POST-GRADUATION WORK PERMIT INFORMATION SESSION

THIS PRESENTATION IS CURRENT AS OF NOVEMBER 21, 2023

PRESENTER: OLIVIA ZHAO

MODERATOR: AMY CHEN, SONAM DEMA

University of Victoria

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- Please do not cite any of this information in an application.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 uvcsimmigration@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

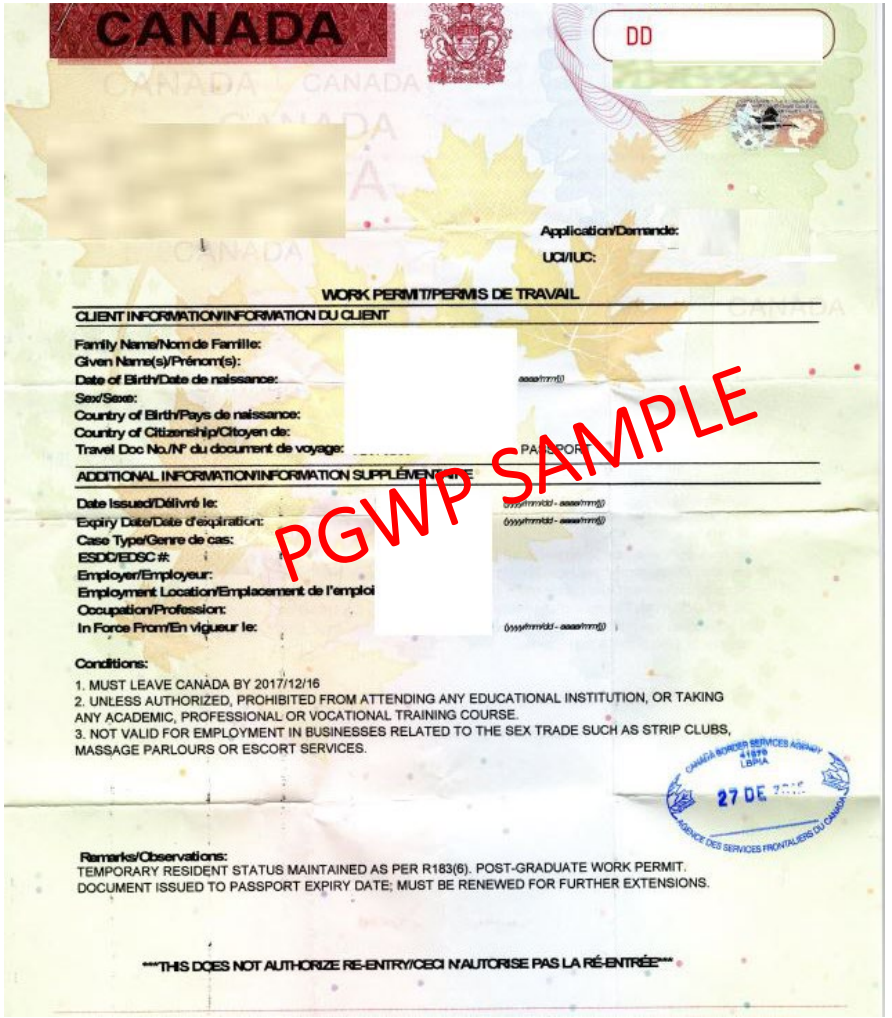
- What is a Post-Graduation Work Permit (PGWP)?
- Who is eligible for a PGWP?
- UVic definitions & PGWP eligibility
- PGWP validity
- COVID-19 considerations
- Making an online PGWP application
- IRCC and employment resources
- FAQs

WHAT IS A PGWP?

University of Victoria | International Centre for Students

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 for processing guidelines.

