



APPLYING FOR A POST- GRADUATION WORK PERMIT

YORK INTERNATIONAL

INFORMATION CURRENT AS OF AUGUST 17, 2021

YORK 



International Student Advising

ONE-ON-ONE ADVISING WITH THE IN-HOUSE INTERNATIONAL STUDENT ADVISORS & IMMIGRATION SPECIALISTS!

- Study permit
- Temporary residence visa (TRV)
- Work on/off campus
- Co-op work permit
- Post-graduate work permit

VIRTUAL SERVICES

Email: iadvisor@yorku.ca

Website: yorkinternational.yorku.ca/international-student-advising

Advising:

- 1:1 Appointments
- Virtual drop-ins (no appointment needed)

Only a licensed person can give immigration advice

DISCLAIMER WEBINAR SLIDES

The following slides were prepared by a licensed immigration professional in compliance with [section 91 of the *Immigration and Refugee Protection Act \(IRPA\)*](#).

This is **not** a legal document and does not constitute legal advice. It is for information purposes only, designed for individuals who attended the relevant information session.

Immigration 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 and to be sure you meet the eligibility criteria.

IRCC is the authoritative source for immigration legislation, policies, instructions and information.

The information in this presentation is current as of August 17, 2021.



Agenda

- PGWP Eligibility and documents you will need
- Step by step guide to applying online
- Setting yourself up for permanent residence
- Your questions
- Webinar slides and resources are posted on York International's "Immigration Application Resources" webpage.



PGWP Eligibility Requirements

WHAT IS A POST-GRADUATION WORK PERMIT?

- ❑ An open work permit that allows international students to remain and work in Canada after completing your studies
- ❑ Valid for between 8 months and 3 years, depending on the official length of your program
- ❑ Applicants can receive only 1 post-graduation work permit in their lifetime
- ❑ A job offer is not required
- ❑ You can work anywhere in Canada, in any occupation, even if it is unrelated to your studies and change employers any time you wish
 - The only exceptions are jobs at risk of exploitation or employers on the ineligible employers list.
- ❑ Work obtained through the PGWP may help to support your application for permanent residence in Canada

PGWP and COVID-19 IMPACTS

Immigration, Refugees & Citizenship Canada has temporary PGWP eligibility rules in place, which allow **100%** of your studies completed online from outside of Canada between **spring 2020 and December 31, 2021**, to be counted toward the length of your PGWP. This also applies to students completing two study programs.

Previous rules that required half of the program to be completed inside of Canada and indicated that online studies would count only up until April 30, 2021, are replaced by the [updated rules announced on February 12, 2021](#), which is summarized below.

According to the [IRCC's updated PGWP rules](#), if you are outside of Canada, 100% of online studies completed between spring 2020 and December 31, 2021 count toward a PGWP if:

- You are enrolled in a program that was **in progress in March 2020**, or
- You have started or will start a program **between spring 2020 and fall 2021, and**
- You have a study permit, or
- You have been approved for a study permit, or
- You applied for a study permit before starting your study program and your study permit is eventually approved.

If you are completing two study programs, the programs must have been ongoing or started between **March 2020 and fall 2021**, and

- Both study programs are from an [eligible DLI](#) and are completed within two years.
- Each program meets all [PGWP eligibility requirements](#) and is at least eight months long.

If you are inside Canada, it remains that 100% of online studies count toward PGWP if your in-person classes in Canada have been moved to an online-only format because of COVID-19.

Whether you are inside or outside Canada, you must also meet all other [PGWP requirements](#).

