

Spousal Open Work Permit

Updated March 2020

Eligibility

Your spouse or common-law partner may apply for an Open work permit if:

- You have a valid study permit and you are a full-time student at the University of Alberta

OR

- You have a valid Post-Graduate Work Permit/ PGWP (or will be applying for one) and you are working in one of the National Occupational Classification (NOC) categories 0, A, or B.

[Learn more on NOC](#)

IMPORTANT NOTE:

If you have a post-graduation work permit, your spouse must upload a copy of your Post Grad work permit to their application for an open work permit, along with the following documents which you can upload under “**Client Information**”:

- a letter from your current employer that confirms you work in a NOC 0, A or B occupation, or a copy of your employment offer or contract,

and

- copies of your 3 most recent pay slips.

Validity

Open Work permit for your spouse or common-law partner will be valid for the same period of time as your study permit (or PGWP). Applications may be submitted online or by mail.

Online Application Steps:

Step 1- Create an online account on IRCC website

OR

Google search “**IRCC login**” then click on the first link: “**Create an account or sign in**”

Select: “**Continue to GC Key**” or “**Continue to Sign-In Partner**”

Select: “**Sign Up**” (for GC Key only); follow instructions

Select: “**I accept**” after reading the terms and conditions.

Step 2 - Login to account

At the bottom of the page under “**Start an Application**”; click “**Apply to Come to Canada**”

*You will be asked if you have a **Personal Reference Code**.*

*If you did not answer the assessment questions previously, **you do not have a Personal Reference Code**.*

*You will then need to “**Assess your eligibility**” by clicking on “**Apply for Visitor Visa, Study and/or Work Permit**” and answering all assessment questions.*

Step 3 - Answer eligibility questions (10 – 15 minutes)

- When you get to the page with the question: “**Are you a spouse, common-law partner or dependent child of a person who -“Holds a study permit and is a full-time student at a university, community college, CEGEP or other authorized educational institution”** answer “**YES**”
- You will be asked if you are accompanying a family member who has status in Canada – answer **YES**



- If you are asked “**Have you lived in a designated country or territory for more than six months in the last year?**” You should select “**YES**” if you have lived for 6 months in the past year in a country for which Canada requires a medical exam
[Learn if the country you were living in is “designated”](#)
- If you have dependents and you wish to extend/apply for their temporary residence in Canada, you will specify this when answering the relevant questions in this section.
- Upon answering all eligibility questions, your Personal Checklist will be generated. Supporting documents include:
 - Passport
 - Digital Photo
 - Marriage Certificate
 - Family Member Proof of Status (e.g., copy of your spouse’s study permit)

Step 4 - Complete Application form (IMM 5710)

- **UCI number:** “Unique client Identifier”, also known as “**Client ID**”. It is an **8 - 10 digit number** that appears on your any document issued by IRCC
- Check “**A work permit with a new employer**”
- **Document Number:**
 - If you are **extending your work permit**, you will find this number printed in **bold black ink** at the top of your permit starting with a “**U**” followed by **9 numbers**.
 - If you have a **Visitor Record** you will find this number printed in bold black ink at the top of the document starting with “**C**” followed by **9 numbers**
 - If you don’t have any of above documents, leave this section blank
- **Details of intended work in Canada:** Choose “**Open Work Permit**” on question 1 a), and leave everything else blank.

- **Background Information:**
 - Question 2(c): *Have you previously applied to enter or remain in Canada?* Click **YES**, as you are already in Canada. Include the dates and all documents you applied for in the past in the available box (e.g., *First entry as visitor: Aug. 2014, work permit: Dec. 2016*).
- **Signing the form:** Type your name in the box or leave blank.

Step 5- Validate the form: by clicking on “**Validate**”

Step 6 - Save form and upload to document checklist

If you saved your document on one of the International Services Centre computers, make sure you **email a copy of the form to yourself** as an attachment for future access before deleting the file from the computer!

Step 7- Pay Your Fees

The current fee is **\$255** at the time of publication of this tip sheet

You only have the option to pay online using a credit/debit card (VISA, MasterCard, American Express or Debit Card).

NOTE: Accompanying spouses or common-law partners who already hold a work permit, are eligible to apply for a study permit upon receiving an offer of admission to a program of study that is 6 months or longer from a Designated Learning Institution.

Disclaimer

This tip sheet contains general information considered to be accurate at the time of publication. If you have any questions about your situation please discuss this in person with the International Student Advisor and/or with an external authorized representative. Please note the requirements relating to students’ immigration status in Canada are complex and change frequently. For the most up to date immigration information, please visit the following websites:

[Immigration, Refugees and Citizenship Canada](#)

[Canada Border Services Agency](#)