

# How to Apply for a Post-Graduation Work Permit

## Requirements

First, you must meet the following requirements:

- ✓ Have you completed your program, in which the majority (more than 50% credits) was not conducted online? More details regarding online learning, please review IRCC website: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/after-graduation/eligibility.html#general>
- ✓ Did you study in a program that was at least 8 months long?
- ✓ **Did you maintain full-time student status during each regular academic semester of your study program (two exceptions: the final semester or an less than 150 days authorized leave)?**

If you took leave from studies for any regular semester, please consult the RISIA before submitting your application. (You need to explain this in your own explanation letter)

- ✓ Was the study program you completed a PGWP qualified program (i.e., English Language program or Upgrading or less than 8 months in person program (eg. HCA short-term certificate program) or fully online program, e.g. online Bookkeeping certificate program are not eligible)  
or if you applied for your study permit after Nov.1, 2024, you must graduate from a program linked to certain occupations in long-term shortage to be eligible for PGWP?<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/after-graduation/eligibility/study-requirements.html>
- ✓ Have you taken a language test? CELPIP General, IELTS General, or PTE Core? Your test results must be less than 2 years old. For college program graduates: **Language requirement:** You must prove your English or French language skills with a minimum level of **CLB 5** in English or NCLC 5 in French in all 4 language areas.

Book the test:

- CELPIP-General: <https://www.celpip.ca/>
- IELTS – General training: <https://ielts.ca/>
- PTE Core: <https://www.pearsonpte.com/pte-core>

CLB 5: CELPIP (R:5, W:5, S:5, L:5); IELTS (R:4, W:5, S:5, L:5)

- ✓ If you are residing inside Canada, do you have a valid immigration status and your study permit was valid at some point during the 180 days after you receive your graduation documents?

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## Application Document Checklist

- ✓ Final transcript: please order from your own student record, please put in your email address to receive the e-copy for your PGWP application
- ✓ Letter of completion: [records@selkirk.ca](mailto:records@selkirk.ca) will issue the letter
- ✓ Passport with more than 6 months' validity (Ideally, it is best to have a passport that expires more than 3 years from you submit your PGWP application)
  - Combine scanned copies of biodata page (i.e., the page stating your name, date of birth, passport number, passport issue and expiry date, etc.) and ALL marked/stamped/visa pages of passport in a single PDF file
  - If there is no entry stamp in your passport on your most recent entry into Canada, include copy of your flight itinerary/air ticket/boarding pass for the most recent entry proof, and write and include a simple Explanation Letter explaining the reason for including your flight itinerary
- ✓ Copy of your valid study permit
- ✓ Digital photo meeting the requirements here:  
<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/temporary-resident-visa-application-photograph-specifications.html>
- ✓ Upfront medical exam report, if you plan to work in agriculture, health care or childcare sectors
- ✓ Your marriage license/certificate, if you are married. Note that you may be required to provide additional supporting documents. All documents need to be translated into English or French if the original document is not in English or French.

**Important information!!!** Please ensure you submit a complete application. If your application is rejected as 'incomplete', it is considered to have never been submitted and therefore you would not be able to maintain your status (Cannot work when you waited!). If you reapply after your current status has expired, you will need to apply for restoration of status (within 90 days it expires).

## When should I apply for my PGWP?

Although IRCC states you have up to 180 days, it's strongly recommended that you submit your PGWP application within 90 days after you receive your graduation documents or before your current study permit's expiry date, whichever comes first.

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## Can I continue working after my finals/ work term/ practicum before I receive the written confirmation of completion of program from the college?

Yes, you can work off campus on a part-time basis.

## Can I work after I receive the graduation documents?

It depends.

- If you won't be taking a new program after graduation, then **you must stop working** once you receive the graduation documents. Then, after your submission, if you have a valid study permit when you submit your PGWP, you can start working full-time.

Timeline:				
After finals/practicum/work term		Once you receive the Letter of Completion or/and Final transcript	After submit your PGWP application online	If you receive refusal
<b>work part time if you have a valid study permit</b>		<b>stop working</b>	<b>you will be allowed to work fulltime if you have a study permit when you submit your PGWP</b>	<b>you must stop working</b>

- If you are enrolled in a new program starting within 150 calendar days after the first date you receive written confirmation of program completion from the college, and you have submitted a study permit extension application and the new program's Letter of Acceptance, then you can start working full-time if you meet the eligibility criteria to work off campus.
- If the new program of study starts more than 150 calendar days after the first date they receive written confirmation of program completion from their current institution, the student is eligible to work off campus only during the first 150 consecutive days after the first date they receive written confirmation of program completion. They should then either apply to change their status (for instance, change it into visitor status) or leave Canada until their new program commences.

Students who have applied to extend their stay in Canada as a student are required to cease working if their study permit application is refused.

## Can I start working before I receive my PGWP?

Yes, you may work full-time while waiting for a decision on your PGWP application, as long as you meet all eligibility criteria outlined at IRCC website:

<https://ircc.canada.ca/english/helpcentre/answer.asp?qnum=1181>

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## How can I show a potential employer I'm allowed to work while I wait for my PGWP?

**Answer: You can show a potential employer you're allowed to work by giving them a copy of all of the following documents:**

- proof that you completed your program(s) of study, such as
  - the official letter from your school that confirms you've completed your study program **or**
  - an official transcript **or** a copy of your transcript from your school's website
- a copy of your study permit
  - To be allowed to work right away, your permit should say: "May accept employment on or off campus if meeting eligibility criteria per paragraph R186(f), (v) or (w); must cease working if no longer meeting these criteria"
- a copy of the acknowledgement of receipt from your post-graduation work permit (PGWP) application, if you applied online
  - To be allowed to work right away, the acknowledgement of receipt must have been received **before** your study permit expired
- a copy of your WP-EXT for PGWP (IMM 0127 E) letter (if you received one) to prove you're authorized to keep working, **even if the 120-day validity period has expired**
  - If you need proof of authorization to continue working, you can ask for it by using our [web form](#).

You can use these documents to work only until a decision is made on your application.

<https://ircc.canada.ca/english/helpcentre/answer.asp?qnum=1507&top=15>

## May I leave Canada before my request for a PGWP has been finalized?

Yes. It is strongly recommended that, at the port of entry, you present documentary proof (copy of application, copy of the fee payment receipt, etc.) of your application for an extension as a visitor, student or worker. To re-enter Canada, you will need a valid visa or eTA.

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## Where can I Apply for a PGWP?

Note: You **cannot** apply for a PGWP to the Canada Border Services Agency at a port of entry. You can either apply online from within Canada or from outside Canada.

# Applying Online from Within Canada

**Step 1: Order your final transcript from your Student Record**

**Step 2: Create your personal document checklist in your IRCC secure account**

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/ircc-accounts.html>

**Step 3: Upload all the required documents**, don't forget to include your valid study permit in the Client information file. If your study permit expired before you receive your graduation documents, please apply for a restoration of your student status plus PGWP application.

**Step 4: Pay the application fees and submit your application**

**Step 5: Download the acknowledgement of receipt and WP-EXT for PGWP (IMM 0127 E) letter from your IRCC secure account.** You may need to present these documents to your employer.

On potential approval and upon receiving work permit, update/apply for your SIN (<https://www.canada.ca/en/employment-social-development/services/sin/receiving-updating.html>) and MSP (<https://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp/bc-residents/managing-your-msp-account/renewing-your-work-permit>).

If needed, apply for a TRV <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/apply-new-temporary-resident-visa-within-canada.html>

or eTA for you travelling outside Canada and return back.

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