

POST-GRADUATION WORK PERMIT – ELIGIBILITY AND HOW TO APPLY

www.cic.gc.ca/english/study/work-postgrad.asp

► Eligibility

You can apply for a post-graduation work permit upon graduating from an eligible post-secondary institution, such as Humber College.

You must submit your application within 90 days of receiving written confirmation from Humber that you meet the requirements for completing your academic program. Once 90 days have elapsed, you will no longer be eligible to apply.

You are only eligible to apply for a post-graduation work permit once. You are no longer eligible to apply if you were already issued a post-graduation work permit after graduating from a previous program of study, regardless of whether or not you actually worked during the validity of the previous post-graduation work permit. For example, if you obtained a post-graduation work permit after completing an undergraduate program, then returned to school to complete a graduate program, you are not eligible to apply for a new post-graduation work permit following your completion of the graduate program.

In order to be eligible, the program of study that you have completed must be of at least eight months in length. If your program of study is shorter than eight months, you are not eligible to apply.

The duration of the post-graduation work permit that you are eligible for depends on the length of the program of study that you are completing. Check the following table to determine the duration of the post-graduation work permit you are eligible for.

If your program of study is:	Then you are eligible for:
Less than eight months	You are not eligible for a post-graduation work permit.
Eight months or more, but less than two years	You are eligible to apply for a post-graduation work permit that is of the same duration as your program of study (for example, if your program of study was of a duration of 12 months, then you can apply for a post-graduation work permit of a duration of 12 months).
Two years or more	You may be eligible to apply for a post-graduation work permit that is valid up to three years.

Note that you are NOT eligible to apply for a post-graduation work permit if you have received funding from the Canadian International Development Agency, or have participated in any of the following programs: a Canadian Commonwealth Scholarship Program funded by the Department of Foreign Affairs, Trade and Development Canada (DFATD); a Government of Canada Awards Program funded by DFATD; the Equal Opportunity Scholarship, Canada-Chile; the Canada-China Scholars Exchanges Program; the Organization of American States Fellowships Program; or a distance learning program either from abroad or from within Canada.

► Applying

Check the processing times on CIC's website to help you decide whether to make an online or paper application:

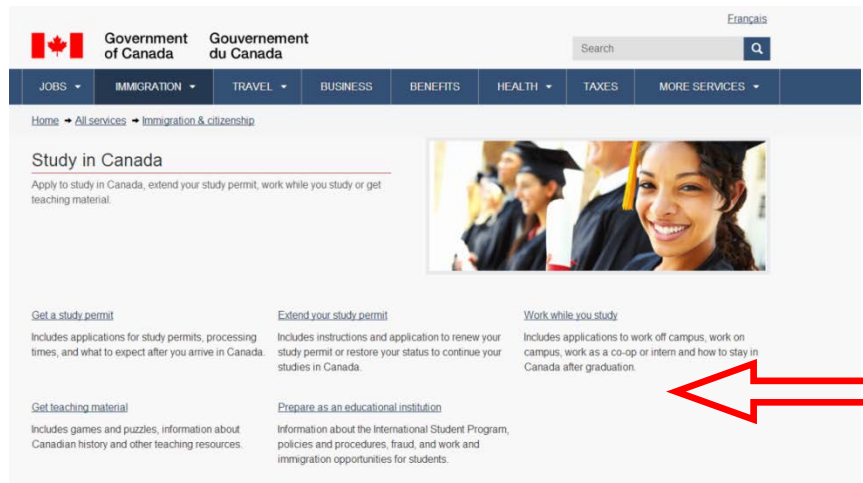
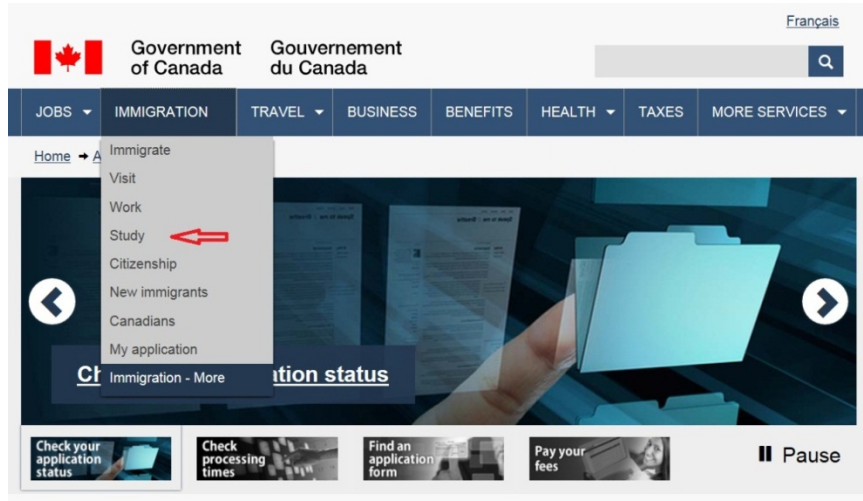
<http://www.cic.gc.ca/english/information/times/index.asp> Processing times are subject to change weekly.

