

Post-Graduation Work Permit

York International

INFORMATION CURRENT AS OF JANUARY 18, 2023

YORK 





Contents

- Overview of international student advising
- Disclaimers
- PGWP eligibility
- Timeline
- Documents
- Application system
- Help with IMM form
- Troubleshooting
- After you apply
- Setting yourself up for permanent residency



International Student Advising

WHAT WE DO

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



Only get immigration advice from a licensed professional

HOW TO CONTACT US

- › **Email:** iadvisor@yorku.ca
- › **Advising options:**
 - Virtual drop-ins
 - In-person drop-in at 200 York Lanes
 - 1:1 appointments upon invitation for special circumstances
- › **Check the YI events calendar for times and dates:** <https://yorkinternational.yorku.ca/calendar/>

Disclaimer on scope of service

- As licensed immigration professionals, we are authorized to provide immigration advice and represent individuals on Canadian immigration matters.
- However, as International Student Advisor and Immigration Specialists:

In scope	Out of scope
<ul style="list-style-type: none">• Provide general guidance/feedback for individual situations• Review refusals	<ul style="list-style-type: none">• 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. This is out of our scope.

Disclaimer on 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 York international students.
- › 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 these slides is current as of January 18, 2023.

PGWP eligibility



What is a PGWP?

- A PGWP is an open work permit that allows international students to remain and work in Canada after completing their studies. The work experience you obtain through the PGWP may help to support your application for permanent residence in Canada. A job offer is not required to apply.
- **Applicants can receive only 1 PGWP in their lifetime**
- You must have graduated to apply, but you do not need to wait for convocation. You cannot apply before completing your program.

Am I eligible for a PGWP?

- You have to **have completed** your study program
- It must be an academic, vocational, or professional training program:
 - At an eligible designated learning institution (York is an eligible DLI)
 - That was at least 8 months long and
 - Led to a degree, diploma or certificate
- You must have maintained **full-time student status** during each academic session of your program(s), with exceptions for:
 - Final term may be part-time
 - Authorized leave from studies of 150 days or less
 - Not able to be full-time due to a labour disruption/strike at York University
- You must apply within 180 days of receiving your final grades. However, if you are applying from inside Canada, you should apply before your study permit becomes invalid (first of: expiry or 90 days after receiving your final grades).

Full-time student status

Undergraduate	Graduate	School of Continuing Studies
<ul style="list-style-type: none">• Minimum of 9 credits each Fall and 9 credits each Winter (not including regularly scheduled breaks)• Year courses should be divided by 2 to calculate your per term credits• If you have a registered disability with SAS and are on a reduced courseload, the minimum is 6 credits per term. Please contact an ISA so we can provide you with advice on your situation.	Defined by your program	Defined by your program

NOTES

- **Registered disability:** Students registered at SAS with a reduced courseload are considered full-time with a minimum of 6 credits each Fall and 6 credits each Winter. However, since this doesn't appear in the student information system or on your transcript, please contact an international student advisor for advice if you have a reduced courseload.
- **Academic breaks:** An academic break is a period common to all students in your program when you are not required to enroll. Examples include the Winter closure, Summer (for most undergraduate programs) and reading weeks. For School of Continuing Studies students, the break between courses in your program is an academic break. During an academic break, you may be enrolled part-time, full-time or not at all without impacting your study permit or PGWP.

How long will my PGWP be?

- PGWPs can be issued for between 8 months and 3 years, depending on your program length.
- If you take more than one PGWP-eligible program within 2 years, you may submit documents for both programs and have the combined length be considered for your PGWP application. For example, if you take two PGWP-eligible programs that are each 1 year long, you would be eligible for up to a 3 year PGWP.

Program length (combined possible)	PGWP length
8 months to 2 years	Up to same length as program
2 years or more	Up to 3 years

What if I want to study more?

- While it is possible to have both a study permit and a PGWP at the same time, work experience while you are a full-time student does not count towards all permanent residency programs.
- Since the PGWP is a once in a lifetime opportunity, you may need to be strategic about when you want to apply for the PGWP.
- If you are planning to study more, you may want to either:
 - Apply for PGWP, get the work experience you need for PR, get PR and then start your new program **or**
 - Start and finish your new program before applying for PGWP, assuming it is a PGWP-eligible program

Do online studies count toward PGWP?

