Post-Graduation Work Permit (PGWP) Application Guide

Property of NAIT International Student Experience

Contents

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When to apply for a Post-Graduation Work Permit

Students can apply for a Post-Graduation Work Permit (PGWP) after receiving their Completion of Studies Letter. This letter is issued by NAIT's Office of the Registrar approximately 4-6 weeks after you complete your program. **You do not need to request this letter,** it will be issued automatically after the Office of the Registrar has reviewed and confirmed your program completion, and the completion letter will be uploaded in the "eLetters" folder in your MyNAIT Portal.

After receiving the completion letter, students have **up to 180 days** to submit their PGWP application to IRCC. However, please note the following:

- Students who are applying for a PGWP while inside Canada must have valid temporary status, either as a student or as a visitor.
    - Your status as a student will remain valid for **90 days, or until the expiry date of your Study Permit, whichever comes first**.
    - If your Study Permit will expire before you can apply for a PGWP, you have the option to apply for a Visitor Record, or leave Canada.

- If your Study Permit expires and you have not changed your status to a visitor, you will have **up to 90 days** to apply for a PGWP and restore your status as a student.

- Students who apply for a PGWP from outside of Canada must apply within 180 days of completing their program.

How to Create an IRCC account

To apply for a Post-Graduation Work Permit (PGWP) online, you will need to log into your IRCC (GCKey) account. If you do not already have an account, you will need to create one with Immigration, Refugees and Citizenship Canada (IRCC). This is free and does not take a long time. To create an account, please follow the steps below.

1. Google "IRCC account" or follow the link below: Sign in to your IRCC secure account - Canada.ca

Your account lets you start an application, submit and pay for your application, get messages related to your application, check the status of your application and update your information.

Need help signing in or applying online?

Option 1: GCKey

Sign in with your GCKey user ID and password.

Sign in with GCKey

Option 2: Sign-In Partner

Sign in with your online Canadian banking information if you have an existing account with 1 of our partners.

Sign in with Sign-In Partner

View the full list of Sign-In Partners

Don't have an account?

Register

2. Register for the IRCC account. You will need have two options: register with GCKey or register with a Sign-In Partner. You must decide which option you would like to take. Both options will lead you to the same account.

• To register with GCKey:
1) Click 'Register with a GCKey'.
2) Click 'Sign Up'.
3) Read the Terms and Conditions of Use and click 'I Accept'.
4) Create a username. Click 'Continue'.
5) Create a password. Click 'Continue'.
6) Create your security questions and responses. Click 'Continue'.
7) Click 'Continue' to get to the 'Sign Up Complete' page.
8) Read the Terms and Conditions. Click 'I Accept'.
9) Enter your information and follow the steps to create your account.

• To register with a Sign-in Partner:
1) Click 'Register with a Partner Sign-In'.
2) Choose your financial institution.
3) If you don't see your financial institution listed, you need to register with GCKey.
4) Enter your banking sign-in information and click 'Continue'.
5) Read the Terms and Conditions of Use and click 'I Accept'.
6) Enter your information and follow the steps to create your account.

How to Fill-out an Online Questionnaire

1. Log into your IRCC account and click on 'Apply to come to Canada':

View the applications you submitted

Review, check the status or read messages about your submitted application.

Search: [   ]   Showing 0 to 0 of 0 entries | Show 5 ⌄ entries

Application type ↕	Application number ↕	Applicant name ↕	Date submitted ↓	Current status ↕	Messages ↕	Action
			No data available in table			

Did you apply on paper or don't see your online application in your account? Add (link) your application to your account to access it and check your status online.

Continue an application you haven't submitted

Continue working on an application or profile you haven't submitted or delete it from your account.

Search: [   ]   Showing 0 to 0 of 0 entries | Show 5 ⌄ entries

Application type ↕	Date Created ↓	Days left to submit ↕	Date last saved ↕	Action
	No data available in table			

Start an application

Apply to come to Canada
Includes applications for visitor visas, work and study permits, Express Entry and International Experience Canada. You will need your personal reference code if you have one.