How to Apply:

- Online at <http://www.cic.gc.ca/ctc-vac/cometocanada.asp>
- Paper application sent to Case Processing Centre in Vegreville, AB

If you are considering applying online, you should also complete the online eligibility questionnaire in order to ensure that you are eligible to apply online: <http://onlineservices-servicesenligne.cic.gc.ca/eapp/eapp.do>. For an online application you must have a valid credit card (Visa, MasterCard or American Express) and also be able to scan and upload the required documents.

1. Online Application Procedure



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Search

JOBS | IMMIGRATION | TRAVEL | BUSINESS | BENEFITS | HEALTH | TAXES | MORE SERVICES

Home > All services > Immigration & citizenship > Study

Study in Canada

- Get study permit
- Extend study permit
- Get student work permit**
- Work on campus
- Work off campus
- Work as a co-op or intern
- Stay in Canada after graduation
- Help spouse or partner get work
- Get teaching material
- Participate as an educational institution

Get a student work permit

Get help to cancel an application submitted online in the Help Centre.

It is possible to work in Canada, while you are here as a student, under any Citizenship and Immigration Canada's (CIC's) work programs for students. In most cases, you will need to apply for a student work permit.


Work on campus
Find information about [working at the school where you study](#).

Work off campus
Find information about [working off campus](#) while you study in Canada.

Work as a co-op or intern
Discover how you can [work as a co-op or intern](#) as part of your academic program.

Stay in Canada after graduation
Learn how you can stay in Canada as a permanent resident or find work [after you graduate](#) from school.

Help your spouse or common-law partner find work



Government of Canada / Gouvernement du Canada

Search

JOBS | IMMIGRATION | TRAVEL | BUSINESS | BENEFITS | HEALTH | TAXES | MORE SERVICES

Home > All services > Immigration & citizenship > Study > Student work permit

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Stay in Canada after graduation

To work in Canada after you graduate, you must apply for a work permit under the Post-Graduation Work Permit Program (PGWPP). If you want to stay in Canada as a permanent resident after you graduate, there are a number of programs available, each with its own requirements.

Get a post-graduation work permit

The PGWPP allows students who have graduated from a participating Canadian post-secondary institution to gain valuable Canadian work experience. Skilled Canadian work experience gained through the PGWPP helps graduates qualify for permanent residence in Canada through the [Canadian Experience Class \(CEC\)](#).

A work permit under the PGWPP may be issued for the length of the study program, up to a maximum of three years. A post-graduation work permit cannot be valid for longer than the student's study program, and the study program must be a minimum of eight months in length. For example, if you graduate from a four-year degree program, you could be eligible for a three-year work permit if you meet the criteria. If you graduate from an eight-month certificate program, you would be eligible for a work permit that is valid for no more than eight months.

Determine your eligibility
Find out if you are [eligible for a post-graduation work permit](#).

Apply
Follow the [steps to apply](#) for the post-graduation work permit.

Immigrate to Canada

Canadian Experience Class

If you are a foreign student who recently graduated in Canada, you likely have the qualities to make a successful transition from temporary to permanent residence. You are familiar with Canadian society and can contribute to the Canadian economy. You should have knowledge of English or French and qualifying work experience.

You may be [eligible](#) to apply to stay in Canada permanently under the [CEC](#).

Graduates may also qualify for other immigration programs; the [Come to Canada tool](#) is a good resource for those wishing to explore their options to remain in Canada.


PhD eligibility stream—Federal skilled workers

Citizenship and Immigration Canada announced a new initiative aimed at boosting Canadian innovation and helping Canada's educational institutions attract and retain talented scholars at the doctoral level.

As of November 5, 2011, international PhD students who wish to become permanent residents of Canada have been able to submit applications for processing as Federal Skilled Workers. To be eligible under the new stream, which is capped at 1,000 applications per year, applicants must have completed at least two years of study toward the attainment of a PhD and remain in good academic standing at a provincially recognized post-secondary educational institution in Canada. Foreign nationals who have graduated from a Canadian PhD program within the preceding 12 months are also eligible. Note that PhD applicants must also meet all the requirements of the [Federal Skilled Worker Program](#). This initiative will help Canada and Canadian universities to attract and retain top talent in a global economy. While PhD holders make up a small proportion of the population, they play a unique and integral role in our nation's economic health. Doctoral graduates drive research, encourage innovation and pass on their knowledge through teaching.

