



York International:

Post Graduate Work Permit Webinar



Content



Overview of International student



Disclaimers & PGWP eligibility



Timeline & Documents



Application system & Help with IMM form



Troubleshooting



After you apply



Setting yourself up for permanent residency

MEET THE ISA TEAM



Mayoori Malankov

Immigration Lawyer

English, Tamil



Gilbert Totime

RCIC - IRB

English, Twi, Ewe



Mercy Omenye

RCIC

English, Efik, Igbo



Don Ghafari

RCIC

English, French,
Arabic



Only a licensed person can give immigration advice

INTERNATIONAL STUDENT ADVISING

WHAT CAN YOU FIND ON THE YI WEBSITE?

You can find information regarding:

Study permit

Temporary Residence Visa (TRV)

Co-op Work permit

Post-Graduation Work Permit (PGWP)

Permanent Residence information

HOW TO CONTACT US

Advising options:

- Virtual drop-in group advising
- Booked appointments for special circumstances via Qless
- Weekly Immigration Workroom
- **Email: iadvisor@yorku.ca**

Check the YI events calendar for times and dates:

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



Only get immigration advice from a licensed professional

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.

This resource was last reviewed on May 15, 2025.

PGWP Eligibility



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 **one** PGWP in their lifetime

- You must have completed the program 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
- Part-time studies due to course cancellation or public health measure at DLI between March 1, 2020, and August 21, 2022.





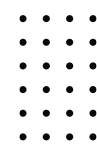
Full-time Student Status

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

Special measure: The “full-time student status in Canada” requirement is waived for any foreign national who between March 1, 2020 and August 21, 2022 started or were enrolled in a PGWP eligible program and [meet all other eligibility criteria](#) of the temporary policy.

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?

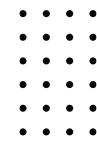
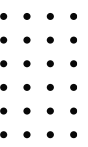
For master's degree programs

Students who graduate from master's degree programs of less than 2 years (8 months minimum) may be eligible for a 3-year PGWP. This does **not** apply to certificate or diploma programs.

For all other programs

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

If you take more than one PGWP-eligible program within 2 years, you must 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.





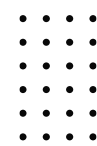
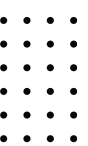
Changes to PGWP Eligibility (Effective November 1, 2024)

Immigration, Refugees and Citizenship Canada (IRCC) recently updated the eligibility criteria for the PGWP, introducing new field of study requirements for certain international graduates. These changes particularly affect students in programs in **non-degree** programs, such as certificate and diploma programs.

Field of Study Requirements: Graduates from **non-degree** programs must complete studies in specific fields aligned with in-demand professions in Canada to be eligible for a PGWP. The eligible fields of study include:

- Agriculture and agri-food
- Healthcare
- Science, Technology, Engineering, and Mathematics (STEM)
- Trade
- Transport

Each of these categories encompasses various educational programs identified by Classification of Instructional Programs (CIP) codes. For a comprehensive list of eligible programs and their corresponding CIP codes, refer to the [official IRCC website](#).





Language Requirements

All PGWP applicants must **now meet** specific language proficiency levels, which vary depending on the level of study:

University Bachelor's, Master's, or Doctoral Degrees:

- Canadian Language Benchmark (CLB) level 7 in English or Niveaux de compétence linguistique canadien (NCLC) 7 in French, across all four language areas.

Other University Programs (certificates, diplomas):

- CLB 7 in English or NCLC 7 in French, across all four language areas.



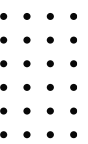


What if I want to study more?

It is possible to have both a study permit and a PGWP at the same time.

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 temporary policies were in effect allowing exceptions to the normal rules about online studies. For full eligibility details, see [PGWP distance learning](#).



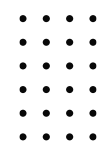
Note that **for all students**, any time spent studying before you applied for a study permit as well as any time spent studying from outside Canada after August 31, 2023 does not count.

Full facilitation measures for online studies outside of Canada

You can complete up to 100% of your studies online from outside Canada **between March 2020 and August 31, 2022**, because of a temporary COVID-19 policy. This temporary policy was in place until August 31, 2022.

