

APPLYING FOR YOUR POST-GRADUATION WORK PERMIT (PGWP) ONLINE?

See the full instructions by IRCC – [Application Guide 5580](#) or [here](#)

Step 1: [Login](#) to your GCKey (or create your GCKey)

Once you log in to your online account, click on “apply to come to Canada”, and then click on “Visitor visa, study and/or work permit”.

Step 2: [Complete the questionnaire](#) and you will see a document checklist.

Step 3: Gather your documents and upload in your IRCC online account if you apply for your PGWP from within Canada:

- ✓ [Completed application form](#) (Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker - IMM 5710)
- ✓ Graduation letter(s)
- ✓ **Final Transcript** – This can be an official transcript or unofficial transcript from your [myAccount](#). Please ensure that your transcript explicitly indicates, “**Credential awarded**”. It indicates this in the top of the list of courses. There is no certain date for when this information is available, as it does depend on the student. The best way to monitor if your transcript indicates your program completion is to check your unofficial transcript from your myAccount. You may request an [official transcript](#) from your myAccount.
- ✓ **Scanned copy of passport** (include all pages with photos, signatures, stamps, visas, and other markings)
- ✓ [Digital photo](#) that meets photo specifications
- ✓ [An explanation letter](#) (optional, can be uploaded to “Client Information”)
- ✓ Family Information Form (IMM5707) - *This form comes up on online document checklist for some applicants. If it comes up, please make sure to complete the form as it is part of YOUR application.*

Step 4: Pay the application fees: \$255

You are still recommended to **apply for your PGWP within 90 days after your completion date while your study permit is still valid**, even though you can apply under another temporary status [within 180 days](#). The reason we recommend this is because you may work full-time after you submit a PGWP application if you hold a valid SP when you apply for the PGWP and meet [other eligibility requirements](#).

NOTE: Please refer to next pages for the most recent updates!

Frequently Asked Questions:

Can I apply for PGWP at the border and flagpole?

**** DO NOT ATTEMPT TO APPLY AT THE BORDER OR AIRPORT IN PERSON!** Foreign nationals will not be able to apply for a work permit at the port of entry (POE). Border officers have instructed applicants to apply online.

What are the processing times for post-graduation work permit applications?

Processing times may vary depending on whether you apply for inside or outside Canada which does not include the time for processing your biometrics. Different countries have also different processing times. Check the IRCC website for [current processing times](#).

I am waiting for my post-graduation work permit. Can I travel outside Canada and come back with my student visa?

Please keep in mind that [travel restrictions and exemptions](#) can be updated any time. Please keep in mind that you are not considered traveling to Canada to study once you complete your studies. It is your responsibility to understand the eligibility to travel before planning your trip. Make sure you have a valid status, valid TRV/eTA, submission confirmation letter, and the fee payment receipt when you return to Canada.

What happens to your MSP after you apply?

Your MSP expires as your study permit expires. If your MSP expires while your PGWP application is in process, please ensure to sign up for a private insurance. Once you receive your PGWP, you will need to apply for MSP extension by mail or [online](#).

What happens to your Social Insurance Number (SIN) after you apply?

If you meet the eligibility to work after submission an application for a Post-graduation work permit, you can continue working and using the same SIN as long as you remain in Canada AND until you receive a decision on your application. When you receive your new permit, you need to apply online to Service Canada for your SIN record to be updated/extended with the new expiry date on your work permit. If Service Canada offices are unable to provide in-person services, you may [apply for SIN online](#).

What should I do if my study permit is expiring and I need more time to apply for my Post-Graduation Work Permit?

You may apply for a post-graduation work permit from within Canada if you have a valid temporary status. If your study permit is expiring soon after completion of the program, you may apply for study permit extension to ask for an additional three months.

My study permit expired a few months ago and I applied to extend it. Can I apply for PGWP while I am waiting to receive my new study permit?

Yes, if your study permit has already expired but you applied for extension before the expiry of your study permit, you will have "Implied Status". You can apply for post-graduation work permit while you are on implied status. If you leave Canada, you will lose your implied status.

