

# POST-GRADUATION WORK PERMIT

Directly following an eligible program of study, students may apply for an open work permit called a post-graduation work permit (PGWP), which may be valid for up to three years. **To maintain work eligibility, you must apply before your study permits expire.**

## TO BE ELIGIBLE FOR A POST-GRADUATION WORK PERMIT:

- You must apply within 180 days after the Royal Roads issues your final grades
- Your study permit must have been valid at some point during these 180 days
- You must maintain **full-time** status as a student.
- There are special **eligibility requirements, in the following situations:** Accelerated programs, Distance Learning, Leave from Studies, Transfers between schools, Canadian study programs with an overseas component, Flight school graduates.

**Note:** For additional eligibility requirements, please visit IRCC website - <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/after-graduation/eligibility.html>

## ACCORDING TO IRCC, YOU ARE NOT ELIGIBLE FOR A PGWP IF YOU HAVE:

- Already received a post-graduation work permit
- Only studied English or French as a second language
- Only taken general interest or self-improvement courses
- Completed the majority of a credits in a program by distance learning (online courses, e-learning or correspondence)
- Completed a program at a non-Canadian institution located in Canada

## HOW DO I APPLY FOR THE POST-GRADUATION WORK PERMIT?

**WHEN TO APPLY:** Within 180 days after your final grades are issued (not your convocation ceremony date). To maintain work eligibility, you must apply before your study permits expires.

**COST:** \$255

**PROCESSING TIME:** <http://www.cic.gc.ca/english/information/times/temp.asp> (Updated weekly)

**IRCC GUIDE:** <http://www.cic.gc.ca/english/information/applications/work-students.asp>  
Includes the application form [IMM5710] and information on online and paper-based applications

## GENERAL SUPPORTING DOCUMENTS

REQUIREMENTS VARY; ADDITIONAL DOCUMENTS MAY BE REQUIRED

- ✓ **Letter of completion from Royal Roads** (<http://www.royalroads.ca/current-students/letters-support>)
- ✓ **RRU Transcript** (requests for transcripts must be submitted online through the MyAdmin website, along with your payment)
- ✓ **Copy of your passport** (including the bio-data page, plus any pages with stamps, visas or markings)
- ✓ **Passport-style digital photo** (if applying online)

## Optional Documents (if applicable)

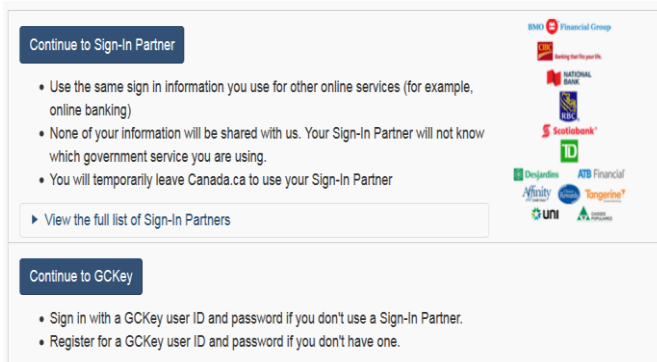
- ✓ Statutory Declaration of Common-Law Union [IMM 5409]
- ✓ Use of a Representative [IMM 5476]

In most cases, you now need to give your fingerprints and photo (biometrics) after you apply. Find out [where biometrics fits in the application process](#).

## APPLYING FOR POST GRADUATION WORK PERMIT ONLINE (IN CANADA)

### STEP 1: CREATE/LOG IN TO YOUR ACCOUNT:

<http://www.cic.gc.ca/english/e-services/account.asp>



**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.

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

### STEP 2: START AN APPLICATION

Click on 'Apply to come to Canada'

#### 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.

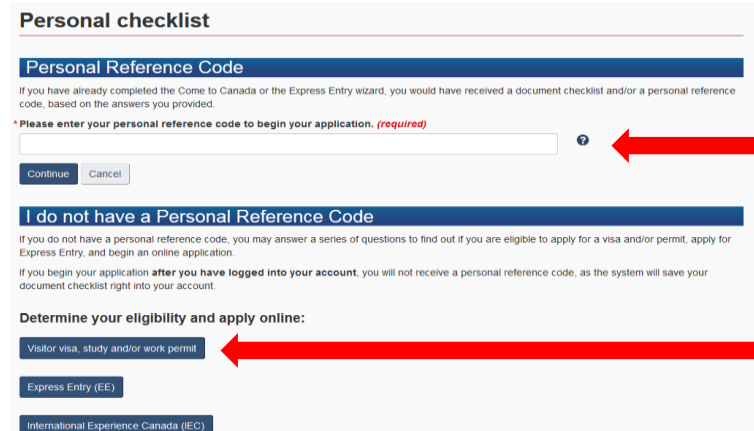
##### Refugees: Apply for temporary health care benefits

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

##### Students: Transfer schools

For approved study permit holders only. Tell us if you are changing designated learning institutions. You will need your application number.