Reduced facilitation measures for online studies outside of Canada

Students who started their program **between September 1, 2022, and August 31, 2024** 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 unless there are restrictions on the permit. 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 permanent residence 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.

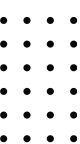
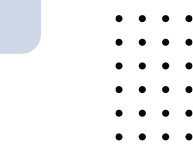


In your final term, you need to [apply to graduate](#).



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.

Convocation	When can you apply to graduate	Application due date	Deadline to meet undergraduate program requirements
June 2025	November 1, 2024	March 1, 2025	May 15, 2025
October 2025	May 1, 2025	August 1, 2025	September 18, 2025
February 2026 in absentia	August 1, 2025	October 31, 2025	February 11, 2026





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 and resources
- Understanding Faculty legislation and policies, the petition process, and academic standing

[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 request additional time, [apply for a visitor record](#) or leave and apply for your PGWP from outside of 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.

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.**



How long does it take to get my documents?

- You should budget **about 6 weeks** after receiving your final grades to receive 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.

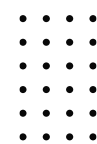
When do I have to stop working?

- When your graduation status changes to “eligible” this means you have satisfied all of your study program requirements 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 at around the same time or soon after my program ends?

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 for PGWP





Check your immigration document expiry dates



STUDY PERMIT/PERMIS D'ÉTUDES

Client Information/Information du client

Family Name/Nom de famille: [redacted]
 Given Name/Prénoms: [redacted]
 Date of Birth/Date de naissance: [redacted]
 Sex: FEMALE
 Country of Birth/Pays de naissance: CHINA, PEOPLE'S REPUBLIC OF
 Country of Citizenship/Citoyen de: CHINA, PEOPLE'S REPUBLIC OF
 Travel Doc No./N° du document de voyage: PASSPORT

Additional Information/Information supplémentaire

Date Issued/Délivré le: 2015/05/07
 Expiry Date/Date d'expiration: 2017/07/30
 Case Type/Génie de cas: [redacted]
 Institution Name/Nom de l'institution: [redacted]
 Field of Study/Dominé d'études: ANY POST-SECONDARY
 In Force From/En vigueur le: 2015/05/07

Conditions:

- MAY ACCEPT EMPLOYMENT ON THE CAMPUS OF THE INSTITUTION AT WHICH REGISTERED IN FULL-TIME STUDIES.
- MUST LEAVE CANADA BY [redacted]

Remarks/Observations:

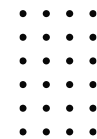
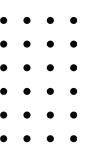
THIS DOES NOT AUTHORIZE RE-ENTRY/CECI N'AUTORISE PAS LA RÉ-ENTRÉE



- 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 your passport expired earlier than the length of time you're eligible, IRCC will only issue a PGWP that is valid until your passport expires. This will be indicated in a note on your initial PGWP and you can extend for this reason only.

Note: Regardless of the expiration date printed on the study permit, a study permit becomes invalid 90 days after completing studies or when the student is not enrolled in the DLI named on the permit (unless as a result of completing your studies).

If your visa is expiring at the same time as your study permit, you will need to apply for a TRV renewal. You can do this **after** you have received your PGWP.



Check your Biometrics expiry date

- Your immigration documents **are issued up to the validity date of your passport AND biometrics.**
- 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 or when you last provided biometrics, you can use the [biometrics check status tool](#).
- If your biometrics are expiring in 3 years or less from the date of your application, you should provide your biometrics again.
- Review IRCC's instructions about [how to give your biometrics](#).

Application Documents

Graduation letter

Transcript

Passport and digital photo

Language Requirements (CLB 7)

Supporting documents/ Letter of Explanation

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.



STEP 1: Check your graduation status

- Once your final grades are posted, [check your graduation status](#) and wait for the status to change from “potentially eligible” to “eligible”. This may take 1-2 weeks **after** your final grades are posted.
- Ensure that your graduation status changes to “eligible to graduate” BEFORE you order your program completion letter and transcript.
- Once your graduation status changes “eligible to graduate” you must **stop working**.

