How to Apply for a Post-Graduation Work Permit

Post-Graduation Work Permit (PGWP) allows holders to work full-time once they have completed their studies.

Requirements

First, you must meet the following requirements:

- ☐ Have you completed your study program?
- ☐ Did you study in a program that was at least 8 months long?
- ☐ Was the study program you completed an academic, vocational or professional training program (i.e., English as a second language study programs are <u>not</u> eligible)?
- ☐ If you are residing inside Canada, do you have a valid immigration status (e.g., have a valid study permit)?
- ☐ **Did you maintain full-time student status during each regular academic semester (<u>except</u> your final semester)?**
  - o If you took leave from studies for any regular semester, please consult an Advisor before submitting your application. (typically, you need to explain this in your own explanation letter)
- ☐ It's strongly recommended that you submit your PGWP application <u>within</u> 89 days after the day you complete your studies <u>or</u> before your current study permit's stated expiry date, **whichever comes first**.

Make sure that you have collected all the supporting documents:
- ☐ Provided you've applied to graduate (and meet graduation requirements of your study program), a package containing three documents (Program Length Letter, final Official Transcript and degree/diploma/certificate Credential) shall be mailed to you; it may take up to four weeks following end of semester to receive the package
  Note: You must obtain and submit all 3 documents: Program Length Letter, Official Transcript and degree/diploma/certificate Credential, as part of your work permit application.
- ☐ Results of approved English or French language test (must be uploaded with your Letter of Explanation in the 'Client Information' section)
- ☐ Passport with more than 6 months' validity
  - o Combine scanned copies of biodata page (i.e., name, date of birth, passport number, photo, expiry date, etc.) and ALL marked/stamped/visa pages of passport in a single PDF file
- ☐ If there is <u>no</u> entry stamp in your passport on your <u>most recent entry</u> into Canada, include copy of your flight itinerary/air ticket/boarding pass for the <u>most recent entry</u> into Canada, and write and include a simple Explanation Letter explaining the reason for including your flight itinerary
- ☐ Copy of your valid study permit
- ☐ Application fee – $255.00 and *if applicable*, biometrics fee of CAD $85 (subject to change)
- ☐ Credit card to pay the application fee
- ☐ Digital photo meeting the requirements explained here: https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/temporary-resident-visa-application-photograph-specifications.html

Note: You may be required to provide additional supporting documents. All documents need to be in English or French.

When can I apply for the Post-Graduation Work Permit?

You can only apply for this work permit once you have met the graduation requirements for your program and have received a package containing Program Length Letter, final Official Transcript and degree/diploma/certificate Credential.

Can I start working before I receive my Post-Graduation Work Permit?

As long as you meet all eligibility criteria outlined on the IRCC webpage https://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=1181, you may work full-time while waiting for a decision on your post-graduation work permit application.

Can I extend my Post-Graduation Work Permit?

Post-graduation work permits are only issued once. If you were eligible for a longer work permit but could not get one because your passport was expiring, you may be able to extend your work permit for the remaining length of time. Learn more at: https://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=676&top=29.

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Applying Online

Step 1: Ensure you've applied to graduate

Review webpage https://www.okanagan.bc.ca/graduation regarding applying for graduation.

☐ Provided you have applied to graduate (and meet the graduation requirements of your study program), a package containing three documents (Program Length Letter, final Official Transcript and degree/diploma/certificate Credential) will be mailed to you; it may take up to four weeks following the final grade submission to receive the package.

Step 2: Create your IRCC account (if you don't have one already)

You can create a free GCKey (Government of Canada) account here: https://www.canada.ca/en/immigration-refugees-citizenship/services/application/register.html Keep your security questions in a safe place.

Step 3: Enter your personal reference code in your IRCC account, scan and attach all supporting documents

Upon logging into your IRCC account, click "Start an application", and then "I do not have a personal reference code". You must now answer the series of questions, and once completed, a personal documents checklist will be generated to upload the documents to your account.

- For "What would you like to do in Canada?", select "Work"
- For "How long are you planning to stay in Canada?", select "Temporarily – more than 6 months"
- For "What is your current immigration status in Canada?", select "Student" as you have a study permit
- For "Do you plan to work on campus?", select "No"
- For "Have you recently graduated from a participating Canadian post-secondary institution for which your study program was full-time and a minimum of eight months?", select "Yes"
- For "Do you have a written job offer?", select "No"
- For "Do you have an official letter from your school that confirms you've completed your study program, as well as a copy of your final transcript?", select "Yes"
- When you see different options such as Temporary Resident Visa or Post-Graduate Work Permit - in Canada, select "Post-Graduate Work Permit - in Canada" and click Continue.

- Click the "❓" icon next to each document name in the Your Document Checklist webpage for further instructions. Save your documents to your computer and upload them to your online application. The overall size of each file to upload must be less than 4 MB. You may use Adobe Acrobat to reduce file size.

- In "Completion of Studies Letter" field, ensure you upload both – your degree/diploma/certificate Credential and Program Length Letter – as a single PDF file.

- In the "Client Information" field, upload your language test results, valid study permit, your flight itinerary for the most recent entry into Canada (*if applicable*), and your explanation letter (see below), as well as any other relevant documents.

- In your explanation letter, it's recommended that you mention the following:
  In "Completion of Studies Letter" field, both degree/diploma/certificate Credential and Program Length Letter have been submitted as a single PDF file. In "Recent Education Transcript" field, official transcript has been submitted.

Step 4: Update your Social Insurance Number (SIN), Temporary Resident Visa (TRV), and Medical Services Plan (MSP)

If the application is approved, after receiving your work permit, you can update/apply for your SIN, TRV, and MSP.