- Under normal circumstances, all distance learning courses that a student completes outside Canada are excluded from the time that counts toward the length of the PGWP, and 50% of a student's courses must be completed in Canada and in person.
- Due to COVID-19, there is a temporary policy in effect allowing some online studies to count towards PGWP eligibility. For full eligibility details, see [PGWP distance learning](#).
- Note that **for all students**, any time spent studying before you applied for a study permit as well as any time spent studying from outside Canada after August 31, 2023 does not count.

Full facilitation measures

Students who started their program **on or before August 31, 2022** may complete 100% of their studies online from outside Canada between March 2020 and August 31, 2023.

Reduced facilitation measures

Students who started their program **between September 1, 2022 and August 31, 2023** must complete at least 50% of their program in Canada (online or in-class).

Where can I work on a PGWP?

- You can work anywhere in Canada, in any occupation, even if it is unrelated to your studies. With the exceptions of:
 - [jobs at high risk of exploitation](#)
 - [employers on the ineligible employers list](#)
 - [jobs requiring a medical exam](#) if you haven't done one
- You may change employers any time you wish.
- You may work full-time, part-time or be self-employed on a PGWP. However, self-employed work does not count towards some PR programs.

Timeline



Applying to graduate

- It is your responsibility to ensure you have met all your program and degree requirements. You should check with your Faculty or program advising office if you are unsure.
- In your final term, you need to [apply to graduate](#).
- Applications are processed in the order received, so it is best to apply early. If you apply past the deadline to graduate, you will be moved to the following convocation ceremony. This may cause complications for the timeline to receive the documents you require for the PGWP application. Please contact an International Student Advisor if you have missed the deadline to apply for graduation.

Completing courses by	Deadline to apply to graduate	Convocation
April 30, 2023	March 1, 2023	June
August 31, 2023	August 1, 2023	October
December 31, 2023	Typically November 1	February in absentia

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
- › Information and referrals to academic and campus services/resources
- › Understanding Faculty legislation and policies, the petition process and academic standing

Please [contact your Academic Advisor](#)

When should I apply for PGWP?

1. Finish your studies

You must first complete your program and receive your final grades to be eligible for a PGWP.

2. Maintain valid status

While waiting for your marks, if you are **inside** Canada, make sure your study permit remains valid. Your status ends on either your **study permit expiry or 90 days** after completing your program, whichever comes first.

If you need more time, you should either apply for a bridging study permit extension to have an extra 90 days, [apply for a visitor record](#) or leave Canada.

3. Apply for PGWP

PGWP applications must be submitted within 180 days of receiving your final grades. Your study permit must have been valid at some point in these 180 days (unless exempt due to COVID-19 distance learning measures).

However from inside Canada you must submit your application while your study permit is still valid or ensure you have alternative valid status (such as visitor). It is best to apply while you still have student status.

FAQ on timeline

HOW LONG DOES IT TAKE TO GET MY DOCUMENTS?


- You should expect it to take **about 6 weeks** between receiving your final grades and having all the documents from York that you will need to apply for PGWP. Once you have received your final grades, a final audit must be done. Then, you can request your documents which take 1-2 weeks to prepare.

WHEN DO I HAVE TO STOP WORKING?

- When you receive your final grades you are no longer a full-time student and you **cannot work** under the authorization of your study permit.
- Once you have submitted your PGWP application, you may be eligible to [work while IRCC processes your application](#).

WHAT IF MY STUDY PERMIT IS EXPIRING?

- **Do not let your status expire!**
- 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 until the end of your program plus 90 days. It serves as a transition period for you to prepare your next steps, including pursuing the option of applying for a PGWP.



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

Goodmans LLP
Junior Common Room
1017

Check your expiry dates

This is a study permit application form from Immigration, Refugees and Citizenship Canada. It contains fields for client information, including name, date of birth, gender, country of origin, and passport details. A red circle highlights the "Expiry Date" field, which is set to 2017/07/30. A red arrow points from the left towards this field.