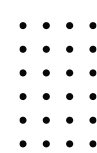
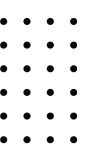
Undergraduate	Your graduation eligibility is evaluated by the Degree Audit Office once you apply to graduate
Graduate	Please contact the Graduate Program regarding your status and eligibility
Certificate/Diploma	Please contact the Department/School administering your certificate for your status and eligibility

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”**





Step 2: Order Your Graduation/Program Completion 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.”

The screenshot shows the Registrar's Office website with a navigation menu and a list of services. The '7. I need a letter that shows my eligibility to graduate or confirmation of graduation' option is selected and expanded.

Registrar's Office

Academic Calendars | **Academic Program** | Enrol in Courses | Exams and Tests | Grades and Transcripts | Graduation | Manage My Academic Record | Petitions | Privacy and Access to Records | CONTACT

▼ **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.

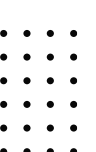
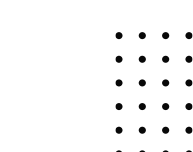
How much does this letter cost to prepare?
This letter costs \$25 each.

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/

In English / En français





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.

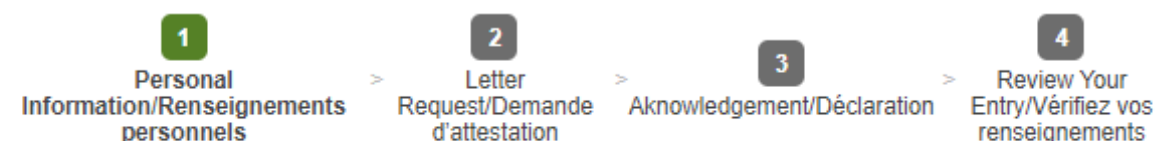
Processing time: up to two weeks.

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



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.

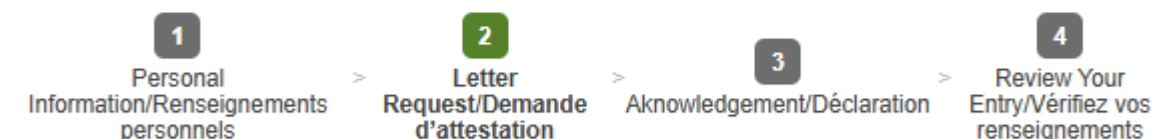
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Délai de traitement : deux semaines au maximum.

REMARQUE : Glendon, ainsi que les étudiants de Lassonde (cycles supérieurs) et de Schulich doivent demander ces attestations à leur faculté d'attache.



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

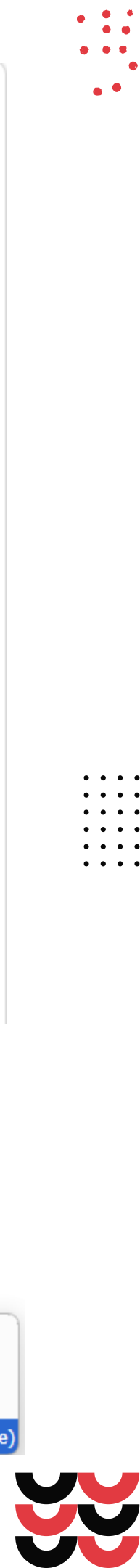
Laissez-nous vous aider à choisir le type d'attestation dont vous avez besoin. Avez-vous déjà obtenu votre diplôme? *

Since you have graduated let us know the type of graduation letter you need:

Comme vous avez déjà un diplôme, faites-nous savoir le type d'attestation d'obtention de diplôme dont vous avez besoin : *

- Undergraduate studies degree conferral/ Diplôme d'études de premier cycle
- Graduate studies degree conferral (GPA not included)/Diplôme d'études supérieures (sans la MPC)
- Post-grad work permit (graduation letter)/Permis de travail post-diplôme (attestation d'obtention de diplôme)

Have you graduated?
Select "yes".