Not sure how to fill out the form or answer your questionnaire?

You can refer to the links on the page 1 for how-to guides. If you need further assistance on how to complete the form, please email your inquiries to the International Student Advisors at dc1.immigration@douglascollege.ca. See details on [PGWP Program](#).

Can I extend my post-graduation work permit?

Post-graduation work permits can be extended **only** when the length of the permit could not be provided at the time of the application, due to the expiry date of the applicant's passport. In this case, you submit a paper application to IRCC.

When does the calculation of 180 days start?

It begins on the day of issuance of your final marks or the day you receive a formal written notification indicating your program completion, **whichever comes first**. The onus is on the applicant to provide proof of the date the transcript is received. Officers may also confirm this date with the DLI.

Can I work after submitting my post-graduation work permit application?

As per [paragraph R186\(w\)](#), graduates who apply for a work permit, such as a post-graduation work permit, **before the expiry of their study permit** are eligible to work full-time without a work permit while waiting for a decision on their application if meeting all requirements.

My study permit expired a few months ago and I applied to extend it. Can I work after I submit my PGWP application while I am under "implied status?"

If you have applied for your study permit extension before its expiry, you are under implied status. **You are NOT authorized to work after you submit your PGWP application while on implied status.** You are able to work after your PGWP application is approved.

Can I show my potential employer to prove that I am allowed to work after submission of my PGWP application?

You may show: 1) a copy of your study permit, 2) a copy of completion letter, and 3) Acknowledgement of Receipt (Submission letter) you received in your online IRCC account that confirms the submission of your PGWP application.

COVID-19- RELATED FREQUENTLY ASKED QUESTIONS:

Due to COVID-19, my classes switched to online. Will my PGWP eligibility affected if I took online classes inside Canada?

If your in-class courses are being moved to an online-only format because of COVID-19, you are still eligible for the Post-Graduation Work Permit Program (PGWPP). However, conditions apply.

If I took online classes outside Canada, will the time outside Canada be calculated in assessing the validity of my PGWP?

After you submit an application for your study permit, any time spent studying online from outside Canada now counts toward the length of a PGWP until April 30, 2021. (Before, only the time spent studying online after you were approved for a study permit counted.). Please make sure you meet other eligibility criteria for a PGWP. For more information on how much time you can spend overseas, go to [the IRCC page](#).

*The information related to COVID-19 mentioned above may change without notice and as the situation evolves and has been updated according to [recent IRCC updates in July 2020](#).

IMPORTANT NOTE:

- Starting on **December 3, 2019** you need to give biometrics (digital finger printing and photo), with your online application. If you have given your biometrics for your temporary *resident* applications in the past, it will be **valid for 10** years and you do not need to give them till they are valid.
- Biometrics Fee of **\$85** will apply, in addition to the application fee. (If you and your family are applying at the same time, the biometrics fee is up to maximum **\$177**). Your application will be processed once the fee is paid.
- After submitting your application online, you will receive a biometrics invitation letter in your IRCC online account with further instructions. You are required to give biometrics within **30 days** of receiving the letter or as instructed in the letter.
- You are **required to make appointments in advance** by creating an account in the Service Canada website at the [this link](#):
- Please take your biometrics invitation letter and valid passport with you to the appointment.
- The processing posted on IRCC website, does not include the time you need to give your biometrics and receive the results.

Due to COVID-19 situation, biometrics collection in Canada has been suspended until further notice. **For in-Canada applications, Biometrics is exempted temporarily as of July 15th. This temporary measure does not apply if you are outside Canada.**

You do not have to pay the biometric fee when you submit your application, even if the system tells you to pay it.

If you paid the fee, the fee will be automatically refund the fee once your application is finalized. The online application system will automatically send you a biometric instruction letter (BIL) telling you how to give your biometric, but you do not need to give biometrics, and you can ignore this letter.

For more info, check [this page](#)

For more information on biometrics, please visit [this link](#).