

# POST-GRADUATION WORK PERMIT INFORMATION SESSION



This presentation is current as of March 22, 2024.

Presenter: Katie McDonald



**We acknowledge and respect the Ləkʷəŋən (Songhees and Esquimalt) Peoples on whose territory the university stands, and the Ləkʷəŋən and WSÁNEĆ Peoples whose historical relationships with the land continue to this day.**



# HOUSEKEEPING RULES

To protect your personal information and privacy, we ask that you keep yourself muted and your video off throughout the session. Please do not share your personal information in the public chat function.

Please add your general questions in the chat towards the end of the presentation.



# DISCLAIMER

- This session provides general information.
- Information shared in this session is current as we speak and may be subject to change without notice.
- Please do not cite any of this information in an application.
- Refer to [Immigration, Refugees and Citizenship Canada's \(IRCC\) website](#) for the most up-to-date information at the time of applying.

**\*This session is not intended for degree seeking students from UVic Undergraduate or Graduate Programs. Email [icsinfo@uvic.ca](mailto:icsinfo@uvic.ca) or [gsbimmigration@uvic.ca](mailto:gsbimmigration@uvic.ca) for help.\***



# AGENDA

- What is a Post-Graduation Work Permit (PGWP)?
- Who is eligible for a PGWP?
- Continuing Studies Definitions & PGWP Eligibility
- PGWP Validity
- COVID-19 Considerations
- Making an online PGWP application
- IRCC and employment resources
- FAQs



# DIVISION OF CONTINUING STUDIES (DCS)

## Division of Continuing Studies, International Student Advisor

Continuing Studies is a Division of UVic. We fall under the same DLI number as Uvic and offer non-credit certificate, diploma and professional development programs.

As a Regulated International Student Immigration Advisor (RISIA), I can assist students in the DCS with Immigration advice related to study permits, TRV's and current immigration programs related to study permits.



# CASE SPECIFIC QUESTIONS?

If you have case specific questions, you can email me after the session:

- [uvcsimmigration@uvic.ca](mailto:uvcsimmigration@uvic.ca)

If you have program specific questions, please email:

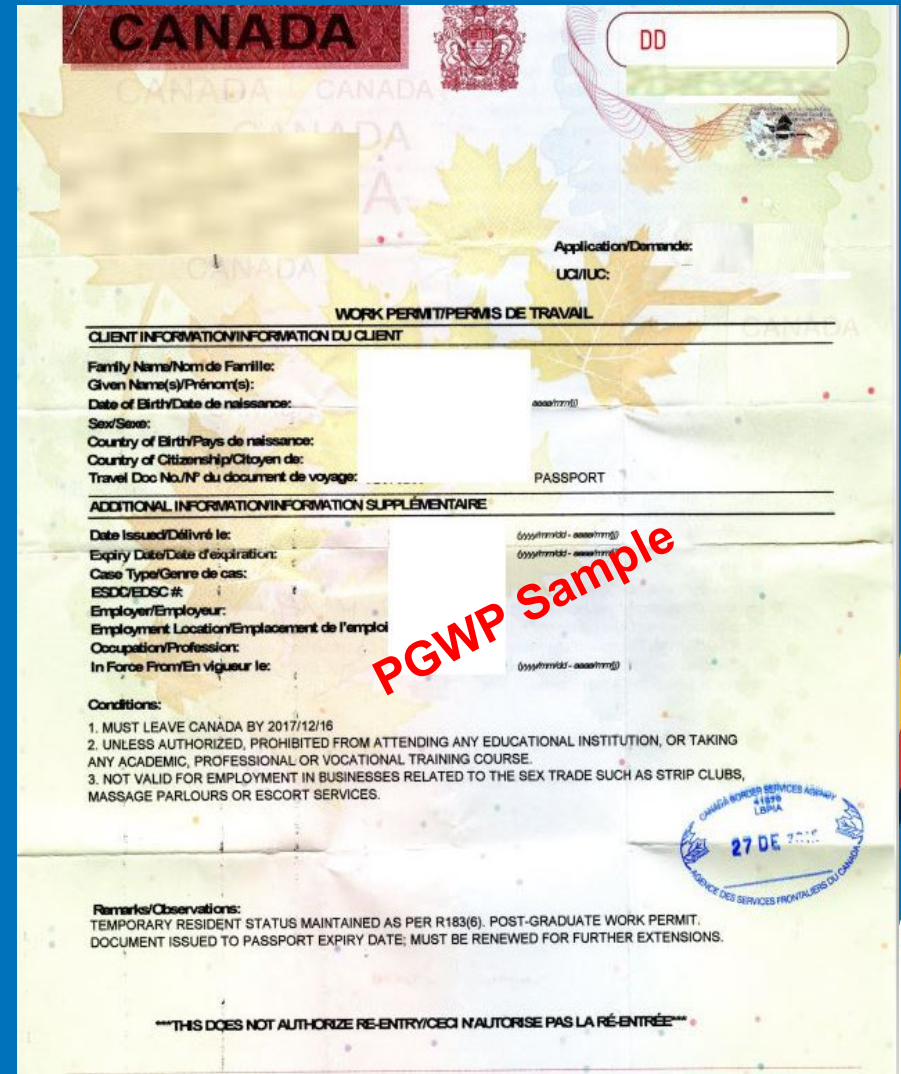
- [BMT@uvic.ca](mailto:BMT@uvic.ca)