Step 3: Order your Official 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

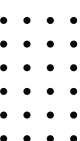
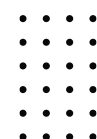
If you are applying to an Ontario university, we strongly encourage you to apply through [OUAC \(Ontario Universities' Application Centre\)](#). Transcript requests received through these services will continue to be processed remotely on a daily basis and in a timely fashion. You can check the OUAC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

2. Digital Transcript

- 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.
- 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](#)

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





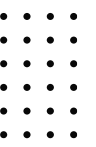
Step 4: Prepare a Letter of Explanation

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



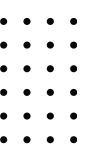
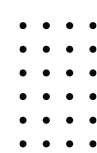


Supporting letter from York International

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 after your final grades are posted so that we can advise you and potentially help with a letter.

A supporting letter may be provided in the following circumstances:

- ✓ 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 Student Accessibility Services and have a **reduced course load**
- ✓ You have any **gaps in studies**, including
 - Authorized leave of **more than 150 days**
 - Any unauthorized leave
 - Non-enrolment due to a University labour disruption (strike).
- ✓ You **started your studies 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**



IRCC 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.
- Who can apply at POE? Only U.S. citizens and persons who are eligible to enter Canada on an eTA.

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](#)

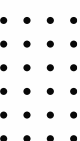
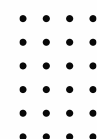


Step 3: Answer the questions and upload your documents

Save copies of everything for your records



Step 4: Submit and pay the fees





MENU

Home > Immigration and citizenship > My immigration or citizenship application

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.

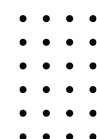
[Sign in with Sign-In Partner](#)

[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

Choose this option

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 a 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)

Find out if you're eligible to apply

What would you like to do in Canada? *(required)* ?

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

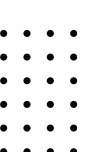
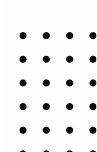
How long are you planning to stay in Canada? *(required)*

Select the code that matches the one on your passport. *(required)* ?

What is your current country or territory of residence? If you are presently in Canada, you should select Canada. *(required)* ?

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? *(required)*

What is your date of birth? *(required)* ?





Eligibility Questions

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

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)** ?

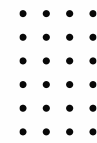
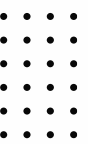
Have you recently graduated from a participating Canadian post-secondary institution for which your study program was full-time and a minimum of eight months? **(required)**

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

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)

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)

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






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 

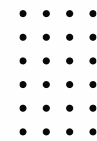
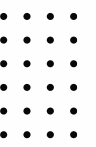
Apply to renew your Visa **after** your PGWP is approved

Post-Graduate Work Permit - in Canada

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

Continue 

Choose **this** to continue





Medical exams

Find out if you're eligible to apply

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

Please make a selection

Yes? Provide proof of your medical exam
No? You'll be asked the question below

Find out if you're eligible to apply

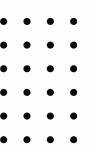
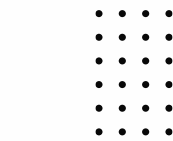
Have you visited or lived in any one of the designated countries for 6 consecutive months in the last year? **(required)** ?

Please make a selection

A **“designated”** country or territory is one where a medical exam is required
In the last year, if you have lived in one of these places for over 6 months, you need a medical. [Find out if you need a medical exam](#)

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

Country/Territory <input type="text"/>	Immigration Medical Exam (IME) required <input type="text"/>	Medical Office <input type="text"/>
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





Sample Document Checklist



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

Upload the Official Transcript

Upload the Graduation letter

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







Sample Document Checklist

Optional documents

Optional documents

Details	Document name	Instructions	Options
Not provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)		<input type="button" value="Upload file"/>
Not provided	Client Information		<input type="button" value="Upload file"/>

Most students **don't** require this form.

Space to upload a cover letter, explanation letter, and/or supporting documents such as English language benchmark results (e.g., IELTS).

Fees

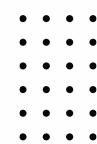
Fees

Application	Quantity	Price (CAD) per unit	Total (CAD)
Work Permit	1	\$155.00	\$155.00
Open Work Permit Holder Fee	1	\$100.00	\$100.00

Fees for the application for Work permit

The fee shown is an estimate based on the fees in effect on the day that this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission.