PGWP: Check your expiry dates



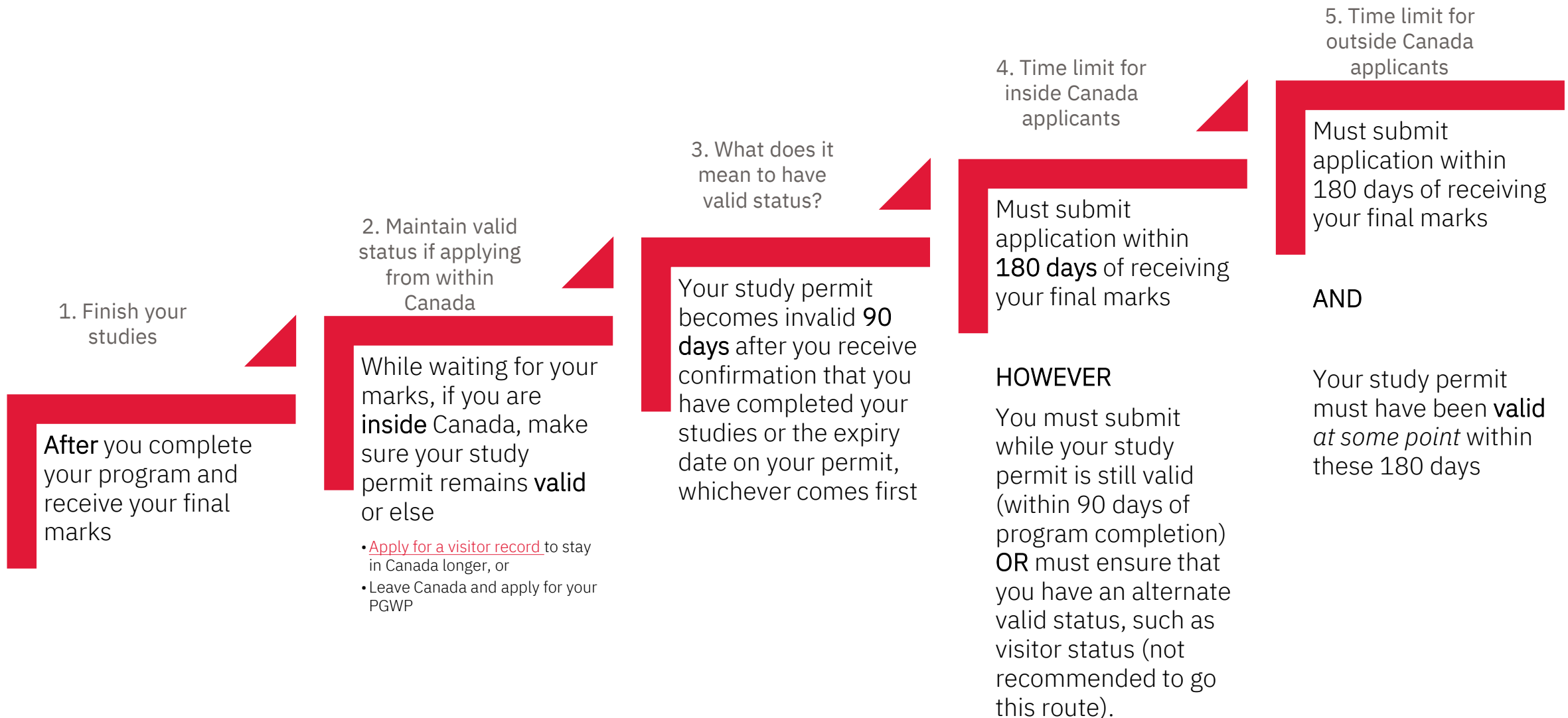
Make sure your passport is valid for the entire length of time you should be eligible for the PGWP.

[See here](#) for what to do if your passport expires earlier and you are unable to renew it in time before you submit your PGWP application.

Note: Study permits are invalid 90 days after completing studies even if the expiry date is later

If you need a new visa to enter Canada, you can apply for one online *after* you've received your PGWP

PGWP: When should I apply?



PGWP: Am I eligible to apply?

- Complete your study program (academic, vocational, professional training)
 - At a designated learning institution (York University is an eligible DLI)
 - That was at least 8 months long and
 - That led to a degree, diploma or certificate

- Must have maintained **full-time student status in Canada** during each academic session of the program or programs of study
 - This does not include your final semester OR if you took an approved leave from your studies (more on this on following slide)

- If applying from inside Canada, must have **valid status** when applying (see previous slide).
- If applying from outside Canada, must apply within 180 days of receiving your final marks and have had a valid study permit at some point within the 180 days.

Frequently asked questions

PGWP: Am I eligible to apply?