- Make sure your passport is valid for the entire length of your PGWP. We recommend you renew your passport 6 months in advance, if possible.
- If you cannot renew your passport to have the validity you need, your PGWP will have a note and you can extend for this reason only.

- 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 **after** you have received your PGWP.

Application documents

Graduation letter

Transcript

Passport and digital photo

Letter of explanation

Supporting documents

SCHOOL OF CONTINUING STUDIES

➤ You must get your graduation letter and transcript from your [Student Portal](#). It takes approximately 3 weeks after you finish your program for these documents to become available.

Check your graduation status

- Once your final grades are posted, your academic status will confirm if you are eligible to graduate.
- Before you request your graduation letter and final transcript, ensure your graduation application has been processed. [Check your graduation status and eligibility](#). Graduation status is typically processed three times a year: end of January, end of May and end of August.

Undergraduate	Your graduation eligibility is evaluated by the Degree Audit Office once you apply to graduate
Graduate	Please contact the Graduate Program regarding your status and eligibility
Certificate	Please contact the Department/School administering your certificate for your status and eligibility

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 notification** once your status is updated, so be sure to check every day. Your status will change to “eligible to graduate”

Graduation letter

- Once your graduation status says “eligible to graduate,” you can [request your graduation letter](#) (#7 in the list). It costs \$25 and takes about 2 weeks to process.
- The letter you need must state “This letter is to confirm [...] has **successfully completed all requirements to graduate from the following degree program.**” It should **not** state “potentially eligible to graduate.”

✓ 7. 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.

For more information please visit: mycreds.ca/learners/

Graduation letter - continued



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.

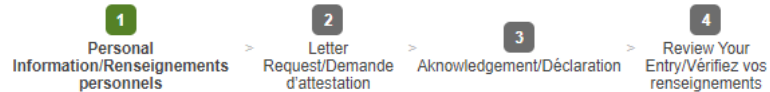
Processing time: up to two weeks.

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

Veillez 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 Lassonde (cycles supérieurs) et de Schulich doivent demander ces attestations à leur faculté d'attache.



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(e) *

Must be 9 digits. Currently Entered: 0 digits.

Email/Courriel *

Continue/Continuer

If you haven't attended convocation yet, select "no." Then, choose the PGWP graduation letter option.



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), Lassonde (Graduate) and Schulich students must request these letters from their home Faculty.

Veillez utiliser ce formulaire si vous désirez obtenir une attestation d'admissibilité à l'obtention d'un diplôme/une attestation 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? *

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 cycle supérieur : *

Undergraduate/Études de premier cycle
Graduate/Études supérieures

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

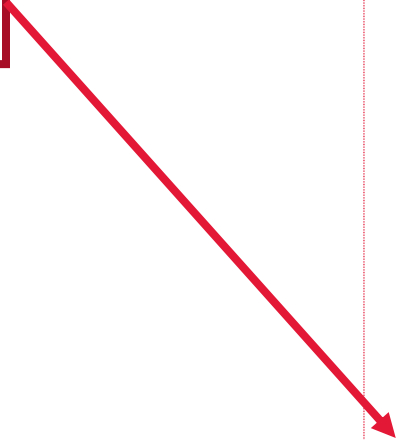
Please note you must have applied to graduate and degree requirements have been audited before an eligibility to graduate can be produced. Unless all grades are available, only a potential letter will be issued.

Remarque : Vous devez avoir présenté une demande d'obtention de diplôme et les conditions d'obtention du diplôme doivent avoir été

Transcript

- › Once your graduation status says, “eligible to graduate,” you can [order your digital transcript online](#). It costs \$15 and takes 1-2 business days to process. The transcript should say “degree conferred.”

Choose the digital official transcript.



▼ How do I order a transcript?

Please note: A new pricing structure will take effect on March 30, 2022 for all Official/Unofficial Transcript Requests:

- Official Digital Transcripts Only available through MyCreds – \$15 (no change)
- Unofficial Transcripts available through MyCreds – \$10
- Official Hard Copy Transcripts – \$30
 - Couriered transcripts will continue to be available for an additional fee

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

Please note, all Digital transcripts must be shared by the student or alumni with a third party on MyCreds.

