



International Student Guide: Post Graduate Work Permit Application

You must apply for the Post-Graduate Work Permit within 90 days of receiving your final grades – i.e. if you finish at NSCC on June 15, you must apply before September 15. You must have a valid study permit when you apply. Processing time typically takes 4 weeks.

The application for a Post Graduate Work Permit is completed online. Please follow these instructions:

1. Log into my CIC through GCKey or Sign-in partner

If you are a new user, you will need to register. Your Client ID from your Study Permit is required to complete the registration. <http://www.cic.gc.ca/english/e-services/mycic.asp>

2. Complete the 'come to Canada questionnaire': <http://www.cic.gc.ca/ctc-vac/cometocanada.asp>

Questions	Answers
What would you like to do in Canada?	Work
How long are you planning to stay in Canada?	Temporarily – more than 6 months
What is your current country of residence?	Canada
What is your current immigration status in Canada?	Student
Do you plan to work on campus?	No
Are you a full-time student at a participating post-secondary institution and want to work off-campus up to 20 hours per week?	No
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?	Yes
Is your work an essential part of your studies (for example, a Co-Op or internship program)?	No
Do you need a bridge extension?	No
Do you have a written job offer?	No
Do you also want to apply for a study permit?	No
When does your status in Canada expire?	Your study permit expiry date
Which document have you received stating that you have completed all the requirements for your program of study?	Letter from educational institution
Are you giving someone access to your application?	No
There are fees associated with this application. Will you be paying your fees or are you fee exempt?	Yes, I will be paying my application fees.
Do you have the ability to create a digital image of your documents (through scanning or taking a picture) and will you pay your application fees online using a visa, MasterCard or American Express?	Yes
Have you had a medical exam performed by a CIC authorized panel physician (doctor) within the last 12 months?	No
Are you staying in Canada for more than 6 months and have lived in one or more designated countries or territories for more than six months in the last year?	No

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Visit www.cic.gc.ca for most up-to-date information.

Caroline Lodge, RCIC # R509109

Do you want to work in one of the following jobs?	Please read carefully and respond appropriately
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3. Complete the IMM 5710 Application form (instructions below). Validate and save the form as an unsigned copy.

Guide to Completing the IMM5710 Form: Post-Graduate Work Permit

1. UCI	Client ID (8-digit number listed in the box above the expiry date of your study permit)
3. I'm applying for one or more of the following:	A work permit with a new employer
Personal Details	
7. Current Country of Residence – Canada Status From (YYYY-MM-DD) To (YYYY-MM-DD)	Student The very first day you arrived in Canada Your study permit expiry date
Contact Information	
1. Current mailing address Apt/Unit	This is your apartment number
2. Resident address, same as mailing address?	If your mailing address is where you live, answer 'Yes'.
Coming into Canada	
1. Date & place of your original entry to Canada	Date & place of your very first entry to Canada
2. The original purpose of coming to Canada	Study
3. Date & place of your most recent entry to Canada (if not the same as original entry)	If you have recently travelled outside of Canada, this is the date and place of your most recent entry to Canada.
4. If applicable, provide the document number...	Black number starting with only one letter listed under the large red number at the top right of your study permit
Details of Intended Work in Canada	
1 a) What type of work permit are you applying for?	Post-graduate work permit
c) Provide your Eligibility Verification Number (EVN) if you have one.	You do not need this
2. Details of my prospective employer a) Name of Employer b) Complete Address of Employer	To be determined To be determined
3. Intended location of employment in Canada? Province City/Town Address	NS Halifax/Dartmouth To be determined
4. My occupation in Canada will be: Job title Brief description of duties	To be determined To be determined

5. Duration of expected employment From (YYYY-MM-DD) To (YYYY-MM-DD)	Date of application 3 years from application date (one year if you completed a certificate)
6. Labour market opinion (LMO) No.	Not applicable
7. If you have been issued a Quebec Acceptance Certificate (CAQ), provide the:	Leave it blank
8. Have you been issued a certificate under the Provincial Nominee program?	Answer 'No'
Education	
Have you had any post-secondary education (including university, college or apprenticeship training)?	Answer "Yes" and provide your NSCC program information.
Employment	Under 'Current occupation/Activity', enter your employment information if you have a job offer. If not, you can write "actively seeking for employment"
Background Information	
2. a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada? b) Have you ever refused any kind of visa, admission, or been ordered to leave Canada or any other country? c) Have you previously applied to enter or remain in Canada?	a) If you have studied or worked without a valid study or work permit, you will need to provide details and explanation. b) If you were ever refused any visa, admission to Canada or any other country please indicate and briefly explain. c) If you applied for a Temporary Resident Visa (TRV) to enter Canada or have extended your Study Permit, you will need to state that (i.e. I have a TRV and/or have extended my Study Permit)
Signature	This form cannot be printed, signed and scanned. You only need to validate and save it to your desktop or on a USB and then upload.

4. Gather the following supporting documents:

- digital photo (420x540 pixels)
- a scanned copy of every marked page or your passport (pages with stamps, visas, photos)
- a letter from the NSCC stating that you have successfully completed your program

5. Pay the fee online: \$255

Fees			
Fees			
Application	Quantity	Price (CAD) per unit	Total (CAD)
Work Permit	1	\$155	\$155
Open Work Permit Holder Fee	1	\$100	\$100

The fee shown is an estimate based on the fees in effect on the day that this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission.

Total Price (CAD) \$255

All documents must be provided in either English or French. If you have a document in another language, please provide a copy of the document in the original language with an English or French translation.

Upload your application and documents

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Visit www.cic.gc.ca for most up-to-date information.
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