client ID Number | Status Full-Time (F) Part-Time (P) Not registered (NR) | Academic Standing Satisfactory (S) Not satisfactory (NS) | Explanation of ineligibility (optional)** | Moved to another institution | Graduated (Check if YES) |
|----|-------------|------------|---------------|----------------------|---|--|---|------------------------------|--------------------------|
| 1. | Smith | John | 1920/02/30 | 1111-1111 | P | S | | No | |
| 2. | Tremblay | Eric | 1925/02/31 | 2222-2222 | F | NS | Failed in two classes | No | |
| 3. | Brown | Mike | 1930/02/29 | 3333-3333 | NR | NS | No longer registered at this institution | University of Canada | YES |

* To be determined by the province

** If “graduated,” give date of notification of completion, as the study permit and the off-campus work permit may be valid 90 days after the completion of a program of study.

Unless students voluntarily return their Verification Form, DIRs must report on their academic eligibility, even when one suspects that a student has not applied for a work permit.

If none of the students who were issued a Verification Form or EVN has become academically ineligible, DIRs must still submit a “nil” report to the provincial/territorial coordinator.

The provincial/territorial coordinator is responsible for informing CIC of any cases of ineligibility from all participating institutions in the province/territory. If none of the students who were issued an *Off-Campus Work Permit Verification Form* or EVN in the province/territory have become ineligible, the provincial/territorial coordinator must still submit a “nil” report to CIC.

7.3. Courses at multiple institutions

If a student takes courses at more than one institution, the annual verification is completed by the institution where the student is registered as a full-time student.

7.4. Participating institutions that withdraw from the program

As per the MOU signed between your institution and your provincial or territorial government, in case of termination of the Program at your institution, participating students will be able to continue working until the end of the validity period of their off-campus work permits. Your institution would be required to continue to verify and report on the academic eligibility of those students until their work permits expire.

8. Other considerations

8.1. Changes/amendments to the Institution Identification Form (IMM5592)

If any changes are made to the *Institution Identification Form* (IMM5592) (e.g., new DIR, new official stamp or seal of the institution, addition or removal of authorized signatures, new personal stamp), DIRs must complete a new *Institution Identification Form* (IMM5592), (available only upon request) and affix the signatures of all signatories, as well as any new stamp or seal. The original IMM5592 must be sent to CIC national headquarters. To request a copy of the IMM5592, please either contact your provincial/territorial coordinator or contact CIC at:

Temporary Resident Program Delivery
Operational Management and Coordination Branch
Citizenship and Immigration Canada
365 Laurier Avenue West, 14th Floor
Ottawa ON K1A 1L1
Fax: 613-952-5382
Email: OMC-GOC-Immigration@cic.gc.ca

Please note that new DIRs also need to complete the “Acknowledgement of Terms and Conditions for the Partner Portal and the Electronic Notification System (ENS)” form and return it to the SIO:

Service Improvement Office
Citizenship and Immigration Canada
150 Metcalfe St., 12th Floor
Ottawa, On K1A 1L1
Fax: 613-946-0581

8.2. Enquiries

Question about the OCWP should be addressed to provincial/territorial coordinator, who will consult their respective CIC regional policy/program officer where necessary.

9. OCWP Applications

Students have the choice to make an online application or to send their application by regular mail.

9.1. Applying Online

Students can either choose to follow the link provided in the message sent to them containing their EVN, or they can follow the link from CIC's Website.

If applying online, students must scan and attach all required documents to their application. The application can also be paid for online and submitted to CPC Vegreville.

9.2. Applying by regular mail³

If students decide to apply by using the paper process, they must mail the completed application kit in a 9" x 12" envelope to CPC Vegreville, at the following address:

³ If a student is applying for an extension of their Off-Campus Work Permit by regular mail, please consult the *Applying for a Work Permit – Student Guide (IMM5580)* for the appropriate mailing address. CPC Vegreville using different unit numbers for specific applications and sending the application to the wrong unit number will delay processing.

Citizenship and Immigration Canada
Case Processing Centre Vegreville
6212–55th Avenue, Unit 203
Vegreville, Alberta
T9C 1X6

The student must also print his/her approved EVN request, and attach it to their paper application.

9.3. Application kit

An Application Kit is available on the CIC website for download at:
<http://www.cic.gc.ca/english/information/applications/work-students.asp> .

This application kit includes the following:

- Applying for a Work Permit – Student Guide (IMM5580)
- Application to Change Conditions (IMM1249)
- Use of a Representative (IMM5476) (optional)
- Two options to receive a fee receipt
- Document Checklist – Students Applying for a Work Permit (IMM5583)

CPC Vegreville will review the application to determine whether it is complete. If the application is not signed or if the required fee is missing, the application will be returned and the student will have to re-apply. Otherwise, CPC Vegreville will send the student one of the following:

- approval of the application, along with a work permit;
- a refusal letter ;
- notification that the application has been referred to a local office of CIC for further assessment.

If an application is rejected by CPC Vegreville (e.g., incomplete application), students are not required to pay the processing fee again should they decide to reapply.

If an application is refused (e.g., application is complete, but the applicant is not attending a participating institution or is ineligible upon reassessment of that application for any other reason), students are required to submit a new application and pay the processing fee again should they choose to apply at a later date.

10. What is The Electronic Notification System

The Electronic Notification System (ENS) was developed in support of several e-channel processes and programs, and in view of facilitating information exchange between CIC and its external partners, such as provincial/territorial governments and post-secondary education institutions.

The ENS was first deployed as a pilot project to 16 educational institutions participating in the OCWP. Following initial positive input from users, CIC decided to deploy the ENS to all OCWP participating educational institutions. The ENS allows for the complete electronic academic verification of eligibility for the OCWP program and replaces the paper *Off-Campus Work Permit Verification Form* (IMM5581) and *Student Acknowledgement and Consent Form* (IMM5582).

10.1. Basic System Information

This section introduces the Electronic Notification System (ENS) system requirements and its basic system functions.

