

POST-GRADUATION WORK PERMIT INFORMATION SESSION

The information provided in this
presentation is current as of April 7, 2022.

Presenter: Katie McDonald



AGENDA

- What is a Post-Graduation Work Permit (PGWP)?
- Who is eligible for a PGWP?
- UVic Definitions & PGWP Eligibility
- PGWP Validity
- COVID-19 Considerations
- How to apply for a PGWP
- FAQs



HOUSEKEEPING RULES

To protect your personal information and privacy, we ask that you keep yourself muted and your video off throughout the session. Access to information shared via the chat function will be limited to presenters only.

If you have any questions throughout the session, please ask them in the chat and they may be addressed at the end of the session, if time permits.



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. We offer non-credit certificate, diploma and professional development programs.

As a Regulated International Student Immigration Advisor (RISIA), I am able to assist students in the DCS with Immigration advise related to study permits.

I am currently the only staff member in the DCS that is regulated to provide immigration advise to students.



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- Please do not cite any of this information in an application.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 students from UVic Undergraduate or Graduate Programs. Email icsinfo@uvic.ca or gsbimmigration@uvic.ca for help.



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CASE SPECIFIC QUESTIONS?

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

- uvcsimmigration@uvic.ca

If you have program specific questions, please email:

- BMT@uvic.ca



ACRONYMS



Immigration, Refugees and
Citizenship Canada (IRCC)

Post-Graduation Work Permit
(PGWP)



WORK IN CANADA AFTER GRADUATION

- To work in Canada temporarily after you graduate, you must have the right work authorization.
- Types of work permits
 - Open work permits
 - Post-graduation work permit (PGWP)
 - Employer-specific work permits
- Our office can only help with work permit applications related to your student status.



WHAT IS A PGWP?

- An open work permit
- Allows you to gain Canadian work experience after graduation. (e.g., full-time, part-time, self-employment)
- Possible occupational restrictions [\[R185\(b\)\]](#)
- Can only be issued once per lifetime



SAMPLE PGWP

Canada Citizenship and Immigration Canada / Citoyenneté et Immigration Canada

PROTECTED WHEN COMPLETED / PROTÉGÉ UNE FOIS REMPLI - B

CANADA

DD

Application/Demande:
UC/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.

27 DE 2016

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

THIS FORM HAS BEEN ESTABLISHED BY THE MINISTER OF CITIZENSHIP AND IMMIGRATION - THIS DOCUMENT IS THE PROPERTY OF THE GOVERNMENT OF CANADA
FORMULAIRE ÉTABLI PAR LE MINISTRE DE LA CITIZENNETÉ ET DE L'IMMIGRATION - LE PRÉSENT DOCUMENT EST LA PROPRIÉTÉ DU GOUVERNEMENT DU CANADA

IMM 1442B (06-2012)
CEN

Canada



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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
- ☐ Have a valid study permit at the time of receiving your final grade

See full [eligibility details](#)



DCS DEFINITIONS & PGWP ELIGIBILITY

Full-time Definitions at DCS

- 3 courses per term, of 36-39 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 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 month long program = 8 months
- 8 months to 2 years = the length of the program completed
- 2 years or longer = 3 years

Prior to COVID-19, the time you spent studying overseas is deducted from your PGWP entitlement.

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



COVID-19 SPECIAL MEASURES



COVID CONSIDERATIONS – OUTSIDE CANADA

If you can't travel to Canada at this time and you're taking your classes online, you're still eligible for a PGWP.

To be eligible, you **must**:

- meet all the other PGWP requirements and
- have been enrolled in a program that was in progress in **March 2020**, or
- have started a program **between spring 2020 and August 31, 2022**, and
 - have a study permit, or
 - have been approved for a study permit, or
 - applied for a study permit before starting your program
 - your study permit must eventually be approved



COVID CONSIDERATIONS – INSIDE CANADA

COVID Special Measures for PGWP Eligibility and Validity

You're still eligible for the PGWP if, because of COVID-19, **any of the following situations** apply to you:

- Your in-person classes in Canada were moved to an online-only format.
- Your program has a mix of online and in-person learning.
 - It's highly recommended that you attend in-class options when offered.
- You had to put your studies on hold, or study part-time, during the winter, spring or summer 2020 semesters.

As of the fall 2020 semester, you must be studying full-time to be eligible.



OTHER COVID CONSIDERATIONS

Between Spring 2020 to August 31, 2022:

- Students may complete 100% of studies online from outside Canada if their course delivery got moved online due to COVID-19.
- Time spent studying online outside Canada counts toward the length of a PGWP.
- Any time spent studying outside of Canada **after August 31, 2022** won't count towards the length of a PGWP



OTHER COVID CONSIDERATIONS

- Stay current with [IRCC policy updates](#)
- If you could not maintain full-time enrollment due to COVID:
 - ❖ You may be able to get a support letter from the Business and Management Department at BMT@uvic.ca

As of the fall 2020 semester, you must be studying full-time to be eligible.



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 receiving your final grade as long as you have a valid study permit at the time you receive your final grade

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



GETTING THE RIGHT DOCUMENTS

- ☐ A program completion letter - Completion of Studies
- ☐ An official transcript or an administrative transcript -
Registration Office: uvcsreg@uvic.ca or 250-472-4747
- ☐ A valid status (if you are in Canada)
- ☐ A valid passport
- ☐ Digital photo
- ☐ A credit or debit card to pay for the fees online
- ☐ A medical exam (if applicable)
- ☐ Biometrics (if applicable)

*COVID-19 Biometrics Exemption may apply



PGWP APPLICATION TIPS

- Apply for graduation in your final term: BMT@uvic.ca
- Only request for a program completion letter when your final grade is available on your [DCS My Account](#).
- Only submit your PGWP application when you receive your 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

Create an account or sign in

⚠ The issue with uploading the Schedule 1 – Application for Temporary Residence (IMM5257) form in French was fixed. Try again using the [newest form \(PDF 477 KB\)](#).