Also in this topic

- Determine your eligibility
- Apply



Find Out if You're Eligible to Apply

* All fields are mandatory

What would you like to do in Canada? ?

Please make a selection

How long are you planning to stay in Canada?

Please make a selection

What is the country of nationality of your passport? ?

Please make a selection

What is your current country of residence?

If you are presently in Canada, you should select Canada. ?

Please make a selection

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

Please make a selection

What is your date of birth? ?


Select Day

Select Month

Select year

Exit Questionnaire

Next

When you reach the *Your Results* page scroll down until you see the continue button for the Post-Graduation Work Permit. Continue through the questionnaire process. When asked to *review your answers* make sure that you have answered everything correctly. If you need to modify your answers click on the  symbol.





When you reach the *Checklist of Required Documents* page follow the required steps.

Checklist of Required Documents


Working in Canada – Your personal checklist

Based on your answers, you may be eligible to come to Canada as a worker.

To apply online, you will need this personal checklist code: **UL2420885183**

-  **Step 1:** **Record your personal checklist code.** This code will expire on Friday April 25 2014 6:03:09 PM GMT. It is valid only for this application. When you return to the CIC site to apply online, you will need to enter your personal checklist code. We will use this code to retrieve the list of documents you need to submit with your application.
-  **Step 2:** **Print this page.** You will need this information to apply.
-  **Step 3:** **Read the application guide.** Application guides can be found at: <http://www.cic.gc.ca/english/information/applications/index.asp>
-  **Step 4:** Gather these documents and complete the application forms:
[Are you having difficulty downloading a form?](#)
 Versions of application forms for study permits, work permits and temporary resident visas dated July 2013 (07-2013) or after can only be uploaded to MyCIC.

Application Form(s)

 Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710)

Supporting Documents

Passport or Travel document ?

Digital Photo ?

Fees

Fees			
Application	Quantity	Price (CAD) per unit	Total (CAD)
Work Permit	1	\$155	\$155

All documents must be provided in either English or French. If you have a document in another language, please provide a copy of the document in the original language with an English or French translation.

- Step 5:** Register / log in to submit your online application.
To apply online, you'll need an electronic "key" for secure access.

 - Register to get a key if you are a new user. Register here: <http://www.cic.gc.ca/english/e-services/mycic.asp>
 - Login to your account if you are a returning user. Login here: <http://www.cic.gc.ca/english/e-services/mycic.asp>
- Step 6:** When you are logged in to your electronic credential (known as your key), you'll be automatically directed to CIC's online services called MyCIC.
You will be prompted to register enrol for an account if you are a first time user. Returning users will be directed straight to their account.
Once you are logged into MyCIC, then select "Visitor visa, study and/or work permit" to continue.
- Step 7:** Enter your **personal checklist code**
After you select "Visitor visa, study and/or work permit", you will be asked to enter your personal checklist code.
A personal checklist code is located at the top of this personal checklist and looks like this: **QK4350881372**.
- Step 8:** Once you have entered your personal checklist code, you will be guided through the following steps to complete your application:

 - Upload your documents
 - Review your application
 - Pay with a credit card
 - Submit your application
- Step 9:** After you submit your payment, you will see a page that confirms that your application has been submitted. It will have more information on next steps. Shortly after you submit, you will also receive a confirmation message in your MyCIC account.

If you decide to submit your application online, and this is the first time that you are doing so, you will be prompted to create a MyCIC account. If you have already created a MyCIC account, you can go ahead and login.

How to Create a MyCIC account

1. Register using a Sign-in Partner (SecureKey Concierge) or by using a GCKey.	
Sign-in Partner	GCKey
<ul style="list-style-type: none"> • Allows you to log into the site using your online banking or credit card information. Currently this option is only available to those who bank with: BMO Financial, Scotiabank, TD Canada Trust, ING Direct, and Choice Rewards MasterCard. 	<ul style="list-style-type: none"> • Create a User ID, Password and a series of recovery questions with answers and hints • Save this information in a secure location
2. When creating your MyCIC account you MUST answer "YES" to the question "Do you have a client ID or UCI?" Your client ID/UCI is the 8 digit number located in the upper right hand portion of your study permit.	
3. Continue with the enrolment procedure.	
4. Obtain a personal checklist code. Record this information for future use.	

Uploading Your Documents

You will be prompted to upload the completed work application form, IMM 5710, as well as the other required documents. **For the post-graduation work permit you require a FINAL transcript and confirmation of graduation letter. You should receive notification from the International Centre close to the end of your final semester as to when these documents will be available.** Upload your passport or travel documents, e.g., passport pages, entry visa, stamps made by Canada Immigration or Canada Border Services, study permit and any work permits. Scan these items into one document, not a separate page for each of them. Make sure that you upload all of the required documents. If your application is incomplete your request may be denied.