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

- 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.
 - Official Digital transcripts cost \$15 per share credit.
 - Unofficial Digital Transcripts cost \$10 per share credit.
 - 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](#)

- If you require a transcript for yourself, note you can share the document to your email account once the order is submitted.

Passport and digital photo

- For the passport, you should include copies of the ID page and all pages with markings (e.g. stamps, visas) in your passport
- If you have renewed your passport since your last application to IRCC, you should submit copies of both your old and new passports with this application. You can also state in your letter of explanation that you recently renewed and are including both passports.
- See the [specifications for the digital photo](#)

What about biometrics (fingerprints and photo)?

- Biometrics for visas, study permits and work permits are valid for 10 years. If you are not sure if/when you've given them in the past, you can use the [biometrics check status tool](#).
- Due to COVID-19, some people may be exempt from giving biometrics. [Check to see if you are exempt from giving biometrics](#).

Steps if you must give biometrics:

1. Pay the \$85 fee with your application
2. Get an instruction letter
3. [Book an appointment](#) (select Service Canada Centres)
4. Give your biometrics

Letter of explanation

- It is recommended that all applicants submit a letter of explanation (LOE). It is a way to outline your application, describe your unique situation and introduce other supporting documentation.
- Include in your letter:
 - The purpose of your application
 - Issues you would like to make clear or that the officer might find useful
 - Outline any supporting documents, screenshots or any other proof you are submitting to support your explanation/application
 - Additional information if you have run out of space in the IMM form
- See the **template letter guide** available on [York International's immigration application resources](#).

Supporting documents

- If you are explaining any special circumstances in your PGWP application, you should include supporting documentation to back your claims up. This can include, but is not limited to:
 - Doctor's note
 - Letter from a therapist or counsellor
 - Letter from your Faculty to support an authorized leave
 - Letter from York International (see next slide) to help explain your transcript

Supporting letter from York International

There are several situations where York International may be able to provide you with a letter to support your PGWP application. If any of the following apply to you, please connect with an international student advisor in your final term of studies so that we can advise you and potentially help with a letter.

- You had 1 or more **part-time terms** (other than your final term)
 - This includes if you dropped or withdrew to less than 9 credits near the end of a term or after the term ended
- You have a registered disability with SAS and have a **reduced courseload**
- You have any **gaps in studies**, including
 - authorized leave of more than 150 days
 - any unauthorized leave
 - gap due to a strike
- You **began in a Winter term**
- You had **deferred standing** in your final term and graduated later than anticipated
- You completed an **8-month course in your final term** i.e. it ran over Winter and Summer or Summer and Fall
- Took courses at another Canadian DLI and/or wish to combine two programs
- Any other situation where your transcript may look like you were not full-time throughout your program

Application system



Processing time and fees

- Processing times fluctuate. You can [check the processing times online](#), but these are averages rather than an accurate prediction of when you will receive a decision.

Check processing times

i We've updated the processing times for many applications to be more accurate. Learn more about [what we changed to better calculate processing times](#).

If you've already applied, learn how to [check your application status](#).

* Select an application type: **(required)**

Temporary residence (visiting, studying, working) ▾

* Which temporary residence application? **(required)**

Work permit from inside Canada (initial and extension) ▾

Get processing time

Work permit from inside Canada (initial and extension)

Online

🕒 168 days ⓘ

Paper

🕒 60 days ⓘ

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.

Fees

PGWP: \$255 CAN

Restoration of student status
and PGWP: \$605 CAN



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 personal reference code 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

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

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

2

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.

