



Tips for Writing an Explanation Letter to Support a Post-Graduation Work Permit Application Property of NAIT Student Learning and Development Department

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What is an Explanation Letter

You can attach a letter of explanation if you would like to provide Immigration, Refugees and Citizenship Canada (IRCC) with more information about your Post-Graduation Work Permit (PGWP) application. This letter can be uploaded in the “Client Information” section listed in the “Optional Documents” on your IRCC portal.

Your document checklist

Application Form(s)

Application Form(s)			
Details	Document Name	Instructions	Options
Not Provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710) (required)	?	<input type="button" value="Upload File"/>

Supporting Documents

Supporting Documents			
Details	Document Name	Instructions	Options
Not Provided	Recent Education Transcript (required)	?	<input type="button" value="Upload File"/>
Not Provided	Family Information Form (IMM5707) (required)	?	<input type="button" value="Upload File"/>
Not Provided	Completion of Studies Letter (required)	?	<input type="button" value="Upload File"/>
Not Provided	Passport (required)	?	<input type="button" value="Upload File"/>
Not Provided	Digital photo (required)	?	<input type="button" value="Upload File"/>

Optional Documents

Optional Documents			
Details	Document Name	Instructions	Options
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	<input type="button" value="Upload File"/>
Not Provided	Client Information	?	<input type="button" value="Upload File"/>

Why Write an Explanation Letter

1. There are several reasons why applicants may want to attach an explanation letter. Some of these are listed in the right column of the table below.

If you...	...submit these documents in addition to your Completion of Studies letter and transcript:
a) had a gap in studies that was officially approved by NAIT...	<ul style="list-style-type: none"> • Letter of explanation (written by you) • Proof of leave approval (Authorized Leave form signed by NAIT officials) • Supporting documents to explain reason for gap in studies (e.g. medical note, proof of military service)
b) had a gap in studies (not including scheduled breaks) that was not officially approved by NAIT...	<ul style="list-style-type: none"> • Letter of explanation (written by you) • Supporting documents to explain reason for gap in studies (e.g. medical note, proof of military service)
c) studied part-time or appeared to have studied part-time at any point during your degree (not including your final term)...	<ul style="list-style-type: none"> • Letter of explanation (written by you) • Supporting documents to explain reason for part-time studies (if available) • Confirmation of Enrollment (MYNAIT Portal > Self-Service > Manage Classes) if you were a full-time student but appear to have studied part-time based on your NAIT transcripts; for example, your capstone was worth zero credits
d) took courses at other Canadian Designated Learning Institutions (DLIs) or wish to combine two programs in the PGWP length calculation...	<ul style="list-style-type: none"> • Letter of explanation (written by you) • Transcript from previous DLIs and/or programs
e) are extending a PGWP due to the expiration of your previous passport...	<ul style="list-style-type: none"> • Letter of explanation (written by you)
f) ever exceeded the allowable hours of work for international students...	<ul style="list-style-type: none"> • Letter of explanation (written by you)
g) have changed your education plan (switched programs) ...	<ul style="list-style-type: none"> • Letter of explanation (written by you)
h) have had academic difficulties...	<ul style="list-style-type: none"> • Letter of explanation (written by you)
i) have experienced more than one of the above situations, you can include all of these details in one Letter of Explanation.	

2. Merge all documents into one file and upload it to the “Client Information” section under “Optional Documents”, in your IRCC portal.

How to Format your Letter of Explanation

When writing a formal letter, it is important to be clear and concise. The style of writing a formal letter is standardized within Canada. Letter writing is a great skill to have as it enables you to compose immigration letters, cover letters and other formal letters beyond graduation.

The following are required in a letter of explanation to IRCC:

- Date
- Address and Name of Recipient
- Subject – topic of the letter
- Body of Letter - Information that you would like to explain
- Closing and your information – Name, Address, Phone, Unique Client Identifier (UCI)

Example below may vary from your letter both in terms of content and length. However, the body of the letter should include most of the relevant information.

January 12, 2021

IRCC Case Processing Centre
9700 Jasper Avenue NW, Suite 55
Edmonton, AB T5J 4C3

Subject: Explanation letter – Authorized leave

Dear IRCC officer:

On 10 January 2021, I completed the requirements for Business Administration – Accounting diploma program at NAIT. While pursuing my diploma, I took an authorized leave between January 2020 and April 2020 due to a serious medical condition. According to IRCC website (<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/after-graduation/eligibility.html>), I maintain my Post-graduation Work Permit eligibility because my leave was authorized by NAIT:

Taking leave from your studies

You may not be eligible for a PGWP if

- you take an unauthorized leave from your study program **and**
- we find you didn't meet the conditions of your study permit by taking this leave

There are a few cases where you may be able to take an authorized leave of up to 150 days from your study program and still meet the conditions of your study permit: [if your leave is authorized, you may still be eligible for a PGWP. Find out what counts as an authorized leave from your studies.](#)

Please find an approved authorized leave form signed by NAIT officials on the second page of this letter, and a copy of my medical note on the third page.

Please feel free to contact me at the phone number below if you require further information.

Sincerely,

Sally Smith (UCI 60123456)
phone: (587)123-1234
444-1234 24 St NW
Edmonton, AB T2M 4X6



We want to hear from you! Did you find these tips to be helpful? How can we make them better or easier to use? Please email your comments about this guide to internationalcentre@nait.ca using 'Feedback on Tips for writing a PGWP explanation letter ' in the subject line.