Secure Web Browser

To ensure the information is kept secure and confidential, individuals must use a Web browser such as Internet Explorer that has 128-bit secure sockets layer encryption. When anyone is ready to send identification information, CIC's servers will check the encryption to ensure that the browser used can do this. CIC has tested four Web browsers that are proven to work with this service:

1. Internet Explorer 6.0
2. Internet Explorer 7.0
3. Firefox 2.0.0.13
4. Safari 3.1

If another type of browser software is used one must check with the software supplier to make sure that the browser has 128-bit secure socket layer encryption capability.

Note: CIC is not responsible for any difficulties in downloading and installing software. Software suppliers are responsible for providing technical support.

Security

CIC is committed to respecting the personal privacy of individuals who visit our Web site. All personal information provided is protected under the Federal Privacy Act.

Information on this site is sent between the user's computer and our servers in an encrypted format. To use these CIC epass services, browsers must use 128-bit Secure Sockets Layer (SSL) 3.0 encryption.

epass

An epass is a unique electronic credential that allows the user to communicate securely with online-enabled Government of Canada services. Some of these services require enhanced security measures, as they involve exchanging confidential information over the Internet. An epass provides this enhanced security.

For more information concerning epass, refer to the Public Works and Government Services Canada (PWGSC) epass website at: <https://blscr3.egs-seg.gc.ca/gol-ged/gov/browserdetection/BrowserCheck.html>.

Logging out

The user can only "Log Out" from the Partner Portal. This option is provided on the left navigation bar. Upon "Log Out", the user will be redirected to the Information for Educational Institutions Page, from which the user accessed the Partner Portal originally.

Within the ENS, the user must first select "Return to the Partner Portal" page and then select "Log Out". (See Screen 12.2)

Time-Outs

For security reasons, a time-out feature is applied to the Partner Portal and the ENS. After 20 minutes of inactivity, the system will time-out and the user will be required to login again. Any action which refreshes the page (such as navigating to another page, submitting, saving or rejecting a request) will reset the time-out period. If the user navigates away from the Partner Portal or the ENS, the 20 minute time-out period will commence, regardless of activity.

Note: No warning will be provided prior to time-out. Any unsaved data will be lost.

Saving

Actions taken within requests will not automatically be saved. The user can “Save” at any time.

Note: Requests must be signed and submitted in the same session. If the record is not submitted, the signature information (name and date) will be discarded and will need to be re-entered prior to submission.

Printing

A print-friendly option is available on all pages within the ENS.
To print, select “Print” on the top right corner of the page displayed.

Navigating the Electronic Notification System

To navigate within the Partner Portal and the ENS, the user must use the navigational links and buttons provided. Using the browser’s “Back” and “Forward” navigation buttons may cause unpredictable results. Only use the links and buttons provided within the Partner Portal or the ENS

Top Navigation Bar

The top navigation bar is visible on all pages within the Partner Portal and the Electronic Notification System (ENS). It allows the user to:



Français: Select “Français”, and the information you are viewing on the Web page will switch from English to French. Select “English”, and the information you are viewing on the Web page will switch from French to English.

Home: Select “Home”, you will be redirected to the Citizenship & Immigration Canada Home Page.

Contact Us: Select “Contact Us”, you will be redirected to a page that contains information on how to contact CIC.

Note: It is important to read the information carefully, to ensure the appropriate contact is reached. Please refer to the document [ENS-related problems- Who to Contact](#), distributed to all DIRs in January 2009.

Help: Select “Help”, you will be redirected to CIC’s Help Page.

Search: Select “Search”, you will be redirected to the CIC’s main Search page. This Search is not specific to the Partner Portal or the ENS.

Note: This search cannot be used to find requests in the ENS DIR Queue.

Canada.gc.ca: Select “Canada.gc.ca”, you will be redirected to the Government of Canada Home Page.

11. How to Access ENS

11.1. Partner Portal Enrolment

Enrolling in the Partner Portal is the first step required to access the Electronic Notification System. Below are the steps to follow to complete the enrolment process.

Obtaining a Personal Identification Number (PIN)

To access the Electronic Notification System (ENS), the user must enrol in the Partner Portal with a PIN issued by CIC. To obtain this PIN, the user must read, sign and return the form entitled *Acknowledgement of Terms and Conditions of Use for the Partner Portal and the Electronic Notification System (ENS)* to CIC. Once this form is received, the user will be sent a PIN by registered mail.

Designated Institutional Representatives (DIR) Note:

The PIN is an alpha-numeric code provided by CIC via registered mail upon reception of the form. DIRs must enrol before delegating access to signatories or Sub-DIRs.

Signatories Note:

The PIN is an alpha-numeric code provided by DIRs. Although signatories can access the ENS immediately, they are also required to sign the *Terms and Conditions of Use for the Partner Portal and the Electronic Notification System*, and mail a copy to CIC. If the form is not received by CIC, the signatory's access to the ENS may be terminated.

Note: If there is a change to the DIR, the new DIR must complete a new *Institution Identification Form (IMM5592)*, and the *Acknowledgement of Terms and Conditions of Use for Partner Portal and the Electronic Notification System* and return both forms to CIC in order to receive their PIN. This should be done a month or two prior to the former DIR departing to avoid disruption in processing of requests.

Accessing the Partner Portal

To access the Partner Portal:

- Navigate to the main CIC Website (www.cic.gc.ca).
- Scroll to the bottom of the page and click on “Education Institutions” under the heading “Partner with Us” on the left-side navigation bar.
- Click on “Access the Partner Portal.” You will be directed to the epass login.

Partner Portal Login

To access the Partner Portal, individuals require an epass – an electronic credential which enables access to the Government of Canada's online services. In the case where an epass already exists, enter your User ID and password to proceed to the Partner Portal. If you do not have an epass, you will need to register with epass.