Refugees: Apply for temporary health care benefits
Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.

Citizenship: Apply for a search or proof of citizenship
Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.

Students: Transfer schools
For approved study permit holders only. Tell us if

2. Then, click on 'Visitor visa, study and/or work permit.'

I do not have a Personal Reference Code

If you do not have a personal reference code, you may answer a series of questions to find out if you are eligible to apply for a visa and/or permit, apply for Express Entry, and begin an online application.

If you begin your application **after you have logged into your account**, you will not receive a personal reference code, as the system will save your document checklist right into your account.

Determine your eligibility and apply online:

Visitor visa, study and/or work permit

Express Entry (EE)

This document has been reviewed by a Regulated International Student Immigration Advisor (RISIA); however, this is not a legal document and information may change without notice. Always refer to IRCC website at www.cic.gc.ca for the most updated information.

3. Next, you will see an online questionnaire. Answer the questions on this questionnaire, follow the tips below.

Find out if you're eligible to apply

What would you like to do in Canada? *(required)* ❓

Work

How long are you planning to stay in Canada? *(required)*

Temporarily - more than 6 months

Select the code that matches the one on your passport. *(required)* ❓

Please make a selection

What is your current country/territory of residence? If you are presently in Canada, you should select Canada. *(required)* ❓

Please make a selection

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? *(required)*

Please make a selection

What is your date of birth? *(required)* ❓

Select year | Select month | Select day

You can click on underlined terms to see their definitions. For example, according to IRCC, a family member is "a spouse or common-law partner, dependent children, and their dependent children."

You can click on the blue ❓ symbol to receive more explanation.

Please be sure to select the correct country of residence. Answer this question truthfully, based on where you are currently living. If you are currently living in Canada, select "Canada." If you are currently living in a different country, you must select that country.

4. Click 'Next'. You will have to answer more questions to complete the questionnaire. Read all the questions carefully. Not all students will have the same answers, but we have shared some tips below.

Are you a full-time student at a participating post-secondary institution and want to work off-campus up to 20 hours per week? *(required)* ❓

No

*When applying for a PGWP, please select 'No.'

Have you recently graduated from a participating Canadian post-secondary institution for which your study program was full-time and a minimum of eight months? (required)

<mark>Yes</mark>

*If you have completed a PGWP eligible program, please select "Yes"

Are you a full-time student at a participating post-secondary institution and want to work off-campus up to 20 hours per week? (required) ❓

<mark>No</mark>

*When applying for a PGWP, please select 'No.'

5. Once you answer all questions on the questionnaire, IRCC will inform you what application you may start. Please click 'Continue' beside the 'Post-Graduate Work Permit' option.

Your results

Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.

Temporary Resident Visa

You will need a temporary resident visa to return to Canada.

If you are working or studying in Canada, your temporary resident visa may expire at the same time as your work or study permit. If your work or study permit is expiring soon, please renew your study or work permit first. Once your study or work permit is approved, you may apply for your temporary resident visa.

Continue ▶

Post-Graduate Work Permit - in Canada

You may be eligible to work in Canada with a post-graduation work permit.

Continue ▶

6. Answer the remaining questions. Read all the questions carefully. Not all students will have the same answers, but we have shared some tips below.

Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months? (required) ❓

Please make a selection

| Please make a selection |
| Yes |
| No |

...lication will be considered by...

*Not all doctors are IRCC authorized panel physicians, you can click on blue ❓ symbol to see the list of IRCC authorized panel physicians.

Canada is not a designated country. If you have been living in Canada consecutively for the last 12 months or more, you can answer 'No.'

This question is asking about biometrics for the purpose of coming to Canada. Any biometrics you may have given to visit the United States, for employment purposes, etc. are not relevant.

7. Once you complete all of the questions, you will be given an option to double-check your information.

If you notice a mistake, you can click on the 'pencil' symbol to change your answer.