Total price (CAD) \$255.00



PGWP Application OUTSIDE of Canada



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

offer and my employer gave me an offer of employment number or LMIA number (or proof of that your employer appli

- to work in one of the following categories?
- es and coaches
 - on accident or incident investigators
 - ess visitors
 - aviation inspectors
 - /
 - ention organizers
 - members
 - gency service providers
 - iners and evaluators
 - t witnesses or investigators
 - y members of foreign representatives
 - in government officers
 - in representatives
 - care students
 - skilled workers and researchers (Global Skills Strategy)
 - s, referees and similar officials
 - y personnel
 - reporters, film and media crews
 - ming artists
 - : speakers

Answer according to your situation

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

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

Application Form(s)			
Application Form(s)			
Document Name	Instructions	Options	
Application for Work Permit Made Outside of Canada (IMM1295) (required)	?	Upload File	

Supporting Documents			
Supporting Documents			
Document Name	Instructions	Options	
Recent Education Transcript (required)	?	Upload File	
Family Information Form (IMM5707) (required)	?	Upload File	
Completion of Studies Letter (required)	?	Upload File	
Passport (required)	?	Upload File	
Digital photo (required)	?	Upload File	
Proof of upfront medical exam (required)	?	Upload File	

Optional Documents			
Optional Documents			
Document Name	Instructions	Options	
Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	Upload File	
Client Information	?	Upload File	



