

POST-GRADUATION WORK PERMIT INFORMATION SESSION



This presentation is current as of July 20, 2023.

Presenter: Mayah Stratton
Moderator: Olivia Zhao



AGENDA

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



INTERNATIONAL CENTRE FOR STUDENTS

International Student Advising

We provide information and answer questions about non-academic issues related to living in Canada:

- Canadian immigration documents
- Work authorization
- Health insurance
- Identification cards
- Banking
- Mobile phones



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- Please do not cite any of this information in an application.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 Continuing Studies.
Email uvcsimmigration@uvic.ca for help.*



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CASE SPECIFIC QUESTIONS?

You can email us after the session:

- Non-Business students can contact International Centre for Students by phone (+1 250 721 6361) or email (icsinfo@uvic.ca).
- Business students should consult the International Team in the Gustavson School of Business (gsbimmigration@uvic.ca).



ACRONYMS



Immigration, Refugees and
Citizenship Canada (IRCC)

Post-Graduation Work
Permit (PGWP)



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.

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 CITOYENNETÉ ET DE L'IMMIGRATION - LE PRÉSENT DOCUMENT EST LA PROPRIÉTÉ DU GOUVERNEMENT DU CANADA

IMM 1440B (06-2012)

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 months in length
- ☐ Continuous full-time enrolment 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](#)



UVIC DEFINITIONS & PGWP ELIGIBILITY

- Full-time Definitions at UVic
 - ❖ [Undergraduate Calendar](#)
 - ❖ [Graduate Calendar](#)
- Regular Academic Sessions
 - ❖ Winter sessions (September to April)
 - ❖ Summer session (May to August)
- Summer Scheduled Breaks
 - *Graduate students: Summer is not a scheduled break as you are required to maintain continuous enrollment.*
 - *Undergraduate students: Check with your Academic Adviser to confirm if your program includes a scheduled break in summer.*



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 (**Exceptions for Grad students may apply*)
- 2 years or longer = 3 years

Prior to COVID-19 and after August 31, 2023, the time you spent studying overseas is not counted when calculating your PGWP length.

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



COVID-19 SPECIAL MEASURES



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COVID CONSIDERATIONS – OUTSIDE CANADA

If you can't travel to Canada and you are or have been 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 summer 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

For students who started or will start a program of study between September 1, 2022, and August 31, 2023 - At least 50% of credits must be earned from within Canada.



COVID CONSIDERATIONS

PGWP Eligibility and Validity

- You're still eligible for the PGWP if your in-person classes in Canada have been moved to an online-only format and you are taking your classes online because of COVID-19, **or**
- You had to put your studies on hold, or study part-time, during the spring or summer 2020 semesters because of COVID-19.

(Note: As of the **fall 2020 term**, you must be studying full-time to be eligible.)



OTHER COVID CONSIDERATIONS

Programs in progress in Spring 2020, or started between Spring 2020 to August 31, 2022:

- Students may complete 100% of studies online from outside Canada if course delivery was moved online due to COVID-19.
- Time spent studying online outside Canada counts toward the length of a PGWP provided other PGWP conditions are met.
- Any time spent studying outside of Canada **after August 31, 2023** won't count towards the length of a PGWP
- Any time spent studying outside Canada before applying for a study permit also won't count towards the length of a PGWP



OTHER COVID CONSIDERATIONS

For students who started or will be starting a program of study between September 1, 2022, and August 31, 2023:

- At least **50%** of your program must be completed inside Canada
- The time spent studying outside of Canada before August 31, 2023, won't be deducted from the length of your PGWP as long as it constitutes less than 50% of your program of study
- Any time spent studying outside of Canada after **August 31, 2023** will not be counted towards the length of your PGWP, regardless of when you started or will start your program of study.
- Any time spent studying outside Canada before applying for a study permit also won't count towards the length of a PGWP



OTHER COVID CONSIDERATIONS

For students who started or will be starting a program of study on or after September 1, 2023:

- At least **50%** of your program must be completed in person inside Canada
- Any time spent studying outside of Canada will not be counted towards the length of your PGWP



OTHER COVID CONSIDERATIONS

- Stay current with [IRCC policy updates](#)
- If you could not maintain full-time enrollment due to COVID:
 - ❖ Your transcript may have a “Disruption of studies due to COVID” notation.
 - ❖ You may request a support letter from UVic Office of the Registrar for Spring 2020 – Spring 2022 terms. Visit [ICS COVID-19 page](#) for letter request process



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

- ☐ A degree completion letter
- ☐ An official transcript or an administrative transcript from UVic Online tools.
- ☐ A valid passport
- ☐ Digital photo
- ☐ A credit or debit card to pay your fees online
- ☐ A medical exam (if applicable)
- ☐ Biometrics (if applicable)



PGWP APPLICATION TIPS

- Apply for graduation in your final term
- Only request for a degree completion letter when your final grade is available on your UVic Online tools.
- Only submit your PGWP application when you receive UVic documents (a degree 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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Sign in to your [IRCC secure account](#)



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
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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
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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.

