

Post-Graduate Work Permit

DLI O19279591302

The Post-Graduation Work Permit (PGWP) Program allows students who have graduated from a recognized Canadian post-secondary institution to gain valuable work experience in Canada. The PGWP is an open work permit which means you can work for any employer, in any occupation, anywhere in Canada without a job offer. You can only obtain a PGWP once in your lifetime. Columbia College students can obtain a PGWP if they have **continuously** studied **full-time** in Canada and have completed an **Associate Degree**.

Length of the PGWP

If your program of study was:

- less than eight months
 - you are **NOT** eligible for a PGWP
- more than eight months but less than two years
 - your PGWP may be valid for up to the same length as your study program (for example, if you studied for nine months, a work permit may be issued for up to nine months)
- two years or more
 - a PGWP may be issued for **three** years
- more than one program
 - a PGWP may be valid for up to three years, for example, if you finished a diploma or degree from an eligible school in Canada, and within the next two years you get a one-year graduate degree or diploma from an eligible school in Canada

Normally, your PGWP will not be issued beyond the expiry date of your passport. If you are eligible for a longer work permit than your passport will allow, you must renew your passport and submit a paper application for the remaining time of your PGWP (accompanied by a letter of explanation).

Eligibility

- have **continuously studied full-time** in Canada in a program of at least eight months in length
- have a document from your school (transcript, official letter, certificate, etc.) that confirms you completed and passed all your program requirements
- have graduated from a recognized designated learning institution (DLI)
- have had a **valid study permit**
- you must apply for a work permit **within 180 days of when it was confirmed that you completed your program** (calculation begins the day the student's final marks are issued or the day formal written notification of program completion is received, whichever comes first)

Ineligibility

- **studied in a program that was less than eight months long**
- **studied for more than eight months but not continuously** (for example, you took a semester off)
- completed a study program by distance learning either from abroad or from within Canada or
- already had a post-graduation work permit following any other program of study

Waiting for a decision

You can work full-time until a decision is made on your work permit application if you:

- completed your study program
- have a valid study permit
- applied for a PGWP and
- were eligible to work off-campus without a work permit, while studying, and did not work more than the hours you were allowed

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If these don't apply to you, you must wait until the permit arrives to begin your new job. It is illegal to work in Canada without a permit. **If your work permit is refused, you must stop working the day you are notified of the refusal.**

How to apply: applying at the border is **NOT** recommended **Apply Online!** To apply online you must have:

- access to a scanner or digital camera to make electronic copies of your documents for uploading

***Note:** If you give an email address on your application, check it regularly for emails about your case. Some spam filters block these emails. If you are not sure if you are getting emails, check [your account](#) on a regular basis.

Online Application process

- Step 1:** Create an online account (<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>)
- Step 2:** You will need to create a Personal Checklist by answering the questions in the Come to Canada wizard (<https://www.canada.ca/en/immigration-refugees-citizenship/services/come-canada-tool.html>)
- Step 3:** Gather your documents and complete the online application

Application Steps

1. Document Checklist **IMM 5583**
2. Application to Change Conditions, extend my Stay or Remain in Canada **IMM 5710**
3. Instruction Guide for application **IMM 5580**

Note: Electronically sign the application and press the "Validate" button to ensure your application is complete (you may edit and validate the application as many times as needed).

Document List

- Photocopies of all stamped passport pages
- Photocopy of your current immigration document
- A formal letter of graduation OR a final transcript
- Digital photos
- Proof of payment
- Additional documents may be required – the personalized checklist in your account will confirm this

- Step 4:** You must pay the **Open Work Permit Holder fee (\$100)** and the **Standard Work Permit fee (\$155)**
- Step 5:** Check processing times (<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html>)

After you receive your PGWP:

- Renew (or apply for) your BC Medical Services Plan (MSP) coverage
- Renew (or apply for) your Social Insurance Number (SIN)
- Apply for a new Temporary Resident Visa (TRV) to enter Canada if your country of citizenship requires one. Information on this can be found here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/apply-new-temporary-resident-visa-within-canada.html>
- Every time you enter Canada, be prepared to prove at the border that you can support yourself financially. If you don't have a job, bring proof that you are actively looking for work.