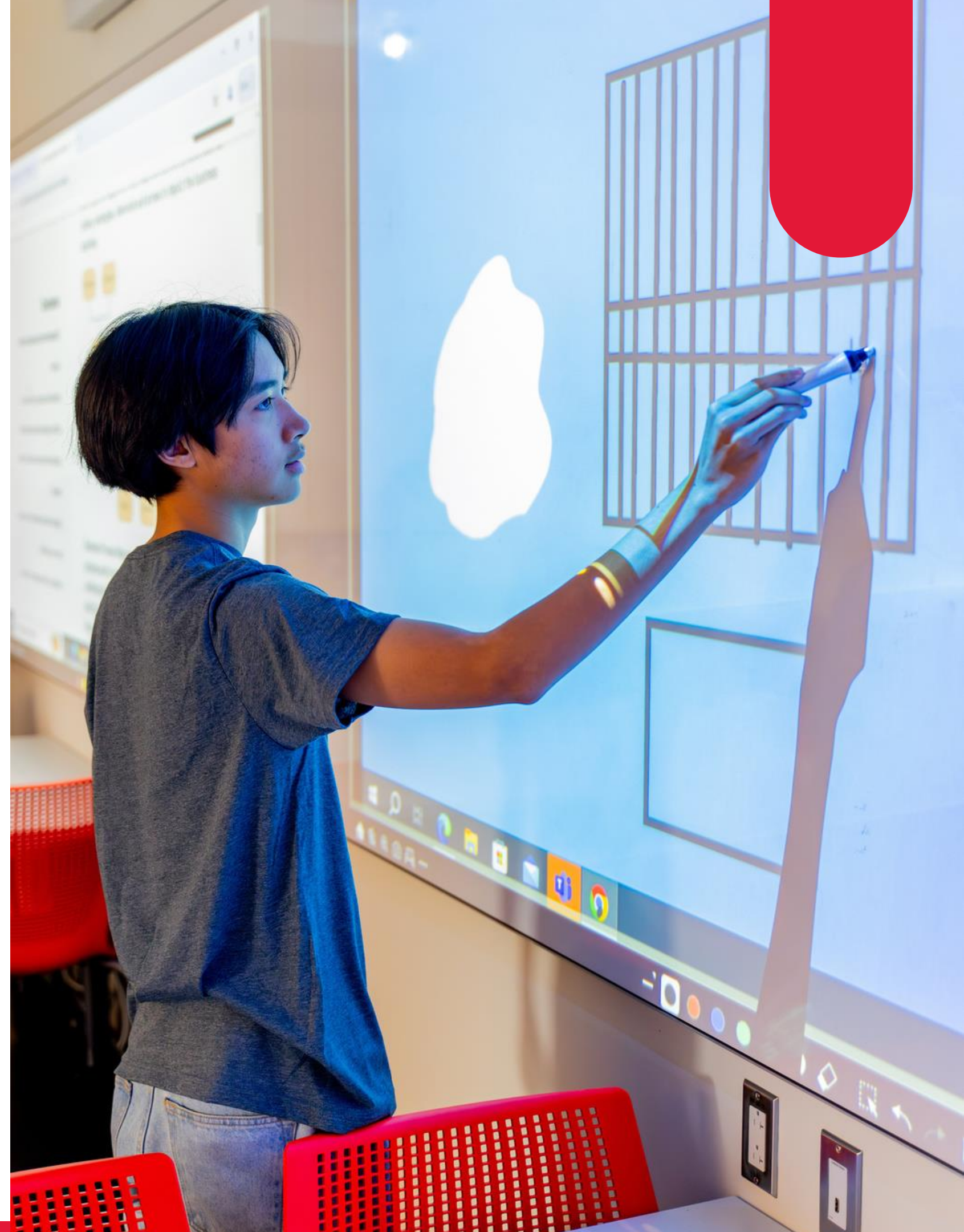


Passport and Digital Photo

For the passport, you should include copies the of 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](#)





IMM Forms



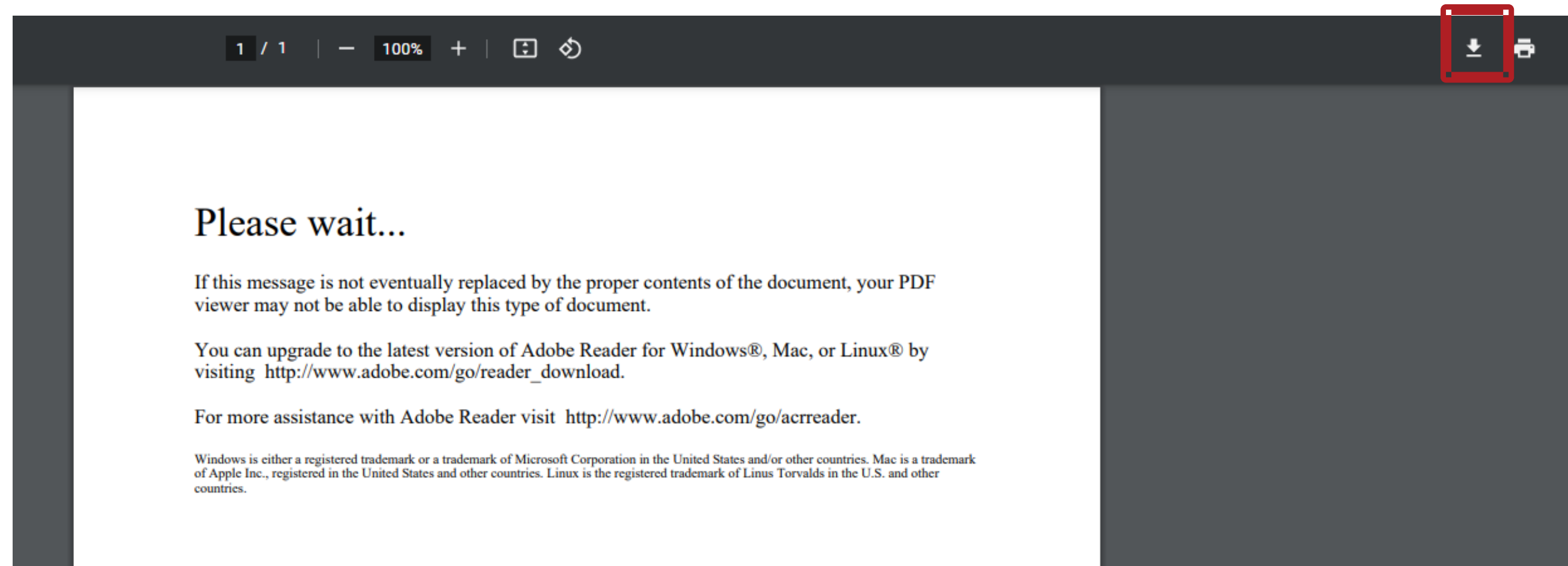


Download current form(s)

