[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.
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]