COVID-19 SPECIAL MEASURES

University of Victoria | International Centre for Students

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

University of Victoria | International Centre for Students

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

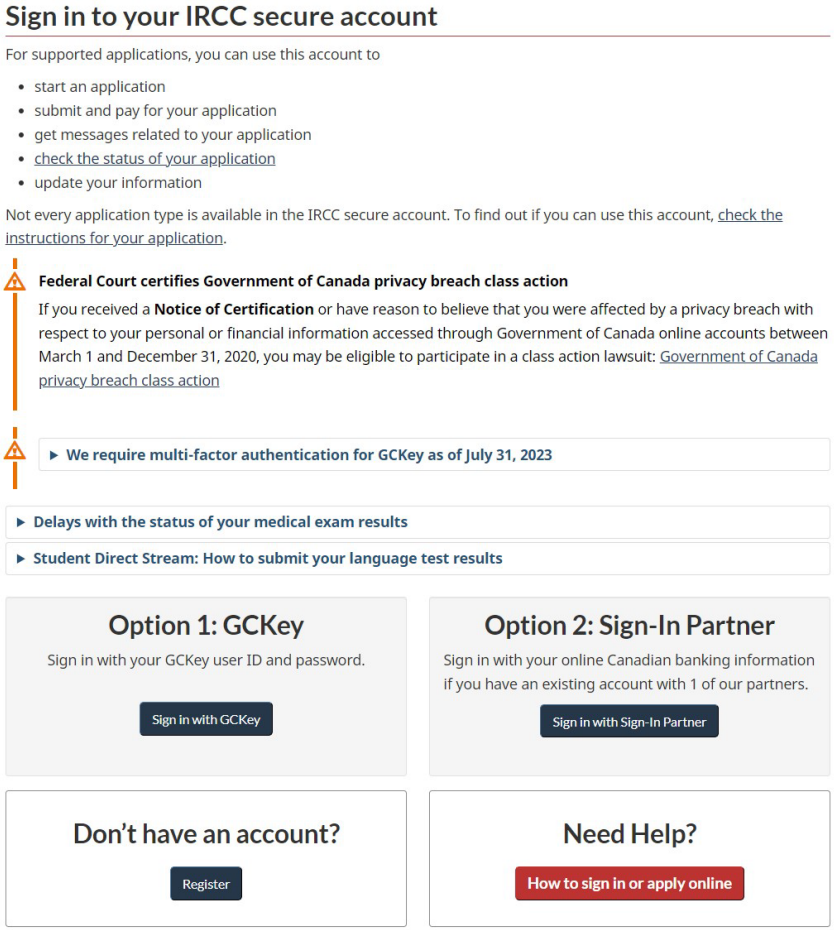
- Apply for graduation in your final term.
- Only request a degree completion letter when your final grade is available in your UVic Online tools.
- Only submit your PGWP application when you receive UVic documents (a degree completion letter AND final transcript).
- Consult the Instruction Guide [IMM 5580] as needed.
- Read the questions carefully and answer them honestly.

PGWP APPLICATION TIPS

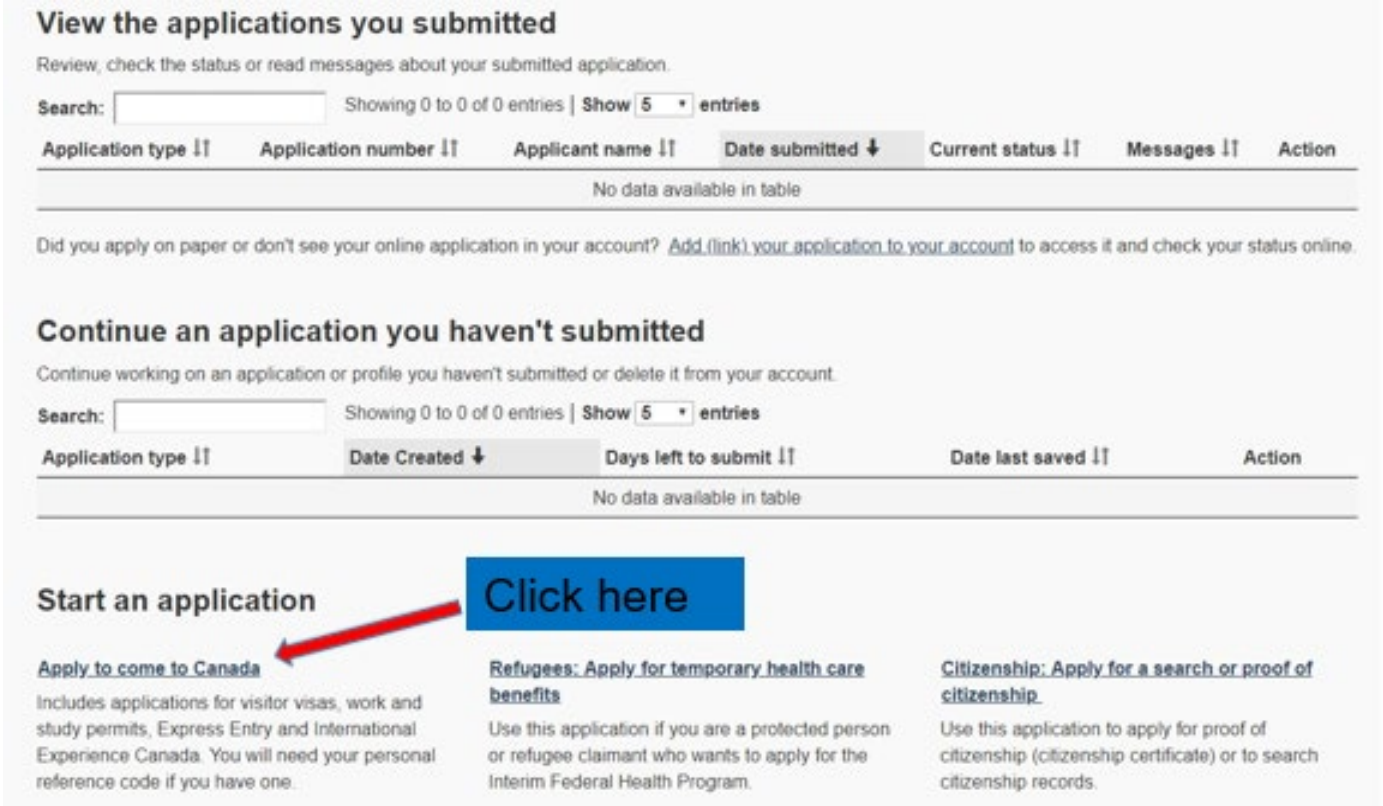
- Online applications are saved in your IRCC secure account for up to 60 days only.
- Keep paper or electronic copies of your application form and supporting documents.
- Take screenshots at different stages.
- Monitor your application status online.
- Consult us before you submit the application if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