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

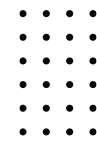
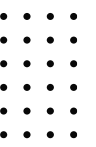
Top right corner of study permit

1 UCI	<input type="text"/>	2 * I want service in	English	OFFICE USE ONLY Validated
3 I am applying for one or more of the following:				
<input checked="" type="checkbox"/> * Apply for a study permit for the first time or extend my study permit <input type="checkbox"/> * Restore my status as a student <input type="checkbox"/> * Get a new temporary resident permit (for inadmissible applicants only)				

7 Current country or territory of residence:				
Country or Territory	Status	Other	From	To
* Canada	* Student		Entry to Canada	Study permit expiry YYYY-MM-DD

Not all countries have this

NATIONAL IDENTITY DOCUMENT				
1 Do you have a national identity document? <input type="checkbox"/> * No <input type="checkbox"/> * Yes				
2 Document number	3 Country or territory of issue		4 Issue date	5 Expiry date
			YYYY-MM-DD	YYYY-MM-DD





IMM 5710 Form



This is where your study permit will be sent. It must be an address in Canada

CONTACT INFORMATION

If submitting your application by mail:

- All correspondence will go to this address unless you indicate your e-mail address below.
- Indicating an e-mail address will authorize all correspondence, including file and personal information, to be sent to the e-mail address you specify.
- If you wish to authorize the release of information from your application to a representative, indicate their e-mail and mailing address(es) in this section and on the IMM5476 form.

1 Current mailing address

P.O. box	Apt/Unit	Street no.	* Street name
* City/Town		* Country or Territory Canada	* Province ▼
		* Postal code	

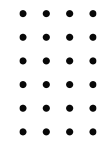
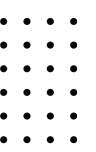
Date of original Entry into Canada.

Location of original Entry into Canada.

COMING INTO CANADA

1	Date and place of your original 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

Top right corner of study permit, beginning with « F »





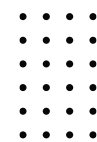
IMM 5710 Form



DETAILS OF INTENDED WORK IN CANADA

1 * a) What type of work permit are you applying for?		b) Other	
Post Graduation Work Permit			
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.	
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 checked="" type="checkbox"/> * No <input type="checkbox"/> * Yes			

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





Background Information

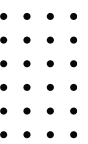


Must answer truthfully. If you answer “yes” to questions 2a) or 2b) please speak with an international student advisor (iadvisor@yorku.ca) or licensed legal representative before submitting your application.

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
- d) If you answered "yes" to question 2a), 2b) or 2c), please provide details.

EXAMPLE: In 2023, I applied for a study permit, and it was issued from September 2023 to July 2024.





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.

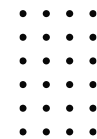
Your given name and last name must be **exactly** the same as on your application form. If you're under the age of 18, your parent or guardian must sign your form for you.



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.

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





Trouble Shooting





Can you help me with system issues?

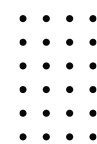
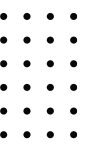
I can't log in to my IRCC account!

- 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 Adobe Reader to open the IMM form. If you don't have Adobe, 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.**





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

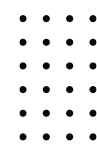
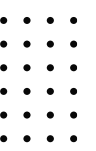
You have completed your program and applied for PGWP

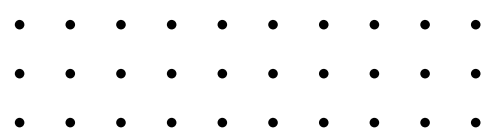
You were eligible to [work off-campus without a work permit](#) and never worked more hours than you were authorized to

Important notes

If any of these **conditions don't apply** to you, you cannot start working until you receive your PGWP.