[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.



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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

[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](#)

Click on the question mark to get more instructions

Click hyperlinks for definitions



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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

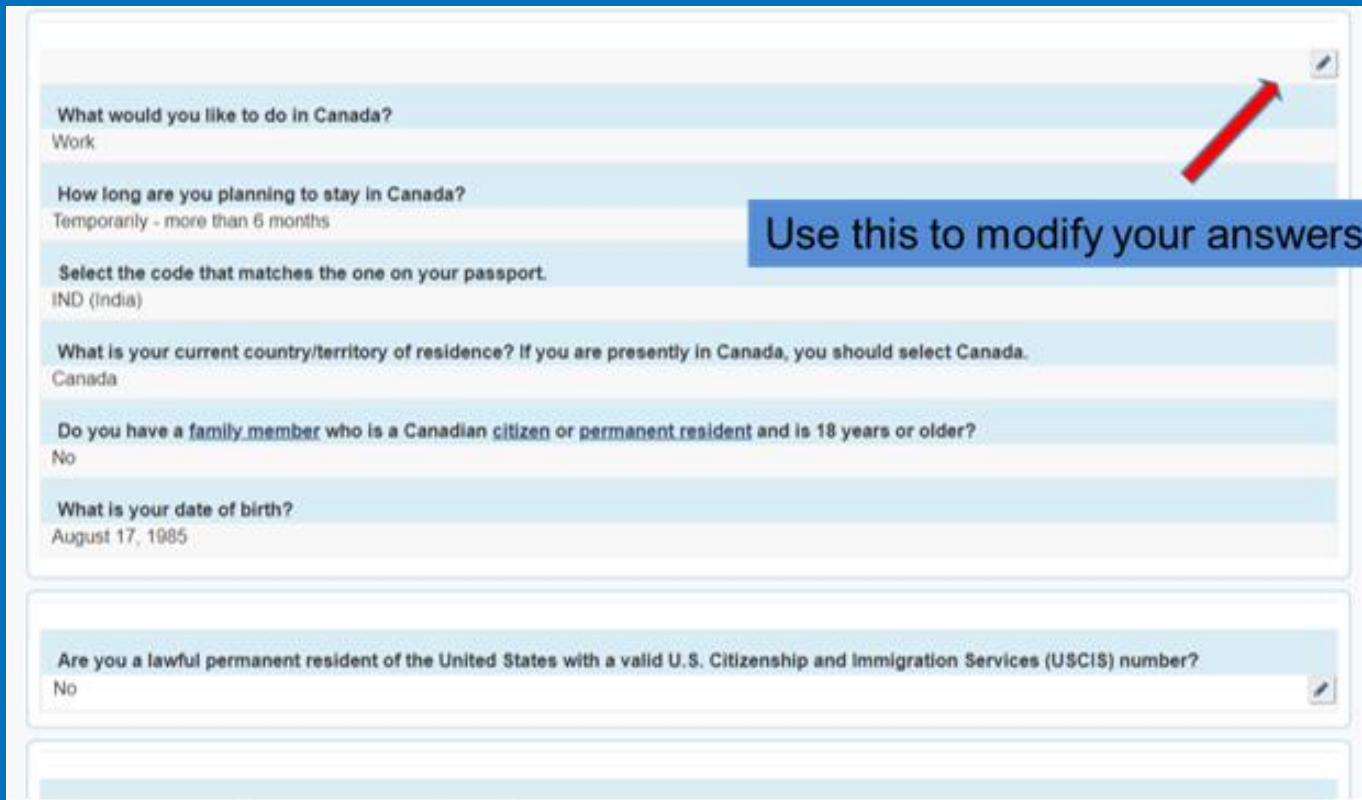
[Save and Exit Questionnaire](#) [Next](#)



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REVIEW YOUR ANSWERS



A screenshot of a Canadian immigration application form. The form contains several questions and answers. A red arrow points to a small edit icon (a pencil inside a square) in the top right corner of the first question's answer box. A blue callout box with white text is overlaid on the right side of the form, pointing towards the edit icon.

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



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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 comes out on my Online 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 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
 - [Open Spousal 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 degree 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?



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 submit my PGWP application upon completion of all my course work, but before completing my co-op terms?



IRCC PGWP RESOURCES

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



CAREER RESOURCES AT UVIC

- Refer to the following UVic website for their upcoming virtual events:
- [Career Services events](#)



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IMMIGRATION ADVISING

International Centre for Students (ICS)

Hours: 9:00am to 4:30pm (PT) during weekdays

Phone: +1 250 721 6361 Email: icsinfo@uvic.ca

Website: <https://www.uvic.ca/international-experiences/contacts/index.php>

Gustavson International
gsbimmigration@uvic.ca

Continuing Studies
uvcsimmigration@uvic.ca

