

# POST-GRADUATION WORK PERMIT INFORMATION SESSION

This presentation is current as of April 3, 2025

Presenter: Katie McDonald

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





# DISCLAIMER

- This session provides general information for Division of Continuing Studies (DCS) students.
- 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- Please do not cite any of this information in an application.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 the [Immigration, Refugees and Citizenship Canada's \(IRCC\) website](#) for the most up-to-date information at the time you apply.

\*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.\*

# 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)
- ❖ Please note that there may be a few days delay in response as we have a high volume of inquiries.

# AGENDA

- What is a Post-Graduation Work Permit (PGWP)?
- Who is eligible for a PGWP?
- UVic definitions & PGWP eligibility
- COVID-19 considerations
- How to apply for a PGWP
- Case scenarios & FAQs
- IRCC resources



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**

DD

Application/Demande:  
UOI/UOC:

**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:

**ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE**

Date Issued/Délivré le:  
Expiry Date/Date d'expiration:  
Case Type/Genre de cas:  
ESOC/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**

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



# DIVISION OF CONTINUING STUDIES (DCS) DEFINITIONS & PGWP ELIGIBILITY REQUIREMENTS



# GENERAL PGWP ELIGIBILITY

- ❑ Complete an eligible program in Canada that's at least 8 months in length
- ❑ Continuous **full-time enrolment in all regular academic terms except for [authorized Leave of Absence](#)** or final term
- ❑ As of September 1, 2024, you must complete at least 50% of your program **in class** inside Canada
- ❑ As of November 1, 2024, you must provide [proof of language ability](#) to meet the language requirements for the PGWP when you submit your application.
- ❑ If you submitted your study permit application to IRCC before November 1, 2024, you do not need to meet the field of study requirement.

See full [eligibility details](#) on the IRCC website

# FULL-TIME DEFINITION AT DCS

## Full-time Definitions at DCS

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

## Regular Academic Terms

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

## Summer Regularly Scheduled Breaks

- May – August (The break does not apply if the summer term 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

# TEMPORARY POLICY – DISTANCE LEARNING

- Distance Learning from outside Canada
  - You can complete up to 100% of your studies online from outside Canada **between March 2020 and August 31, 2022**, because of a temporary COVID-19 policy.
- Distance Learning from inside Canada
  - If your courses were moved online due to the pandemic, the time you spend studying online from within Canada until **August 31, 2024**, still counts toward the length of your PGWP.



# TEMPORARY POLICY: DISTANCE LEARNING

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

- 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 only if it constitutes less than 50% of the program.

\*Any time a student spend 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.\*

