APPLYING FOR A POST-GRADUATION WORK PERMIT

INFORMATION CURRENT AS OF NOVEMBER 17, 2021
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
The following slides were prepared by a licensed immigration professional in compliance with section 91 of the \textit{Immigration and Refugee Protection Act (IRPA)}.

This is \textbf{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 \textbf{may change without notice} and it is your responsibility to refer to \textit{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.

\textbf{The information in this presentation is current as of November 17, 2021.}
The Agenda includes:

- 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.
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.
After you complete your program and receive your final marks

Your study permit becomes invalid **90 days** after you receive confirmation that you have completed your studies or the expiry date on your permit, whichever comes first.

While waiting for your marks, if you are **inside** Canada, make sure your study permit remains **valid** or else

- **Apply for a visitor record** to stay in Canada longer, or
- **Leave Canada and apply for your PGWP**

**HOWEVER**

You must submit while your study permit is still valid (within 90 days of program completion)

**OR** must ensure that you have an alternate valid status, such as visitor status (not recommended to go this route).

**Must submit application within 180 days of receiving your final marks**

**AND**

Your study permit must have been **valid at some point** within these 180 days

**4. Time limit for inside Canada applicants**

**5. Time limit for outside Canada applicants**

**1. Finish your studies**

**2. Maintain valid status if applying from within Canada**

**3. What does it mean to have valid status?**

**Must submit application within 180 days of receiving your final marks**

**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
   • You require two documents from York: (1) Confirmation of Graduation Letter (2) Your transcript
   • 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 not** 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

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

Source: [See here](#).
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

Step 2: Request your graduation letter

Step 3: Obtain your transcript

Step 4: Prepare a letter of explanation

School of Continuing Studies = Request this letter directly from your program
STEP 1: GRADUATION ELIGIBILITY AND STATUS

1. **Apply to graduate**
   - **February 2022 convocation:** The deadline to apply to graduate in February 2022 was **November 01, 2021.** If you applied late, there will 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

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

<table>
<thead>
<tr>
<th>CONVOCATION</th>
<th>WHEN WILL MY DEGREE CONFERRAL BE RELEASED ON TRANSCRIPT?</th>
</tr>
</thead>
<tbody>
<tr>
<td>June Convocation</td>
<td>End of May</td>
</tr>
<tr>
<td>October Convocation</td>
<td>End of August</td>
</tr>
<tr>
<td>February Convocation in Absentia</td>
<td>End of January</td>
</tr>
</tbody>
</table>
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.
Your graduation letter should state: “This letter is to confirm that [person’s name] 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
STEP 3: OBTAIN YOUR TRANSCRIPT

2. Digital Transcript
   
a. Available through MyCreds™. York University’s official documents are issued directly through MyCreds™, a trusted, internationally verified digital credential platform. Documents issued through MyCreds™ are verifiable, secure, and include a cryptographic signature. Digital transcripts cost $15 per credit. Your order will be processed within 5 business days of your request. Once your order has been processed, you will receive an email from the MyCreds™ system, with payment information and details on how to share your document. For more information, visit the MyCreds™ website.

Request your MyCreds™ transcript
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 |

Work permit from inside Canada (initial and extension)

<table>
<thead>
<tr>
<th>Online</th>
<th>Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>🕒 97 days ⏳</td>
<td>🕒 97 days ⏳</td>
</tr>
</tbody>
</table>

You may need to give your fingerprints and photo (biometrics) with your application. This processing time does not include the time you need to give your biometrics.

QUICK TIPS!

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

As of November, 17, 2021
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.

Option 1: GCKey
Sign in with your GCKKey user ID and password.

Option 2: Sign-In Partner
Sign in with your online Canadian banking information if you have an existing account with 1 of our partners.

Don’t have an account?

Register

View the applications you submitted

Review, check the status or read messages about your submitted application.

Did you apply on paper or don’t see your online application in your account? Add 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.

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...
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.

Post-Graduate Work Permit in Canada
You may be eligible to work in Canada with a post-graduation work permit.

