

APPLY FOR A POST-GRADUATION WORK PERMIT



Apply For a Post-Graduation Work Permit

YOUR VERIFICATION OF GRADUATION LETTER IS NOW AVAILABLE IN YOUR MYCAMPUS UNDER STUDENT RECORDS.

A Post Graduation Work Permit (PGWP) is a document that gives you permission to remain in Canada and work full time for up to three years after you graduate from a Canadian post secondary institution. You need to complete all requirements to graduate from a program of at least eight months' duration.¹

PGWPs are 'open' work permits, so you may work for any employer. You may also change employers within the period of authorization without applying for a change of conditions to your PGWP.

WHEN TO APPLY FOR YOUR PGWP

Apply for a PGWP within 180 days of the confirmation of completing your program². This date is different from the date of your convocation (graduation) ceremony. You will receive this confirmation in a Verification of Graduation Letter in your MyCampus under Student Records. It is important to note that your Study Permit must be valid during this 180-day period, though it does not need to be valid for the entire duration of the 180-day period.

HOW TO APPLY FOR YOUR PGWP

Visit www.canada.ca³, choose either English or French and click on the Immigration and Citizenship section. There are two ways to access the application:

1. Click on **Sign in** or **Create an account**, then click on **Apply to come to Canada**. Next, scroll down to **I don't have a personal reference code** and click on **Visitor, Study or Work Permit**.

Or

2. Click on **Study** and follow the instructions.

Apply using form IMM5710 Change Conditions, Extend my Stay or Remain in Canada as a Worker. For information on paper applications, visit www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/after-graduation.html

You will need to submit a transcript as well as the course completion letter with your application.

Click the 'Validate' button to ensure your application form is fully completed. You may edit and validate your application as many times as needed. The validate button does not finalize your application.

Maintain a copy of all submitted documents for your records.

HOW MUCH DOES IT COST?

\$255 (processing fee). You may also be required to provide biometrics (\$85).

PROCESSING TIME

To check how long it will take to process your application, visit www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html and select Temporary Residence, then Work Permit from Inside Canada (initial and extension).

IMPORTANT POINTS

- Do not wait to submit your PGWP application – you may submit your application as soon as you receive your Verification of Graduation letter. Submit your application for a PGWP before your study permit expires.
- After you receive your completion letter, **you may work part-time** until you submit your application for a PGWP.
- After submitting your application for a PGWP, **you may work full time** between the date you apply for a PGWP and the date a decision is made on your application.
- You may only apply for one PGWP in your lifetime.
- You do not need a job offer to apply for a PGWP.
- Your PGWP will not be issued beyond the expiry date of your passport. If you are eligible for a longer work permit than your passport will allow, you must apply again after renewing your passport.

¹ Please note: You must keep track of your study permit/passport expiry dates to maintain your immigration status. It is your responsibility to ensure your documents remain valid during your studies in Canada.

² For best results use Internet Explorer as the browser on a PC. Other browsers and MACs can cause issues.

³ This is not a legal document and information is subject to change without notice. Please refer to www.canada.ca for the most up-to-date information.