# APPLYING FOR PGWP

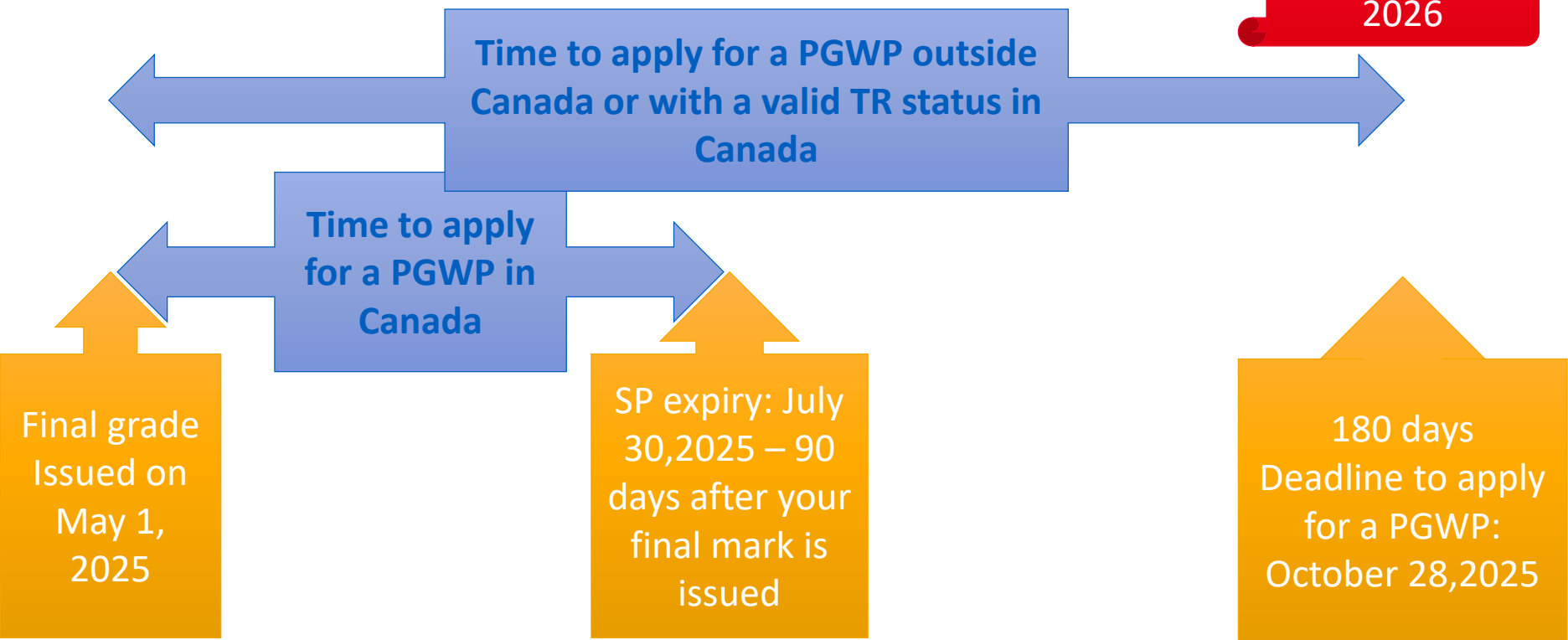
# HOW TO APPLY FOR A PGWP

- Apply online
  - As of June 21, 2024, you can no longer apply for a PGWP at a port of entry (POE).
- You must apply within 180 days after you receive your final grade
- In Canada: Apply within 90 days after you receive your final grade AND while your study is valid

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



# TIMELINE TO APPLY



# DOCUMENTATION REQUIREMENTS

- ☐ Application form [IMM5710](#) (inside Canada) or [IMM 1295](#) (outside Canada)
- ☐ Program completion letter
- ☐ Official transcript or administrative transcript from [DCS My Account](#) with final grades
- ☐ Valid passport
- ☐ Digital photo
- ☐ Credit or debit card to pay your fees online
- ☐ [Proof of meeting minimum levels of language ability](#) (CLB 7)
- ☐ [Medical exam](#) (if applicable)
- ☐ [Biometrics](#) (if applicable)



# PGWP APPLICATION TIPS

- [Apply for graduation](#) in your final term.
- You can request your program completion letter and final transcript when your final grades are available in your [DCS My Account](#).
- Only submit your PGWP application when you receive UVic documents (program completion letter AND final transcript).
- Make sure you book an [approved language test](#) (IELTS general) well in advance.
- Online applications are saved in your IRCC secure account for up to 60 days only.

# PGWP APPLICATION TIPS

- Keep paper or electronic copies of your application form and supporting documents.
- Take screenshots at different stages and monitor your application status online.
- Apply as soon as you collect all the required documents.
- Use the [IRCC Web Form](#) to update IRCC or follow up on application status.
- Consult our office before you submit the application if you have questions.

# AFTER YOU APPLY

- [Current processing time](#)
- [Working while your PGWP application is under process](#)

You can work full time after you submit your application and until a decision is made if you:

- ☐ had a [valid study permit](#) at the time **you submitted your application**
- ☐ completed your study program
- ☐ were eligible to [work off campus without a work permit](#) while studying and **you didn't work more hours than you were allowed to**

\*If you don't meet all the conditions above to work, you must stop working after you receive your final grade and wait until you receive your PGWP to start working.

# MAKING A PGWP ONLINE APPLICATION

# YOUR IRCC ACCOUNT

Sign into your  
IRCC secure account

Sign in

## IRCC secure account

We have different accounts for some applications.

**You may need a different account to apply**, depending on the application you submit.

### Check if this is the right account for you

- ▶ **Apply** for these applications
- ▶ **Check the status** of these applications
- ▶ **Upload requested documents** for these applications



- ▶ Study permit applicants
- ▶ Delays with the status of your medical exam results
- ▶ Student Direct Stream applicants
- ▶ Francophone Minority Communities Student Pilot applicants

Sign in



GCKey username and password



Canadian Interac® Sign-In Partner

▶ Not sure how to sign in?