8. Once you finish checking your answers, IRCC will give you some tips for making a successful application online. Please read them carefully as many problems can be avoided by following these tips.

Submitting your application

On the screen, you will be asked to upload the documents for your application. Please do not use your browser's navigation buttons, "Back" and "Forward", as they will not work properly within this application.

✓ Step 1: Use your account

You must be logged into your own account to submit an application. You cannot use another person's account.

✓ Step 2: Save your application

If you select the exit button, your information will be saved and you will return to your account home page.

You can continue your application at any time by logging into your account and selecting the e-Application link under the In-Progress section.

Please note that you have 60 days to submit your online application. The number of days remaining to submit your application appears in your account home page. If your application is not submitted within 60 days, it will automatically be deleted.

✓ Step 3: Upload your documents

Here are some guidelines for your documents:

- Your form(s) and document(s) must be in an electronic format.
- You do not need to sign your application form by hand if you submit your application form online. You will be asked to provide a digital signature once you are ready to transmit your documents.
- One file will be allowed per document type. For example, if you are asked to provide multiple pages of your passport, you must scan and save all pages as one file.
- You will be required to upload every requested form and document. You will not be able to proceed to the next steps until you upload every form/document.
- A "help" feature provides you with more information about each form/document. The help text will appear below the list of documents.
- The maximum size for each file is 4 MB (four megabytes). We accept these file formats:
  - PDF (Portable Document)
  - JPG, TIFF, or PNG (Image)
  - DOC or DOCX (Microsoft Word Document.

If your file is bigger than 4 MB, you should reduce the size. Here are some tips for making reducing your file size.

PDF format

- Recreate the PDF with Adobe Distiller set to "lowest file size."
- Ensure that all images in the PDF are set to 96 DPI (dots per inch).
- Remove all unnecessary images.

JPG format

- Scan your document at a lower DPI (dots per inch).
- Remove all empty space around the image.
- Shrink the image.
- Reduce the JPG image quality.

TIFF and PNG format

- Scan your document at a lower DPI (dots per inch).
- Crop the image to remove any empty space around the image.
- Shrink the image.
- Save the file as a JPG format instead.

DOC and DOCX format

- Remove unnecessary images, formatting and macros. Save the file as a recent Word version.
- Reduce the file size of the images before they are inserted in the document.
- If it is still too large, save the file as a PDF format.

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9. Finally, you will be directed to your document checklist. Not all students will have the same items on their checklists; however, all documents listed under "Application form(s)" and "Supporting Documents" are required. Please click on the blue ❓ symbol next to each document name to see an explanation from IRCC. We have also shared some tips below:

Your document checklist

Application Form(s)

Details	Document Name	Instructions	Options
Not Provided	**1** Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710) (required)	❓	Upload File

Supporting Documents

Details	Document Name	Instructions	Options
Not Provided	**2** Recent Education Transcript (required)	❓	Upload File
Not Provided	Family Information Form (IMM5707) (required)	❓	Upload File
Not Provided	**3** Completion of Studies Letter (required)	❓	Upload File
Not Provided	Passport (required)	❓	Upload File
Not Provided	**4** Digital photo (required)	❓	Upload File

Optional Documents

Details	Document Name	Instructions	Options
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	❓	Upload File
Not Provided	**5** Client Information	❓	Upload File

Box 1: If you cannot see the form on IRCC's webpage, try downloading it to your computer. Then, open the form from where you save it on your computer using Adobe Reader, not through the webpage. For more technology trouble-shooting tips, see: I can't open my application form in PDF format. What can I do? (canada.ca)

Box 2: You can self-generate copy of your unofficial transcripts via your MyNAIT Portal > Self-Service > Academic Records

Box 3: The Completion of Studies letter is issued by the NAIT Office of the Registrar, typically 4-6 weeks after you complete your credential. You can access it via your MyNAIT Portal > Self-Service > MyNAIT eLetters

Box 4: You can click on the blue ❓ symbol to see specific dimensions. You are encouraged to print these dimensions and take them with you to your photographer.