YOUR IRCC ACCOUNT

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
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.

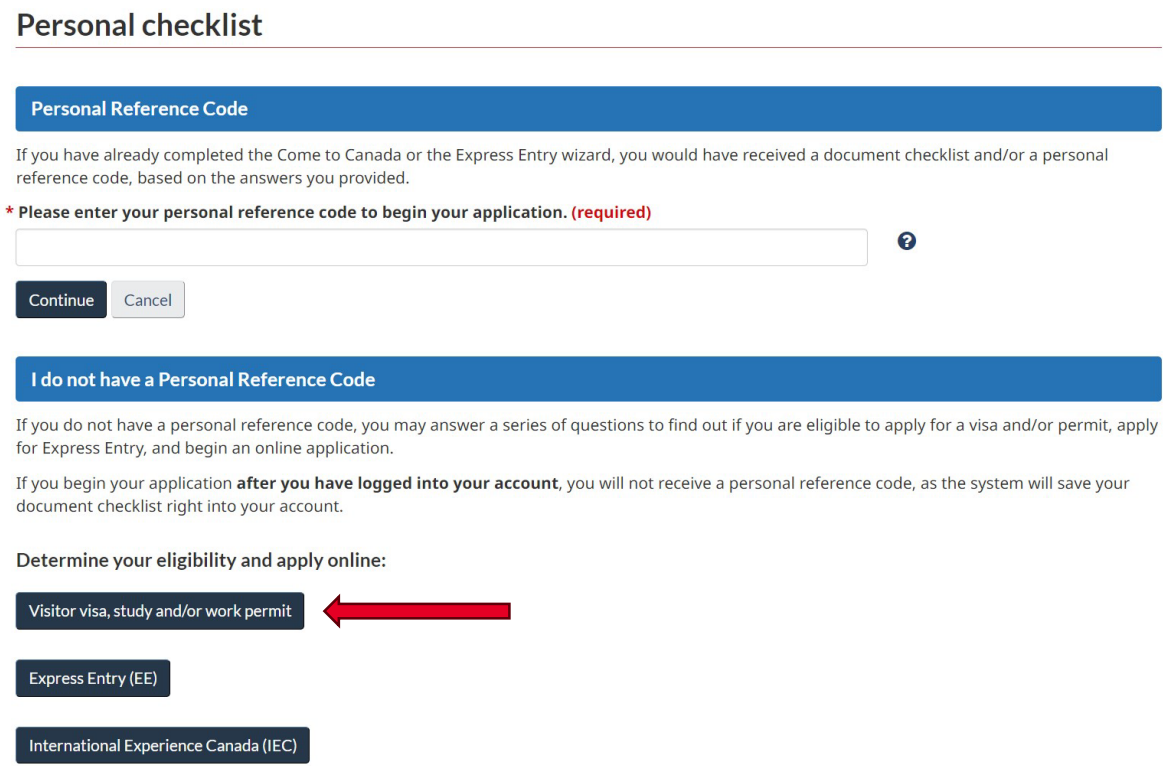
Refugees: Apply for temporary health care benefits

Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.