Enrolling in the Partner Portal

To enrol in the Partner Portal, enter your given name, family name and PIN provided to you by CIC (or by your institution's DIR). Pay careful attention to enter this information accurately. A validation will be performed to ensure that the PIN matches the names that CIC (or your institution's DIR) has on record. If it does not match these records, an error message will be received.

In the event of a forgotten PIN or if there are difficulties experienced in enrolling, contact the individual who provided your PIN.

- DIRs should contact CIC by email at: question@cic.gc.ca with “DIR PIN” in subject field
- Signatories should contact their DIR.



- MyCIC
- Log Out

Partner Portal Enrolment

You are not yet enrolled with Partner Portal.

This Partner Portal enrolment allows authorized individuals from educational institutions participating in the Off-Campus Work Permit program to access required information and systems.

You are not yet enrolled with the Partner Portal. If you choose to "Log Out" before enrolment is completed, you will be presented with this Enrolment Page next time you try to access the Partner Portal until enrolment is complete.

If you are a DIR, enter the alpha-numeric PIN Citizenship & Immigration Canada provided. If you are being delegated the authority by the DIR to sign requests, enter the alpha-numeric PIN your DIR provided.

Fill in all enrolment information and "Continue" to create your profile.

* Required Fields




| Enrolment Information | |
|--|----------------------|
| *Given Name(s): | <input type="text"/> |
| *Family Name: | <input type="text"/> |
| *PIN: | <input type="text"/> |
| <input type="button" value="Clear"/> <input type="button" value="Continue"/> | |

11.2. Partner Portal Welcome Page

Once the Partner Portal enrolment has been completed, you will be directed to the Partner Portal Welcome Page. With the exception of any first visit, the Partner Portal Welcome Page will be displayed following epass log in.

This page contains four sections:

- Welcome Information
- Institution Information
- What would you like to do today?
 - Access the Electronic Notification System (ENS);
 - Manage Institution Access
- The Left Navigation Menu.



[Français](#) | [Home](#) | [Contact Us](#) | [Help](#) | [Search](#) | [canada.gc.ca](#)

[Partner Portal](#) > Welcome to Partner Portal


Partner Portal

- Links
- Security
- Privacy
- System Requirements
- Log Out

Welcome to the Partner Portal, Firstname30141 test30141

You last accessed Partner Portal on 19 December 2008 at 13:11:29 EST. If this information is incorrect, [notify us](#).

Institution Information

Institution Name: Concordia University 
Address: 1455 de Maisonneuve Blvd. West
Montréal, QUE H3G 1M8
Contact Name: Firstname30141 test30141
Notification Email Address:
Receive Email Notification of Requests:

What would you like to do today?

[Access the Electronic Notification System \(ENS\)](#)

Manage Institution Access

Enter the given and family names of the user for whom you are requesting a PIN.

Given Name(s) Family Name

I confirm that as Designated Institutional Representative, I am authorizing the Signatory identified above to complete requests on behalf of the institution, as allowed for in the arrangements made between Citizenship and Immigration Canada and the province/territory, and between the province/territory and the institution. I also confirm that the *Acknowledgement of Terms of Conditions of the Partner Portal and the Electronic Notification System (ENS)* form has been signed by the Signatory and that it will be returned to CIC without delay.

I confirm

Welcome Information

The Partner Portal Welcome Page features a personalized greeting with the user's name as entered at enrolment. As a security feature, the date and time your account was last accessed are displayed. If this information is incorrect, it is important to notify CIC as it could indicate that your login information has been compromised.

Institution Information

This box contains the information that was provided to CIC prior to enrolment. If any of the information in this box is no longer accurate, contact your provincial/territorial coordinator, who will inform CIC.

Note: The address listed should refer to the institution's mailing address and not the contact information for an individual.

Contact Name: This name is the DIRs name and will be displayed to signatories and DIRs as the contact name on the Partner Portal Welcome Page.

Notification Email Address: Notifications will be sent to this e-mail address. Only one e-mail address can be entered for a DIR and any signatories. To be able to access notifications, all users (the DIR and any signatories) should have access to this e-mail address. The e-mail address can be entered and changed at any time. To do so, enter a valid e-mail address and click "Save".

Note: Notifications will only be sent to the e-mail address if the user subscribes to this service. Signatories do not have the option to enter e-mail addresses.

Receive Email Notification: If the DIR subscribes to this service, notifications will be sent to the e-mail address provided to inform users (DIR and any signatories) of new requests, successful and unsuccessful transfers of eligibility verification, and expiring requests. Notifications will be sent no more than once a day. To subscribe to this service, select "Yes" and "Save". If the DIR does not wish to receive e-mail notifications, select "No" and "Save". This selection can be changed at any time.

Note: Signatories do not have the option to select whether or not to receive e-mail notification. The DIRs decision will be applied to all signatories.

11.3. What would you like to do today?

Access the Electronic Notification System (ENS)

Click on this link to access the Electronic Notification System and begin processing requests.

Manage Institution Access

DIRs control their institution's access to ENS by granting and de-activating a signatory's access. Institutions that have campuses/colleges/affiliates located at different addresses and using separate registrars have several DIRs (one for each campus/colleges/affiliates). Each DIR has one account which can also be accessed by signatories. Access is granted to signatories by issuing a PIN. Important: It is the DIRs responsibility to ensure that only active Signatories have access to ENS.

Note: The option to Manage Institution Access is not available to signatories.

Note: Signatories names can be used only once. If a signatory must be re-activated, or if a new signatory must be created with the same name as a previous signatory, a differential character must be added.

Example: Previous Signatory: Martin Gagnon
 New Signatory: Martin Gagnon1

Granting Access (issuing PINs)

Step 1: Ensure that the signatory has signed the *Acknowledgement of the Terms and Conditions of the Partner Portal and the Electronic Notification System (ENS) Form* and returned it by mail to CIC, as instructed on the form (see address below). A Fax copy may be used as an interim measure until the mailed copy is received by CIC.

Step 2: Enter the signatory's given and family names in the appropriate fields.