Box 5: You must upload proof of language ability here. To be eligible for the PGWP, NAIT graduates must obtain at least CLB 5 in all four language areas. To see what types of languages tests are accepted by IRCC, see: Work in Canada after you graduate : Get the right documents - Canada.ca

You can also use this space to upload a Letter of Explanation. You may include a Letter of Explanation if there is anything about your studies or time in Canada you wish to explain to IRCC. You might also want to include medical documentation or an approved Authorized Leave form here, if applicable.

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10. Once all the files are uploaded, you can submit the application and pay the fees.

How to Fill out IMM5710 Application Form

1. Go to your document checklist and click on "Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710)".

Your document checklist

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)	❓	Upload File

Supporting Documents

Details	Document Name	Instructions	Options
Not Provided	Recent Education Transcript (required)	❓	Upload File
Not Provided	Family Information Form (IMM5707) (required)	❓	Upload File
Not Provided	Completion of Studies Letter (required)	❓	Upload File
Not Provided	Passport (required)	❓	Upload File
Not Provided	Digital photo (required)	❓	Upload File

Optional Documents

Details	Document Name	Instructions	Options
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	❓	Upload File
Not Provided	Client Information	❓	Upload File

If you cannot see the form on IRCC's webpage, try downloading it to your computer. Then, open the form from where you saved it on your computer using Adobe Reader, not through the webpage. For more technology trouble-shooting tips, see: I can't open my application form in PDF format. What can I do? (canada.ca)

2. Visit this IRCC webpage to access IMM5710 completion guide under "Completing the form" subheading: Guide 5553 - Applying for a work permit inside Canada – extend, change conditions, initial and open work permits - online application - Canada.ca

Read all the questions carefully. Not all students will have the same answers, but we have shared some tips on the next page:

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3 | I am applying for one or more of the following:

- [ ] * Apply for a work permit with the same employer
- [✓] * Apply for a work permit for the first time or with a new employer
- [ ] * Restore my status as a worker
- [ ] * Get a new temporary resident permit (for inadmissible applicants only)

> Check the box that you want to "Apply for a work permit for the first time or with a new employer", even if you are already working.

7 | Current country or territory of residence:

Country or Territory	Status	Other	From	To
* Canada	* Student		*	*
			YYYY-MM-DD	YYYY-MM-DD

> If the box is grey, this means that it is not applicable to you, and you don't need to write anything in that box.

> Under 'From', enter the issue date exactly as printed on your Study Permit.
>
> Under 'To', enter the expiry date exactly as printed in your Study Permit.

NATIONAL IDENTITY DOCUMENT

1 Do you have a national identity document?	[ ] * No [ ] * Yes		
2 Document number	3 Country or Territory of issue	4 Issue date YYYY-MM-DD	5 Expiry date YYYY-MM-DD

> Not all countries have compulsory National Identity Documents. If your country does not have one, click 'NO'.

COMING INTO CANADA

1 Date and place of your original entry to Canada	▶ * Date YYYY-MM-DD	* Place
2 * a) The original purpose for coming to Canada		b) Other
3 Date and place of your most recent entry to Canada (if not the same as original entry)	▶ Date YYYY-MM-DD	Place
4 If applicable, provide the document number of the most recent Visitor Record, Study Permit, Work Permit or Temporary Resident Permit issued to you.	▶	Document Number

> This is the date you first came to Canada. If you originally arrived as a student, this will likely be the date you were issued a Study Permit. If you originally arrived as worker/tourist/family visit, etc., this will likely be the date you were issued your work permit/visitor record, etc.

> You can find this number in the top right corner of your Study Permit. This is a letter, followed by a 9-digit number e.g. F123456789.

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DETAILS OF INTENDED WORK IN CANADA

1	* a) What type of work permit are you applying for?	b) Other
	Post Graduation Work Permit	

2	Details of my prospective employer (attach original offer of employment)
a) Name of Employer (If you are employed by a foreign employer who has been awarded a contract to provide services to a Canadian entity, please identify the foreign employer here)	
b) Complete Address of Employer (Canadian or Foreign):	

Intended location of employment in Canada?

