

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 **October 2022**. 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 an official digital copy of my transcript.**”

*This document is a general guideline about how to write a **letter of explanation** to support your application for a post-graduation work permit 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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**If any other issues/clarifications, include here; i.e. accelerated studies, Leave of Absence, etc.**

- Contact [iadvisor@yorku.ca](mailto: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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