



# Post- Graduation Work Permit in Canada

International Centre

Please note that these slides are just a guideline. They are not a legal document and information is retrieved from the IRCC website.

Each application is different and responses may vary. Please make sure you always check your responses.

If you are currently outside Canada, please reach out to International Centre at [international.advising@sait.ca](mailto:international.advising@sait.ca)

Information is subject to change, so please refer to the [IRCC website](#) for the most up to date information regarding the post-graduation work permit



# What is a Post-Graduation Work Permit (PGWP)?

- It is an open work permit that allows international graduates to gain work experience in Canada. It has no geographic restrictions.
- The work permit may be issued up to a maximum of three years in length (dependent upon length of your program).
- You are only eligible to receive a Post-Graduation Work Permit **ONCE** in your life.
- Full eligibility requirements can be reviewed on the [IRCC website](#)

# Completion of Studies Letter and Transcript from SAIT

- The completion of studies letter will be produced by the Office of the Registrar and sent to you by email.
- In order to receive a letter, you must have already applied to graduate.
- You also need a final transcript.
  - **NEW!** e-mail copies of **Official Transcripts** are available for \$15 by submitting an official transcript request in your mySAIT account and your transcript will be sent through MyCreds- a digital document wallet
  - You can follow the guides below to request and download your official transcript:
    - *How to access an official SAIT transcript through MyCreds*
    - *How can I download my SAIT official transcript in MyCreds*
  - **Unofficial transcripts** are available in your mySAIT.ca account at no charge
- IRCC states: *The applicant may provide an official transcript issued by their DLI if available. Alternatively, the applicant may also provide a transcript copy from their DLI's website.*

# Can I work after I finish my last class or exam?

- As soon as you finish your last class or exam, and if you have a valid study permit and were permitted to work part-time in your final academic semester, you can continue to work until you receive the Letter of Completion **PART-TIME**.
- Once you receive notification of completion, you must **STOP** working, or apply for your PGWP
- If you have a valid study permit, once you click SUBMIT on your online work permit application you can work **FULL-TIME** while you wait for a decision on your work permit application.

# How to apply online for a PGWP

- Apply online at <https://www.canada.ca/en/services/immigration-citizenship.html>

## My application

Sign in or create an account, check application status and processing times, find forms, pay fees, learn about medical and police checks, learn about representatives and protect yourself from fraud



## Sign in or create an account

Apply online, pay your fees, get your application status and check your messages

# If you have a MYCIC account sign in, if not, please register for one by clicking on Continue to GCKey (Register for a GCKey)

## Create an account or sign in

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](#)

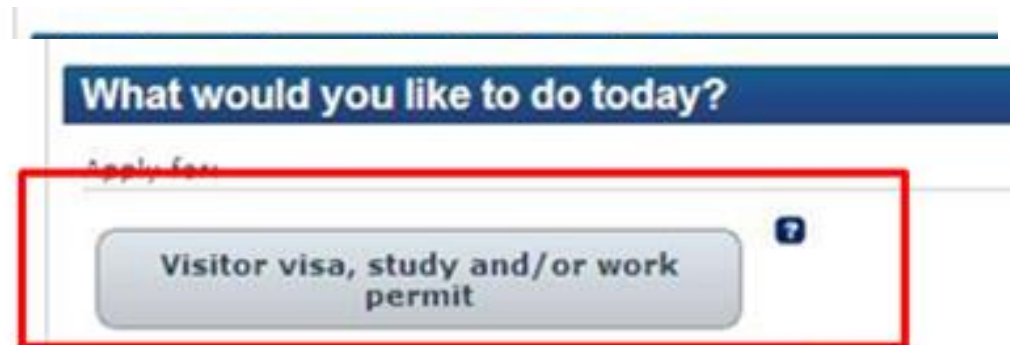


### Continue to GCKey

- 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.

# How to apply for a PGWP

- Once you have signed in to your account please click on **START AN APPLICATION, then APPLY ONLINE TO COME TO CANADA** and then on this button





# Eligibility Questions\*

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)* ?

Please make a selection

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)*

Please make a selection

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

Select year

Select month

Select day

Save and Exit Questionnaire

Next



**\*Please note the screenshots provided here are for common situations. You should always fill it out truthfully according to your own circumstance.**

# Eligibility Questions

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

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

No

Save and Exit Questionnaire

Next

# Eligibility Questions

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 

# Eligibility Questions

Have you been told by an Immigration, Refugees and Citizenship Canada office that you are approved in principle for permanent residence in Canada? *(required)*

Please make a selection

Have you submitted a permanent resident application in Canada? *(required)*

Please make a selection

Do you have a written job offer? *(required)*

Please make a selection

◀ Save and Exit Questionnaire

Next ▶

# Eligibility Questions

## 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



# Eligibility Questions

What is your marital status? *(required)* ?