1. Can I apply before I graduate?
 - You may apply for a post-graduation work permit **after** you complete your studies, not before.
2. When am I considered to have “completed” my studies? Is it once I receive my final grades or once I attend my graduation ceremony?
 - At York University, you are considered to have completed your studies once you receive your final marks, after which point you should prepare and submit your PGWP application within **90 days**. Submission of your PGWP application within 90 days of receiving your final grades is important because you must have a valid status when you apply for your study permit. Remember, a study permit is valid only for 90 days after receiving your final grades OR the expiry date on your permit, whichever comes first.
3. What are the documents that I need from York University to apply for my PGWP (for undergraduate and graduate students only)
 - You require two documents from York: (1) Confirmation of Graduation Letter (2) Your transcript (either official or downloaded from York’s website)
 - It will take about 6 weeks from the date you receive your final grades for your graduation details to be finalized and to receive the required documents
 - Instructions on *how* to obtain these documents are in the upcoming slides
 - School of Continuing Studies Students: You will obtain your letter of completion directly from SCS.
4. My study permit expires at the same time or around the same time that I am expecting to receive my final grades, but it takes 6 weeks to receive the documents I require from York to apply, and my study permit will expire by then. How do I ensure that I have a valid study permit when I apply for the PGWP?
 - If your study permit is going to expire around the same time as you are finishing your studies, you should apply for a short study permit extension. This is referred to as a “**bridging study permit extension**” and typically is granted for an additional 90 days, which serves as a transition period for you to prepare for any next steps, including pursuing the option of applying for your PGWP.
5. More questions? The fastest way to reach us is by attending virtual drop-in advising. [Register via the YI events calendar.](#)

PGWP eligibility: requirement to maintain full-time status in each semester of your study program*

☐ Check your academic record to date

- Undergraduate students = Full time status is 9 credits **per semester** OR 6 credits per semester if you were registered as having a permanent disability with Student Accessibility Services
- Graduate students & Continuing Studies = defined by your program

☐ * Exceptions

- It was the final semester of your studies
- You were on an [authorized leave](#) that did not exceed 150 days
- You withdrew from classes due to a [labour disruption/strike](#) at York University


☐ Speak to an international student advisor and immigration specialist if:

- There is one or more semester that you were **not** enrolled as a full-time student (apart from your final semester)
 - This includes if you withdrew from a course beyond the drop deadline and now have a “W” on your transcript
- You took a leave from studies that **was not** authorized
- You took a leave from studies that was authorized **but exceeded** 150 days
- You took a leave from studies due to a labour disruption / strike at York University

PGWP: Determining the length of post-graduation work permit

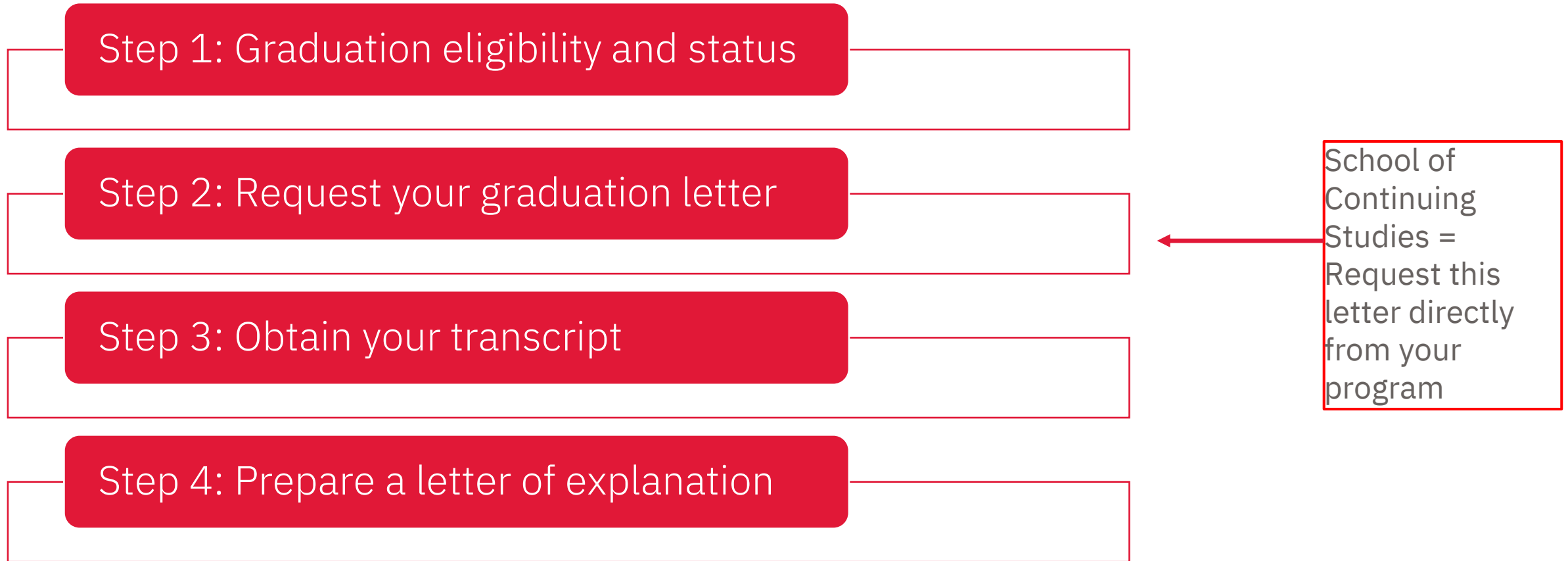
Length of the program or program of study	Length of the PGWP that can be issued
At least 8 months and less than 2 years	Will coincide with the length of your program
2 years or longer	Should be 3 years
More than one program from an eligible DLI within 2 years Note: Each program of study must meet all PGWP eligibility requirements and be at least 8 months in length	Should combine the length of each program

Source: [See here](#).

