

# Inside Canada PGWP Application Guidance

## PGWP Eligibility Requirements

First, you must meet the following requirements:

- ✓ Was the study program you completed a PGWP qualified program (see PGWP eligible program list: <https://selkirk.ca/international/international-students/international-programs/pgwp-eligible-programs>)
- ✓ Have you completed your program, in which the majority (more than 50% credits) was not conducted online?
- ✓ Did you maintain full-time student status during each regular academic semester of your study program (two exceptions: the final semester or a 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)

## Before Applying



Complete an **accepted language test**

**CELP** – General: [celPIP.ca](https://celPIP.ca)



**IELTS** – General Training: [ielts.ca](https://ielts.ca)


**PTE Core** : <https://www.pearsonpte.com/pte-core>

Test must be **less than 2 years old**. For college diploma/Associate degree graduates: Must prove CLB 5 in English or NCLC 5 in French in all 4 language skills. CLB 5: CELPIP (R:5, W:5, S:5, L:5); IELTS (General)(R:4, W:5, S:5, L:5)

For Bachelor's degree graduates: Must prove CLB 7 in English or NCLC 5 in French in all 4 language skills. CLB 7: CELPIP (R:7, W:7, S:7, L:7); IELTS (R:6, W:6, S:6, L:6)

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-  Ensure you have a **valid study permit**
-  Check **passport expiry**

 **Prepare Financial proof** (e.g. **bank statements, letter of employment or payslips and projected income through your job offer or contract**). For any work permit application, you must meet financial admissibility. How much money you need? Please see below the minimum requirements, for your reference.

To qualify for a work permit, you must have enough money to meet the minimum income requirement (for your family size) for 52 weeks. Make sure you clearly show that you have the amount listed in the table below.

The money must also be

- accessible
- transferable
- not limited by debts or other obligations

Proof of funds we accept includes:

- cash
- documents that show property or capital payable to you, like
  - stocks
  - bonds
  - debentures
  - treasury bills
- documents that guarantee payment of a set amount of money to you, like
  - banker's drafts
  - cheques
  - travellers' cheques
  - money orders

### **Minimum amount of money you need to get a work permit based on the size of your family**

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Updated July 7, 2025

Number of family members	Funds you need (CAD)
	Updated July 7, 2025
1	\$15,263
2	\$19,001
3	\$23,360
4	\$28,362
5	\$32,168
6	\$36,280
7	\$40,392
<b>If more than 7 people, for each additional family member</b>	<b>\$4,112</b>

▼ [How to calculate the size of your family](#)

To calculate the size of your family, include:

- yourself
- your spouse or common-law partner
- your [dependent children](#) and
- your spouse or common-law partner's dependent children

You must include your spouse or common-law partner and dependent children, even if they're:

- Canadian citizens or permanent residents
- not coming to Canada with you



**Order Final (Graduating Student) Transcript in your Student Record**



Prepare for possible **Upfront Medical Exam** (if needed). Please see: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams/requirements-temporary-residents.html>

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✂ Get a digital photo meeting the requirements here: <https://www.canada.ca/en/immigration-refugeescitizenship/services/application/application-forms-guides/temporary-resident-visaapplication-photograph-specifications.html>

✂ Use a **reliable mailing address**

✂ **Biometrics:** If done within the past 10 years, you may be exempt. However, if IRCC requires you to submit it, you must follow IRCC's instruction to submit it.

## PGWP Application Fees

- **\$155** Work Permit Fee
  - **\$100** Open Work Permit Holder Fee
- Total: \$255**

## How to Apply?

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

- Create your personal document checklist in your **IRCC secure account**.
- Upload all the required documents, **don't forget to include**
  - **your cover letter**
  - **your language test score report card**
  - **a valid study permit**
  - **PGWP eligible proof**
  - **financial proof and summary**

**in the Client information file.**

- Pay the application fees and submit your application
- 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.

## When to Apply?

Must apply within **90 days of graduation (the day you receive any of official graduation documents from the College)** if you hope to work full time after submission and your study permit is valid when you submit the PGWP application.

Program stacking for **study permits obtained on or after November 1, 2024:** On or after November 1, 2024, if a student completes 2 consecutive programs where the first is not PGWP-eligible, they would not benefit from program stacking when the duration of the PGWP is determined. The duration of the PGWP would be based only on the duration of the PGWP-eligible program. On

On or after November 1, 2024, if a student completes 2 consecutive programs where the first is PGWP-eligible, and the second is not, they would not benefit from program stacking when the duration of the PGWP is determined. The duration of the PGWP would be based on the duration of the PGWP-eligible program, and the applicant would have to apply for a PGWP within 180 days of receiving confirmation that they have completed the PGWP-eligible program.

Notes:

- If study permit extension is in process, after apply for the PGWP, **cannot work** until both are approved.
- Restoration + PGWP = **no work** until both are approved.

## Work Hours & Authorization

✔ You may work **part-time off-campus** up to 24 hours a week with a valid SP **until** you receive:

- Letter of Completion
- Final Transcript

⊘ **Must stop working** after receiving graduation documents.

If your study permit is still valid:

- Apply for PGWP online and start working full-time after submission and receipt of the submission Acknowledgement Letter.

If your study permit expires before receiving graduation documents:

- Stop working when your study permit expires
- Apply for PGWP online + **restoration of student status** within **90 days** after the study permit expires

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

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

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- 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>

## SIN and MSP Extension

On potential approval and upon receiving work permit, update/apply for your SIN

(<https://www.canada.ca/en/employment-social-development/services/sin/receivingupdating.html> )

and MSP (<https://www2.gov.bc.ca/gov/content/health/health-drugcoverage/msp/bc-residents/managing-your-msp-account/renewing-your-work-permit>).

If needed, apply for a TRV <https://www.canada.ca/en/immigration-refugeescitizenship/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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