Please make a selection

What is your province of destination? If visiting multiple provinces, select the one in which you will be spending most of your time. *(required)* ?

Alberta

Save and Exit Questionnaire

Next

# Eligibility Questions

- Please click on PGWP in Canada

## Post-Graduate Work Permit - in Canada

You may be eligible to work in Canada with a post-graduation work permit.

Continue



- Once you receive your PGWP and you have it in your hands, you can go ahead and extend your Temporary Resident Visa if needed.


# Eligibility Questions


## Post-Graduate Work Permit - in Canada

### You are almost there...

We are going to ask you a few more questions. Based on your answers, we will provide you with a personal checklist of all the documents you need to submit with your application.

Do **not** submit multiple applications for the same service in an effort to speed up your application. Doing this may result in both applications being processed and delay the finalization of your application. We do not refund processed applications.

 Exit Questionnaire

Continue 



# Eligibility Questions

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)*

Letter from educational institution

Save and Exit Questionnaire

Next

This is the Letter of Completion SAIT will produce and give you **3-5 weeks** after you complete your program.

If you graduate in April you will get the letter May, if you graduate in December you will get the letter January.

# Eligibility Questions

Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months? *(required)* ?

Please make a selection

◀ Save and Exit Questionnaire

Next ▶

- If you have had an **IMMIGRATION MEDICAL EXAM** in the last year say YES, if not please put NO.

# Eligibility Questions

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 ▶

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)*

Please make a selection

◀ Save and Exit Questionnaire

Next ▶



To find out about designated country or territory, visit [here](#).

# Eligibility Questions

Do you want to submit an application for a family member? *(required)* ?

Please make a selection

◀ Save and Exit Questionnaire

Next ▶

Are you giving someone access to your application? *(required)* ?

- Yes, I will be appointing a representative to apply on my behalf
- Yes, grant authorization for IRCC to release your application information to another person.
- Yes, both appoint a representative and grant authorization to IRCC to release information to another person.
- No

◀ Save and Exit Questionnaire

Next ▶

# Eligibility Questions

In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada? *(required)*

Please make a selection

Save and Exit Questionnaire

Next

- Normally you will need to give biometrics with this application, unless you have already done them in the past 10 years.
- As a temporary measure due to COVID, in Canada temporary residents applications are exempt from Biometrics. Please see [here](#) for instructions.

# Eligibility Questions

There are fees associated with this application. Will you be paying your fees or are you fee exempt? *(required)* ?

Yes, I will be paying my application fees. ▼

◀ Save and Exit Questionnaire

Next ▶

Are you able to make a digital copy of your documents with a scanner or camera? *(required)* ?

Yes ▼

◀ Save and Exit Questionnaire

Next ▶

Will you be paying your application fees online? To pay online, you can use a credit card (Visa, MasterCard, American Express, JCB, China Union Pay) or a debit card (Visa Debit, Debit MasterCard or Interac). *(required)* ?

Yes ▼

◀ Save and Exit Questionnaire

Next ▶

## Review your answers

*Please review your results and modify your answers if required.*

# Typical Documents Checklist

## Application Form(s)

Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710)

## Supporting Documents

Recent Education Transcript ?

Completion of Studies Letter ?

Passport ?

Digital photo ?

## Fees

### Fees

Application	Quantity	Price (CAD) per unit	Total (CAD)
Work Permit	1	\$155	\$155
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)     \$255**

All documents must be provided in either English or French. If you have a document in another language, please provide a copy of the document in the original language with an English or French translation.

# Biometrics- only if applicable

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
			<b>Total Price (CAD) \$340</b>

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.

- If you need to give biometrics, you will also see the \$85 biometrics fee.
- After you pay the fee, you'll get a letter in your account message box within 24 hours of applying, confirming that you need to give biometrics and where you can go.
- **You need to bring this letter when you give your biometrics. You also need to bring your valid passport.**
- As a temporary measure due to COVID, in Canada temporary residents applications are exempt from Biometrics. Please see [here](#) for instructions.



# Typical Documents Checklist


- **Immigration Form IMM5710**– Please click on it, fill it out online, validate it and save it, and then upload it. There is no need to print or sign with a pen this form.
- **Completion of Studies Letter** – SAIT (Office of the Registrar) will produce this letter 3-5 weeks after you finish your program.
- **Recent Education Transcript** – final transcript that confirms you’ve “completed” your program.
- **Passport** – please upload the biodata page and any pages with stamps or visas, you do not need to scan blank pages.
- **Digital Photo** –passport sized picture that you need to scan.

# Tips for filling out the IMM5710 form “Application to Change Conditions, Extend My Stay or Remain in Canada as a Worker”

Please fill out the form truthfully according to your own situation. The following tips are only provided based on the most common student life cycle.

You can refer to the [Guide 5580](#) for the detailed requirement.