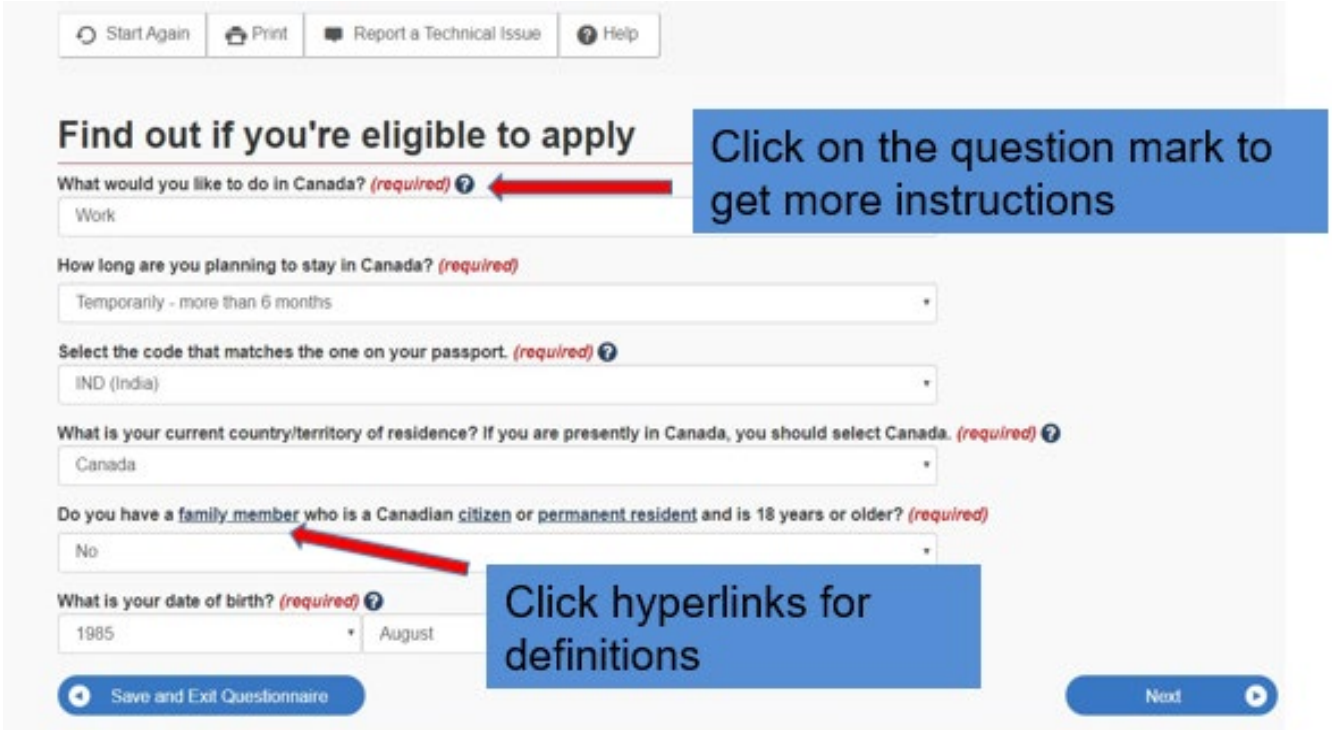
Citizenship: Apply for a search or proof of citizenship

Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.