Step 3: Check the "I confirm" box to indicate that you are authorizing the signatory to complete requests on behalf of the institution, and that the signatory has completed the *Acknowledgement of Terms and Conditions for the Partner Portal and the Electronic Notification System (ENS) form*.

Step 4: Select "Create". The signatory's name and PIN will be displayed.

Step 5: Select "Continue" to return to the list of Signatories for the institution.

Please Note: The PIN will expire after 45 days if not used. Once the signatory has enrolled with the Partner Portal the PIN generated will no longer be displayed. The signatory's given name and family name will continue to be displayed.

The *Acknowledgement of Terms and Conditions for the Partner Portal and the Electronic Notification System (ENS)* form must be sent to the SIO:

Service Improvement Office
Citizenship and Immigration Canada
150 Metcalfe St., 12th Floor
Ottawa, On K1A 1L1
Fax: 613-946-0581

Deactivating Access

Step 1: Identify the signatory whose access you wish to deactivate.

Step 2: Select "De-activate" beside the name of the signatory. The signatory's name will be removed.

11.4. The Left Navigation Menu

Both the DIR and Signatories' Partner Portal Welcome Page features a left navigation menu with the following options.

DIR Guide: Click here to access the Designated Institutional Representatives Guide for the Off-Campus Work Permit Program and the Electronic Notification System.

ENS Problems: Click here to access the document *ENS-related Problems – Who to Contact?*, which indicates who to contact according to the problem experienced.

Links: Click here to be redirected to a page containing a list of links to websites that may be useful in processing requests. **Please Note:** Navigating away from these pages will start the 20 minute time-out period, regardless of activity.

Security: Click here to be redirected to a page containing information regarding the security of the information shared.

Privacy: Click here to be redirected to the CIC webpage on access to information and privacy.

System Requirements: Click here to be redirected to a page containing the browser requirements to use the system.

Log Out: Click here to log out from the Partner Portal. Following a log out, individuals will be redirected to the Information for Educational Institutions Page.

12. How to use the Electronic Notification System (ENS)

12.1. Overview of Changes to the Eligibility Verification Process

The ENS is eliminating the need for paper when processing eligibility verification requests and requests for transfers of eligibility verification.

| Former Paper Process | Current Online Process |
|---|---|
| Student gets IMM5581 and IMM5582 forms | Student signs up for a MyCIC account |
| Student fills out IMM5581 and IMM5582 forms | Student completes a request for Eligibility Verification online which includes the Consents OR Student completes a request for transfer of their eligibility verification (in the case, consents were agreed to at the initial request for eligibility verification). |
| Student brings forms to the DIR | Request is submitted to DIR electronically |
| DIR completes form | DIR completes the Eligibility Verification using the ENS |
| Student picks up form | Student receives an email at the address he provided to check their MyCIC message box for the results of their request. If the result is positive, the message will contain an Electronic Verification Number (EVN) and a link to the online OCWP application. |

The EVN replaces the signed IMM5581 and must be submitted with the student's OCWP application. Students can choose to complete and submit the application online, or print the application and mail a paper copy.

12.2. ENS DIR Queue of Requests

This queue contains all requests submitted to the DIR account at educational institution/campus/college/affiliate. Users have the option to search for requests, sort requests, and filter requests. Once search, filter and/or sort criteria have been entered, select "Refresh List" to display results. To return to the complete list of requests, select "View All Requests". To select a request, select the Student ID hyperlink of the request wished to view. If no Student ID was provided, a "N/A" hyperlink will be displayed instead in the Student ID field.

Electronic Notification System

Welcome Firstname30205 test30205 of Simon Fraser University

Search

Given Name(s):
 Family Name: Date Transmitted:
 Student ID: Activity Status:
 EVN: Sort By:

| Student ID | Name | Request Type | Date Received | Activity Status |
|-------------------------|---------------|--------------------------|---------------|-----------------|
| 852741 | CARLSON, CARL | Eligibility Verification | 2008-12-22 | EVN Issued |
| 4454544 | STONE, TERRY | Eligibility Verification | 2008-12-22 | Rejected |

Searching for Requests

Users can search by Family Name, Student ID, and/or Eligibility Verification Number (EVN) by entering the information desired into the corresponding search field and clicking on “Refresh List” to display results.

Sorting Requests

Requests can be sorted by Student ID, Family Name or Date Received. To sort requests, select the type of sort desired from the dropdown menu in the search box above the queue and click on “Refresh List”.

Filtering Requests

Requests can be filtered by Activity Status and/or Date Transmitted. For a list and explanation of the Activity Statuses, please consult Appendix A.

12.3. Expiry of Requests

Requests will remain active in the queue for 28 calendar days, prior to expiring. Expired requests cannot be re-activated. In such cases, to have their requests processed, students are required to complete a new online request.

If the DIR has signed up for notifications, users (DIR and signatories) will receive an e-mail reminder that requests are approaching expiry.

Notification to institution of expired request:

Subject: Expiring Request(s)

Good day,

You have request(s) in your Electronic Notification System (ENS) Designated Institution Representative (DIR) Queue that will be expiring in 5 days. For further information, check your Electronic Notification System (ENS) Designated Institution Representative (DIR) Queue and action the requests, where required, prior to expiry. If requests expire, students may contact you for further information.

If you require assistance, please contact [Citizenship and Immigration Canada](#).

Students will be notified when their request has expired.

Notification to students of expired request:

Subject: Expired Request

Good day [client name],

Your request has not yet been completed by your Designated Institutional Representative (DIR) and has expired. To resolve this situation contact your DIR for more information.

After consulting your DIR, you may, at any time, complete another request.

If you need further explanation, contact [Citizenship and Immigration Canada](#).

12.4. Processing Requests

This section describes how to process all types of requests using the ENS.

- Request for Eligibility Verification
- Request for Eligibility Verification (with transfer)
- Request for Transfer of Eligibility Verification
 - Transfer Out
 - Transfer In

Each request will feature the following functions:

Save: When you click “Save”, the system will save all changes made to the request. You can return to the request at any time. Saving a request will not affect the expiry date. Requests can only be saved until it expires.