# WHAT IS A PGWP?

## A PGWP IS...

- An open work permit
- Allows you to gain Canadian work experience after graduation (e.g., full-time, part-time, self-employment)
- Possible occupational restrictions (e.g. health care, primary/secondary school, childcare)
- Can only be issued once per lifetime



**CANADA**

Application/Demande: DD

UCI/IUC:

**WORK PERMIT/PERMIS DE TRAVAIL**

**CLIENT INFORMATION/INFORMATION DU CLIENT**

Family Name/Nom de Famille:  
Given Name(s)/Prénom(s):  
Date of Birth/Date de naissance:   
Sex/Sexe:   
Country of Birth/Pays de naissance:   
Country of Citizenship/Citoyen de:   
Travel Doc No./N° du document de voyage:  PASSPORT

**ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE**

Date Issued/Délivré le:   
Expiry Date/Date d'expiration:   
Case Type/Genre de cas:   
ESDC/EDSC #:   
Employer/Employeur:   
Employment Location/Emplacement de l'emploi:   
Occupation/Profession:   
In Force From/En vigueur le:

**Conditions:**

1. MUST LEAVE CANADA BY 2017/12/16
2. UNLESS AUTHORIZED, PROHIBITED FROM ATTENDING ANY EDUCATIONAL INSTITUTION, OR TAKING ANY ACADEMIC, PROFESSIONAL OR VOCATIONAL TRAINING COURSE.
3. NOT VALID FOR EMPLOYMENT IN BUSINESSES RELATED TO THE SEX TRADE SUCH AS STRIP CLUBS, MASSAGE PARLOURS OR ESCORT SERVICES.

**Remarks/Observations:**  
TEMPORARY RESIDENT STATUS MAINTAINED AS PER R183(6). POST-GRADUATE WORK PERMIT.  
DOCUMENT ISSUED TO PASSPORT EXPIRY DATE; MUST BE RENEWED FOR FURTHER EXTENSIONS.

