

## **Applying for Post-Graduation Work Permit (PGWP)**

### **Who can apply for a post-graduation work permit?**

Columbia College students can obtain a post-graduation work permit if they have **continuously** studied **full time** in Canada and have **completed an Associate Degree**. You must submit your application **within 90 days** of the date that your final exam results for your final semester are published.

### **When can I apply for my post-graduation work permit?**

Once you have completed your Associate Degree at Columbia College, you can apply for a work permit that will allow you to work for up to three years after graduation. You must submit your application within 90 days of the date that your final exam results for your final semester are published.

### **Important Facts**

- You must have a valid study permit when you submit your application.
- After completing your studies, you can work full-time while waiting for a decision on your post-graduation work permit application if, at the time you submitted your application, you:
  - had a valid study permit,
  - had completed your program of study,
  - were eligible to work off campus without a permit, and
  - did not work off campus more than 20 hours a week during academic sessions.
- You can obtain only one post-graduation work permit in your lifetime.
- The PGWP is an open work permit. You can work for any employer, in any occupation, anywhere in Canada. You do not need a job offer to apply.
- Normally, your post-graduation work permit 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 apply for the remaining time by paper (accompanied by a letter of explanation) after renewing your passport.
- If you plan to leave Canada while your PGWP is processing, talk to an International Student Advisor in Student Services before leaving as there are risks associated with doing this.

### **How do I apply?**

We recommend that you apply online as it is quicker and there is less room for errors in your application.

- Go to <http://www.cic.gc.ca/english/study/work-postgrad-who.asp> to start your application.
- You will need to create a Personal Checklist Code by answering the questions in the Come to Canada wizard at <http://www.cic.gc.ca/ctc-vac/getting-started.asp>. Print the checklist for reference.
- Alternatively, you can download the application package from the IRCC website: <http://www.cic.gc.ca/english/information/applications/work-students.asp>.

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**Note:** It may be possible to apply in person at a Canadian border by "flag-poling," but we do not recommend this option unless you have consulted with an International Student Advisor in Student Services first, due to some associated risks.

### What documents do I need?

- Application Form: Application to Change Conditions, Extend My Stay or Remain in Canada as a Worker (IMM 5710)
  - Complete the form electronically
  - You do not need to print the form. Press the "Validate" button to ensure your application is complete.
  - The validate button does not send any information to IRCC, so you may edit and validate as many times as you need.
- Copies of your passport or travel document
  - IRCC will not issue a work permit for longer than your passport validity.
- Official notification that you have completed your Associate Degree at Columbia College
  - You can request a copy of your Degree Certificate and Official Transcript, as well as a confirmation letter, from the Main Reception. These can be requested during Final Exam week. The processing time is 5-10 business days depending on the time of year.
- Digital photo
  - Refer to the specifications online for information on the photograph
- Fees
  - The current fee for a work permit is \$255. You must pay online using a credit card.
- Additional documents may be required – your document checklist will confirm this.

### How long will my application take?

You can check the current processing times here: <http://www.cic.gc.ca/english/information/times/index.asp>. For the PGWP processing times, select "Work Permit Extension (new employer)" in the second drop-down menu.

### After you get your permit:

- Renew your BC Medical Services Plan (MSP) coverage. If you do not have MSP coverage, you should apply for it immediately.
- Renew (or apply for) your Social Insurance Number (SIN). You must have a SIN to work in Canada.
- 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: <http://www.cic.gc.ca/english/visit/cpp-o-apply.asp>
- Every time you enter Canada, be prepared to prove at the border that you can support yourself financially (i.e. carry an updated bank statement). If you don't have a job, bring proof that you are actively looking for work (your resume, a list of jobs that you have applied for, etc.).

Information contained in this document may change without notice. Always refer to [www.cic.gc.ca](http://www.cic.gc.ca) for the most updated information. Last updated November 29, 2017.