POST-GRADUATION WORK PERMIT INFORMATION SESSION

This presentation is current as of July 23, 2024

Presenter: Sara Mosher-Mandel

Moderator: Amy Chen
HOUSEKEEPING RULES

To protect your personal information and privacy, we ask that you keep yourself muted and your video off throughout the session. Do not share your personal information in the public chat function.

Please add your questions in the chat towards the end of the presentation.
POST-GRADUATION WORK PERMIT INFORMATION SESSION

This presentation is current as of July 23, 2024

Presenter: Sara Mosher-Mandel

Moderator: Amy Chen
We acknowledge and respect the Lək̓w̓əŋən (Songhees and Esquimalt) Peoples on whose territory the university stands, and the Lək̓w̓əŋən 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• Please do not cite any of this information in an application.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 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 students from Continuing Studies. Email uvcsimmigration@uvic.ca for help.*
CASE-SPECIFIC QUESTIONS?

Email us after the session:

• **Contact the International Centre for Students** by phone (+1 250 721 6361) or email (icsinfo@uvic.ca).

• Business students should consult the Immigration Adviser in the Gustavson School of Business (gsbimmigration@uvic.ca).

• Continuing Studies students should consult the Immigration Adviser in the Division of Continuing Studies (uvcsimmigration@uvic.ca)
AGENDA

- On/Off campus career supports
- 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
- IRCC resources
- FAQs
FREE CAREER SUPPORTS FOR UVIC STUDENTS AND ALUMNI

UPCOMING WORKSHOPS AND EVENTS
Visit our Career Services Events page
Hiring Fairs, Employer Information Sessions, Career workshops

PRE-BOOKED APPOINTMENTS
30-minute meetings with a career educator
Career Services Website

ONE-ON-ONE DROP-IN CAREER COACHING
Library room 135G (Monday and Friday)
1pm to 4pm*; 10-15 minutes quick consults

UVic LEARNING IN MOTION
Free career events
LEARNING IN MOTION (LIM) PORTAL - EVENTS
LIM PORTAL – BOOKING APPOINTMENTS
ICA NEWCOMER SERVICES

One-on-one Support
• Tailored information, orientation and referrals
• Assistance navigating immigration and transitioning to life in BC

Workshops & Group Activities
• Informal language training (conversation circles)
• Group information sessions
• Recreational activities to build community connections

Formal Language Training
• Short-term language training focused on developing the skills required for the labor market and navigating everyday life in BC.

Contact information:
Reception: 250-388-4728, nsp-safhavn@icavictoria.org
ICA EMPLOYMENT SERVICES SUPPORTS

British Columbia Newcomer Settlement Program (BCNSP)
- Tailored job search, employment counselling services
- Job Search Strategies group information sessions
- Mentorship opportunities

Success in Finding Work
- Cohort based program; 10 weeks skills training and employment readiness training
- Employment placements and job development supports
- Living Allowances provided; other financial supports based on need

Employment Services Contact
Alla Balatska, Employment Client Advisor, employmentadmin@icavictoria.org
- Information, preliminary client assessments
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
UVIC DEFINITIONS & PGWP ELIGIBILITY REQUIREMENTS
CURRENT ELIGIBILITY REQUIREMENTS

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
- As of September 1, 2024, you must complete at least 50% of your program **in class** inside Canada

*If applying from inside Canada, please ensure you have a valid study permit at the time you apply.*

See full eligibility details on the IRCC website
FULL-TIME DEFINITION AT UVIC

• Full-time Definitions at UVic
  ❖ Undergraduate Calendar
  ❖ Graduate Calendar

• Regular Academic Sessions
  ❖ Winter session (September-April)
    o Fall term (September to December)
    o Spring term (January to April)
  ❖ Summer session (May-August)
FULL-TIME DEFINITION FOR UNDERGRAD

- Minimum 6 units in a 4-month term
- Minimum 12 units in fall term and spring term combined (Winter session)
- A co-op term enrollment in a 4-month term

Summer sessions are considered scheduled breaks for many UG programs. Consult with your Academic Adviser if not sure.
FULL-TIME DEFINITION FOR GRAD

- Continuous enrollment required
- Minimum 3 units in single term
- Enrollment in a Co-op term

Summer sessions (May to August) are regular academic terms!
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

- **As of February 15, 2024**, students who graduate from master’s degree programs of less than 2 years (8 months minimum) may be eligible for a 3 year PGWP.