Reject: When you click “Reject”, a notification will be sent to the student informing them of the rejection. The Reject button is primarily to be used when you cannot positively identify a student with the information provided by the student in the request.

Selecting a Request

To begin processing a request, select the Student ID hyperlink of the request you wish to view. If no Student ID was provided, a “N/A” hyperlink will be displayed instead in the Student ID field. Regardless of the request type, you will be presented with a box of information entitled Student Information from Request. This box contains the information which was provided by the student when the request was completed. Below is an example from an Eligibility Verification request.

Student Information

Electronic Notification System

Request for Eligibility Verification

Request Result: Active

Student Information from request

Student ID: 123123123

CIC Client ID Number: 30054440

Family Name: WATHIER

Given Name(s): FRANCOIS

Date of Birth: 1944-08-25

Program of Study: Math

Level of Study: Undergraduate Studies

DIRs or signatories processing requests are required to verify the student ID, program of study and level of study. This information must match the information that is on the institution's records for this student. If it does not match, update the fields with the information on record.

Note: If any updated information is submitted by the student, they will receive a notification that an update has occurred. A sample of this type of notification can be found in Appendix D.

In the case of a request for Transfer of Eligibility Verification, you will also be required to verify the EVN. The EVN will be displayed in two places. The EVN at the top of the request is the EVN on file and is not modifiable. The EVN displayed in the Student information section is the EVN as entered by the student. The information in this field is modifiable, and should be corrected to match the EVN on record, if required.

You will notice in all request types that the fields for CIC Client ID Number and Date of Birth are darkened. These fields are non-modifiable. The **CIC Client ID Number** is a number that CIC uses to identify a client. The **Date of Birth** reflects what CIC has on record for this student. It may not match the institution's records, but has been confirmed by the student.

Note: If you cannot positively identify a student based on the information provided in the request, the request should be rejected. The student will be advised to contact the DIR directly. To view a sample of this message, please refer to Appendix D.

Student Consents

Each request type will show you a list of consents which the student has electronically signed when they submitted their request. The student's signature indicates that he has understood and is in agreement with the consents. This section replaces the IMM5582 form. To view the consents, please refer to Appendix E.

12.4.1. Completing an Eligibility Verification Request

The Eligibility Verification request is the most common request in the ENS. It is initiated by students who want to confirm their academic eligibility for the OCWP program and have attended only one educational institution in the last six months. It replaces sections A and B of the IMM5581.

After completing the verification of student information, DIRs and signatories must complete online sections requesting the information previously entered in section B of the IMM5581.

Is the student a participant in or recipient of the following programs/awards?

Canadian Commonwealth Scholarship Program or Government of Canada Awards Program funded by the Department of Foreign Affairs and International Trade (DFAIT)?

Canadian International Development Agency (CIDA) award?

Equal Opportunity Scholarship Program, Canada - Chile: the Canada-China Scholars Exchanges Program, the Organization of American States Fellowship Program

Exchange Program?

For off-campus work permit applications, for at least six months out of the last twelve preceding this request, the student:

Has the student studied full time in a program of study other than ESL/ESL?

Has the student maintained satisfactory academic standing?

Indicate the months during which the student was studying full-time and the months during which the student was a co-op placement.

Study: Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug

Co-op: Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug

To answer the questions in the first two sections concerning Programs and Awards and Full-time Study Status, simply click on the correct answer; the answer will be highlighted in gold. To answer the question in the third section concerning the months of Full-time Study, simply click in the appropriate boxes; a checkmark will be displayed.

Note: Default settings do not permit the issuance of an EVN.

12.4.2. Completing an Eligibility Verification request (with Transfer)

This request type is initiated by students who want to confirm their academic eligibility for the OCWP and have attended more than one Canadian educational institution in the past 12 months. Students requesting an Eligibility Verification (with Transfer) need to combine their study time at different Canadian education institutions to meet the six-month full-time studies requirement. This request replaces the IMM5581 and includes information previously entered in sections A, B and D of the form.

As the DIR at the student's current school, you are required to verify the accuracy of the student information and the student signature of the consents

The first three sections to complete in a request for Eligibility Verification (with transfer) are identical to those of the common Eligibility Verification request, representing the information previously entered in section B of the IMM5581. Following these three sections, is a section entitled Eligibility Transfer Information which represents the information previously entered in section D of the IMM5581. You need to contact the DIR at the student's previous school in order to confirm and complete this section.

Note: Default settings do not permit the issuance of an EVN.

Is the student a participant in or recipient of the following programs/awards?

Canadian Commonwealth Scholarship Program or Government of Canada Awards Program funded by the Department of Foreign Affairs and International Trade (DFAIT)?

Canadian International Development Agency (CIDA) award?

Equal Opportunity Scholarship Program, Canada - Chile: the Canada-China Scholars Exchanges Program, the Organization of American States Fellowship Program

Exchange Program?

Indicate the months during which the student was studying full-time and the months during which the student was a co-op placement.

Study: Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug

Co-op: Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug

Please confirm that since the verification was issued or since the last annual verification, the student has:

Studied full-time in a program of study other than ESL/FSL?

Maintained satisfactory academic standing?

Eligibility Transfer Information - Please confirm and complete.

Previous Institution Name and Address: Université du Québec à Trois-Rivières (UQTR)
3351 boul. Des Forges
Trois-Rivières, Québec
G9A 5H7

Name of former Designated Institutional Representative:

Transfer Date (yyyy-mm-dd):

Program of Study at Former Institution:

Level of Study at Former Institution:

The student studied full time in a program of study other than ESL/FSL?

Has the student maintained satisfactory academic standing?

12.4.2.1. Signing Eligibility Verification and Eligibility Verification (with Transfer) Requests

To submit a request to CIC, you must electronically sign the request. In doing so, you acknowledge responsibility and certify that all the information contained in the request is accurate. The name and phone number of your educational institution are pre-filled.