### STEP 3: PERSONAL CHECKLIST



**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 (EC)


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. Move to **STEP 5**

If you don't have a personal reference code, please click on **VISITOR VISA, STUDY and/or WORK PERMIT**

# POST-GRADUATION WORK PERMIT

## STEP 4: FIND OUT IF YOU'RE ELIGIBLE TO APPLY


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

What would you like to do in Canada? *(required)* 


Please make a selection

How long are you planning to stay in Canada? *(required)*

Please make a selection

Select the code that matches the one on your passport. *(required)* 


Please make a selection

What is your current country/territory of residence? If you are presently in Canada, you should select Canada. *(required)* 

Please make a selection

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? *(required)*

Please make a selection

What is your date of birth? *(required)* 

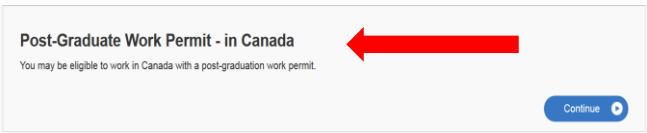
Select year  Select month  Select day

### TIPS TO COMPLETE THE ELIGIBILITY QUESTIONNAIRE:

The following table provides guidance on the IRCC Eligibility Questionnaire when applying for your post-graduation work permit. The questionnaire will generate your document checklist and personal reference code. Note: This guide does not include all the eligibility questionnaire questions. Please use your discretion in answering any questions not included in this guide.

### Some points to consider when completing your application online:

- ✓ You cannot skip questions or sections.
- ✓ Use the “Modify my Answers” link to change your answers, if necessary
- ✓ If you don’t understand a question, **click the question mark** for more information
- ✓ Check the **Glossary**. Clicking on the blue, underlined words in some questions will give you the definition.
- ✓ You can log out at any point by clicking on “Exit” and return to complete your application. **You have 60 days to complete it.** Your unsubmitted application will expire after 60 days and you will need to begin a new application.

Questions	Answers	Questions	Answers
What would you like to do in Canada?	Work	Do you want to work in one of the following jobs?	Please read carefully and respond appropriately. Possibly requires a Medical Exam.
How long are you planning to stay in Canada?	Temporarily – more than 6 months	Which document have you received stating that you have completed all the requirements for your program of study?	For online application, you can request a “ <b>Letter from Educational institution</b> ”, called the Letter of Completion from the Registrar’s Office
What is your current country of residence?	Canada	Have you lived in a designated country or territory for more than six months?	List of designated countries. <a href="https://www.canada.ca/en/immigration-refugees-citizenship/services/refugees/claim-protection-inside-canada/apply/designated-countries-policy.html">https://www.canada.ca/en/immigration-refugees-citizenship/services/refugees/claim-protection-inside-canada/apply/designated-countries-policy.html</a>
What is your current immigration status in Canada?	Student	When does your status in Canada expire ?	Your study permit expiry date
Do you plan to work on campus?	No (Selecting “Yes” will prevent the post-graduate work permit application option appearing)		
<p><b>*SELECT THE POST-GRADUATE WORK PERMIT SECTION AND CLICK CONTINUE</b> (do not proceed through TRV section or other permit options)</p> 			

## STEP 5: GATHER ALL YOUR SUPPORTING DOCUMENTS IN ELECTRONIC FORMAT (A PDF, TIFF, JPG OR DOC FILE). THE MAXIMUM SIZE OF EACH FILE IS 4 MB.

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	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

Click here to download the application form. Please make sure you fill the application form and upload the file.

**Note:** If you see a "Please wait..." message

- Download an IRCC form
- Click on the **download arrow** at the top right to save the file onto your computer.
- Open the form with Adobe Reader. If you don't see the download arrow/option, move your cursor to the top part of the screen and it will appear.
- You must upload every requested form and document. You will not be able to proceed to the next steps until you upload every form and document requested.

## APPLICATION FORM FAQ

The information in the form fields below is for example purposes only. Ensure you enter your personal information on your application

<p><b>What is a UCI?</b></p> <ul style="list-style-type: none"> <li>- UCI stands for "unique client identifier", and is also known as "Client ID."</li> <li>- It is the <b>8/10 digit</b> number that is found <b>on your study permit</b> in the following format: xx-xxxx-xxxx</li> </ul>
<p><b>What type of work permit should I select?</b></p> <ul style="list-style-type: none"> <li>- Apply for a work permit for the first time or with a new employer</li> </ul>
<p><b>What is a document number?</b></p> <ul style="list-style-type: none"> <li>- A document number appears on official immigration documents, e.g. study permits. It is usually printed in black ink as a letter (<b>an "F" for study permits</b>) followed by 9 numbers.</li> </ul>
<p><b>What is Royal Roads Designated Learning Institution (DLI) Number?</b></p> <ul style="list-style-type: none"> <li>- <b>019330635812</b> (It starts with the letter "O" and not zero)</li> </ul>
<p><b>How do I fill out the "from" and "to" dates for the "current country of residency"?</b></p> <ul style="list-style-type: none"> <li>- The "from" date should be the date you arrived in Canada. The "to" date should be the expiry date of your current study permit.</li> </ul>
<p><b>How do I fill out Date/Place of my original/most recent entry to Canada?</b></p> <ul style="list-style-type: none"> <li>- <b>Original date</b> of entry is usually the same date your original study permit was issued.</li> <li>- <b>Most recent</b> entry to Canada can be varied from the original date if you left Canada and return after your original date. You could double check the date from the stamps on your passport.</li> <li>- <b>Place of original/most recent entry</b> to Canada is the city where you went through the Canadian Custom and Immigration</li> </ul>

### How do I fill out my mailing address?

- A “street no.” is the location of a building on a street. Some “street names” may also contain numbers.