A photograph of two young women sitting at a table in a bright, modern library or study area. They are both looking at a laptop screen. The woman on the left is wearing a pink long-sleeved shirt and has dark curly hair. The woman on the right is wearing a dark sweater and has long dark hair. In the background, there are other people, including a man in blue scrubs and a woman in a black dress, and various informational displays and bookshelves. The entire image is framed by a thick red border.

**Documents you will need
from York University to
apply for your PGWP**

PGWP: Documents you will need from York University to apply for your PGWP



STEP 1: GRADUATION ELIGIBILITY AND STATUS

1. [Apply to graduate](#)

- **October 2021 convocation:** The deadline to apply to graduate in October 2021 was July 30, 2021. If you applied late, there may be a delay in receiving your documentation.

2. [Determine Graduation Eligibility and Status](#)

- Undergraduate Students: Your graduation eligibility is evaluated by the Degree Audit Office once you apply to graduate
- Faculty of Graduate Studies: please contact the Graduate Program regarding your status and eligibility
- Certificate students: please contact the Department/School administering your certificate for your status and eligibility

2A. Once your final grades are posted, your academic decision will confirm if you are eligible to graduate

Graduation Status

Once you have applied to graduate with an undergraduate degree you can verify your graduation status online. The system will indicate if your application to graduate has been received, if your file has been audited and if you are eligible to graduate.

[Verify Your Graduation Status](#)

You will not receive a notification once your status is updated, so be sure to check every day. Your status will change to “eligible to graduate”

STEP 1: GRADUATION ELIGIBILITY AND STATUS (continued)

3. Once all degree requirements have been met, your degree conferral will be available on transcript according to the table below:

CONVOCATION	WHEN WILL MY DEGREE CONFERRAL BE RELEASED ON TRANSCRIPT?
June Convocation	End of May
October Convocation	End of August
February Convocation in Absentia	End of January

STEP 2: REQUEST YOUR GRADUATION LETTER

Once your graduation status says “eligible to graduate”, you can [apply for your graduation letter](#)

✓ 8. I need a letter that shows my eligibility to graduate or confirmation of graduation

Choose this option If you need a letter indicating that you are potentially eligible to graduate, or that you have already graduated for the purpose of obtaining your Post-Grad Work Permit.

Who can use this option?

Students who have applied to graduate or have graduated.

How much does this letter cost to prepare?

This letter costs \$25 each.

How do I get this letter?

[Complete this form.](#)

Once your order is processed it will be transmitted from York University to the MyCreds.ca Learner Portal. You will receive an email notification that your letter is ready for payment, viewing and secure sharing online through the MyCreds.ca Learner Portal.

STEP 2: REQUEST YOUR GRADUATION LETTER (continued)

YORK U

Confirmation of Graduation Letters/Confirmation d'obtention de diplôme

Please use this form if you are looking for either an eligibility to graduate or conferral/graduation letter.

Processing time: up to two weeks.

NOTE: Glendon, Environmental and Urban Change (excluding Geography) and Schulich students must request these letters from their home Faculty.

Veuillez utiliser ce formulaire si vous désirez obtenir une attestation d'admissibilité à l'obtention d'un diplôme/une attestation d'obtention de diplôme.

Délai de traitement : deux semaines au maximum.

REMARQUE : Glendon et la Faculté de changements environnementaux et urbains (à l'exception de la géographie) ainsi que les étudiants de Schulich doivent demander ces attestations à leur faculté d'attache.

1 Personal Information/Renseignements personnels
2 Letter Request/Demande d'attestation
3 Acknowledgment/Déclaration
4 Review Your Entry/Vérifiez vos renseignements

Your current name on file at York University/Nom figurant actuellement dans les dossiers de l'Université York *

First Last

Student Number (Numéro d'étudiant) *

Must be 9 digits. Currently Entered: 0 digits.

Email/Courriel *

Continue/Continuer

YORK U

Confirmation of Graduation Letters/Confirmation d'obtention de diplôme

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Let us help you decide which letter type you need. Have you graduated?