**THIS DOES NOT AUTHORIZE RE-ENTRY/CECI N'AUTORISE PAS LA RÉ-ENTRÉE**



# WHO IS ELIGIBLE FOR A PGWP?

## Some PGWP Criteria:

- Complete an eligible program in Canada that's at least 8-month in length
- Continuous full-time enrollment in your regular academic sessions except for authorized Leave of Absence or final term
- If distance learning is allowed, it must not exceed 50% of your program

*If applying from inside Canada, please ensure you have a valid study permit at the time you apply.*

See full [eligibility details](#)



# DCS DEFINITIONS & PGWP ELIGIBILITY

## Full-time Definitions at DCS

- 3 courses per term, of at least 36 hours per course

## Regular Academic Sessions

- Fall session (September to December)
- Winter session (January – April)
- Summer session (May to August) (if first study term)

## Summer Scheduled Breaks

(This does not apply if the summer session is your first or last study term.)



# POST-GRADUATION WORK PERMIT VALIDITY

A PGWP can be granted for a minimum of 8 months to a maximum of 3 years.

- 8 months to <2 years = the length of the program completed
- 2 years or longer = 3 years

Refer to the [IRCC website](#) for processing guidelines.



# COVID-19 SPECIAL MEASURES



# FACILITATION MEASURES: PART-TIME STATUS

- Students in Canada or outside of Canada may have been required to put their studies on hold or become part-time students due to course cancellations that were the result of public health measures at DLIs.
  - For the winter, spring and summer semesters of 2020 only (that is, **between January 1, 2020, and August 31, 2020**), if a student's status changed from full-time to part-time because of changes in course delivery at a DLI, their eligibility for a PGWP will not be impacted.



# FULL FACILITATION MEASURES: DISTANCE LEARNING

- All students who were enrolled in PGWP-eligible programs in March 2020, or who started a program of study between March 2020 and August 31, 2022, **are not** required to complete 50% of their program (or programs) of study in Canada.
  - **Up to 100% of their program can be completed online from outside Canada.**
- For the above group of students, up until **August 31, 2024**, time spent studying outside of Canada can be counted toward the overall length of the PGWP.



# REDUCED FACILITATION MEASURES: DISTANCE LEARNING

All students who started or will start a program of study between September 1, 2022, and August 31, 2024, are required to complete at least 50% of their program (or programs) of study in Canada.

- For the above group of students, up until **August 31, 2024**, time spent studying outside of Canada will be counted toward the overall length of the PGWP only if it constitutes less than 50% of the program.

\*Any time a student spent studying outside of Canada **after** August 31, 2024, and any time spent studying outside Canada before applying for a study permit, will be deducted from the length of the PGWP, regardless of when the student started or will start their program of study.\*



# HOW TO APPLY FOR A PGWP

- Apply online
- In Canada: apply within 90 days after you receive your final grade AND have a valid study permit at the time of application
- Outside Canada, you can apply within 180 days after you receive your final grade.

Refer to the [IRCC website](#) for full information





# WHAT DO YOU NEED TO MAKE AN APPLICATION

- Program completion letter
- Official transcript or administrative transcript from DCS My Account
- Valid passport
- Digital photo
- Credit or debit card to pay your fees online
- Medical exam (if applicable)
- Biometrics (if applicable)



# PGWP APPLICATION TIPS

- Apply for graduation in your final term
- Only request for a program completion letter and final transcript when your final grades are available on your DCS My Account.
- Only submit your PGWP application when you receive UVic documents (a program completion letter AND final transcript).
- Consult Instruction Guide [IMM 5580] as needed.
- Read the questions carefully and answer them honestly.



# PGWP APPLICATION TIPS

- Online applications are saved in your account for up to 60 days only.
- Keep paper or electronic copies of your application form and supporting documents.
- Take screenshots at different stages.
- Monitor your application status online.
- Consult us before you submit the application if you have questions.
- Use [IRCC Web Form](#) to raise questions if needed.



# YOUR IRCC ACCOUNT

## Sign in to your IRCC secure account

For supported applications, you can use this account to

- start an application
- submit and pay for your application
- get messages related to your application
- [check the status of your application](#)
- update your information

Not every application type is available in the IRCC secure account. To find out if you can use this account, [check the instructions for your application](#).



