



Post-Graduation Work Permit (PGPWP) List of Additional Documents

	If you...	...submit these supporting documents:
A	Studied part-time because you had not fulfilled the pre-requisites for a higher-level course	<ul style="list-style-type: none"> Letter of Explanation written by you; Letter of Explanation written by Columbia College (you may request for this letter here: by e-mailing ssa@columbiacollege.ca).
B	Studied part-time because a mandatory course needed to complete your Associate Degree was not offered during a particular semester	<ul style="list-style-type: none"> Letter of Explanation written by you; Letter of Explanation written by Columbia College (you may request for this letter here: by e-mailing ssa@columbiacollege.ca).
C	Did not maintain full-time academic status at any point in your Columbia College studies (apart from your final semester) because of personal reasons	<ul style="list-style-type: none"> Letter of Explanation written by you; Supporting documents to explain reason for part-time studies (if available)
D	Failed a course that resulted in part-time academic status in multiple semesters	<ul style="list-style-type: none"> Letter of Explanation written by you
E	Took a semester off that was officially approved by Columbia College (either for Regularly Scheduled Break or Authorized Leave)	<ul style="list-style-type: none"> Approval Letter for Regularly Scheduled Break (RSB) or Authorized Leave that was issued by Columbia College during the semester you took off (available in Doc Tracking on your Student Portal)
F	Took a semester off that was not officially approved by Columbia College	<ul style="list-style-type: none"> Letter of Explanation written by you; Supporting documents to explain reason for part-time studies (if available)
G	Obtained a Cumulative GPA (CGPA) of less than 2.0 and needed to take more courses to boost your CGPA in order to complete your Associate Degree	<ul style="list-style-type: none"> Letter of Explanation written by you; Notification that you received from a Student Services Advisor stating that you did not meet the CGPA requirements for graduation
H	Took courses at other Canadian Designated Learning Institutions (DLIs)	<ul style="list-style-type: none"> Letter of Explanation written by you; Transcript(s) from previous DLIs and/or programs
I	Accelerated your studies and completed your Associate Degree in less than the normal program duration (2 years). Example: You finished your Associate Degree early (within 5 semesters or less).	<ul style="list-style-type: none"> Letter of Explanation written by you; <p>Note: Columbia College's completion letter states the normal program duration.</p>
J	Did not get the full length of your PGPWP due to the expiration of your previous passport	<ul style="list-style-type: none"> Letter of Explanation written by you; Renewed passport OR receipt of passport renewal application; Copy of your previous work permit and passport
K	Ever exceeded the allowable hours of work for international students	<ul style="list-style-type: none"> Letter of Explanation written by you



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TIPS ON WRITING YOUR OWN LETTER OF EXPLANATION

If there is anything that you wish to add in your application that is not included in the mandatory documents, you can always create a Letter of Explanation so that you can directly communicate with an immigration officer and explain your situation.

Below are some tips on writing your own Letter of Explanation:

1. It must be written in a professional, Canadian-style business format. A template can be found [here](#).
2. The tone of your writing must be respectful, honest, clear, and concise.
3. Try to keep it in 1 page, max 2 pages only.
4. It must contain the following:
 - a. A stated purpose based on your situation
 - b. A thorough timeline containing exact dates (e.g. start and end date of your semester off)
 - c. A summary of any additional supporting documents included in your application

If you are applying for PGWP despite not meeting the eligibility requirements, consider adding:

5. An outline of actions taken. For example, did you:
 - a. Consistently meet the conditions of your study permit?
 - b. Act responsibly?
 - c. Seek advice from trusted sources, such as International Student Advising?
 - d. Acknowledge mistakes (if applicable)?
 - e. Cease working when required (if applicable)?
6. Your character. For example:
 - a. How did you contribute positively to Canada (such as your community, your school) during your studies?
 - b. How will you contribute positively to Canada if given the PGWP?
7. The importance of the PGWP to your future aspirations – career and otherwise