Laissez-nous vous aider à choisir le type d'attestation dont vous avez besoin. Avez-vous déjà obtenu votre diplôme? *

No/Non

Since you have not yet graduated, Please tell us if you are an undergraduate or graduate student.

Comme vous n'avez pas encore obtenu un diplôme, veuillez nous dire si vous faites des études de premier cycle ou de poste secondaire.

Please note you must have applied to graduate and degree requirements have been audited before an eligibility to graduate can be produced. Unless all grades are available, only a potential letter will be issued.

Remarque : Vous devez avoir présenté une demande.

Undergraduate/Études de premier cycle
Pre-grad work permit (graduation letter)/Permis de travail pré-diplôme (attestation d'obtention de diplôme)

Select "no" if you have not yet attended convocation ceremony.

YORK U

Confirmation of Graduation Letters/Confirmation d'obtention de diplôme

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1 Personal Information/Renseignements personnels
2 Letter Request/Demande d'attestation
3 Acknowledgment/Déclaration
4 Review Your Entry/Vérifiez vos renseignements

The cost for this letter is \$25.00. Payment for the letter will be required once your order is processed and available on [MyCredits.ca Learner Portal](#).

Le coût de cette attestation est de 25 \$. Le paiement sera exigé lorsque votre demande aura été traitée et sera disponible sur le [portal Web des étudiants MesCertif.ca](#).

I agree to pay \$25.00/j'accepte de payer 25 \$.

Continue/Continuer Previous Page précédente

Your graduation letter should state: "This letter is to confirm that [...] has **successfully completed all requirements to graduate from the following degree program**".

It should NOT state that you are "potentially eligible" to graduate.

STEP 3: OBTAIN YOUR TRANSCRIPT

Get your documents ready

Before you can apply for a PGWP, you need

- an official letter from your school that confirms you've completed your study program
- an official transcript, or a copy of your transcript from your school's website

Ordering online is the fastest way to request a transcript. Online orders are processed within 1 to 2 business days.

STEP 3: OBTAIN YOUR TRANSCRIPT

✓ What kind of transcripts can be ordered?

Please note: Once you have submitted your transcript order, you will not be able to cancel it or request a refund of your payment.

1. Through OUAC

If you are applying to an Ontario university, we strongly encourage you to apply through [OUAC \(Ontario Universities' Application Centre\)](#). Transcript requests received through these services will continue to be processed remotely on a daily basis and in a timely fashion. You can check the OUAC website for the status of your request.

2. Digital Transcript (password protected)

York University does not currently have a digitized version of an official transcript. Due to COVID-19 we are providing a non-printable pdf transcript PDF copy of your transcript to recognized institutions which is nonprintable. Please note: this PDF transcript differs from an official transcript which is printed, as both the signatory as well as logos are not present.

There are two types of digital emailed transcripts:

(b) Unofficial **personalized version** – A copy of your personalized transcript will be sent to the email listed on their [student account](#). To submit your request, fill out the [Unofficial Transcript Request - Summer 2021 form](#).

- It may take between 3-5 business days to process your request.
- Starting May 16, 2021 students who had previously ordered an unofficial transcript may now submit one for Winter 2021 (please note: once you have requested an unofficial transcript, the next time you will be able to order is September 2021).
- Please note: This is not your official transcript. Information displayed on your personalized version will differ from what is printed on your official transcript (as an example: class average does not appear on this personalized version). Should you require an official printed copy of your transcript, please use the option #3 below.
- Grade report legends by Faculty can be found [here](#).

OR

3. Printed Transcripts

Requests for "Printed Transcripts" will be mailed to institutions when an address instead of a recognized institutional email is provided. To request your printed transcript, submit the [Online Transcript Request](#). Note:

- Transcripts are printed once a week and may take up to 7 days from initial order to be mailed.
- Please indicate a **mailing address** with your request attention: Printed transcripts are mailed through either regular mail or by courier.
- ******Please note:** We cannot guarantee the time regular mail delivery will take. If transcripts sent to a Canadian institution have not been received after 21 days or one sent to a U.S or International institution have not been received after 30 days, please [contact us](#).

Do you have a Document to Accompany Your Transcript?

If you have a form or document that must accompany your transcript, note that there is an additional \$25 fee. Please make sure to submit your document [here](#).

STEP 3: OBTAIN YOUR TRANSCRIPT (continued)

NOTE: Your unofficial transcript will be accompanied by a letter that confirms the current transcript procedure and policy due to COVID-19 and that the attached transcript has been issued by the University.

