

Applying for a Post-Graduation Work Permit within Canada

Steps to Apply



For more details, please visit IRCC website, [work in Canada after you graduate](#).

When to Apply

You have 180 days after you receive your final marks to apply for a post-graduation work permit (PGWP). However, your study permit will expire 90 days after completion date of your program. If you cannot apply for a post-graduation work permit within 90 days with your study permit, you can switch your status to visitor status or leave Canada before your study permit becomes invalid. You can apply for a post-graduation work permit with visitor status inside Canada or apply from outside Canada within 180 days from completion day of your study.

Note: You will be able to receive graduation documents on conferral day.

How To Apply: Checklist to complete an online application

You can apply for a post-graduation work permit online through the [MyCIC](#) account. Please read the [instruction guide](#) before you apply.

- Immigration Application form ([IMM5710](#)) from the IRCC website**
Fill the form and click on the “validate” button. Make sure you save the file and include the barcodes pages on your application.
- Passport or Travel document**
Include all pages with photos, personal information, stamps, and visa.
- Proof of current immigration status**
You can include your study permit or visitor record.

- **Letter of completion**
You will receive the letter of completion on conferral day from the college.
- **Transcript**
You will receive the official transcript on conferral day without needing to request them yourself.
- **Biometrics**
You will receive biometrics request mostly within 24 hours after you submit an application through MyCIC account. If you have already taken biometrics within 10 years, you do not need to take additional biometrics at this time.
- **Digital photo**
- **Additional documents**
You may require an explanation letter or other type of documents depending on your situation. You may require a medical exam for [certain occupations](#) such as health services or childcare.
- **Fees**
You need to pay a work permit fee of \$155 CAD as well as an open work permit holder fee of \$100 CAD, which you can pay online. You may also need to pay \$85 CAD for biometrics if required.

After Applying: Next Steps

- **Check processing time**
Please visit the IRCC website to check current [processing time](#).
- **You can work full-time until IRCC make a decision on your work permit application if:**
 - You have a valid study permit at the time of the PGWP application
 - You have completed your program
 - You met the requirements to [work off campus without a work permit](#) while studying
 - You did not exceed the allowed hours of work during your study

The information in this document has been created and reviewed by Regulated Canadian Immigration Consultant (RCIC) for Bow Valley College only. This is not a legal document and information may change without notice. Always refer to www.cic.gc.ca for the most updated information. This document was last updated on May 21, 2020.