



## 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) – you can also refer to the [IRCC guide](#)
- ✓ **Program Completion 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. Please make sure you print, sign and upload this form with your application
- ✓ You must provide proof of your [English or French language skills](#). For those graduating from **college programs** (such as Certificates, Diplomas, Associate degrees, PBDs, or PDDs), **a minimum of CLB 5 in English or NCLC 5 in French** is required in all four language areas. Students graduating with a **Bachelor's degree** must prove their proficiency with **a minimum of CLB 7 in English or NCLC 7 in French** in all four language areas.
- ✓ IRCC will accept [language test results](#) from the following tests:
  - a. English: CELPIP-General, IELTS General Training, PTE Core
  - b. French: TEF Canada, TCF Canada
- ✓ If you submitted your study permit application on or after November 1, 2024, you must graduate from a program in an [eligible field of study](#). If your program must meet specific field of study criteria please submit our [PGWP Program Eligibility Reference document](#) with your application.
- ✓ To support your PGWP application to IRCC (Immigration, Refugees and Citizenship Canada) you can submit [our Enrolment Status and Scheduled breaks letter](#) with your application.

**Sept 4:** Pay the application fees: \$255

You are recommended to **apply for your PGWP within 90 days after your completion date while your study permit is still valid**.

The reason we recommend this is because you can only submit a PGWP application **inside Canada** if your study permit is still valid. Also, 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](#). Please refer to our FAQs section for more information on the timeline of when you can apply for your PGWP.

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

## **Frequently Asked Questions (FAQs):**

### **How do I know if I am required to meet the field of study requirements?**

Students who submitted their study permit application **on or after November 1, 2024**, they must meet all of the [PGWP eligibility requirements](#) including the language proficiency requirement **and** they must graduate from a program in eligible field of study. To double check if your program is PGWP eligible, first find your program's CIP code on our [PGWP Program Eligibility Reference Document](#). Then, visit the [IRCC website](#) to confirm its PGWP eligibility. If your program does not appear on this document then your program is **not** PGWP-eligible.

Students are encouraged to include an [explanation letter](#) with their PGWP application. This letter should clearly indicate the program's CIP code if the applicant is subject to the field of study requirements. If the applicant is exempt from this requirement, the letter should explain the basis for the exemption and demonstrate how all other PGWP eligibility criteria are met. Please note that it is the student's responsibility to provide sufficient evidence of their eligibility for the PGWP.

### **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). PGWP applicants must 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, for more information please visit [IRCC's website](#).

### **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 only apply for a post-graduation work permit from within Canada if you have a valid study permit. 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.

### **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 Advising Specialists at [dciadvising@douglascollege.ca](mailto:dciadvising@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](#).

### **My biometrics will be expiring soon or during the possible length of my Post-Graduation Work Permit (PGWP). Should I renew my biometrics while applying for my PGWP?**

Yes, you should submit new biometrics when applying for your PGWP. If you don't, the length of your PGWP may be affected, as IRCC cannot issue a visa or permit longer than 10 years from the last time you provided your biometrics. For more information, please [visit IRCC's website](#).

### How long do I have to apply for my PGWP?

You have **180 days** to apply for your post-graduation work permit. We advise that you calculate the 180 days from the date the final grades are due if you hold a valid study permit at the time of your PGWP application.

For applications made **inside of Canada**, you must have valid study permit **or** meet one of the other requirements of [section R199](#) to apply for a PGWP. Please be advised that your study permit becomes invalid 90 days after you complete your studies **or** the date marked on the permit (whichever date comes first). You have completed your studies on the date you receive an email confirming all graduation requirements were met **or** on the date your completion letter is issued (whichever comes first).

### 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 listed on [this page](#).

### My study permit expired a few months ago and I applied to extend it before the expiry date of my study permit. Can I apply for my PGWP without the approval of my new study permit?

Students who are under maintained status are **not** allowed to make an application for a Post-Graduation Work Permit (PGWP) **inside** Canada. However, a student who has maintained status can use IRCC's online application process to submit their PGWP application outside of Canada. In this case, the applicant would have to indicate that their present place of residence is somewhere outside of Canada in the IRCC's questionnaire to get the appropriate document checklist and change their status to visitor. Please note that once the PGWP is approved, the applicant would have to activate their PGWP by travelling outside of Canada and on their return, presenting the POE letter of introduction to CBSA.

Please note that if your study permit expired before the completion of your program, you only have 180 days from when your study permit expired to apply for a PGWP.

Please contact one of our International Student Advising Specialists via email at [dciadivising@douglascollege.ca](mailto:dciadivising@douglascollege.ca) to review your options if you have maintained status and would like to apply for your PGWP.

### What can I show to my potential employer 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.

### How many online courses can I take and still be eligible for a PGWP?

To meet the PGWP eligibility requirements students should complete 100% of their program inside Canada and **more than 50%** of their program courses in Canada and in-person. For more information, please visit [IRCC's website](#).

### Does receiving an 'F' grade affects my PGWP or study permit extension application?

An 'F' grade can count towards your full-time course load but receiving multiple 'F' grades during your program might be viewed by IRCC that the student is not meeting one of the conditions of their study permit which is making progress towards completing their program, for more information please visit [IRCC's website](#). Being non-compliant with study permit conditions can affect the student's study permit extension application and PGWP application.

### **\*\*IMPORTANT NOTE\*\*:**

- Starting on **February 23, 2023** you need to give biometrics (digital finger printing and photo), with your online application. If you gave your biometrics for your temporary resident applications in the past, it will be **valid for 10 years**. You don't need to give your biometrics again until the 10-year period expires.
- Biometrics Fee of **\$85** will apply, in addition to the application fees. (If you and your family are applying at the same time, the biometrics fee is up to maximum **\$170**). Your application will be processed once the fee is paid.
- After you pay the biometrics fee, you'll get 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 following link: [https://apps.canada.ca/login?redirect=/reservation?utm\\_campaign=not-applicable&utm\\_medium=vanity-url&utm\\_source=canada-ca\\_service-canada-appointment](https://apps.canada.ca/login?redirect=/reservation?utm_campaign=not-applicable&utm_medium=vanity-url&utm_source=canada-ca_service-canada-appointment)
- Please take your biometrics invitation letter and valid passport with you to the appointment.
- The processing time posted on IRCC website does not include the time you need to give your biometrics and receive the results.
- For more information on biometrics, please visit the following link: <https://www.canada.ca/en/immigration-refugees-citizenship/campaigns/biometrics/facts.html>