If you do not receive this letter, please email transcpt@yorku.ca to follow-up. In the subject line, write:

“Time-sensitive, document required for work permit application” and in the email write, “Hello, my name and student number is.... I recently requested a copy of my unofficial personalized version of my transcript. I also require a letter from York University confirming the temporary transcript policy, namely that official PDF transcripts are not available at this time but that transcript provided to the student should be considered official and has been issued by the University.”

Step 4: Prepare a Letter of Explanation and additional supporting documents as needed

It is recommended for all applicants to submit a letter of explanation (LOE), which is a good way to describe your unique situation or include additional documents, including:

1. The purpose of your application
2. Issues you would like to make clear or that the officer might find useful
3. Supporting documents, screenshots or any other proof to support your explanation
4. Additional employment history if you have run out of space in the employment” section of your application

It is recommended that you prepare a letter of explanation and speak to an international student advisor if one of the following scenarios applies to you:

1. If you had an authorized gap in studies
2. If you had an unauthorized gap in studies
3. If you studied part-time at any point during your degree (not including your final term) due to a reduced course load approved by Student Accessibility Services
4. If you studied part-time at any point during your degree (not including your final term) and it was **not** approved by Student Accessibility Services
5. Took courses at another Canadian DLI and/or wish to combine two programs

NOTE: PLEASE SEE THE TEMPLATE LETTER GUIDE AVAILABLE ON YORK INTERNATIONAL'S [IMMIGRATION APPLICATION RESOURCES](#) WEBPAGE

IRCC online application platform: preview & navigation tips

Fees and processing times

Fees
PGWP: \$255 CAN Restoration of student status and PGWP: \$605 CAN

Processing time
🕒 Online: 43 days Paper: 43 days ?
Processing time is the average for how long it takes from when an application is received to when we make a decision. Learn more about processing times.

As of
May 28,
2021



- There may be processing delays due to COVID-19 service disruptions
- Biometrics
 - In-Canada applicants: [temporary exemption](#)
 - Outside of Canada: [see here](#)



Step 1: Make sure you have what you need

- scanner or camera
- valid credit or debit card
- your documents



Step 2: Create your online account or sign in

Need help? [read the instruction guide](#)



Step 3: Answer the questions and upload your documents

Save copies of everything for your records



Step 4: Submit and pay the fees



Sign in to your IRCC secure account

Your account lets you start an application, submit and pay for your application, get messages related to your application, check the status of your application and update your information.

**Need help signing in
or applying online?**

Option 1: GCKey

Sign in with your GCKey user ID and password.

Sign in with GCKey

Option 2: Sign-In Partner

Sign in with your online Canadian banking information if you have an existing account with 1 of our partners.

Sign in with Sign-In Partner

[View the full list of Sign-In Partners](#)

Don't have an account?

Register

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>

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

[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.

[Students: Transfer schools](#)

For approved study permit holders only Tell us if

Personal Reference Code

If you have already completed the Come to Canada or the Express Entry wizard, you would have 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 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 pre-arrival 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)

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

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

No

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 at least eight months? *(required)*

Yes

Is your work an essential part of your studies (for example, a Co-Op or internship program)? *(required)*

No

Do you have an official letter from your school that confirms you've completed your study program, as well as a letter from your employer? *(required)*

Yes

TIP: Click on "?" button to view additional document instructions or examples

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

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

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.

Apply to renew your visa **AFTER** your PGWP is approved

Continue

Post-Graduate Work Permit **in Canada**

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

Continue

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.

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

Please make a selection

If you answer “no” to the above question, you will be asked the question below.

Have you lived in a designated country or territory for more than six months in the last year? (required) ?

Please make a selection

- A “designated” country or territory refers to regions where a medical exam **is required**
- If you have lived in Canada for at least the past 6 months, answer “no”
- If you have lived in another country for at least the past 6 months, [find out here whether you require a medical exam](#).

You need a medical exam if there is a “**yes**” in the **second** column. Countries are listed alphabetically.

You need a medical exam if there is a “**yes**” in the **second** column. Countries are listed alphabetically. Certain overseas locations may also be listed under the country of sovereignty, such as the United Kingdom.