### Federal Court certifies Government of Canada privacy breach class action

If you received a **Notice of Certification** or have reason to believe that you were affected by a privacy breach with respect to your personal or financial information accessed through Government of Canada online accounts between March 1 and December 31, 2020, you may be eligible to participate in a class action lawsuit: [Government of Canada privacy breach class action](#)

▶ We require multi-factor authentication for GCKey as of July 31, 2023

▶ Delays with the status of your medical exam results

▶ Student Direct Stream: How to submit your language test results

### 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

### Don't have an account?

Register

### Need Help?

How to sign in or apply online



# YOUR IRCC ACCOUNT

## 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

[Click here](#)

### [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



University  
of Victoria



# YOUR IRCC ACCOUNT

## Personal checklist

### Personal Reference Code

If you have already completed the Come to Canada or the Express Entry wizard, you would have received a document checklist and/or a personal reference code, based on the answers you provided.

\*Please enter your personal reference code to begin your application. *(required)*



Continue

Cancel

### 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



Start here

Express Entry (EE)

International Experience Canada (IEC)




University  
of Victoria



# ELIGIBILITY QUESTIONNAIRE

Start Again Print Report a Technical Issue Help

## 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)* ?

IND (India)

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

Canada

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

No 

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

1985 August

Click on the question mark to get more instructions

Click hyperlinks for definitions

Save and Exit Questionnaire Next

Important: This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. [Read the full notice](#)



# ELIGIBILITY QUESTIONNAIRE

Use this to modify your answers

Home → Online Services

Start Again Modify my Answers Print Report a Technical Issue Help

### Find out if you're eligible to apply

Are you a lawful permanent resident of the United States with a valid alien registration card (Green Card)? *(required)* ?

Please make a selection

Save and Exit Questionnaire Next

What is your current immigration status in Canada? *(required)* ?

Student

Save and Exit Questionnaire Next

### Find out if you're eligible to apply

Do you plan to work on campus? *(required)*

No

Save and Exit Questionnaire Next





# ELIGIBILITY QUESTIONNAIRE

## Find out if you're eligible to apply

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

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)*

Yes

Is your work an essential part of your studies (for example, a Co-Op or internship program)? *(required)*

No

Save and Exit Questionnaire

Next

Note: Your application and documents checklist are created based on your answers.



# ELIGIBILITY QUESTIONNAIRE

## Find out if you're eligible to apply

Have you been told by an Immigration, Refugees and Citizenship Canada office that you are approved in principle for permanent residence in Canada? *(required)*

No

Have you submitted a permanent resident application in Canada? *(required)*

No

Do you have a written job offer? *(required)*

No

Save and Exit Questionnaire

Next



# ELIGIBILITY QUESTIONNAIRE

## Find out if you're eligible to apply

Do you have an official letter from your school that confirms you've completed your study program, as well as a copy of your final transcript?  
*(required)*

Yes

◀ Save and Exit Questionnaire

Next ▶

## Find out if you're eligible to apply

What is your marital status? *(required)* ?

Never Married/Single

What is your province of destination? If visiting multiple provinces, select the one in which you will be spending most of your time. *(required)* ?

British Columbia

◀ Save and Exit Questionnaire

Next ▶



# ELIGIBILITY QUESTIONNAIRE

## 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](#)

[Exit Questionnaire](#)



# ELIGIBILITY QUESTIONNAIRE CONTINUED

Start Again   Modify my Answers   Print   Report a Technical Issue   Help

## Find out if you're eligible to apply

Have you lived in a designated country or territory for more than six months in the last year? *(required)* ?

No

Save and Exit Questionnaire   Next

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## Find out if you're eligible to apply

Do you want to work in one of the following jobs?

