

FOR INFORMATION PURPOSES ONLY. NOT A LEGAL DOCUMENT.

LETTER OF EXPLANATION SAMPLE.

**REPLACE THE INFORMATION IN THE BRACKETS
WITH YOUR OWN INFORMATION**

[Date]

YOUR FULL NAME

YOUR ADDRESS

VIA IRCC Online Portal

Re: Post-Graduation Work Permit Application

**WRITE YOUR FULL NAME HERE, WRITE YOUR UCI NUMBER HERE, WRITE
YOUR DATE OF BIRTH**

EXAMPLE: Haida Dowla, UCI: 111457893, DOB: March 18, 1992

State purpose/context of application. For example:

"I am applying for a Post-Graduation Work Permit. I recently completed the [1/2/3/4-year program name] at York University and will receive my degree in June 2021. I am writing this letter to provide some additional information in support of my application."

Give overview of application / issues. What is the basis for your request? For example:

"I started the [program name] in [year] and was enrolled full-time in each of the terms I completed. I completed my degree requirements on [date]. Please see attached my confirmation of graduation letter and a copy of my transcript."

This document is a general guideline about how to write a letter of explanation to support your application for a study permit extension and to restore your student status and is provided as a sample. Please edit according to your individual circumstances and be sure to only provide truthful and accurate information in your application.

DISCLAIMER: Information in this document was prepared by an International Student Advisor and licensed immigration specialist at York University in compliance with section 91 of the *Immigration and Refugee Protection Act (IRPA)*. This is not a legal document, does not constitute legal advice and is for informational purposes only. **Information may change without notice** and it is your responsibility to refer to [Immigration, Refugees and Citizenship Canada \(IRCC\)](#) for the most up to date information.

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Please note, due to COVID-19 and the closure of the university campus, official transcripts are not currently available to me at the time of submitting this application. As such, I am providing a copy of my transcript that was

“downloaded via my online student account on the York University website. In doing this, I followed the instructions provided on the [IRCC website](#) which state that “the applicant may also provide a transcript copy from their DLI’s website” as an alternative to an official transcript”

“sent to me directly by York University (see attached email from York)”.

My transcript copy does confirm each of the classes I took in each term, my final grades, as well as my enrollment status in each term.

If any other issues/clarifications, include here; i.e. accelerated studies, Leave of Absence, etc.

- Contact iadvisor@yorku.ca and speak with an international student advisor if:
 - You have any “W”s on your transcript
 - You took a term (or more) away from your studies
 - You were enrolled in less than 9 credits in a regular academic session (this is applicable undergraduate students only)

If this is not sufficient or additional information is needed, please contact me.

Thank you for processing my application and I look forward to your decision.

Sincerely

[NAME]

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