Filter items Showing 1 to 10 of 284 entries | Show 10 entries

Country/Territory	Immigration Medical Exam (IME) required	Medical Office
Afghanistan	YES	New Delhi
Albania	NO	London
Algeria	YES	London
American Samoa	NO	Manila
Andorra, Principality of	NO	London
Angola	YES	London
Antigua and Barbuda	NO	Ottawa
Argentina	NO	Ottawa
Armenia	YES	London
Australia	NO	Manila

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

If you are applying from outside Canada, your list will look different

Supporting Documents

Supporting Documents

Details	Document Name	Instructions	Options
Not Provided	Recent Education Transcript (required)	?	Upload File
Not Provided	Completion of Studies Letter (required)	?	Upload File
Not Provided	Passport (required)	?	Upload File
Not Provided	Digital photo (required)	?	Upload File

TIP: Click on “?” button to view additional document instructions or examples

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

Your letter of explanation and supporting documentation goes here

PGWP application OUTSIDE of Canada

Eligibility questionnaire will look the same as in Canada application except for the questions in the screenshot below

I have a job offer and my employer gave me an offer of employment number or LMIA number (or proof of that your employer applied for an LMIA).

No

Do you plan to work in one of the following categories?

- Athletes and coaches
- Aviation accident or incident investigators
- Business visitors
- Civil aviation inspectors
- Clergy
- Convention organizers
- Crew members
- Emergency service providers
- Examiners and evaluators
- Expert witnesses or investigators
- Family members of foreign representatives
- Foreign government officers
- Foreign representatives
- Health-care students
- Highly-skilled workers and researchers (Global Skills Strategy)
- Judges, referees and similar officials
- Military personnel
- News reporters, film and media crews
- Performing artists
- Public speakers

No

Will you be coming to Canada under an active public policy or special measure announced by IRCC?

Yes

Answer according to your situation

Document Checklist for Application for a Work Permit Made Outside of Canada

Application Form(s)			
Application Form(s)			
Details	Document Name	Instructions	Options
Not Provided	Application for Work Permit Made Outside of Canada (IMM1295) (required)	?	Upload File

Supporting Documents			
Supporting Documents			
Details	Document Name	Instructions	Options
Not Provided	Recent Education Transcript (required)	?	Upload File
Not Provided	Family Information Form (IMM5707) (required)	?	Upload File
Not Provided	Completion of Studies Letter (required)	?	Upload File
Not Provided	Passport (required)	?	Upload File
Not Provided	Digital photo (required)	?	Upload File
Not Provided	Proof of upfront medical exam (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

Filling out the IMM 5710 form

- Use the information from your passport and study permit
- Link to guide to help you: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5553-applying-change-conditions-extend-your-stay-canada-worker.html>

3 I am applying for one or more of the following:

* Apply for a work permit with the same employer

* Apply for a work permit for the first time or with a new employer

* Restore my status as a worker

* Get a new temporary resident permit (for inadmissible applicants only)

PERSONAL DETAILS

7 Current country or territory of residence:				
Country or Territory	Status	Other	From	To
* Canada	*		YYYY-MM-DD	YYYY-MM-DD

Provide the dates (From-To) to indicate how long you have had this status.

COMING INTO CANADA

1	Date and place of your <u>original</u> entry to Canada	* Date YYYY-MM-DD	* Place
2	* a) The original purpose for coming to Canada		b) Other
3	Date and place of your most recent entry to Canada (if not the same as original entry)	Date YYYY-MM-DD	Place
4	If applicable, provide the document number of the most recent Visitor Record, Study Permit, Work Permit or Temporary Resident Permit issued to you.		Document Number

Document number: See your study permit and enter the digits starting with “F”

DETAILS OF INTENDED WORK IN CANADA

DETAILS OF INTENDED WORK IN CANADA

1 * a) What type of work permit are you applying for?		b) Other	
2 Details of my prospective employer (attach original offer of employment)			
a) Name of Employer (If you are employed by a foreign employer who has been awarded a contract to provide services to a Canadian entity, please identify the foreign employer here)			
b) Complete Address of Employer (Canadian or Foreign):			
3 Intended location of employment in Canada?			
Province	City/Town	Address	
4 My occupation in Canada will be:			
Job title		Brief description of duties	
5	Duration of expected employment	From	To
		YYYY-MM-DD	YYYY-MM-DD
		6 Labour Market Impact Assessment (LMIA) No. or Offer of Employment (LMIA Exempt) No.	
		Leave this empty	
7 If you have been issued a Quebec Acceptance Certificate (CAQ), provide the:			
Certificate Number		Expiry Date	
8 Have you been issued a certificate under the Provincial Nominee program? <input type="checkbox"/> * No <input type="checkbox"/> * Yes			

Can leave this section empty if you do not yet have an employer

EDUCATION

2	a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	b) Have you ever been refused a visa or permit, denied entry or ordered to leave Canada or any other country or territory?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	c) Have you previously applied to enter or remain in Canada?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
	*d) If you answered "yes" to question 2a), 2b) or 2c), please provide details.		
	2d) EXAMPLE: Yes, I entered Canada as a visitor in June 2015. In June 2017 I entered Canada as a student. In May 2019 I renewed my study permit.		