- health sciences worker
- clinical laboratory worker
- patient attendant in nursing or geriatric homes
- medical student admitted to Canada to attend university
- medical elective and physician on short term assignment
- teacher of primary or secondary schools or other teachers of small children
- domestics worker, someone who gives in-home care to children, the elderly and the disabled
- day nursery worker

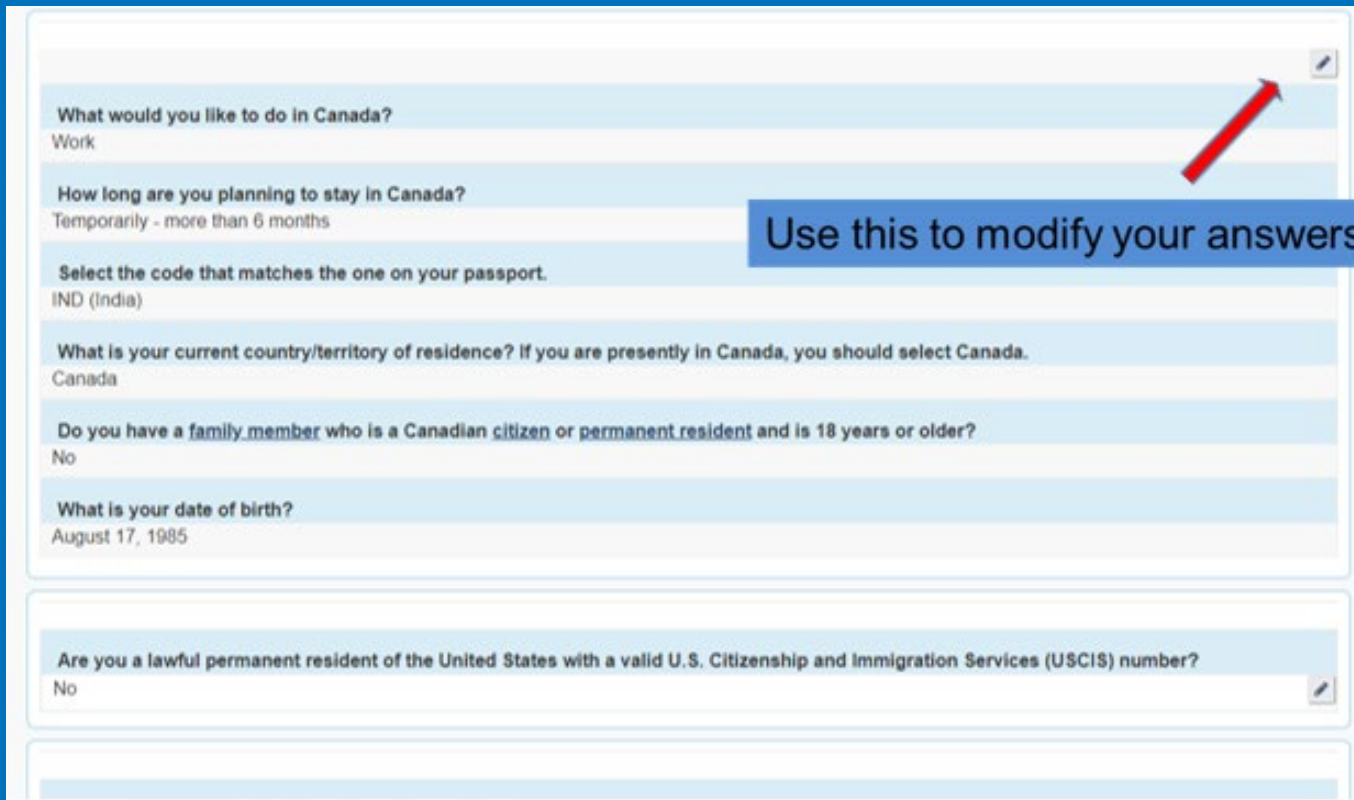
*(required)*

No

Save and Exit Questionnaire   Next



# REVIEW YOUR ANSWERS



What would you like to do in Canada?  
Work

How long are you planning to stay in Canada?  
Temporarily - more than 6 months

Select the code that matches the one on your passport.  
IND (India)

