

International Student Work Permit Policy

Date: [Insert Date]

Dear [Student's Name],

We are pleased to provide you with important information regarding the policies governing work permits for international students at [Institution Name].

Eligibility Criteria

- Students must be enrolled full-time in a recognized program.
- Students must maintain a valid study permit.
- Work permits are only available after six months of study.

Types of Work Permits

- On-Campus Work Permit
- Off-Campus Work Permit
- Co-op Work Permit

Application Process

To apply for a work permit, please follow these steps:

1. Complete the application form available on our website.
2. Gather necessary documents such as your study permit and proof of enrollment.
3. Submit your application to the International Student Office.

Working Hours

During the academic year, students are allowed to work up to [X] hours per week. During scheduled breaks, students may work full-time.

Important Considerations

It is crucial to adhere to the policies to maintain your student status and work permit validity. Failure to comply may result in penalties.

If you have any questions or require further assistance, please do not hesitate to contact our office at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

[Contact Information]