### For details of intended work in Canada:

- According to IRCC, if you indicate/choose the **POST-GRADUATION WORK PERMIT** no information is required for question: 2,3,4,6,7, and 8 in the application form.
- You do not need a job offer to apply for a post-graduation work permit.
- **Question 5:** Your “Duration of expected employment” should be “from” today’s date and “to” up to the maximum expiry of your post-graduation work permit, e.g. three years.

### How do I complete the education section?

- Your “Education” should only detail any postsecondary education that you have COMPLETED (i.e. your recent RRU program).

### How do I complete the employment section?

- For post-graduation work permit applicants, information in this section is not required.

### Your “Current Activity/Occupation” should be as follows:

- To show your time as a student include periods of schooling as in the example below.

EMPLOYMENT				
Give details of your employment for the past 10 years, including if you have held any government positions (such as civil servant, judge, police officer, mayor, member of parliament, hospital administrator)				
1	From	* Current Activity/Occupation	* Company/Employer/Facility name	
	2014 05 *YYYY *MM	Student	Royal Roads University	
	To	* City/Town	* Country	* Province/State
	2016 05 *YYYY *MM	Victoria	Canada	BC
2	From	Previous Activity/Occupation	Company/Employer/Facility name	
	YYYY MM			
	To	City/Town	Country	Province/State
	YYYY MM			

### How do I sign the form if applying online?

- If you’re applying online; you should upload the form without signing it. After uploading all your documents, you will later be asked to sign your application by typing your name.

### TO COMPLETE YOUR FORM

- After you finish your application, click on the “**Validate**” button located at the top or bottom of the form. This will generate a barcode page at the end of the application.



## STEP 6: UPLOADING DOCUMENTS

- Upload the application form and all the supporting documents.
- If necessary, merge multiple supporting documents into one file and upload the file
- After you upload all the documents, click on submit/continue button
- Pay the application fee. In most cases, your fees will include: processing fees for you and anyone you include on your application and [biometrics](#). You’ll be prompted to pay your fees at the end of your application.

# POST-GRADUATION WORK PERMIT

## BIOMETRICS (if required):

- Biometrics: \$85 per person (The biometrics fee covers the cost of collecting fingerprints and a digital photo).
- According to IRCC, in many cases, you must pay a biometrics fee **when you submit your application**. Otherwise you may experience delays.
- After you pay the biometrics fee with a complete application, IRCC will send you a letter confirming that you need to give your biometrics and where you can go. You **must show this letter** when you give your biometrics.
- You must give your biometrics in person. Make sure to book an appointment if this service is offered. Find a collection point close to you: <http://www.cic.gc.ca/english/information/where-to-give-biometrics.asp>

## IRCC EMAIL:

- Please ensure your email address is checked regularly. Any emails sent to you by IRCC will end in “@cic.gc.ca”, or “@canada.ca”, or “@international.gc.ca”.
- Please add these to your “safe senders” list in your email program and check the junk mail folder in case important emails get filtered.
- If IRCC is advised that the email address you provided is not functional or no longer exists, IRCC will communicate with you by mail.
- If you include an email address in your application, check it regularly for messages about your case. Some spam filters block these emails. If you aren't sure you're getting IRCC emails, check [your account](#) on a regular basis.

## IRCC INSTRUCTION GUIDE - PAPER OR ONLINE APPLICATION

For Application by Paper or Online (within Canada or Outside Canada), please look for further information here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/after-graduation/apply.html>

## AFTER YOU RECEIVE YOUR POST-GRADUATION WORK PERMIT, YOU SHOULD ALSO:

- Renew your Medical Services Plan (MSP) coverage
- Renew your Social Insurance Number (SIN) (if you have one).
- Apply for a new Temporary Resident Visa (TRV) to enter Canada (if your country of citizenship requires one).

## CONTACT A ROYAL ROADS IMMIGRATION ADVISOR

Do you have a question?

- Please email Student Engagement: [international.support@royalroads.ca](mailto:international.support@royalroads.ca)
- To book an Immigration Advising appointment, use our online booking system: <http://libcal.royalroads.ca/appointments/>

## CONTACT [IRCC](#)

- By phone: Call the IRCC Call Centre (1-888-242-2100), from within Canada only
- Web Form: <http://www.cic.gc.ca/english/contacts/web-form.asp>
- TTY: 1-888-576-8502 (8 am to 4 pm your local time)  
Call the TTY service if you: are deaf, hard of hearing or have a speech impairment or use a text telephone