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

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older?  
No

What is your date of birth?  
August 17, 1985

Are you a lawful permanent resident of the United States with a valid U.S. Citizenship and Immigration Services (USCIS) number?  
No

Use this to modify your answers



# 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)	?	<a href="#">Upload File</a>

## Supporting Documents

Supporting Documents

Details	Document Name	Instructions	Options
Not Provided	Recent Education Transcript (required)	?	<a href="#">Upload File</a>
Not Provided	Completion of Studies Letter (required)	?	<a href="#">Upload File</a>
Not Provided	Passport (required)	?	<a href="#">Upload File</a>
Not Provided	Digital photo (required)	?	<a href="#">Upload File</a>

## Optional Documents

Optional Documents

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



# IF BIOMETRICS REQUIRED

Fees			
Fees			
Application	Quantity	Price (CAD) per unit	Total (CAD)
Work Permit	1	\$155	\$155
Biometrics Fee	1	\$85	\$85
Open Work Permit Holder Fee	1	\$100	\$100

The fee shown is an estimate based on the fees in effect on the day that this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission.

**Total Price (CAD)    \$340**

[Can I save my application and return to complete it later?](#)

[How do I upload my documents?](#)

[My documents are too large to upload. How do I reduce the file size?](#)

[Exit Questionnaire](#)





# FREQUENTLY ASKED QUESTIONS (FAQS)

- How early can I submit a PGWP application?
- How long does it take to process my application?
  - [Estimated processing times](#) (subject to change)
- Can I work after my final exam and before my final grade is posted on the DCS My Account administrative transcript?  
([IRCC – working while studying](#) / [temporary policy change](#))
- Can I work while my PGWP application is being processed?
  - ❖ Check [Working while we process your application](#) on the IRCC website



# FAQS CONTINUED...

- Can I travel outside of Canada while I have a PGWP application being processed in Canada?
- Do I need to have a job in order to keep the PGWP valid?
- Can I renew a PGWP?
- How can I prove to a potential employer that I am eligible to work while I await processing of my application? (IRCC)
- Can I apply to extend my family members' status while I apply for a PGWP
  - Spousal Open Work Permit eligibility
  - Changes to open work permit eligibility for family members of foreign workers



# FAQS CONTINUED...

- How long does it take to receive a program completion letter?
- How can I update my mailing address after submitting my PGWP application?
  - Use [IRCC Web Form](#)
- Can I apply for PGWP while on maintained status?
- Can I apply for PGWP from outside of Canada?
- Is full-time status required for summer terms?
- Can I apply on my own?



# FAQS CONTINUED...

- What if my study permit expires after applying for PGWP and before approval?
- If I don't meet the PGWP eligibility requirements, what can I do?
- Can I study my 2 year diploma program faster than 2 years and still be eligible for a PGWP valid for up to 3 years?
  - [IRCC Accelerated studies](#)
- Will receiving Advanced Standing for courses affect the PGWP validity?
  - [IRCC Transfers between educational institutions](#)



# IRCC PGWP RESOURCES

- IRCC
  - [www.canada.ca/immigration](http://www.canada.ca/immigration)
  - Call Centre: +1 888 242 2100
  - [IRCC Web Form](#)
- [Determine your eligibility](#)
- [Instruction Guide \[IMM 5580\]](#)



# DCS CAREER RESOURCES

Students in the Certificate in Business Administration (CBA) and Diploma in Business Administration (DBA) programs may access [Continuing Studies Career Services](#)

Darcie Gabruck - [cecareer@uvic.ca](mailto:cecareer@uvic.ca)



# IMMIGRATION ADVISING

Division of Continuing Studies

Hours: 8:30am to 3:30pm (PT) during weekdays

Email: [uvcsimmigration@uvic.ca](mailto:uvcsimmigration@uvic.ca)

