



International Student Guide: Post Graduate Work Permit Application

You must apply for the Post-Graduate Work Permit within 180 days of receiving your final grades – don't wait for your diploma/certificate or for convocation.

You must have valid status in Canada at the time of application. Usually, this is a study permit; however, if your study permit will expire, you can switch to visitor status after you have completed your program.

You must ensure your study permit is valid until at least the completion date of your program.

Processing time typically takes 4 weeks, but can vary.

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

Log into my CIC through GCKey or Sign-in partner

If you are a new user, you will need to create an account: <http://www.cic.gc.ca/english/e-services/mycic.asp>

1. Complete the questionnaire

Scroll down to **"Start an Application"**, and choose **"Apply to come to Canada"**. You should not have a personal reference code at this time, so scroll down to **"I do not have a Personal Reference Code"**, and click on:

Visitor, study and/or work permit

Answer the questions. Some will be based on your personal situation. However, there are some answers that are mandatory in order to access the correct application:

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 have a written job offer?	No



Last updated April 14, 2019
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Caroline Lodge, RCIC # R509102

You should now see “Your results – Post Graduate Work Permit – in-Canada” Click “Continue”	
Which document have you received stating that you have completed all the requirements for your program of study?	Letter from educational institution
Have you had a medical exam performed by a CIC authorized panel physician (doctor) within the last 12 months?	Dependent on your situation. If “yes” – see below for more information (Section A)
Have you lived in one or more designated countries or territories for more than six months in the last year?	Dependent on your situation. See below for more information (Section B)
Do you want to work in one of the following jobs?	Please read carefully and respond appropriately. See below for more information (Section B)
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
Extra Information	
<p>Section A – if you answered “yes” to having a medical exam within the 12 months, upload an eMedical Information Sheet or call IRCC Help Centre to obtain your UMI#. The toll free number is 1-888-242-2100. Then, create a Word document with the following information:</p> <ul style="list-style-type: none"> date and country where the exam was conducted and the UMI# given by IRCC. <p>Your online application will prompt you to submit this confirmation of medical examination.</p>	
<p>Section B – If you have lived in certain countries, or you intend to work in certain jobs, you may be required to undergo a medical exam – these jobs include any work that brings you in close contact with others (working with children, in healthcare services or labs) or agricultural work. The full list and more information is here: http://www.cic.gc.ca/english/information/medical/medexams-temp.asp</p>	

When you complete the questionnaire, you will then see a list of required documents to upload. Ensure that **IMM 5710** is listed as the application form. If you don't see this form, start again.

Complete the IMM 5710 Application form.

Input these answers in the form:

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	



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1. Current mailing address Apt/Unit	This is your apartment number
2. Resident address, same as mailing address?	Generally "yes" – unless your mail is delivered to another address.
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 – leave blank
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	To be determined To be determined 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	



<p>2. a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?</p> <p>b) Have you ever refused any kind of visa, admission, or been ordered to leave Canada or any other country?</p> <p>c) Have you previously applied to enter or remain in Canada?</p>	<p>a) If you have studied or worked without a valid study or work permit, you will need to provide details and explanation.</p> <p>b) If you were ever refused any visa, admission to Canada or any other country please indicate and briefly explain.</p> <p>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)</p>
<p>Signature</p>	<p>You don't need to print and sign the form – instead, click “Validate” and then save this version (the last page should be a bar code). This is the version that you will upload online.</p>

Gather the following supporting documents:

- digital photo (420x540 pixels)
- a scanned copy of your passport (include all pages with stamps, visas, photos)
- a letter from NSCC stating that you have successfully completed your program
- a copy of your transcript
- any other documents generated in your online list
- “Client Information” – this is where you can upload **a letter of explanation**, if there is any extra information you would like to share with IRCC

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

You can check the processing time using this link:

<http://www.cic.gc.ca/english/information/times/index.asp>



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Working while you wait

After you submit your application, you can work full-time while you wait for a decision **as long as** you meet this criteria:

- Your study permit was valid at the time of your submission
- You were enrolled full time in a degree or diploma program that was longer than eight months
- You did not work over the authorized number of hours per week when you were a student

You are not authorized to work after completing your studies if you have not submitted your PGWP application.

If your application for your PGWP is not approved, your legal status will end and you **MUST** leave Canada, unless you have obtained alternate legal status.

Spouses of PGWP holders

Your spouse or common-law partner can apply for an open work permit only after you (the principal applicant) have secured in employment in an occupation at **NOC level 0, A or B**.

You can apply online, and you must submit a copy of your PGWP, along with proof of employment:

- a letter from your current employer confirming employment **or** a copy of your employment offer or contract; and
- a copy of 3 pay stubs

If your spouse holds an open work permit, this permit will be valid until the expiry date noted on the document. If you do not meet the above criteria to apply for a new work permit, your spouse must stop working and switch to visitor status.