Université du Québec à Montréal (UQAM) Institution Verification

As Designated Institution Representative at Université du Québec à Montréal (UQAM), I hereby certify that the information provided on this form is accurate and correct. I additionally acknowledge that I am responsible for notifying annually the province/territory if this student becomes academically ineligible and I understand that the province/territory will notify Citizenship & Immigration Canada.

Institution Name: Université du Québec à Montréal (UQAM)
Phone: 999-999-9999

Name of Designated Institutional Representative:

Date (yyyy-mm-dd):

To sign the request enter your name (Given and Family) and the date. Validation will be performed to ensure that the names you entered match those provided at enrolment and that the date entered corresponds to the submission date (the date you are signing the request).

12.4.2.2. Submitting Eligibility Verification and Eligibility Verification (with Transfer) Requests

When you click “Submit”, the system will validate the student’s request for Eligibility Verification. You will be directed to a snapshot of the completed and signed request. At this point you will also receive a message indicating whether the eligibility verification will result in the issuance of an EVN. Below are examples of messages indicating a positive or negative result.

To finalize the submission and to confirm your identity, enter your epass password (at the bottom) and click “Confirm Submit”.

Sample positive message displayed:

Based on the information you have entered, an Eligibility Verification Number will be issued. If modifications are required, select “Return to Request”. To complete the request, select “Confirm Submit”. Once completed, no further modifications will be possible.

A notification will be sent to the student informing them of the results of their request. To view sample notifications, please refer to Appendix D, under the heading “Eligibility Verification Request”.

12.4.3. Request for Transfer of Eligibility Verification

12.4.3.1. Request for Transfer of Eligibility Verification (Out)

This request is initiated by students who are transferring to another OCWP participating educational institution. Students should only complete this request if they have an EVN have used this EVN to obtain an OCWP, and hold a valid OCWP. This request replaces the IMM5581 and includes information previously entered in sections A and C of the form.

Completing the Request

This represents the information that needs to be completed by the institution. It was previously entered in sections B and D of the IMM5581. To answer the questions, simply click on the correct answer; the answer will be highlighted in gold.

Electronic Notification System

Request for Transfer of Eligibility Verification Out

The student identified below has requested that their Eligibility Verification be transferred. The verification number on record is EVN-OCWP-040808-98664383.

The student has indicated a transfer to Université du Québec à Montréal (UQAM)

Student Information from request

EVN:

Transfer Date (yyyy-mm-dd):

Student ID:

Family Name: GERARD

Given Name(s): BARBARA

CIC Client ID Number:

Date of Birth:

Program of Study:

Level of Study:

Student Consents

Below are the consent statements as they appeared to the student. The student indicated agreement with and understanding of all statements at submission of the request.

All the acknowledgements and consents previously agreed to upon submission of your request for Eligibility Verification will be transferred to the educational institution to which you are transferring.

Please confirm that since the verification was issued or since the last annual verification, the student has:

Studied full-time in a program of study other than ESL/FSL?

Maintained satisfactory academic standing?

Concordia University Institution Verification

As Designated Institution Representative, I hereby certify that the information provided on this form is accurate and correct. I additionally acknowledge that I am responsible for notifying annually the province/territory if this student becomes academically ineligible and I understand that the province/territory will notify Citizenship & Immigration Canada.

Institution Name: Concordia University

Phone: 999-999-9999

Name of Designated Institutional Representative:

Date (yyyy-mm-dd):

Signing a request for Transfer of Eligibility Verification

Please follow procedures described under section 2.4.2.1.

Submitting a Transfer of Eligibility Verification (Out)

When clicking “Submit”, the system will validate the student’s request for Transfer of Eligibility Verification. You will be directed to a snapshot of the completed and signed request. To finalize the submission and to confirm your identity, enter your epass password (at the bottom) and click “Confirm Submit”.

The student will be notified of the results of the transfer request. To view sample notifications, please refer to Appendix D, under the heading Transfer of Eligibility Verification Request: Notifications to students’ messages.

12.4.3.2 Request for Transfer of Eligibility Verification (In)

This request type is received by the institution to which a student has indicated a transfer on the request for Transfer of Eligibility Verification, when the student is transferring from one OCWP participating educational institution to your education institution. It will only appear in your ENS DIR Queue once the DIR at the previous institution has completed their portion of the request. This request replaces the IMM5581 and includes information previously entered in sections A and C of the form. It should be noted that in the previous paper process, the DIR would complete this information on behalf of the DIR.

Completing the Request

In this request type there is nothing for the user to complete. The information displayed represents the information submitted by the previous DIR. It is not modifiable.

Signing a Transfer of Eligibility Verification Request (In)

To accept a request, you must electronically sign the request. Please follow procedures designated under section 2.4.2.1

Accepting a request for Transfer of Eligibility Verification (In)

When you click on “Accept”, you acknowledge that the student attends your educational institution and that your educational institution will be responsible for the annual reporting of this student. The Electronic Notification System will complete the request of transfer to your educational institution.

Once the request is accepted, the institution from which the student transferred will be notified of the results of the transfer. Below is an example of such notification.

Notification of a successful transfer

Subject: Transfer of Eligibility Verification Successful

Good day,

The Request for Transfer of Eligibility Verification recently submitted was successfully accepted by the educational institution to which the student had indicated a transfer. For further information, check your Electronic Notification System (ENS) Designated Institution Representative (DIR) Queue.

If you require assistance, please contact [Citizenship and Immigration Canada](#).