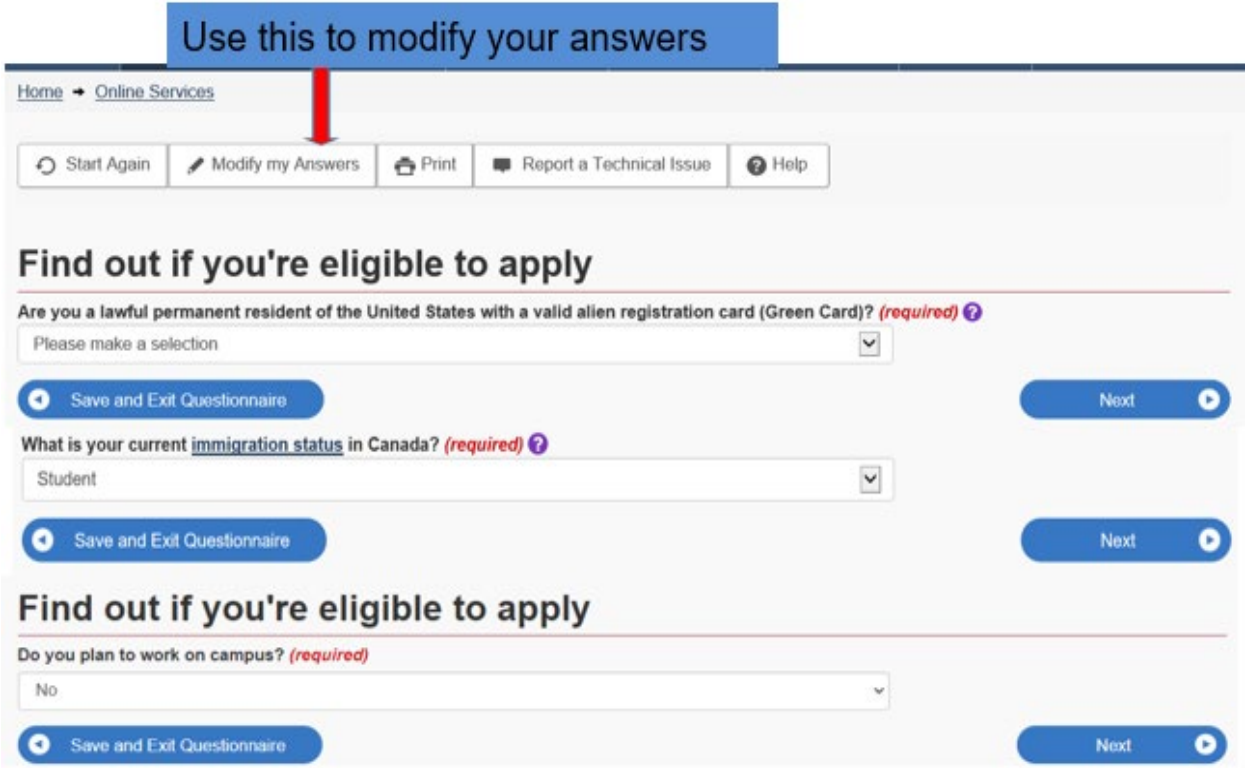
YOUR IRCC ACCOUNT



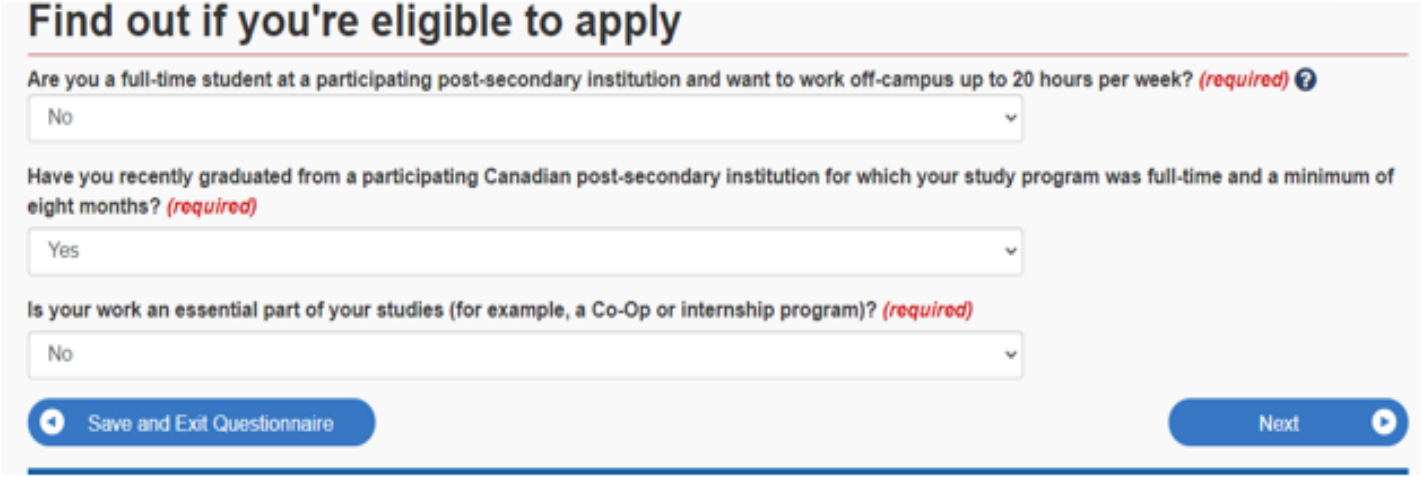
ELIGIBILITY QUESTIONNAIRE



ELIGIBILITY QUESTIONNAIRE

