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.

• 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• Please do not cite any of this information in an application.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 uvcsoftimmigration@uvic.ca for help.*
CASE-SPECIFIC QUESTIONS?

You can email us after the session:

- Non-Business students can contact the 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).
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
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
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 all 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 Session**
  - **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 months to < 2 years = the length of the program completed
  (*Exceptions for grad students may apply)
- 2 years or longer = 3 years

Refer to the [IRCC website](https://www.ircc.ca) 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 December 31, 2023, 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 December 31, 2023, are required to complete at least 50% of their program (or programs) of study in Canada.

• For the above group of students, up until December 31, 2023, 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 December 31, 2023, 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

• 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
DOCUMENTATION REQUIREMENTS

- Degree completion letter
- Official transcript or Administrative transcript from UVic Online tools.
- 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 a degree completion letter when your final grade is available in your UVic Online tools.

• Only submit your PGWP application when you receive UVic documents (a degree completion letter AND final transcript).

• Consult the Instruction Guide [IMM 5580] as needed.

• Read the questions carefully and answer them honestly.
PGWP APPLICATION TIPS

• Online applications are saved in your IRCC secure 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.
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

Option 1: GCKey
Sign in with your GCKey user ID and password.

Option 2: Sign-In Partner
Sign in with your online Canadian banking information if you have an existing account with 1 of our partners.

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.

<table>
<thead>
<tr>
<th>Application type</th>
<th>Application number</th>
<th>Applicant name</th>
<th>Date submitted</th>
<th>Current status</th>
<th>Messages</th>
<th>Action</th>
</tr>
</thead>
</table>

Did you apply on paper or don’t see your online application in your account? [Add 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.

<table>
<thead>
<tr>
<th>Application type</th>
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<th>Date last saved</th>
<th>Action</th>
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</table>

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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.
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)
ELIGIBILITY QUESTIONNAIRE

Use this to modify your answers

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)*

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

Find out if you're eligible to apply

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

Next

Save and Exit Questionnaire

Student

Save and Exit Questionnaire

Next

No
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

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

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
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.

**Post-Graduate Work Permit - in Canada**
You may be eligible to work in Canada with a post-graduation work permit.

Exit Questionnaire
REVIEW YOUR ANSWERS
## DOCUMENT CHECKLIST

### Application Form(s)

<table>
<thead>
<tr>
<th>Details</th>
<th>Document Name</th>
<th>Instructions</th>
<th>Options</th>
</tr>
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<tbody>
<tr>
<td>Not Provided</td>
<td>Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710) (required)</td>
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### Supporting Documents

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<tbody>
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<tbody>
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<tbody>
<tr>
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### Optional Documents

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<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)</td>
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</tbody>
</table>

<table>
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<tbody>
<tr>
<td>Not Provided</td>
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IF BIOMETRICS ARE REQUIRED

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<tr>
<td>Biometrics Fee</td>
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<tr>
<td>Open Work Permit Holder Fee</td>
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</tbody>
</table>

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.

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
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 holding maintained status?
- 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?
RESOURCES
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]
CAREER RESOURCES AT UVIC

• Refer to the following UVic website for their upcoming virtual events:

• Career Services events
IMMIGRATION ADVISING

International Centre for Students (ICS)

Hours: Monday-Friday, 9:00am-4:30pm (PT)
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