

Applying for Post-Graduation Work Permit (PGWP)



Columbia College
Established 1936

? Who Can Apply

You can apply for PGWP if:

- You have completed Columbia College's Associate Degree;
- You have maintained full-time student status in Canada during each semester of your program;
- Exceptions can be made only if you:
 - You were authorized to take a semester off under either Authorized Leave or Regularly Scheduled Break (RSB), or
 - You were part-time during your final academic session only.
- You are or were a holder of a valid study permit at the time of your application;
- You were authorized to work off-campus without a work permit;
- You did not violate any conditions written on your Study Permit (such as exceeding allowable hours of work); and
- You have received a transcript and an completion letter from Columbia College's Main Reception Office confirming that you have met the requirements to complete their program of study.

✓ Validity

As a Columbia College Associate Degree graduate, you may be eligible for a maximum of 3-year PGWP. It is an open work permit, meaning, you can work for any employer.

🕒 When To Apply

You have a maximum of 180 days to apply for your PGWP from the time you have received your transcript & completion letter.

Last Day of Final Exams

90 Days

180 Days

Apply PGWP Within
180 Days

Transcript & Completion
Letter Issued

Apply PGWP Within
90 Days

Your student status in Canada is only valid until your Study Permit expires, or within 90 days after you complete your studies, whichever comes first. It is recommended for you to apply during this time period.

Before your Study Permit expires, or on the 90th day after you complete your studies, you must:

1. Leave Canada, or
2. Change your status to visitor if you wish to stay in Canada.

Applying for Post-Graduation Work Permit (PGWP)



Columbia College
Established 1936

! If You Left Canada

You can still apply for PGWP within 180 days from the date you received your transcript & completion letter.

If You Changed Your Status To Visitor

You must wait until you receive the approval of your visitor record before you can apply for PGWP but within 180 days from the date you received your transcript & completion letter.

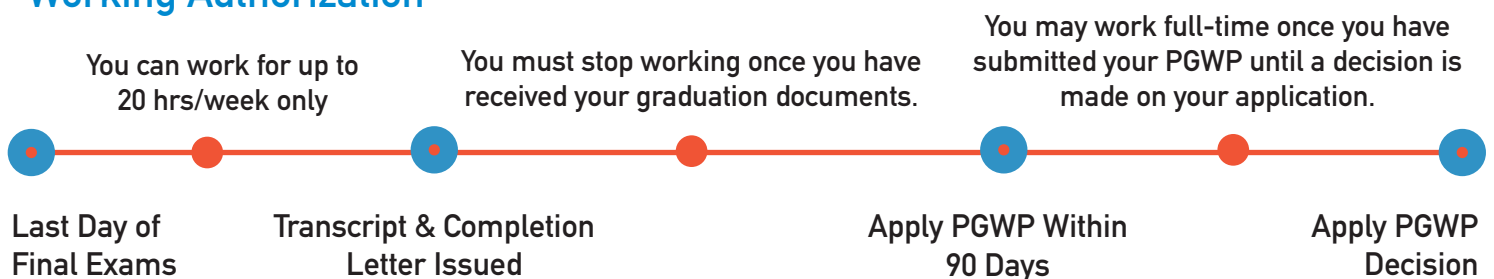
Biometrics

You only need to give your biometrics once every 10 years. You don't need to give your biometrics again until the 10-year period expires.

If you gave biometrics in the past as part of an application for a visitor visa, work or study permit and they're still valid, you don't need to give them again.

Find out if your biometrics are still valid and when they expire by using the Check Status Tool:
<https://onlineservices-servicesenligne.cic.gc.ca/extapp/termsAndConditions?&lang=en>

Working Authorization



In order to be eligible for work at this time, you must have:

- Had a valid study permit at the time of your PGWP application, and
- Your study permit allows/allowed you to work off-campus.

If you have applied for your PGWP and have left Canada, you are still able to work full-time when you come back to Canada provided that you have fulfilled the conditions written above.

TIP: For a technical guide, please consult with our PGWP Application Guide available on our Columbia College website.

You may also refer to IRCC's instruction guide here:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5580-applying-work-permit-student-guide.html>

Applying for Post-Graduation Work Permit (PGWP)



Columbia College
Established 1936



How To Apply?

1. Create a MyCIC Account

here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>

2. Complete an Online Questionnaire.

- This will generate your personalized document checklist.

3. Gather your documents

- **Government Application Form (IMM 5710)**

- **Recent Education Transcript**

Request for this from our Main Reception Office by emailing admin@columbiacollege.ca using your Columbia College email account.

- **Completion of Studies Letter**

Request for this from our Main Reception Office by emailing admin@columbiacollege.ca using your Columbia College email account.

- **Passport**

Make sure your passport is valid for the entire length of time you should be eligible for. If your passport expires earlier:

IRCC will only issue you a PGWP that is valid until your passport expires

IRCC will tell you if you need to extend it to get the full validity

You can only extend a PGWP if IRCC tells you to. If this happens, you must apply on paper to extend your PGWP so that it will be valid for the full length it should be.

- **Digital Photo**

It has its own dimensions. Click on the blue question mark icon (?) beside it.

- **Client Information (Optional Document)**

You may upload anything in this section that you think has not been covered in the mandatory requirements above.

For example, you may upload a Letter of Explanation here if you:

- Took a semester off,
- Were part-time in a semester (except your last semester)
- Have any medical issues supported by medical documentation, etc.

4. Pay for your fees and apply.

- PGWP Application Fee: \$155
- Open Work Permit Holder Fee: \$100
- Biometrics (if applicable): \$85

Applying for Post-Graduation Work Permit (PGWP)



Columbia College
Established 1936



Processing Time

To check the processing time, follow the steps below:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html> →

Temporary Residence (visiting, studying, working) → Work Permit (choose where you applied)



After You Get Your PGWP

- 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) at a Service Canada Location. You must have a SIN to work in Canada.
- Every time you travel plans, you must:
 - Have a valid Temporary Resident Visa (TRV) or Electronic Travel Authorization (ETA);
 - Consult our website for the Renewal of Temporary Resident Visa (TRV) and Electronic Travel Authorization (ETA)
- 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.).

If You Lost Your Status At Any Point Of Your Application

Due to the following reasons:

- You did not leave Canada after 90 days,
- You did not change your status after 90 days
- Your PGWP application has been denied and you want to reapply.

You must seek legal help outside of Columbia College through an immigration lawyer or a Regulated Canadian Immigration Consultant (RCIC).