To upload your documents you will need to scan the information and save it in the specified file formats. Acceptable formats for saving your information are: PDF, JPG, TIFF/PNG or DOC/DOCX. If you have problems scanning your information please go to one of the computer labs for assistance. The file size cannot be larger than 4 MB.

Payment

There is \$155 charge for a post-graduation work permit. If you cannot pay your fees by credit card, then you cannot apply online and you should submit a paper application instead.

Completing Form IMM 5710: Application to Change Conditions, Extend My Stay or Remain In Canada as A Worker

This form is the same for **ALL** work permit applications, e.g., co-op, off-campus and the post-graduation work permit.

- When completing the application you will need to have your passport and study permit handy.
- The form is a fillable PDF form which means you can type your answers; do not fill it by hand.
- There are a series of drop-down boxes throughout the form, use those boxes rather than creating your own answers.

Some areas that cause confusion are:

Question	Response
UCI	Client ID or UCI found on study permit
I am applying for...	"An initial work permit or a work permit with a new employer"; if extending your off-campus work permit you can select "a work permit with the same employer"
Family name	If you do not have a family name on your passport enter your given name(s) in this box and leave the given name box blank
Current country of residence date "to"	Expiry date of your study permit
Native language	Your first language
Document number	Appears on your study permit
What type of work permit are you applying for?	Post-graduation work permit
Complete address of employer	Type N/A or Not applicable
My occupation in Canada will be	Type N/A or Not applicable
Brief description of duties	Type N/A or Not applicable
Duration of expected employment	"To" should be the expiry date of your study permit
Education	Answer "yes"; type in Humber's information unless you already have a degree or diploma; under "field and level of study" answer both portions of this question
Employment	If you have never been employed, type in that you are a student and include Humber's information; if you are, or have been employed in the past include that information here including any employment in your home country
Background Information	You must respond to ALL of these questions
Page 5 – Validation Page	Validate and save; validate each time you modify the form; if you are applying online then there is no need to print and sign the form

2. Paper Application Procedure

- Complete application form IMM 5710
- Collect documents
- Complete form **IMM 5583: Document Checklist - Students Applying for a Work Permit**. Ensure that you include ALL of the relevant documents listed in that form in your application. Submit original copies of transcripts and confirmation of enrolment letters. Also include: stamped or internet receipt showing payment has been made, and your passport or travel documents, e.g., passport pages, entry visa, stamps made by Citizenship and Immigration Canada or the Canada Border Services Agency, study permit and any work permits.

- Review application, validate and sign form
- Make a copy of your entire application package and keep it for your records
- Mail application

Use Canada Post’s XpressPost service or that of another courier company so that you have proof that you mailed your application and can track whether it was delivered. The application package is to be mailed to:

<p>CPC Vegreville Work Permit 6212-55th Avenue – Unit 555 Vegreville, AB T9C 1X6</p> <p>Note: For new employer applications only.</p>	<p>CPC Vegreville Work Permit 6212-55th Avenue – Unit 202 Vegreville, AB T9C 1X6</p> <p>Note: For extensions with same employer only.</p>
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► Social Insurance Number

The SIN card is **NOT** a work permit. You are only eligible for a SIN card if (a) you have been offered an on-campus job; or (b) you have a work permit.

How to Apply:

Required documents:

- completed application form available at <http://www.servicecanada.gc.ca/eng/sc/sin/>
- study permit and passport
- confirmation of graduation letter

Take your documents to the nearest HRSDC or Service Canada office. The HRSDC office located at 5343 Dundas St. West (near the Kipling Subway station) is the office most familiar with processing these cards for Humber students.

► Inviting Family or Friends for Convocation

If you wish to invite your family or friend for Convocation then you may need to write them a letter of invitation. Humber does not write this letter on your behalf. The only letter that Humber will provide is your Confirmation of Graduation letter. For more information on what to include in the letter please go to <http://www.cic.gc.ca/english/visit/letter.asp>

If you have questions regarding Convocation please go to <http://convocation.humberc.on.ca/>

*This handout was prepared by Humber College in collaboration with Aisling Bondy, Barrister & Solicitor of Bondy Immigration Law. **This handout is for informational purposes only and does not constitute legal advice.** Immigration laws and procedures frequently change, and so the requirements and procedures for applying for your work permit may have changed since this handout was prepared. This handout was prepared on February 17, 2014. This handout is intended for students of Humber College, and so the information contained herein may not be applicable to students at other academic institutions.*