Continue

Post-Graduate Work Permit - in Canada

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

Continue

1

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

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 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

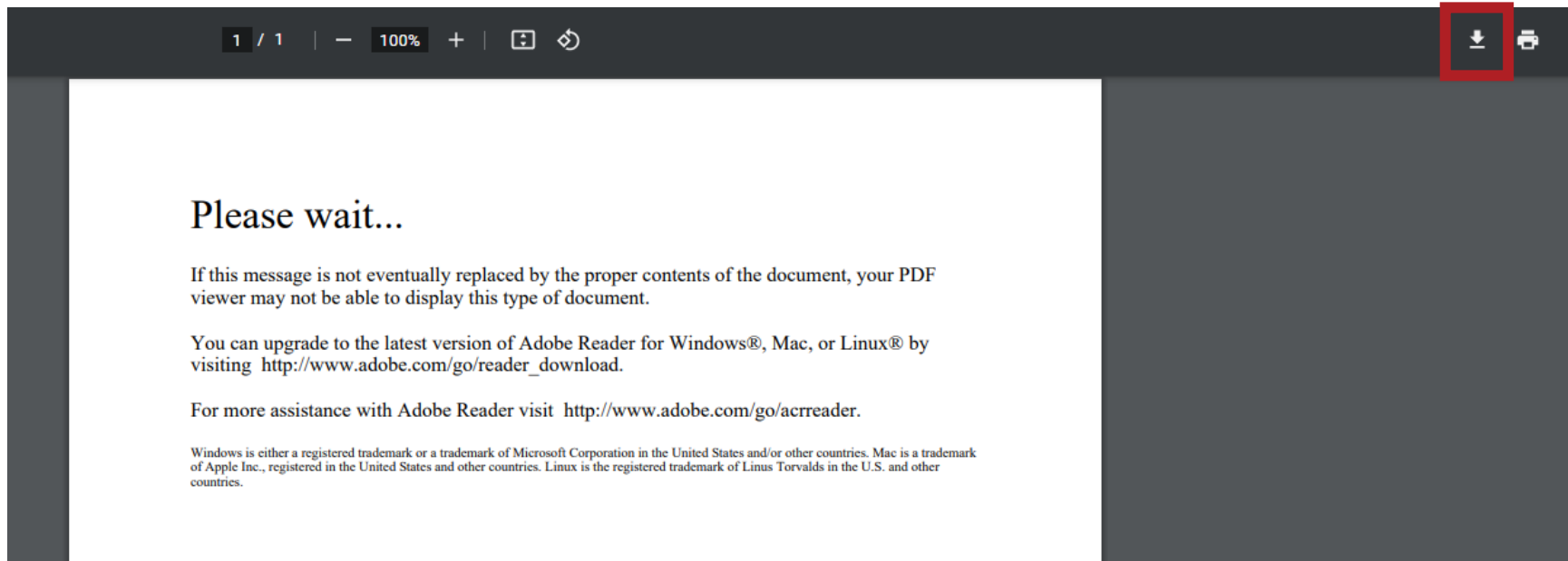
Optional Documents			
Optional Documents			
Details	Document Name	Instructions	Options
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	Upload File
Not Provided	Client Information	?	Upload File



IMM form

Download current form(s)

- Download the applicable form(s) by putting your cursor over the document name. You'll see a note that says, "Open in a new window." This indicates that a form can be downloaded.
- If you see a "Please wait..." message when you're downloading a form:
 - Click on the download arrow at the top right to save the file onto your computer and open it with Adobe Reader
 - If you do not see the arrow, move your cursor to the top of the screen and it will appear.



Filling out the IMM 5710 form

- Use the information from your passport and study permit
- Follow the [IRCC guide to help you](#) and the information on the next slides

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.		

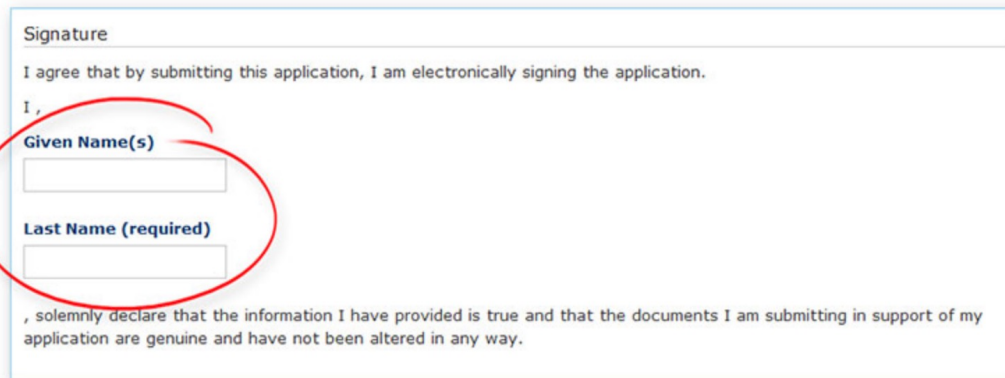
How do I sign my online application?

