

# 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 (ILA) at 403.410.3473 OR [issc@bowvalleycollege.ca](mailto:issc@bowvalleycollege.ca) OR meet an ILA at the International Education Dept.

#### 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 who do not submit an Application to Graduate will **NOT be graduated**.
  - *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 until the next graduation processing period.***
- **2. Register to Attend your Convocation Ceremony (Optional)**
  - Through your Application to Graduate 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 that you intend to attend the Convocation Ceremony. Bow Valley College doesn't provide Invitation Letters. 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: 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 Final Transcript and Letter of Completion (if eligible)**
  - Your graduation transcripts will be issued by mail upon being notified of completing all requirements to Graduate (Conferral Date).
  - Your Certificate or Diploma Parchment will be mailed 4-6 weeks after Conferral Date.
  - A Bow Valley College Letter of Completion will also be sent automatically, by email on Conferral Date **IF you meet** eligibility requirements.
  - Eligibility requirements for Letters of Completion are:
    - ✓ Enrolled in a full-time career program of 8 months or longer.
    - ✓ Took more courses in traditional classes (at classroom) than online.

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- **IMMIGRATION NOTE:** Completion 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 IMM 5583]

<https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5583e.pdf>

Source: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/after-graduation/apply.html>

- **IMMIGRATION NOTE:** The issuance of Final Transcripts is considered to be Bow Valley College's formal notification of program completion.

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

- **IMMIGRATION NOTE:** Applicants must apply for a Post-Graduation Work Permit **within 180 days of receiving written confirmation** (e.g. email, an official letter, and transcripts) from the educational institution indicating that they have met the requirements for completing their program of study.

Source: <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 – see above) until the first date they receive written confirmation (for BVC this would be the final transcript) of program completion from their educational institution. <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. Source: <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. Contact a Career Advisor via E-mail: [careerservices@bowvalleycollege.ca](mailto:careerservices@bowvalleycollege.ca) or Phone: 403-410-1742.

### QUESTIONS AND CONTACT INFORMATION:

- If at any time you have questions, please contact our International Learner Advisors (ILA) at the information below or come to the International Education Department N333 and meet with an ILA in person.

**Phone:** +1. 403.410.3473

**E-mail:** [issc@bowvalleycollege.ca](mailto:issc@bowvalleycollege.ca)

**Website:** [bowvalleycollege.ca/ila](http://bowvalleycollege.ca/ila)

**Hours of Appointments:** Mon- Fri 8:30AM- 3:30PM