Appendices

Appendix A – List and Explanation of ENS Activity Statuses

| | |
|---------------------|---|
| Active | This status refers to a request that is currently being worked on or has been saved. The user's name is in parentheses. This status does not restrict the record to the user whose name is listed. |
| EVN Issued | This status means that an EVN has been generated. This status will only be identified on approved requests. |
| EVN Not Issued | This status means that the request has been assessed and an EVN was not generated, as the student did not meet the specified criteria. |
| EVN Transferred In | This status means that the record has successfully been Transferred In and has been accepted by the institution to which the student is transferring. This status is only displayed to the institution to which the student is transferring. |
| EVN Transferred Out | This status means that the record has successfully been Transferred Out and has been accepted by the institution to which the student is transferring. This status is only displayed to the institution from which the student is transferring. |
| Expired | This status means that the request has expired. Once expired, the request cannot be re-activated. The student will need to submit a new request. |
| New | This status refers to a new request in the queue that has not been viewed. |
| Pending | This status is only used for Requests of Transfer of Verification Out, and is used to indicate that the record has been transferred, but has not yet been accepted by the institution to which the student is transferring. Once it is accepted, the status will change to EVN Transferred Out. |
| Rejected | This status means that the request could not be assessed, as the institution did not have the student in their records. |
| Rejected Duplicate | This status means that the request submitted is a duplicate request. It has automatically been rejected. |
| Transfer Rejected | This status means that the record being Transferred Out was rejected by the institution to which the student indicated transfer. This status is only displayed to the institution from which the student is transferring. |

Appendix B – Definitions (glossary)

| | |
|---|---|
| Accept | This function triggers the system to complete the transfer of verification to the institution which is accepting the transfer. This function is only found in Transfer IN requests. |
| Activity Status | There are eleven (11) Activity Statuses in ENS for the Off-Campus Work Permit line of business. These statuses define the status of the request. For a full list, please consult Appendix A. |
| Designated Institution Representative (DIR) | The primary Designated Institutional Representative is an employee of a participating institution who is responsible for implementing the OCWP at the institution. This includes completing and signing verification requests, checking student academic eligibility for the OCWP and reporting to the provincial/territorial coordinator regarding students who have become academically ineligible for the program. |
| Electronic Notification System (ENS) | The ENS is a system developed with the objective of facilitating information exchange between CIC and external partners, such as provincial/territorial governments and education institutions, and supporting several processes and programs. |
| Eligibility Verification Number (EVN) | This is the “Eligibility Verification Number”. It is the number that is produced by ENS to confirm that the student meets the initial eligibility requirements. It is the output of a successful Eligibility Verification or Eligibility Verification with transfer. This number is sent to the student via a message to the MyCIC message box, and is required to continue with the Off-Campus Work Permit application. In the DIR Queue, this is a searchable field, to assist the DIRs in locating the appropriate record. |
| epass | An epass is a unique electronic credential that allows the user to communicate securely with online-enabled Government of Canada services. |
| MyCIC | MyCIC is the student’s space on the Citizenship and Immigration Canada website. MyCIC allows the student to apply online for an Off-Campus Work Permit, request verification of good standing from his school, and pay online for his application. The student can also use MyCIC to update his email address and view his correspondence with CIC. |
| Partner Portal | The Partner Portal is a secure Web portal allows external partners of CIC to access the Electronic Notification System (ENS). |

| | |
|--------------------------------------|--|
| Personal Identification Number (PIN) | The PIN is an alpha-numeric activation code. In the case of DIRs, it is provided to the user by CIC via registered mail. In the case of Signatories, it is provided to the user by the DIR for the institution. |
| Reject | This function triggers the system to discard all changes made to the request, and changes the status to “Rejected”. Where the information provided does not allow a positive identification of the student, the request should be rejected. The student will be advised to contact their DIR directly. |
| Request Types | There are four request Types in ENS. For a full list, please consult Appendix C. |
| Save | This function triggers the system to save all changes made to the request. The user can return to the request at any time. The save will not impact the expiry date. The request will only be saved until it expires. |
| Signatory | The employee of an OCWP participating institution who works alongside a DIR and has been delegated authority by the DIR to verify students’ eligibility. In some institutions, they may also be known as sub-DIRs. |

Appendix C – Request Type

Eligibility Verification

The Eligibility Verification Request is the most common request in the ENS. It is initiated by students when they want to confirm their eligibility for the OCWP with a single educational institution. It replaces sections A and B of the IMM5581.

Eligibility Verification (with transfer)

This label refers to the Eligibility Verification (with Transfer) request type. It is used when students want to confirm their eligibility, but have attended more than one institution in the past 12 months and need to combine their study time to meet the 6-month full-time requirement. It replaces sections A, B and D of the IMM5581.

Transfer of Eligibility Verification – Out

This label refers to the Transfer of Verification request type that is used by students who have obtained a work permit and need to transfer responsibility of annual reporting from their former institution to the institution they are now attending. This type is shown to the institution where the student has been studying that needs to transfer the record to a new OCWP participating institution. It replaces sections A and C of the IMM5581.

Transfer of Eligibility Verification – In

This label refers to the Transfer of Verification request type that is used by students who have obtained a work permit and need to transfer responsibility of annual reporting from one institution to another. This request type is shown to the institution to which the student is transferring. It replaces sections A and C of the IMM5581. This is only shown once the corresponding “Transfer Out” has been submitted by the former institution.

Appendix D – Examples of Notifications to Students Messages

Notification to students informing of changes to the student’s information by the DIR or signatory

Following a review of your student records, your Designated Institutional Representative (DIR) has modified some of the information you provided. These changes involve your [program of study, level of study or student ID]. If you have concerns about the changes, contact your DIR. Citizenship and Immigration Canada is committed to protecting the privacy of individuals. To learn more about our privacy policy and practices, read our [Privacy statement](#).

Eligibility Verification Requests: Notifications to Students Messages

Notification to students of a positive result

Subject: Eligibility Verification

Good day [client name],
Your request for Eligibility Verification has been completed by your Designated Institutional Representative (DIR).
If you are planning on completing an Online Off-Campus Work Permit Application, you may now continue the Off-Campus Work Permit Process.
If you are planning on completing your Off-Campus Work Permit application through a paper process, please include a copy of your Eligibility Verification Number with your application. [Click here to print a copy of your Eligibility Verification – EVN-OCWP-DD/MM/YY-#####](#). Please note that if you are applying online you do not need to print your Eligibility Verification Number.
If you need further explanation, contact [Citizenship and Immigration Canada](#).