Create an account



Register for an account



# YOUR IRCC ACCOUNT

## Amy Chen's 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 1 to 1 of 1 entries | Show **5** entries

Application type ↑↓	Date Created ↓	Days left to submit ↑↓	Date last saved ↑↓	Action
Online Application	September 18, 2024	10	November 7, 2024	<a href="#">Continue application</a> <a href="#">Delete application</a>

1

Start from here

### 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.

# 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

Express Entry (EE)

International Experience Canada (IEC)

A large red arrow pointing from the right towards the 'Visitor visa, study and/or work permit' button.

Proceed from here

# ELIGIBILITY QUESTIONNAIRE

## 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) ?

CHN (China)

What is your current country or 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) ?

20

January

01

Click on hyperlink  
for definition

Next

# ELIGIBILITY QUESTIONNAIRE

[↶ 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 U.S. Citizenship and Immigration Services (USCIS) number? **(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](#)

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

No

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

# ELIGIBILITY QUESTIONNAIRE

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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





# ELIGIBILITY QUESTIONNAIRE

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

Please make a selection



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

Please make a selection



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

Please make a selection



Save and Exit Questionnaire

Next



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



# ELIGIBILITY QUESTIONNAIRE

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What is your marital status? (required) ?

Please make a selection

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

Please make a selection

◀ Save and Exit Questionnaire

Next ▶

## Your results

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

### Post-Graduate Work Permit - in Canada

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

Continue ▶

Click here to proceed

◀ Exit questionnaire

# ELIGIBILITY QUESTIONNAIRE

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



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

Please make a selection



Cancel



Update information



# ELIGIBILITY QUESTIONNAIRE

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A medical exam is needed before you submit your application for foreign nationals who:

- want to stay in Canada for more than 6 months and have lived in one or more designated countries or territories for more than six months in the past year or;
- intend 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

Do you fit into one of these categories? (required) ?

Please make a selection



Save and Exit Questionnaire

Next



# ELIGIBILITY QUESTIONNAIRE

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Will you be getting a medical exam before submitting your application? Sending medical results, if required, as part of your application package will speed up the processing of your application.

For a medical exam, you must see a physician on [Canada's list of Panel Physicians \(required\)](#) ?

Please make a selection



Save and Exit Questionnaire

Next



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

Please make a selection



Save and Exit Questionnaire

Next



In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada? (required)

Please make a selection



Save and Exit Questionnaire

Next



# REVIEW YOUR ANSWERS

Please review your results and modify your answers if required.

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.

TWN (Taiwan)

What is your current country or 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?

January 1, 1980

For this trip, will you use a passport issued by the Ministry of Foreign Affairs in Taiwan that includes your personal identification number?

Yes

Are you a lawful permanent resident of the United States with a valid U.S. Citizenship and Immigration Services (USCIS) number?

No

Click  
here to  
edit  
answers

# SAMPLE DOCUMENT CHECKLIST

**Note:** You are responsible for ensuring that the documents you submit are correct. Carefully review the documents you have attached to this application. A decision concerning your application will be made based upon the information you submit. You will not be able to make changes to your application once it has been submitted. Please ensure that you scan and attach all relevant documents to your online submission. Any documents received by mail related to this application will not be considered.

## 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>
Not provided	Proof of upfront medical exam (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>

## Fees

### Fees

Application	Quantity	Price (CAD) per unit	Total (CAD)
Work Permit	1	\$155	\$155
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) **\$255**

# IF BIOMETRICS ARE 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

You must pay biometrics fee first to receive a letter from IRCC to book your appointment



# CASE SCENARIOS

# CASE QUESTION 1

Maryam completed her final academic course on April 15, 2025. She received her final grade on April 30, 2025, and her program completion letter was issued to her on May 8, 2025. This is the last requirement for her to meet her program graduation requirements. Her study permit has the expiry date of December 31, 2025.

**When does Maryam's study permit expire?**

- a) May 8, 2025, 2025
- b) July 29, 2025
- c) December 31, 2025

# CASE QUESTION 1

Maryam completed her final academic course on April 15, 2025. She received her final grade on April 30, 2025, and her program completion letter was issued to her on May 8, 2025. This is the last requirement for her to meet her program graduation requirements. Her study permit has the expiry date of December 31, 2025.

**When does Maryam's study permit expire?**

b) July 29, 2025.

