Dear student,

This message is important to you if you are a new international transfer student or a new international graduate student and you have an off-campus work permit.

If you applied for an off-campus work permit through your previous institution before attending UBC and the work permit is still valid, you must transfer your Eligibility Verification to UBC as soon as possible.

According to Citizenship and Immigration Canada (CIC):*“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.”* <http://www.cic.gc.ca/english/study/institutions/guide-dir.asp#part4_3>

To transfer your Eligibility Verification, simply log on to your MyCIC account on the CIC website (<http://www.cic.gc.ca/english/e-services/mycic.asp#login>) and look for the "**Make a request**" link, click on “**OCWP-Request for EVN or a Transfer of Eligibility Verification**” and then follow the instructions.

For those who do not have an off-campus work permit but want to apply, please visit our website for detailed information at <http://www.students.ubc.ca/international/international-students/working/offcampus-work/applying-for-a-permit/>

If you have any questions, please email to [isa@students.ubc.ca](mailto:isa@students.ubc.ca) with your student number or come to see an advisor at International House during our drop-in hours, Monday through Friday, from 1:00 to 4:00 pm.

UBC International Student Development

International House

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