If you select "Post-Graduation Work Permit", you can leave questions 2-8 blank.

EDUCATION

Have you had any post secondary education (including university, college or apprenticeship training)?   ☐ * No   ☐ * Yes

If you answered "yes", give full details of your highest level of post secondary education.

	From	Field and level of study	School/Facility name	
1	YYYY MM			
	To	City/Town	Country or Territory	Province/State
	YYYY MM			

Students should include details of their highest level of post-secondary education, even if this is not your most recent. If your highest level of education is different than what you are using to apply for your PGWP with, you may consider providing a brief letter of explanation. You can find more information about writing a letter of explanation on page 15 of this guide.

EMPLOYMENT

Give details of your employment for the past 10 years, including if you have held any government positions (such as civil servant, judge, police officer, mayor, member of parliament, hospital administrator)

	From	* Current Activity/Occupation	* Company/Employer/Facility name	
1	* YYYY * MM			
	To	* City/Town	* Country or Territory	Province/State
	YYYY MM			

Information in this section is not required when applying for a PGWP

2

c) Have you previously applied to enter or remain in Canada?   ☐ No   ☑ Yes

*d) If you answered "yes" to question 2a), 2b) or 2c), please provide details.

I applied and was approved for a Study Permit and a Temporary Resident Visa in ▮▮▮▮ 20▮▮, application S▮▮▮▮▮▮▮

Under "Background Information," question 2, click 'Yes' if you have ever applied or been approved for a Canadian visa, study permit, work permit or any other immigration document. Provide details (permit/visa type, dates, outcome (approved/refused) and application numbers) about ALL previous applications in the comment box.

3. Once you complete all the fields, click 'Validate' at bottom of the form. If you are applying online, you do NOT need to print the form, you will be asked to provide a digital signature once you are ready to submit all the documents on your document checklist.

Depending on the type of application made, the information you provided will be stored in one or more Personal Information Banks (PIB) pursuant to section 10(1) of Canada's Privacy Act. Individuals also have a right to protection and access to their personal information stored in each corresponding PIB under the Access to Information Act. Further details on the PIBs pertaining to IRCC's line of business and services and the Government of Canada's access to information and privacy programs are available at the Infosource website and through the IRCC Call Centre. Info Source is also available at public libraries across Canada.

<div align="center">Validate</div>

4. If you have provided all the information, when you click on "Validate" a new page with bar codes will appear at the end of the document. It will look like this:
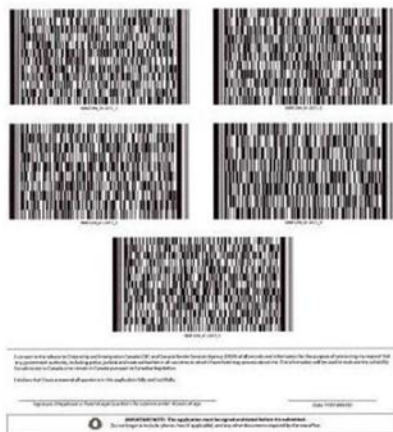
If you are missing information in the form, the fields you need to fill out will be outlined in red with a description of what is missing. It could look like this:

COMING INTO CANADA

1	Date and place of your original entry to Canada ▶	* Date YYYY-MM-DD	* Place
2	* a) The original purpose for coming to Canada		b) Other
3	Date and place of your most recent entry to Canada (if not the same as original entry) ▶	Date YYYY-MM-DD	Place
4	If applicable, provide the document number of the most recent Visitor Record, Study Permit, Work Permit or Temporary Resident Permit issued to you. ▶		Document Number

DETAILS OF INTENDED WORK IN CANADA

Once you fix the fields outlined in red, try to "Validate" the form again, so the bar codes appear at the end of the document.