How do I sign my online application?

You have to type in your name and answer a security question to submit your application. **This is your electronic signature. Do not** print out your application form to sign it.

To sign your online application:

1) Type your name in the boxes.

Your given name and last name must be **exactly** the same as on your application form. If you're under the age of 18, your parent or guardian must sign your form for you.



Signature

I agree that by submitting this application, I am electronically signing the application.

I,

Given Name(s)

Last Name (required)

, solemnly declare that the information I have provided is true and that the documents I am submitting in support of my application are genuine and have not been altered in any way.

2) Answer the security question.

This will be one of the four security questions you created when you registered your [account](#). You must answer exactly as you did when you created them.

Source: <https://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=740>

More frequently asked questions

1. I am currently eligible to work as an international student. Can I continue working part-time after finishing my program?
 - No, you must stop working once you receive your final grades even if you currently are eligible to work.
2. Can I work while waiting to receive my PGWP?
 - You can work full time while waiting for your PGWP if:
 - You submitted your PGWP application **and** your study permit was valid at the time of submission
 - You completed your program of study
 - You were eligible to work off-campus, **and**
 - You did not work off-campus more than 20 hours a week during academic sessions
3. How can I show a potential employer that I'm allowed to work while I wait for my PGWP?
 - [See IRCC's guidance on this question here.](#)
4. Do I apply to renew my travel visa at the same time as my PGWP?
 - If you are applying from within Canada, you will submit your application for your PGWP *first*. Once it is approved, you can apply to renew your travel visa.
5. More questions? The fastest way to reach us is by attending virtual drop-in advising. [Register via the YI events calendar.](#)

Working towards permanent residence

What kind of job should I get?

To be eligible for the most common programs, you need 1 year of skilled full-time work experience (or the equivalent in part-time work)

Skilled means a NOC code 0, A or B

- Find your NOC code: <https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/eligibility/find-national-occupation-code.html>
- The job title is not so important – focus on the main duties

Become a permanent resident

Program	Eligibility	Application
Canadian Experience Class (CEC)	<ul style="list-style-type: none">• Language skills• 1 year full-time skilled work experience in Canada (not while studying)	Express Entry – invitations based on CRS score
Federal Skilled Worker Program (FSWP)	<ul style="list-style-type: none">• Language skills• 1 year full-time continuous skilled work experience• 67 points in the selection factors	Express Entry – invitations based on CRS score
Ontario Immigrant Nominee Program (OINP)	Various programs, notably: <ul style="list-style-type: none">• PhD stream• French-speaking skilled worker stream	Varied

Disclaimer

Scope of service

As a lawyer/registered immigration consultant, we are authorized to provide immigration advice and represent individuals on Canadian immigration matters.

However, as an International Student Advisor and Immigration Specialist:

IN SCOPE:

- Provide general guidance/feedback for individual situation
- Review refusals

OUT OF SCOPE:

- In depth application review
- Reviewing/confirming supporting documentation (i.e.: financial documents, study plan etc)
- Confirming eligibility or admissibility

Immigration law is complex and providing accurate and comprehensive legal advice requires complete understanding of personal/immigration history → *out of scope*.

What if I have academic questions?

For questions related to:

- enrolling in courses
- program and degree requirements;
- degree options: major, minor, certificates;
- Peer Mentoring and study groups; and
- information and referrals to academic and campus services and resources
- understanding Faculty legislation and policies, the petition process, and academic standing


Contact your Academic Advisor: <https://advising.students.yorku.ca/>



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Your Questions

Need immigration help?

USEFUL WEBSITES



MEET AN INTERNATIONAL STUDENT ADVISOR



EMAIL



York International:

<https://yorkinternational.yorku.ca/>

IRCC:

<https://www.canada.ca/en/immigration-refugees-citizenship.html>

Book an appointment:

<https://yorkinternational.yorku.ca/international-student-advising/>

Drop-in (no appointment required):

<https://yorkinternational.yorku.ca/calendar/>

iadvisor@yorku.ca

*The fastest way to reach iadvisor is via drop-in advising. We host multiple drop-in sessions per week and no appointment is required. Please register via the YI events calendar.