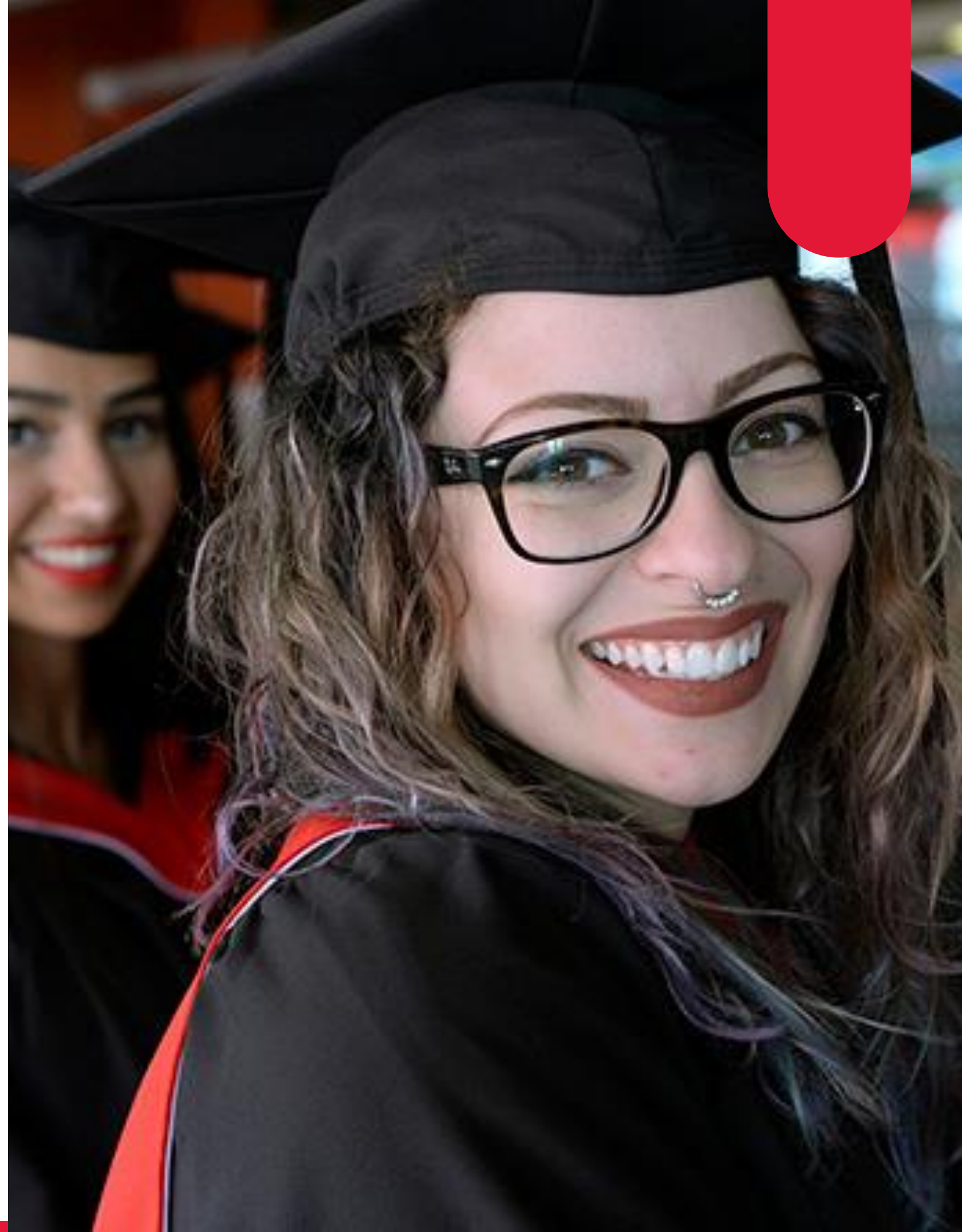
If your **PGWP is refused**, you must stop working immediately.





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

- Most applicants will receive a confirmation letter confirming authorization to work. The “WP-EXT for PGWP (IMM 0127 E)” letter confirms that 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). Leaving and re-entering Canada does **not** stop you from being able to work full-time while you wait.

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 for PGWP 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.

If you are applying for PGWP from outside of Canada, you will receive the letter of introduction and then obtain the PGWP when entering Canada.



Need immigration help?



Bookmark and check the [YI events calendar](#) regularly.



[Visit YI for information and guides to help you.](#)



Check YI immigration resource page for application guides



Email us at [**iadvisor@yorku.ca**](mailto:iadvisor@yorku.ca)

Always include your student number in all communications with York