With your account, you can apply, pay your fees and check your status for [some applications](#).

You can create and sign in to an account using:

- your online banking login (**Sign-In Partner**)
- a Government of Canada login (**GCKey**)

What's the difference?

- **Sign-in Partner** (SecureKey Concierge) uses your online banking information
- **GCKey** is the Government of Canada credential

[Learn more about Sign-In Partner and GCKey.](#)

⚠ **Online applications:** After we receive your application, it may take up to 5 days for you to see it in your account. We are working to make this wait time shorter. If your application does not appear after 5 days, [contact us](#) and report a technical problem. This issue will not delay processing of your application.

Continue to Sign-In Partner

- Use the same sign in information you use for other online services (for example, online banking)
- None of your information will be shared with us. Your Sign-In Partner will not know which government service you are using.
- You will temporarily leave Canada.ca to use your Sign-In Partner

▶ View the full list of Sign-In Partners

Continue to GCKey

- Sign in with a GCKey user ID and password if you don't use a Sign-In Partner.
- Register for a GCKey user ID and password if you don't have one.



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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 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 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.

[Students: Transfer schools](#)

For approved study permit holders only. Tell us if

[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.

Click here

The logo of the University of Victoria, featuring a shield with three birds and an open book.

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A stylized white bird logo, possibly a phoenix or a similar mythical creature, set against a blue background with a yellow and red diagonal stripe.

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)




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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](#)



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IN THE 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



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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.



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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 ▶



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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



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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



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ELIGIBILITY QUESTIONNAIRE

[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](#)

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

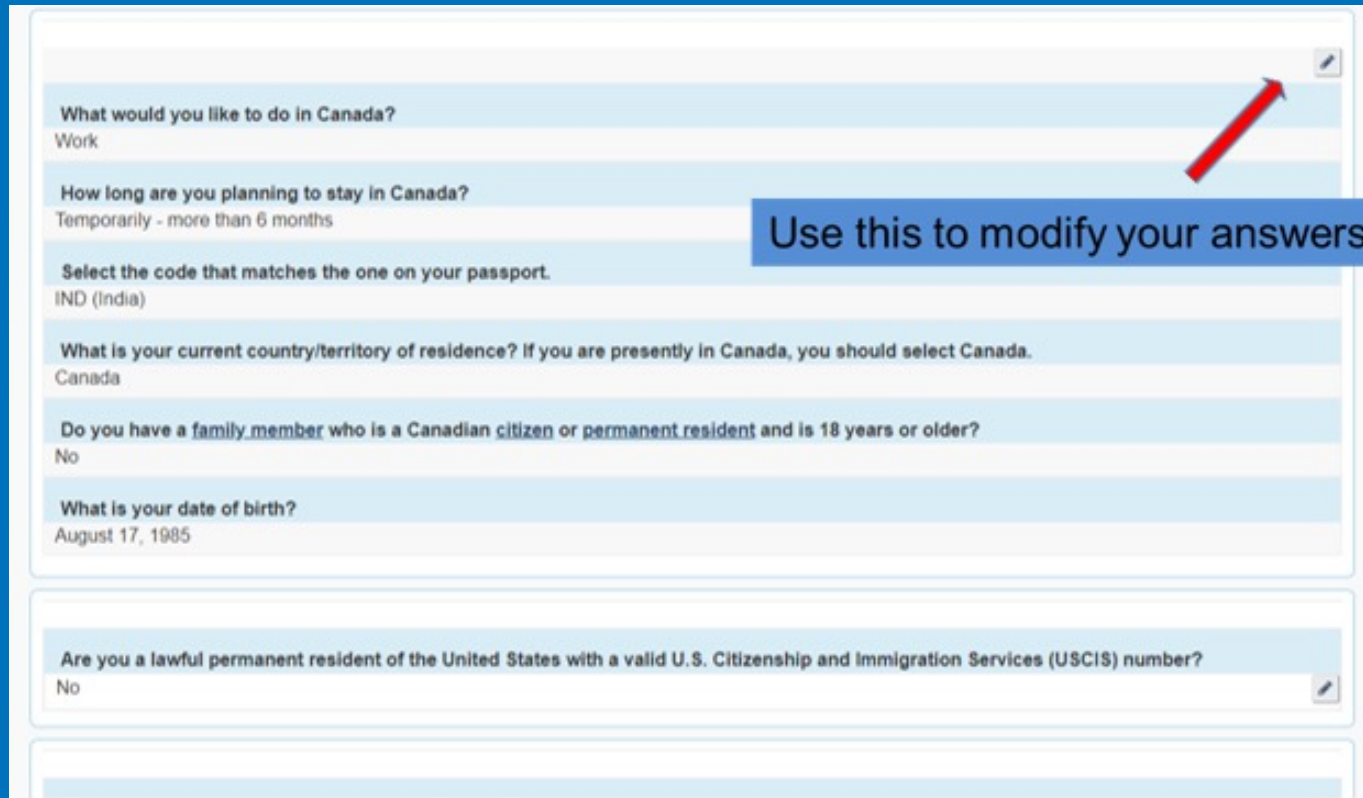
[Save and Exit Questionnaire](#) [Next](#)



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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



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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)	?	Upload File

Supporting Documents

Supporting Documents

Details	Document Name	Instructions	Options
Not Provided	Recent Education Transcript (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

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



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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](#)



IRCC PGWP RESOURCES

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



IMMIGRATION ADVISING

Division of Continuing Studies

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

Email: uvcsimmigration@uvic.ca

