

International Learner Program Completion Next Steps to Graduate Checklist



Congratulations!

You are getting so close to completing all program requirements to graduate!

Please pay close attention to the **Next Steps** below.

If you have questions, please contact our [International Learner Advisors](#) (contact information at the end).

YOUR NEXT STEPS ARE:

- 1. Submit your Application to Graduate (DO This Early in Your Final Term, DON'T Wait for Final Grades)**
 - The following link will provide you with ALL the information on how to complete the Application to Graduate:
 - <https://bowvalleycollege.ca/student-resources/academic-services/graduation-and-convocation>
 - Learners must submit an Application to Graduate in order to:
 - Be graduated
 - Receive important graduation documents that are necessary for your Post-graduation Work Permit.
 - Attend the Convocation Ceremony – *even if you do not wish to attend the Convocation Ceremony you still must submit an Application to Graduate.*
 - *If you do not submit an Application to Graduate by the deadline for the term **you will not graduate, and will have to wait to submit your Application to Graduate for the next graduation processing period.** Failing to apply to graduate by the deadline affects your Post-graduation Work Permit, as you will not receive important graduation documents that are necessary.*
- 2. Register to Attend your Convocation Ceremony (Optional)**
 - Through your Application to Graduate, upon receipt of official graduation documents, you will be sent an e-mail invite to attend the Convocation Ceremony. You may choose if you want to attend Convocation; you are not required to attend this ceremony.
 - Upon confirmation of your intention to attend Convocation, you will be sent an email confirming your attendance. Bow Valley College doesn't provide invitation letters addressed to anyone other than the graduating student. Please visit the following link if you are inviting guests from outside Canada:
 - <https://bowvalleycollege.ca/schools/international-education/current-international-learners/letters-for-international-students>
- 3. Complete All Program Requirements to Graduate**
 - Within 6-8 weeks of completing all program requirements you will receive an e-mail confirming that you have met the requirements to graduate. This means you have successfully met all program requirements to complete your Certificate, Diploma or Post-Diploma program at Bow Valley College.
 - **IMMIGRATION NOTE:** During the period between the completion of all requirements to graduate and formal notification of completion from the college, learners are restricted to work a **maximum of 20 hours per week**. Learners must ensure that they hold a valid study permit which allows for off-campus employment.
 - <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/campus-work.html>

4. Receive Your Graduation Transcript and Post-graduate Permit Letter (if eligible)

- Your graduation transcripts and a Post-Graduate Work Permit Letter will be made available in your [MyCreds](#) portal upon being notified of completing all your requirements to Graduate (Conferral Date). It can take up to 2 business days after your conferral date for documents to be uploaded to the MyCreds platform.
- **IMMIGRATION NOTE:** Post-Graduate Work Permit Letter from Bow Valley College does not guarantee you will be issued a Post-graduation Work Permit. Students must meet all the criteria IRCC requires in order to be eligible for Post-graduation Work Permit.
 - See [document checklist](#).
 - For more information: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/after-graduation/eligibility.html>
- **IMMIGRATION NOTE:** The issuance of Final Transcripts and Post-Graduate Work Permit letter is considered to be Bow Valley College's formal notification of program completion.
- Your Certificate or Diploma Parchment will be processed and delivered to your home address by mail within 6 weeks after your conferral date.

Please do not request graduation documents separately. For more information on documents issued through MyCreds kindly visit [Official Letters](#) or [Official Transcripts](#).

5. Apply for your Post-Graduation Work Permit (PGWP)

- **IMMIGRATION NOTE:** Applicants must apply for a Post-graduation Work Permit upon receipt of graduation documents indicating completion of all program requirements. Learners are advised to apply immediately upon receipt of documents while current study permit is still valid. Study permit becomes invalid 90 days after the completion of studies, regardless of specified expiry date.
 - <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/after-graduation/apply.html>
- **IMMIGRATION NOTE:** Students who have **NOT applied** for a Post-graduation Work Permit may work part-time until completion letter or final transcript is received (whichever comes first) as long as they have a valid study permit and meet the off-campus work requirements criteria (see above).
 - <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/campus-work.html>

6. Prepare Yourself for Employment

- **IMMIGRATION NOTE:** Learners who have completed their program of study are able to work full-time, once they have submitted a Post-Graduation Work Permit application and while they are waiting for a decision, as long as they had a valid study permit when they submitted their application, completed their study program, were eligible to work off-campus without a work permit while studying and they did not exceed the allowable hours of work.
 - <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/after-graduation/after-you-apply.html>
- Learn more about the Bow Valley College Career Services for Learners and Alumni:
 - <https://bowvalleycollege.ca/get-working/career-services-for-students-and-alumni>
- Meet with a Bow Valley College Career Advisor one-on-one and get help with your goals and job search:
 - **E-mail:** careerservices@bowvalleycollege.ca
Phone: 403-410-1742.

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QUESTIONS AND CONTACT INFORMATION

If at any time you have questions, please [book an appointment](#) with an International Learner Advisor. Virtual and in-person appointments available. International Education Office located in N333.

Phone: +1 403.410.3473

E-mail: issc@bowvalleycollege.ca

Website: [International Learner Advisors](#)

Hours of Appointments:

Mon- Fri: 9:00AM-11:30AM /12:00PM-3:00PM [MT]

Tues, Thurs: 5:00PM-7:30PM [MT]