

# How to Apply for a Post-Graduation Work Permit

Post-Graduation Work Permit (PGWP) allows holders to work for full-time once they have completed their studies.

## Before you begin:

First, you must meet the following requirements:

- Do you have proof that you have completed all the requirements for your study program?
  - A final official transcript from Okanagan College
  - AND
  - Official Program Completion Letter stating that you have met all the requirements for your program
- Did you study in a program that was at least 8 months long?
- Was the study program you completed an academic, vocational or professional training program (i.e., English as a second language or French as a second language study program are not eligible)?
- If you are residing inside Canada, do you have a valid immigration status (e.g., have a valid study permit)?
- Did you maintain full-time student status during each regular academic semester of your study program (except your final semester)?
  - If you took leave from studies for any regular semester, please consult an Advisor before submitting your application. Typically, you need to explain this in your own explanation letter.
- Review the Info Sheet, FAQ - Fall 2023 course format and PGWP, under the Immigration section at <https://www.okanagan.bc.ca/international/international-supports>
- It's strongly recommended that you submit your PGWP application within 89 days after the day you complete your studies or before your current study permit's stated expiry date, WHICHEVER COMES FIRST.**

Make sure that you have collected all the supporting documents:

- Final official transcript – this can be requested from your myOkanagan account (may involve CAD \$10.00 fee)
- Official Program Completion Letter stating that you have met all the requirements for your program. Program Completion Letter will be emailed to all International students who:
  1. Have submitted their Application to Graduate by the specified deadline
  2. Meet their program graduation requirements
  3. Every effort possible will be made to accommodate students who have missed the deadline to apply to graduate, however there may be delays receiving Letters of Completion following late applications to graduate
  4. Letters will be automatically emailed out to students in the weeks following submission of final grades via the students' preferred email addresses specified in their MyOkanagan account
- Passport with more than 6 months' validity
  - Combine scanned copies of biodata page (i.e., page stating your name, date of birth, passport number, passport issue and expiry date, etc.) and ALL marked/stamped/visa pages of passport in a single PDF file
- If there is no entry stamp in your passport on your most recent entry into Canada, include copy of your flight itinerary/air ticket/boarding pass for the most recent entry into Canada, and write and include a simple Explanation Letter explaining the reason for including your flight itinerary
- Copy of your valid study permit
- Application fee - \$255.00 and *if applicable*, biometrics fee of CAD \$85 (subject to change)
- Credit card to pay the application fee
- Digital photo meeting the requirements explained here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/temporary-resident-visa-application-photograph-specifications.html>

**Note:** You must obtain and submit both, your Official Program Completion Letter and Final Official Transcript, as part of your work permit application.

*Note: you may be required to provide additional supporting documents. All documents need to be in English or French.*

### When can I apply for the Post-Graduation Work Permit?

You can only apply for this work permit once you have met all graduation requirements for your program and all your final grades have been posted to your MyOkanagan account.

### Can I start working before I receive my Post-Graduation Work Permit?

As long as you meet all eligibility criteria outlined at the IRCC webpage <https://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=1181>, you may work full-time while waiting for a decision on your post-graduation work permit application.

### Can I extend my Post-Graduation Work Permit?

Post-graduation work permits are only issued once. If you were eligible for a longer work permit but could not get one because your passport was expiring, you may be able to extend your work permit for the remaining length of time. Learn more at: <https://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=676&top=29>.

## Applying Online

### Step 1: Request your proof of graduation

Request and submit both of the following documents for your Post-Graduation Work Permit application:

- Final Official Transcript** – this can be ordered through your myOkanagan account. Do not order your official transcript until after all your final grades have been posted to myOkanagan. This may involve a \$10 fee.
- Official Program Completion Letter**

### Step 2: Create your personal checklist using IRCC online services

Visit the IRCC website and complete the Come to Canada wizard: <https://www.canada.ca/en/immigration-refugees-citizenship/services/come-canada-tool.html>. Click “?” icon next to questions in the Come to Canada wizard.

- For “What would you like to do in Canada?”, select “Work”
- For “How long are you planning to stay in Canada?”, select “Temporarily – more than 6 months”
- For “What is your current immigration status in Canada?”, select “Student” as you’ve a study permit
- For “Do you plan to work on campus?”, select “No”
- For “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?”, select “Yes”
- For “Do you have a written job offer?”, select “No”
- For “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?”, select “Yes”
- Answer next questions. When you see different options such as Temporary Resident Visa or Post-Graduate Work Permit - in Canada, select “Post-Graduate Work Permit - in Canada” and click Continue.
- For “Are you giving someone access to your application?”, select “No”. If you’ve a representative, then select as appropriate.
- For “Are you able to make a digital copy of your documents with a scanner or camera?”, select “Yes”.

After you finish answering all questions, the system will generate 'personal reference code' along with several steps. Read and follow these steps carefully.

### Step 3: Enter your personal reference code in your IRCC account, scan and attach all supporting documents

- Upon [logging into your IRCC account](#), click 'Apply to come to Canada' under "Start an application", enter your personal reference code and click Continue.
- Click the "❓" icon next to each document name in the Your Document Checklist webpage for instructions. Scan your documents to your computer and attach them to your online application. If you do not have a scanner, you may use the scanner in the Library. The overall size of each file to upload needs to be less than four (4) MB. You may use Adobe Acrobat to reduce file size. Alternatively, you may print out the documents and scan them at a lower resolution (not below 250 dpi).
- In the "Client Information" upload file field, ensure you upload your valid study permit copy, your flight itinerary for the most recent entry into Canada (*only if applicable*), and if you believe you need to explain anything to an IRCC Officer, then your explanation letter.

### Step 4: Pay the application fee and submit your application.

You can pay the application fee using your credit card.

### Step 5: Update your Social Insurance Number (SIN), Temporary Resident Visa (TRV), and Medical Services Plan (MSP)

On potential approval and upon receiving work permit, update/apply for your [SIN](#), [TRV](#), and [MSP](#).