5. Upload your validated IMM5710 form to your document checklist.

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How to Write a Letter of Explanation

In some cases, you may include a Letter of Explanation in your PGWP application. A Letter of Explanation can be used when there is something about your studies or time in Canada that you wish to explain to IRCC, and/or provide additional documents to help the immigration officer better understand your situation. For example, students may include a Letter of Explanation to explain any gaps in studies or authorized leaves, part-time studies, changes in programs or schools, taking a longer time to complete your program, missing documents, and any other unique situation you wish to elaborate on to address potential concerns of the IRCC officer.

When writing your Letter of Explanation, keep in mind the following:
- The letter must be written in either English or French.
- Be clear and comprehensive.
- The letter should be as short and concise as possible, while still providing IRCC with the necessary and relevant information.
- Maintain a formal, polite and respectful tone in the letter. Avoid using abbreviations or slang.
- **It is your responsibility to ensure all information provided is accurate and truthful.**

Refer to the following sample of how you can structure your Letter of Explanation, and what information you may wish to include:

[Date]

[Your full name, as per your passport]
[Your UCI number, *if applicable*]
[Your current address]
[Your current phone number]
[Your email address]

Explanation Letter – [Reason for providing the letter]

Dear Officer,

[Indicate what type of application you are applying for, a summary of your background as an international student, and why are you providing the letter of explanation. If there is more than one reason for including a letter of explanation, you may provide subheadings for each topic. You may also include steps you have taken to resolve the issue and ensure it does not happen again.]

[Indicate what supporting documentation you are including, *if applicable*]
- *Supporting document name*
- *Supporting document name*

[Thank the officer for considering your explanation]

Sincerely,
[Your signature]
[Your full name]

Remember, the Letter of Explanation, along with any supporting documents, will need to be uploaded under **Optional Documents – Client Information** in your portal.

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How to Include Family Members in your Application

As per IRCC, 'Family Members' includes spouse or common law partner or dependent children (under the age of 22), and their dependent children. You can find IRCC's definition of 'Family members' using the following link: Glossary - Canada.ca

If your family member is currently with you in Canada, you may include them in your PGWP application to extend their status. <mark>However, to apply for an Open Work Permit for your spouse, you must be eligible to receive a PGWP longer than 16 months</mark>. Furthermore, you will need to be employed, or have a valid job offer, in any high-skilled occupations in TEER 0 or 1, or in select high-skilled occupations in TEER 2 or 3. You can review IRCC's list of eligible TEER 2 and 3 occupations here: Open work permits for family members of foreign workers: Who can apply - Canada.ca

1. When completing the IRCC Eligibility Questionnaire, you will be asked if you would like to submit an application for a family member. Selecting 'Yes' will generate additional questions for each accompanying family member, starting with your spouse or common-law partner.

Find out if you're eligible to apply

Do you want to submit an application for a family member? (required)

Yes

Save and Exit Questionnaire   Next

Find out if you're eligible to apply

If you are submitting applications for more than one family member, please start with your spouse or common-law partner (if it applies).

Save and Exit Questionnaire   Next

2. Once you have answered all questions about your accompanying family member(s), they will be added to your document checklist, along with the IMM Form and documents they will be required to provide, and additional fees.
Make sure you provide documents, such as a marriage certificate, statutory declaration of common-law, and/or birth certificates to prove your genuine relationship. If there is not a specific document checklist for these items, they may be added under 'Optional Documents – Client Information'

Family Members

You have told us that additional people will come to Canada with you. Please attach their documents below.

Family Member 1 - ▮▮▮▮▮▮▮

Application Form(s)

Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710)

Supporting documents

Passport
Proof of upfront medical exam

Fees

Fees			
Application	Quantity	Price (CAD) per unit	Total (CAD)
Study Permit	1	$150	$150
Open Work Permit Holder Fee	1	$100	$100
Work Permit	1	$155	$155

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We want to hear from you! Did you find this application guide to be helpful? How can we make it better or easier to use? Contact us through my.nait.ca/contact – 'International' category.