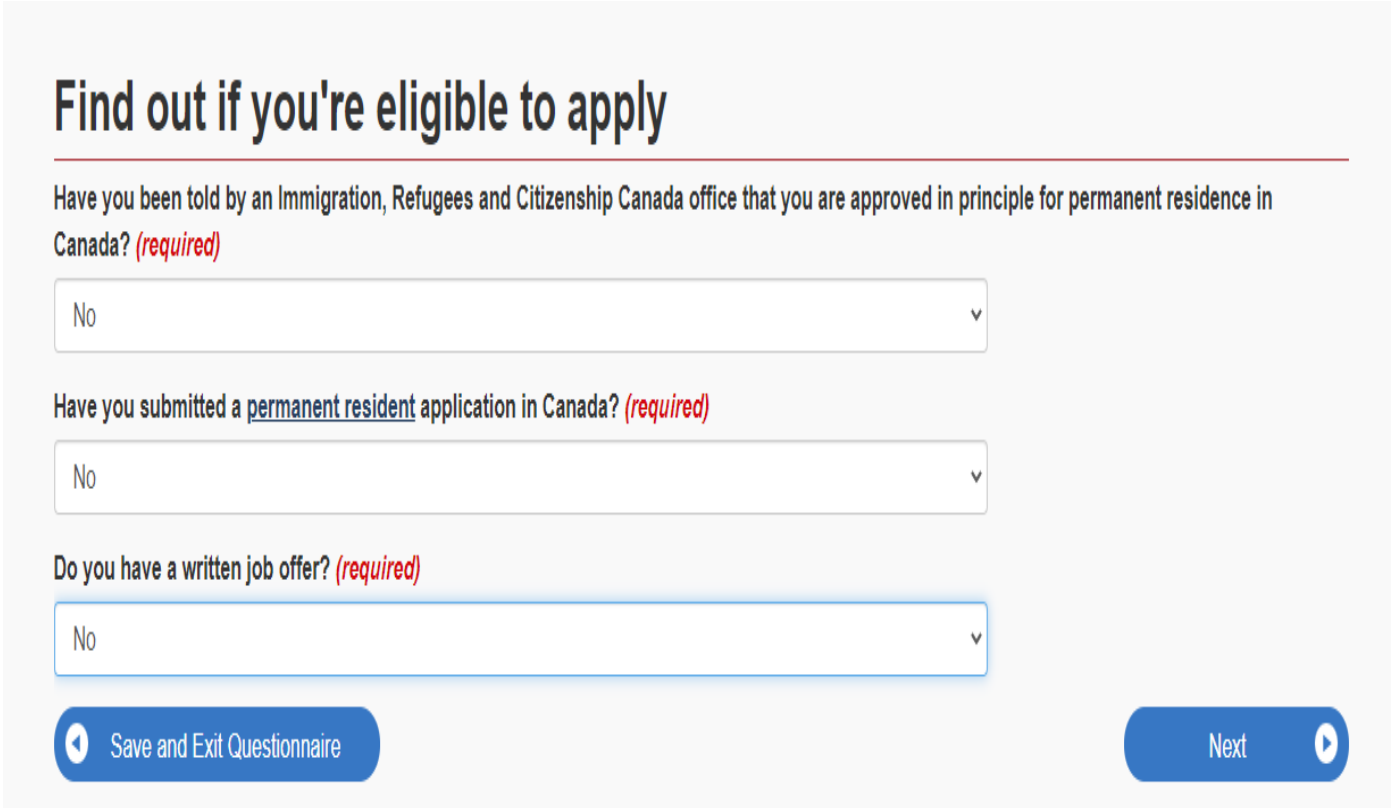


ELIGIBILITY QUESTIONNAIRE

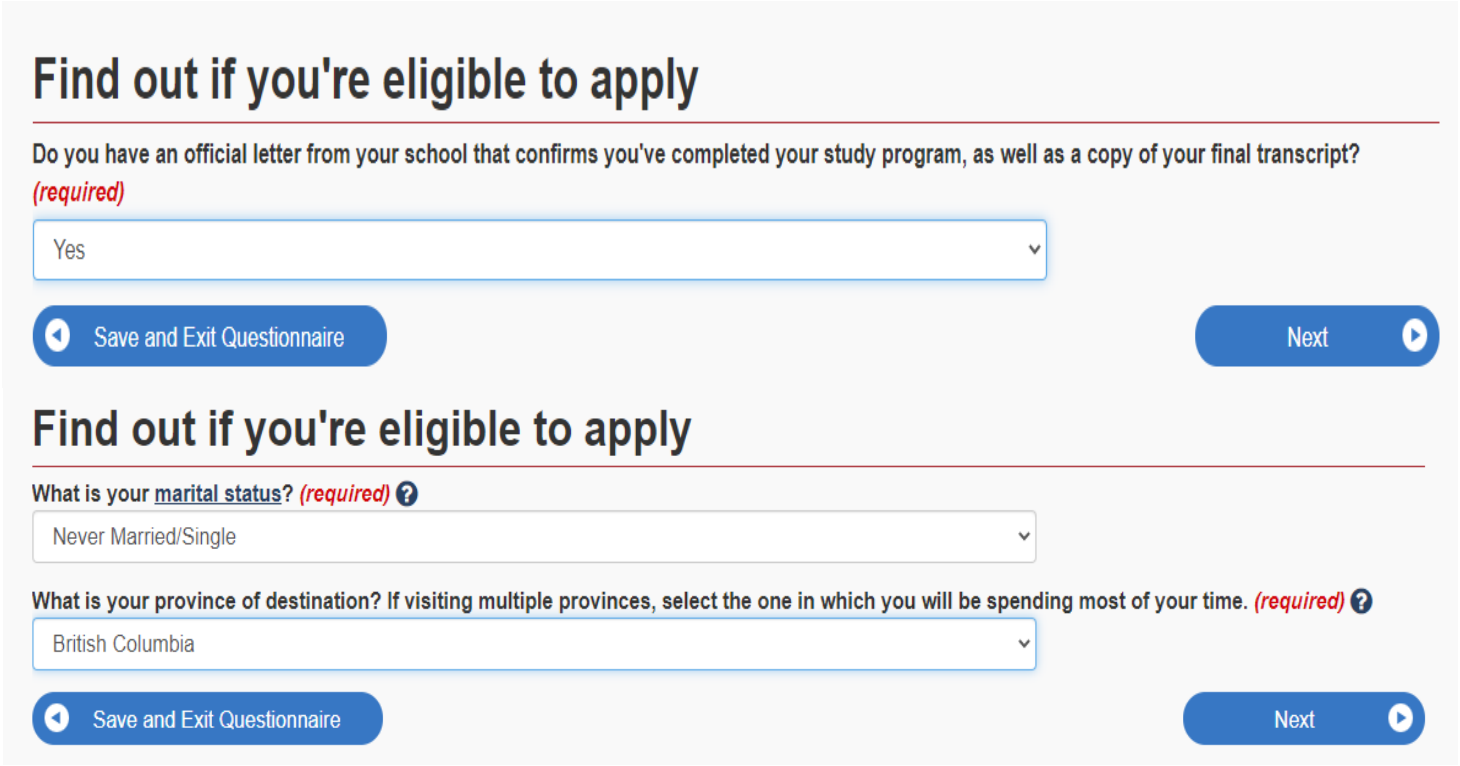


Note: Your application and documents checklist are created based on your answers.

