

Frequently Asked Questions:

Study Permits, Co-Op Work Permits and Working Off Campus.

1. I am planning to study at NSCC part-time. Do I need a study permit?
Yes, any program of study longer than 6 months requires you to have a study permit.
2. I am planning to study at NSCC for less than 6 months. Do I need a study permit?
No, you do not need a study permit if your program of study is less than 6 months.
3. I will extend my studies – can I apply for a study permit in Canada?
For an initial study permit, you must submit your application outside Canada. You can submit it to either the Visa Office in your home country, or through the Visa Application Centre in Los Angeles, USA. If you are required to submit bio-metrics with your application, you must do this in person. You may remain in Canada while your application is in process, but you cannot study longer than 6 months without a study permit.
4. I started my program as full time, but I want to switch to part-time for one semester. Can I do this?
Your study permit remains valid for your part-time studies. However, you must be a full-time student to work on- and off-campus and the post-graduate work permit requires that you pursued studies as a full-time student. If you plan to stay and work in Canada after graduation, we recommend you do not switch to part-time status.
5. Can I work part-time? Do I need a special work permit?
Full-time students with a valid study permit are permitted to work off-campus without a work permit up to 20 hours/week and full-time during school breaks (i.e. summer).
6. What is considered part-time at NSCC?
Anything under 60% of the full course load in a program is considered part-time. For program specific information you should contact your Campus Registrar.
7. If I become a part-time student, can I still work part-time?
No. You must be a full-time student in order to work on- and off-campus.
8. What is a co-op work permit?
A co-op work permit allows you to work full-time during the academic year.
9. When do I need a co-op work permit?
If your program of study requires one or more work terms or placements, you will require a co-op work permit.

10. I am doing a work placement, but it's unpaid. Do I still need a co-op work permit?
Yes - if you are working full-time (paid or unpaid) as part of your studies, you do require the co-op work permit. The only exception to this is student doing unpaid internships in healthcare of less than 4 months.
11. What is a co-op letter and where do I get it?
You can get a co-op letter from your Campus Registrar's Office. This letter will confirm that a co-op work term or work placement is a mandatory part of your program.
12. When should I apply for my co-op work permit?
You should apply for your co-op work permit at least 3 months before your first work term. The permit is free and in most cases will expire the same date as your study permit.
13. I have to discontinue my studies at NSCC. What do I do?
Students wishing to withdraw from the College are required to complete a Program Withdrawal form which can be obtained from the Campus Registrar's Office.
14. I have to take a leave of absence for one semester. What do I do?
NSCC does not currently have a leave of absence policy. You will have to withdraw from your program and then either reapply if you need courses in the first semester of your program or submit a Return to Studies form to be considered for readmission to your program.
15. How does taking a leave of absence or discontinuing my studies affect my immigration status in Canada?
Your study permit requires you to continuously pursue your studies and beginning in April 2015, NSCC will be reporting students' registration status to IRCC. You may have to change your status to visitor and re-apply for a new permit. If you are taking a leave of absence please contact NSCC International for assistance.
16. Can I take online courses? How many can I take?
You are not permitted to have a study permit for a distance learning program. While you may take a class or two within your program, you may not take an entirely distance program.
17. I am transferring to NSCC from another Canadian university or college. Do I have to let Immigration, Refugees and Citizenship Canada know?
IRCC requires you to notify them when you change institutions. You can do this through their online portal, located here: <http://www.cic.gc.ca/english/study/study-postsec.asp>

18. What is a Post-Graduate Work Permit? How long will it allow me to work in Canada?

A post-graduate work permit allows you to work in Canada for up to three years after you graduate. The length of your work permit depends on the length of your program of study.

“A post-graduation work permit cannot be valid for longer than the student’s study program, and the study program must be a minimum of eight months in length. For example, if you graduate from a four-year degree program, you could be eligible for a three-year work permit if you meet the criteria. If you graduate from an eight-month certificate program, you would be eligible for a work permit that is valid for no more than eight months.”

<http://www.cic.gc.ca/english/study/work-postgrad.asp>

19. When should I apply for my Post-Graduate Work Permit?

You must apply for your PGWP within 90 days of receiving notification from your department that you have completed your program. You must have a valid study permit when you apply and you must apply from Canada.