Notification to students of a negative result

Subject: Eligibility Verification

Good day [client name],
Your request for Eligibility Verification has been completed by your Designated Institutional Representative (DIR). At this time, an Eligibility Verification Number could not be issued. If you have questions or concerns regarding your request, contact your DIR.
After consulting your DIR, you may, at any time, request another Eligibility Verification.
If you need further explanation, contact [Citizenship and Immigration Canada](#).

Notification to students following a rejection by the DIR or signatory

Subject: Eligibility Verification

Good day [client name],
Your Request for Eligibility Verification could not be completed by your Designated Institutional Representative (DIR) at this time, and an Eligibility Verification Number could not be issued. If you are certain that the request was sent to the appropriate institution (school), you may contact your DIR. After consulting your DIR, you may, at any time, request another Eligibility Verification.
If the request was inadvertently sent to the incorrect institution, you may submit another Eligibility Verification to the appropriate institution (school).
If you need further explanation, contact [Citizenship and Immigration Canada](#).

Transfer of Eligibility Verification Request Notifications for Students

Notification to student of successful transfer

Subject: Transfer Successful

Good day [client name],

Your request for a Transfer of Eligibility Verification has been successfully completed and verification responsibilities have been transferred from [name of previous institution] to [name of current institution] on [date].

If you need further explanation, contact Citizenship and Immigration Canada.

Notification to student of unsuccessful transfer

Subject: Transfer Unsuccessful

Good day [client name],

Your Request for a Transfer of Eligibility Verification could not be completed.

Contact your current Designated Institutional Representative (DIR) for more information and to resolve the situation.

After consulting your DIR, you may, at any time request another Transfer of Eligibility Verification.

If you need further explanation, contact Citizenship and Immigration Canada.

Appendix E –

Student Consents

Below are the consent statements as they appeared to the student. The student indicated agreement with and understanding of all statements at submission of the request.

Student Acknowledgement of Responsibilities

By signing this Acknowledgement, I hereby certify that I:

- Have studied full time at a participating institution and maintained satisfactory academic standing (see guide) in my program of study for **at least** six months out of the twelve months preceding my application for an off-campus work permit;
- Possess a valid study permit;
- Am not a recipient of a Canadian Commonwealth Scholarship Program or a Government of Canada Awards Program funded by the Department of Foreign Affairs and International Trade (DFAIT);
- Am not funded by the Canadian International Development Agency (CIDA);
- Am not funded under the Equal Opportunity Scholarship Program, Canada-Chile, the Canada-China Scholars Exchanges Program, or the Organization of American States Fellowship Program;
- Have not previously been in non-compliance with the condition and eligibility requirements of an off-campus work permit;
- Am not an exchange student;
- Understand that work permits for internships/coop placements and work permits for the off-campus program are not interchangeable.

Additionally, if approved for the work permit, I will:

- Possess a valid study permit for the duration of the work permit;
- Remain a full-time student in a participating institution;
- Maintain satisfactory academic standing in my program of study;
- Only work the number of hours designated on my work permit, which are: up to 20 hours per week during the regular academic session/year and full time during scheduled work breaks (i.e., winter, spring and summer breaks).

If after being issued a work permit, I become ineligible (i.e., I am no longer a full time student or do not have satisfactory academic standing, or have transferred to an institution that is not participating in the program), I will:

- Inform my employer that I am no longer authorized to work, and
- Surrender my work permit to CIC.

If I transfer from one participating institution to another, I will request a Transfer of my Eligibility Verification.

Consent to the Release of Information Between my Institution and Citizenship and Immigration Canada

By submitting this information, I hereby give my consent to the disclosure of information regarding my eligibility to the program and to the collection, use, retention and destruction of this information under the authority of the relevant provincial/territorial privacy legislation.

I further understand and authorize the disclosure of information regarding my status as a full-time student in satisfactory academic standing between my Institution and Citizenship and Immigration Canada. I give this authorization for the purpose of determining my eligibility for the Off-Campus Work Permit Program for international students.

I further understand that the consent I am hereby providing is valid until revoked by me in the event that I do not obtain a work permit.

Consent to the Release of Information Between Citizenship and Immigration Canada and my Institution

By submitting this information, I hereby give my consent to Citizenship and Immigration Canada to transmit this information to my institution, identified above, and to the collection, use, retention and destruction of this information under the authority of the relevant provincial/territorial privacy legislation.

I further understand that the consent I am hereby providing is valid until revoked by me in the event that I do not obtain a work permit.

Consent to the Release of Information Between my Institution and the Province/Territory

By submitting this information, I hereby give my consent to the disclosure of information regarding my eligibility for the program and to the collection, use, retention and destruction of this information under the authority of the relevant provincial/territorial privacy legislation.

I further understand and authorize the disclosure of information regarding my status as a full-time student in satisfactory academic standing between my institution and the province/territory. I give this authorization for the purpose of an annual verification of my compliance with the eligibility requirements and conditions of the Off-Campus Work Permit Program for international students as described in the "Student Acknowledgement of Responsibilities".

I further understand that the consent I am hereby providing is valid until revoked by me in the event that I do not obtain a work permit.

Consent to the Release of Information Between the Province/Territory and Citizenship and Immigration Canada

By submitting this information, I hereby give my consent to the disclosure of information regarding my eligibility to the program and to the collection, use, retention and destruction of this information under the authority of the relevant provincial/territorial privacy legislation.

I further understand and authorize the disclosure of information regarding my status as a full-time student in satisfactory academic standing between the Province/Territory and Citizenship and Immigration Canada. I give this authorization for the purpose of an annual verification of my compliance with the eligibility requirements and conditions of the off-campus work permit program for international students as described in the "Student Acknowledgement of Responsibilities".

I further understand that the consent I am hereby providing is valid until revoked by me in the event that I do not obtain a work permit.