Apply to renew your visa AFTER your PGWP is approved

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

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.
<table>
<thead>
<tr>
<th>Details</th>
<th>Document Name</th>
<th>Instructions</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Provided</td>
<td>Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710)</td>
<td></td>
<td>Upload File</td>
</tr>
<tr>
<td>Not Provided</td>
<td>Recent Education Transcript</td>
<td></td>
<td>Upload File</td>
</tr>
<tr>
<td>Not Provided</td>
<td>Completion of Studies Letter</td>
<td></td>
<td>Upload File</td>
</tr>
<tr>
<td>Not Provided</td>
<td>Passport</td>
<td></td>
<td>Upload File</td>
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<tr>
<td>Not Provided</td>
<td>Digital photo</td>
<td></td>
<td>Upload File</td>
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</tbody>
</table>

**Optional Documents**

<table>
<thead>
<tr>
<th>Details</th>
<th>Document Name</th>
<th>Instructions</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Provided</td>
<td>Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)</td>
<td></td>
<td>Upload File</td>
</tr>
<tr>
<td>Not Provided</td>
<td>Client Information</td>
<td></td>
<td>Upload File</td>
</tr>
</tbody>
</table>

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

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

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.

Answer according to your situation.

Document Checklist for Application for a Work Permit Made Outside of Canada
Filling out the IMM 5710 form

› Use the information from your passport and study permit
Provide the dates (From-To) to indicate how long you have had this status.

**Document number:** See your study permit and enter the digits starting with “F”
**DETAILS OF INTENDED WORK IN CANADA**

1. a) What type of work permit are you applying for?  
   - [ ] 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):

3. Complete Address of Employer (Canadian or Foreign):  
   - [ ]

4. Intended location of employment in Canada?  
   - [ ] Province  
   - [ ] City/Town

5. My occupation in Canada will be:  
   - [ ] Job title  
   - [ ] Brief description of duties

6. Duration of expected employment
   - [ ] From YYYY-MM-DD
   - [ ] To YYYY-MM-DD


8. If you have been issued a Quebec Acceptance Certificate (QAC), provide the:
   - [ ] Certificate Number  
   - [ ] Expiry Date

9. Have you been issued a certificate under the Provincial Nominee program?  
   - [ ] No  
   - [ ] Yes

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2. a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?  
   - [ ] No  
   - [ ] Yes

b) Have you ever been refused a visa or permit, denied entry or ordered to leave Canada or any other country or territory?  
   - [ ] No  
   - [ ] Yes

c) Have you previously applied to enter or remain in Canada?  
   - [ ] No  
   - [ ] Yes

*If you answered “yes” to question 2a, 2b or 2c, please provide details.

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.

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.


The information in this presentation is not legal advice and is current as of May 28, 2021.
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

- The job title is not so important – focus on the main duties
## Become a permanent resident

<table>
<thead>
<tr>
<th>Program</th>
<th>Eligibility</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Canadian Experience Class (CEC)</strong></td>
<td>• Language skills</td>
<td>Express Entry – invitations based on CRS score</td>
</tr>
<tr>
<td></td>
<td>• 1 year full-time skilled work experience in <strong>Canada</strong> (not while studying)</td>
<td></td>
</tr>
<tr>
<td><strong>Federal Skilled Worker Program (FSWP)</strong></td>
<td>• Language skills</td>
<td>Express Entry – invitations based on CRS score</td>
</tr>
<tr>
<td></td>
<td>• 1 year full-time <strong>continuous</strong> skilled work experience</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 67 points in the selection factors</td>
<td></td>
</tr>
<tr>
<td><strong>Ontario Immigrant Nominee Program (OINP)</strong></td>
<td>Various programs, notably:</td>
<td>Varied</td>
</tr>
<tr>
<td></td>
<td>• PhD stream</td>
<td></td>
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<tr>
<td></td>
<td>• French-speaking skilled worker stream</td>
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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/
Your Questions
Need immigration help?

**USEFUL WEBSITES**

York International:
https://yorkinternational.yorku.ca/

IRCC:

**MEET AN INTERNATIONAL STUDENT ADVISOR**

Book an appointment:
https://yorkinternational.yorku.ca/international-student-advising/

Drop-in (no appointment required):
https://yorkinternational.yorku.ca/calendar/

**EMAIL**

iadovisor@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.*