- 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>

Trouble shooting



Can you help me with system issues?

I CAN'T LOG IN TO MY IRCC ACCOUNT!

- If you are trying to sign in and you keep getting sent back to the homepage, try the following:
 1. Try another browser
 2. Try clearing cache
 3. Try another device

I CAN'T ACCESS THE IMM FORM!

- You need Abode Reader to open the IMM form. If you don't have Abode, you can download it online for free.
- **It is not possible to open the IMM forms in a browser. You must download it, save it to your computer and then open the file from the saved location.**

A photograph of a modern, multi-level building interior, possibly a library or university center. The space features a prominent concrete pillar on the left and another on the right. A mezzanine level with a glass railing is visible, with several people sitting at tables. Below, on the ground floor, a person is standing at a table with a laptop, and another person is blurred in the foreground. The ceiling has recessed lighting. The entire image is framed by a thick red border.

After you apply

Can I work while waiting for my PGWP?

When you receive your final grades, you must stop working under the authorization of your study permit. There will be a time between receiving your final grades and submitting your PGWP when you are not eligible to work at all.

You may start working again if you meet all of the following:

- You had a **valid study permit** when you submitted your PGWP
 - “Maintained status” is not a valid study permit
 - Study permits become invalid 90 days after receiving your final grades even if your study permit says it expires later
- You have completed your program and applied for PGWP
- You were eligible to work off-campus without a work permit and never worked more hours than you were authorized to

IMPORTANT NOTES

- If any of these **conditions don't apply** to you, you cannot start working until you receive your PGWP.
- If your **PGWP is refused**, you must stop working immediately.

How can I show a potential employer I'm eligible to work?

- If you received the WP-EXT for PGWP (IMM 0127 E) letter
 - You're authorized to work until a decision is made on your work permit application, even if the 120-day validity period has expired.
 - If you need proof of authorization to continue working, you can ask for it by using the IRCC [web form](#).
- If you are eligible to work while waiting for a PGWP decision and you need to prove to an employer that you're eligible to work, provide the employer with a [copy of all the required documents](#).

What about my SIN?

- If your SIN expires, but you are otherwise eligible to work, you can continue to use your expired SIN.
- Once you receive your PGWP, you should apply for a new SIN online or at a Service Canada Centre.

Can I travel outside Canada while I wait for my PGWP?

- You must have a valid eTA or visa to be able to return to Canada.
- If you leave and re-enter, you can still work full-time while you wait for a decision (if eligible).
- When you arrive in Canada, be prepared to answer questions at the border. We recommend you have copies of all the documents from your PGWP application with you, in case you need them.
- Before making travel plans, see IRCC's information on [traveling while waiting for PGWP](#).

How do I get a new travel visa?

- If you are applying from inside Canada, it is a two-step process. You apply for your PGWP first. When it is approved, you can [apply for a travel visa](#) based on your work permit.

**Setting yourself
up for PR**



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 TEER 0, 1, 2 or 3 (formerly code 0, A or B)

- › [Find your NOC code](#)
- › 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




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Need immigration help?



Bookmark and check the [YI events calendar](#) regularly. Here you'll find:

- The drop-in advising schedule (virtual and in-person)
- Information sessions on various immigration topics
- Immigration workshops where you can get real-time support as you make an application to IRCC



Visit yorkinternational.yorku.ca for information and guides to help you.

Email us at iadvisor@yorku.ca



- We encourage students to attend virtual or in-person advising so that we can speak with you directly. It is the best and fastest way to get in touch with us and the easiest way to address follow-up questions that we may have for each other.
- Always include your student number in all communications with York
- Expect a delayed response due to the high volume of inquiries, especially at peak times