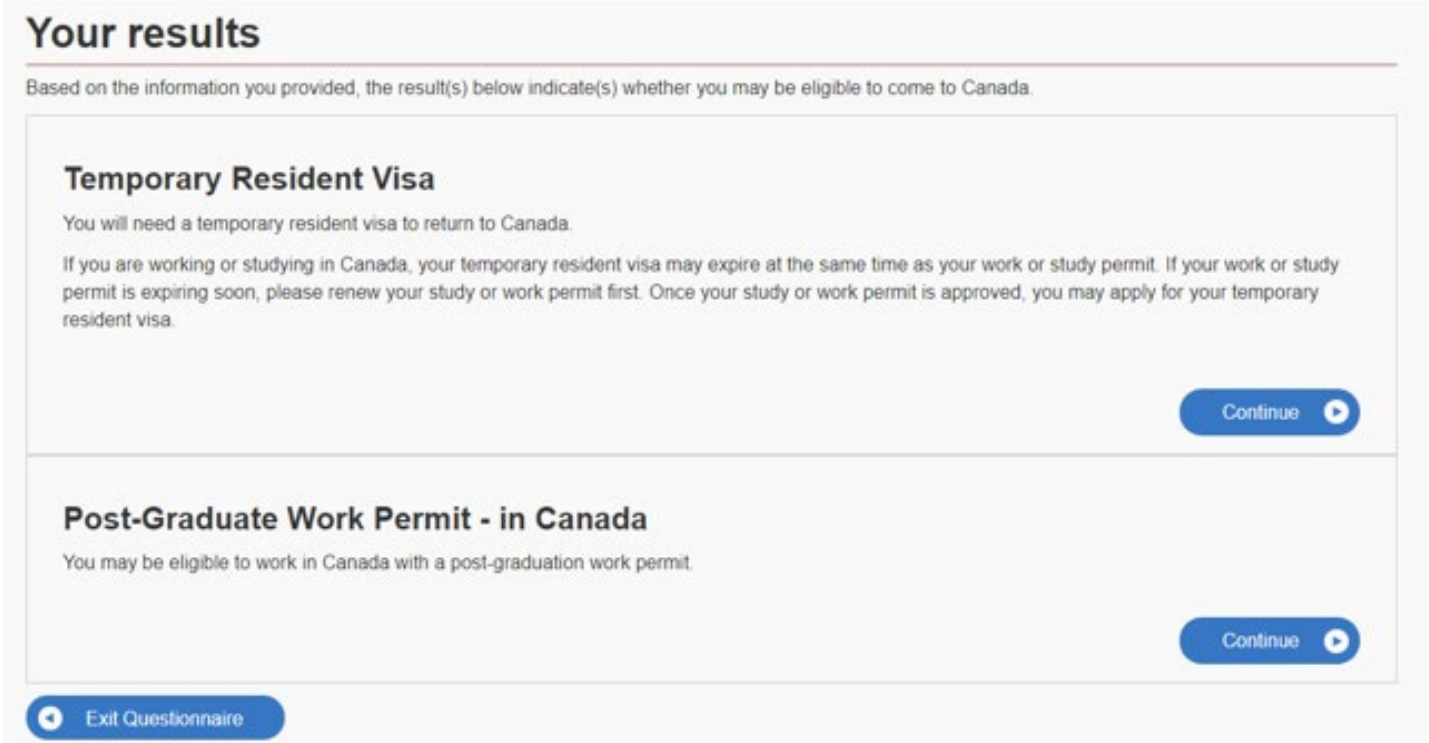
ELIGIBILITY QUESTIONNAIRE



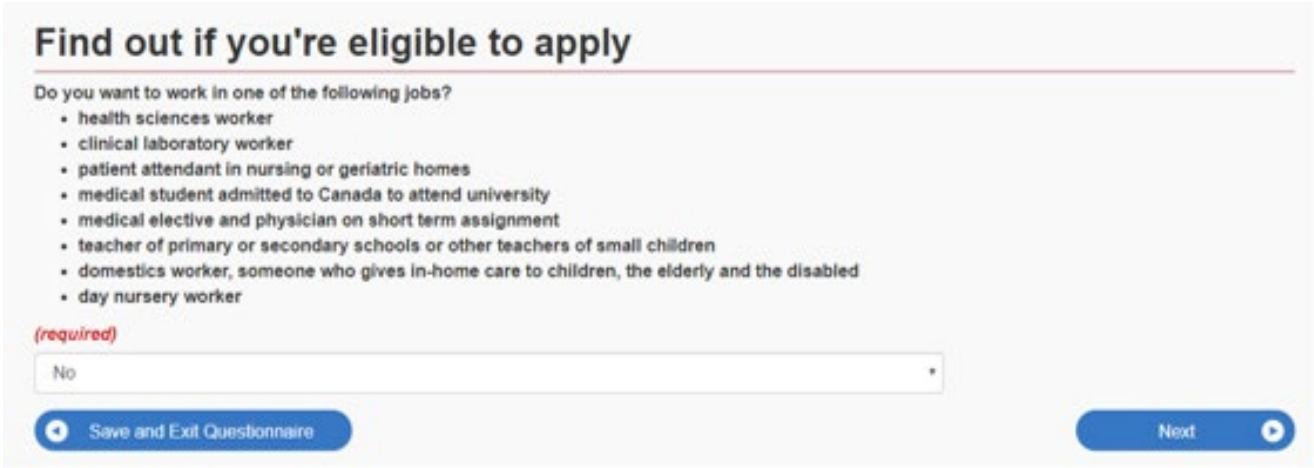
ELIGIBILITY QUESTIONNAIRE



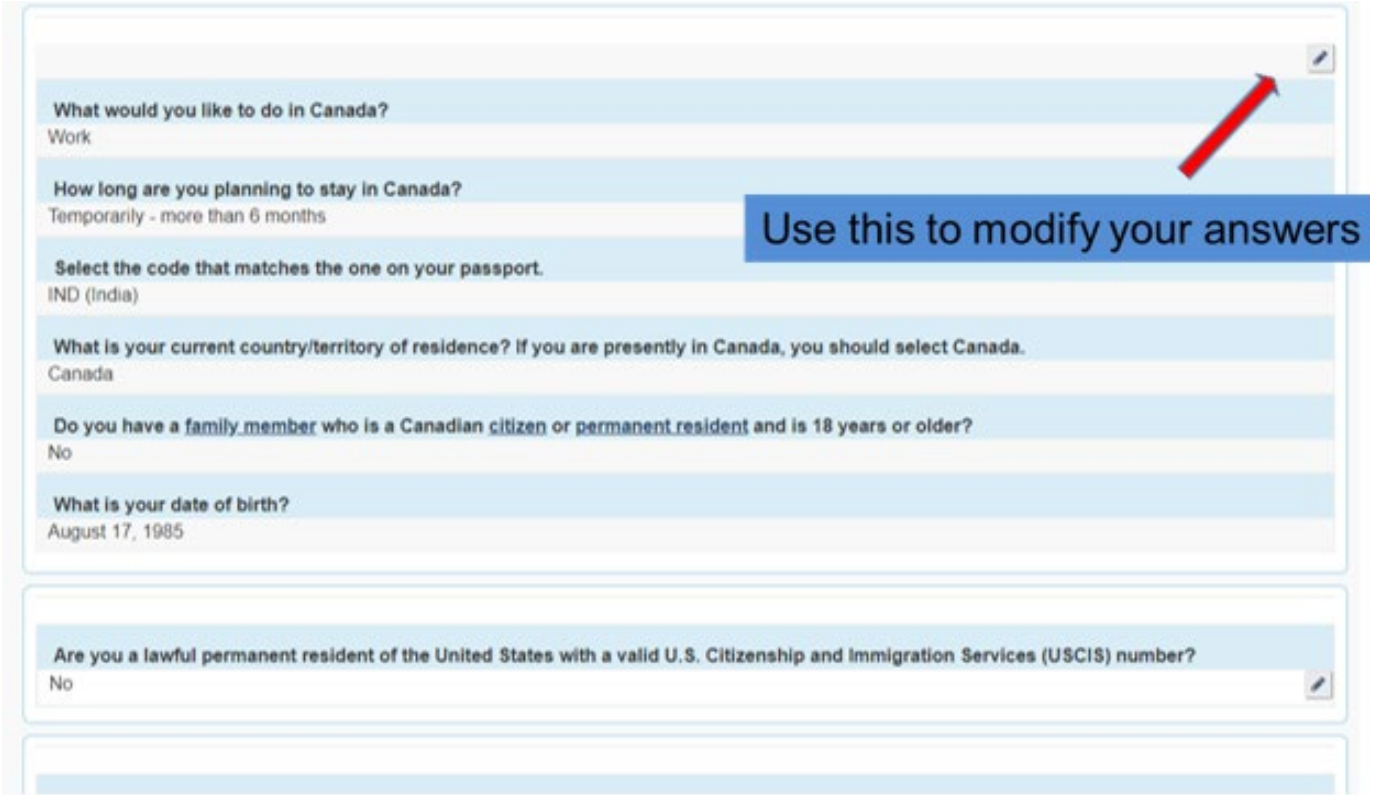
YOUR RESULTS



ELIGIBILITY QUESTIONNAIRE CONTINUED…



REVIEW 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)		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

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**

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

University of Victoria | International Centre for Students

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

University of Victoria | International Centre for Students

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

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