 Government of Canada / Gouvernement du Canada

PROTECTED WHEN COMPLETED - B  
PAGE 1 OF 5

**APPLICATION TO CHANGE CONDITIONS,  
EXTEND MY STAY OR REMAIN IN CANADA AS A WORKER**

If you need more space for any section, print out an additional page containing the appropriate section, complete and submit it with your application.

[Validate](#) [Clear Form](#)

<b>1</b> UCI	<b>2</b> * I want service in <span style="border: 1px solid black; padding: 2px;">▼</span>	<b>OFFICE USE ONLY</b> Validated
<b>3</b> I am applying for one or more of the following: <input type="checkbox"/> * Apply for a work permit with the same employer <input type="checkbox"/> * Restore my status as a worker <input checked="" type="checkbox"/> * Apply for a work permit for the first time or with a new employer <input type="checkbox"/> * Get a new temporary resident permit (for inadmissible applicants only)		
<b>PERSONAL DETAILS</b>		
<b>1</b> Full name * Family name (as shown on your passport or travel document) <span style="float: right;">Given name(s) (as shown on your passport or travel document)</span>		

# Tips for filling out the IMM5710 form “Application to Change Conditions, Extend My Stay or Remain in Canada as a Worker”

1. UCI: this is your Client ID number (found on top right corner of your study permit)
3. Select “An initial work permit or work permit with a new employer”

## **Personal Details** section

7. Under ‘Status’ select ‘Student’. ‘From’ is the date you entered Canada as a student, and ‘To’ is the expiration of your current study permit

## **Coming Into Canada** section

1. Date you originally entered Canada (should be stamped in your passport) and city where you first entered Canada (for example if you landed at the Toronto or Vancouver airport first)
2. Select ‘Study’ if you entered Canada originally to study
3. Provide the date and the place of your recent entry to Canada (if different than your initial entry)
4. Document number: found on top right of your study permit, begins with ‘F’

## **Details of Intended Work in Canada** section

1. Select “Post-Graduation Work Permit”

No information is required for question: 2,3,4,5,6,7,8. You can leave them blank or fill “N/A” or “Not Applicable”

## **Employment** section

- Information in this section is not required for PGWP applicants
- To finish the first mandatory section, you can fill out your current activity, which is “student”

## **Background Information** section

2. c) *Have you previously applied to enter or remain in Canada?* If you have applied for a study permit, TRV or work permit (whether approved or not), you must answer ‘yes’.

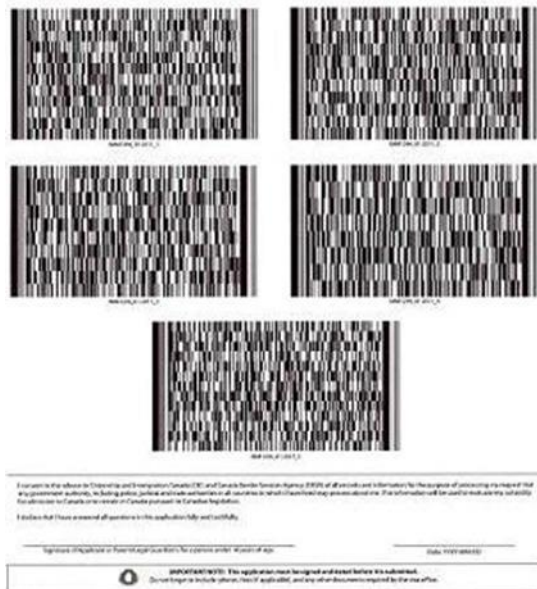
d) Include the details here. For example, if you are a student with a current permit, you can write “yes, I have previously been issued a study permit”.

## Signature

- Type in your name and today's date (you do **not** need to print and sign this form)

## Validate

- When you have completed the form, click on the “Validate” button.
- Any missing information will be highlighted in red and you can enter it.
- Once the form is successfully validated, you will see barcodes appear.



- Save the form and upload it to your document checklist.

# Uploading the Documents

- Please note the **OPTIONAL** documents are *usually* not required. However, if you wish to add a letter of explanation to your application (to clarify some information, address a unique circumstance, situation or potential concern, or include additional documentation), a letter of explanation can be added under the “Client Information” section under Optional Documents.
- You can only upload **ONE** attachment per checklist item. If you have multiple pages you need to merge them all into ONE document. The SAIT library can help you with scanning or merging documents.
- Once you upload all required documents from the checklist you will be able to go to the next steps which is to sign online and pay with a credit card.

## What happens after?

- You will see a page that confirms that your application has been submitted. It will have more information on next steps. Shortly after you submit, you will also receive a confirmation message in your account.
- For processing times please check [here](#).

# Questions?

- IRCC Website
- IRCC Call Centre: This service is only available in Canada from 8am- 4pm local time, Monday to Friday: 1-888-242-2100
- IRCC Webform : This is an online platform that you can submit your questions to IRCC.
- If you have immigration questions please contact [International.advising@sait.ca](mailto:International.advising@sait.ca)