## CASE QUESTION 2

Maryam completed her final academic course on April 15, 2025. She received her final grade on April 30, 2025, and her program completion letter was issued to her on May 8, 2025. This is the last requirement for her to meet her program graduation requirements. Her study permit has the expiry date of December 31, 2025.

**When should Maryam apply for her PGWP in Canada if she wants to start working as soon as possible?**

- a) As soon as possible and before July 29, 2025
- b) Between November 29 and December 31, 2024

## CASE QUESTION 2

Maryam completed her final academic course on April 15, 2025. She received her final grade on April 30, 2025, and her program completion letter was issued to her on May 8, 2025. This is the last requirement for her to meet her program graduation requirements. Her study permit has the expiry date of December 31, 2025.

**When should Maryam apply for her PGWP in Canada if she wants to start working as soon as possible?**

a) As soon as possible and before July 29, 2025

# CASE QUESTION 3

Maryam completed her final academic course on April 15, 2025. She received her final grade on April 30, 2025, and her program completion letter was issued to her on May 8, 2025. This is the last requirement for her to meet her program graduation requirements. Her study permit has the expiry date of December 31, 2025.

## **Will Maryam need to stop working?**

- a) Yes. After receiving their final grade and before submitting their PGWP application.
- b) Yes. After their current study permit expires and while on maintained status.
- c) No. He can continue working without stopping.

# CASE QUESTION 3

Maryam completed her final academic course on April 15, 2025. She received her final grade on April 30, 2025, and her program completion letter was issued to her on May 8, 2025. This is the last requirement for her to meet her program graduation requirements. Her study permit has the expiry date of December 31, 2025.

**Will Maryam need to stop working?**

a) Yes. After receiving their final grade and before submitting their PGWP application.

# FREQUENTLY ASKED QUESTIONS (FAQS)



# FAQS

- Can I travel outside Canada while I have a PGWP application being processed in Canada?
- When do I need to stop working, when my course(s) are complete or when I receive my final grades? ([IRCC](#))
- Should I work up to a maximum of 24 hours per week while I wait for the final grades during the final academic term (not a break)? ([IRCC](#))
- How can I prove to a potential employer that I am eligible to work while I await processing of my application? ([IRCC](#))
- How long does it take to receive a program completion letter?

# FAQS CONTINUED...

- How can I update my mailing address after submitting my PGWP application?
  - Visit the [IRCC website](#) to see how to update your mailing address
- If I don't meet the PGWP eligibility requirements, what can I do?
- Can I apply to extend my family members' status while I apply for a PGWP?
  - [Open Spousal Work Permit eligibility](#)
  - [Open work permit eligibility for family members of foreign workers](#)

# FAQS CONTINUED...

- Can I apply on my own?
- When can I apply for the visitor visa (TRV)? ([IRCC](#))
- 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](#)

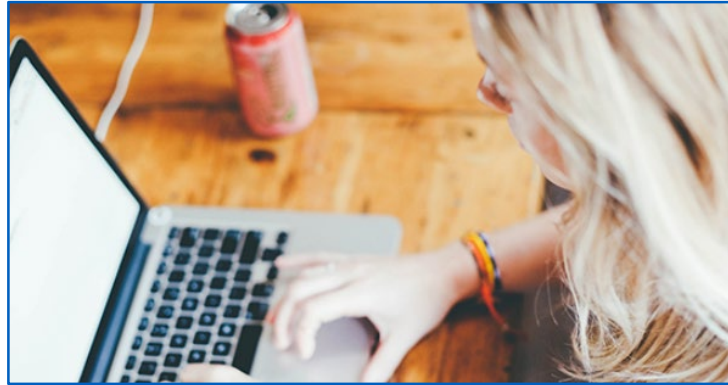
# RESOURCES

# IRCC PGWP RESOURCES

- IRCC
  - [www.canada.ca/immigration](https://www.canada.ca/immigration)
  - Call Centre: +1 888 242 2100
  - [IRCC Web Form](#)
- [Determine your eligibility](#)
- In Canada – [Instructions](#) to complete application form (IMM 5710)
- Outside Canada – [Instructions](#) to complete application form (IMM 1295)

# DCS CAREER RESOURCES

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



# SUPPORT & RESOURCES

Division of Continuing Studies

Hours: Monday-Friday, 8:30am-4:30pm (PT)

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

In-person Appointments: <https://uvictoria.mywconline.net/>

Website: <https://continuingstudies.uvic.ca/help-centre/current-students/student-services/immigration-advising>