Refer to the [IRCC website](https://www.cic.gc.ca) 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 or will start 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.*
PGWP ELIGIBILITY

• If you had to stop studying or changed your status to part-time between spring and summer 2020 for reasons related to COVID-19, you can still apply for a PGWP.
  
  ▪ Official UVic letter regarding COVID-19
  
  ▪ Personal letter of explanation and relevant supporting documents
APPLYING FOR PGWP
HOW TO APPLY FOR A PGWP

• Apply online
  o As of June 21, 2024, you can no longer apply for a PGWP at a port of entry (POE).

• 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: apply within 180 days after you receive your final grade

Refer to the IRCC website for full information
DOCUMENTATION REQUIREMENTS

- Application form IMM5710
- 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 grades are 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 the IRCC Web Form to raise questions if needed.
YOUR IRCC ACCOUNT

Sign in to 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

Sign in

- GCKey username and password
- Canadian Interac® Sign-In Partner

or Create an account

Register for an account

Not sure how to sign in?
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

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

Click on the question mark to get more instructions

Click hyperlinks for definitions
**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)*

- **Save and Exit Questionnaire**

---

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

- **Student**

---

### Find out if you're eligible to apply

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

- **No**

---

**Save and Exit Questionnaire**
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.
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
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

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

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.

Continue

Exit Questionnaire
ELIGIBILITY QUESTIONNAIRE CONTINUED...
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
**Application Form(s)**

<table>
<thead>
<tr>
<th>Details</th>
<th>Document Name</th>
<th>Instructions</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Provided</td>
<td>Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710)</td>
<td></td>
<td><img src="#" alt="Upload File" /></td>
</tr>
</tbody>
</table>

**Supporting Documents**

<table>
<thead>
<tr>
<th>Details</th>
<th>Document Name</th>
<th>Instructions</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Provided</td>
<td>Recent Education Transcript (required)</td>
<td></td>
<td><img src="#" alt="Upload File" /></td>
</tr>
<tr>
<td>Not Provided</td>
<td>Completion of Studies Letter (required)</td>
<td></td>
<td><img src="#" alt="Upload File" /></td>
</tr>
<tr>
<td>Not Provided</td>
<td>Passport (required)</td>
<td></td>
<td><img src="#" alt="Upload File" /></td>
</tr>
<tr>
<td>Not Provided</td>
<td>Digital photo (required)</td>
<td></td>
<td><img src="#" alt="Upload File" /></td>
</tr>
</tbody>
</table>

**Optional Documents**

<table>
<thead>
<tr>
<th>Details</th>
<th>Document Name</th>
<th>Instructions</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Provided</td>
<td>Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)</td>
<td></td>
<td><img src="#" alt="Upload File" /></td>
</tr>
<tr>
<td>Not Provided</td>
<td>Client Information</td>
<td></td>
<td><img src="#" alt="Upload File" /></td>
</tr>
</tbody>
</table>
IF BIOMETRICS ARE REQUIRED

<table>
<thead>
<tr>
<th>Application</th>
<th>Quantity</th>
<th>Price (CAD) per unit</th>
<th>Total (CAD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Permit</td>
<td>1</td>
<td>$155</td>
<td>$155</td>
</tr>
<tr>
<td>Biometrics Fee</td>
<td>1</td>
<td>$85</td>
<td>$85</td>
</tr>
<tr>
<td>Open Work Permit Holder Fee</td>
<td>1</td>
<td>$100</td>
<td>$100</td>
</tr>
</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 (FAQS)

• How early and where 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)
• 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 to keep my 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
  • 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?
  ▪ Visit the IRCC website to see how to update your mailing address
• Can I apply for PGWP while holding maintained status?
• What if my study permit expires after applying for PGWP and before the 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]
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