



International Student Guide: Post Graduate Work Permit Application (including OWP for your spouse)

You must apply for the Post-Graduate Work Permit within 180 days of receiving your letter of completion – don't wait for your diploma/certificate or for convocation.

You must have valid status in Canada at the time of application. Usually, this is a study permit; however, if your study permit will expire, you can switch to visitor status after you have completed your program.

You must ensure your study permit is valid until at least the completion date of your program.

Getting your Documents from NSCC:

- After you have submitted all your course work or work placement documents to your faculty at the end of your program your faculty will put a final grade in for each of your courses or a P for pass for your work placement.
- The Assistant Registrar at your campus will confirm you have completed the requirements for your program.
- You will then get your letter of completion emailed to your personal email.
- Once you receive your letter of completion, you can request your final [transcripts using this form](#).

Processing time can vary.

The application for a Post Graduate Work Permit is completed online.

You may be required to submit biometrics for this application, if you have not done so already in a previous application. If you need to provide biometrics, IRCC will notify you after you submit your application online. There is a fee of \$85 for this process

You may have to provide results from a medical exam performed in the last 12 months, if:

- Your work will be in a job where public health must be protected
- You lived in a "designated country" for 6 months in a row within the last year

Find out if you need a medical by visiting this page: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams/requirements-temporary-residents/country-requirements.html>

Start your application:

Log into my CIC through GCKey or Sign-in partner

If you are a new user, you will need to create an account: <http://www.cic.gc.ca/english/e-services/mycic.asp>

1. Complete the questionnaire

Scroll down to “**Start an Application**” and choose “**Apply to come to Canada**”. You should not have a personal reference code at this time, so scroll down to “**I do not have a Personal Reference Code**”, and click on:

Visitor, study and/or work permit

Answer the questions. Some will be based on your personal situation. However, there are some answers that are mandatory in order to access the correct application:

Questions	Answers
What would you like to do in Canada?	Work
How long are you planning to stay in Canada?	Temporarily – more than 6 months
What is your current country of residence?	Canada
What is your current immigration status in Canada?	Student
Do you plan to work on campus?	No
Are you a full-time student at a participating post-secondary institution and want to work off-campus up to 20 hours per week?	No
Have you recently graduated from a participating Canadian post-secondary institution for which your study program was full-time and a minimum of eight months?	Yes
Is your work an essential part of your studies (for example, a Co-Op or internship program)?	No
Do you have a written job offer?	No (even if you have a job – you need to select “no” for an open work permit)
Do you have an official letter from your school that confirms you've completed your study program, as well as a copy of your final transcript?	Yes
You should now see “Your results – Post Graduate Work Permit – in-Canada” Click “Continue”	
Have you had a medical exam performed by a CIC authorized panel physician (doctor) within the last 12 months?	Dependent on your situation. If “yes” – see below for more information (Section A)
Have you lived in a designated country or territory for more than six months in the last year?	Dependent on your situation. See below for more information (Section B)
Do you want to work in one of the following jobs?	Please read carefully and respond appropriately. See below for more information (Section B)
Do you want to submit an application for a family member?	Yes or no – depending. If your spouse is eligible for an open work permit (see criteria below) then you can submit both applications together
Are you giving someone access to your application?	No

Extra Information

Section A – if you answered “yes” to having a medical exam within the 12 months, upload an eMedical Information Sheet or call IRCC Help Centre to obtain your UMI#. The toll free number is 1-888-242-2100.

Then, create a Word document with the following information:

- date and country where the exam was conducted and the UMI# given by IRCC.

Your online application will prompt you to submit this confirmation of medical examination.

Section B – If you have lived in certain countries, or you intend to work in certain jobs, you may be required to undergo a medical exam – these jobs include any work that brings you in close contact with others (working with children, in healthcare services or labs) or agricultural work. The full list and more information is here:

<http://www.cic.gc.ca/english/information/medical/medexams-temp.asp>

When you complete the questionnaire, you will then see a list of required documents to upload.

Application Form(s)			
Details	Document Name	Instructions	Options
Not Provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710) (required)	?	<input type="button" value="Upload File"/>

Supporting Documents			
Details	Document Name	Instructions	Options
Not Provided	Recent Education Transcript (required)	?	<input type="button" value="Upload File"/>
Not Provided	Completion of Studies Letter (required)	?	<input type="button" value="Upload File"/>
Not Provided	Passport (required)	?	<input type="button" value="Upload File"/>
Not Provided	Digital photo (required)	?	<input type="button" value="Upload File"/>

Optional Documents			
Details	Document Name	Instructions	Options
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	<input type="button" value="Upload File"/>
Not Provided	Client Information	?	<input type="button" value="Upload File"/>

Fees			
Application	Quantity	Price (CAD) per unit	Total (CAD)
Work Permit	1	\$155	\$155
Open Work Permit Holder Fee	1	\$100	\$100

The fee shown is an estimate based on the fees in effect on the day that this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission.

Total Price (CAD) \$255

If you have any additional information about your specific situation that you feel will support your application, or that you want a visa officer to consider, you can write this in a document and upload under **“Optional Documents – Client Information”**. Otherwise, you don’t need to provide anything in this section.

It is advised that you wait for your PGWP to be processed and approved before renewing your TRV.

Complete the IMM 5710 Application form.

Please use this guide to help you fill in the form.

You can also refer to IRCC’s student guide for applying for a work permit, for more detail information: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5580-applying-work-permit-student-guide.html#complete>

1. UCI	Client ID (8-11 digit number listed in the box above the expiry date of your study permit)
3. I’m applying for one or more of the following:	Apply for a work permit for the first time or with a new employer
Personal Details	
7. Current Country of Residence – Canada Status From (YYYY-MM-DD) To (YYYY-MM-DD)	Student <i>The first day you arrived in Canada</i> <i>Your study permit expiry date</i>
Passport:	<i>Input all information as listed in your passport</i>
National Identity Document:	<i>You may or may not have one – input what is true for you</i>
Contact Information	
1. Current mailing address	<i>This is where your permit will be mailed – ensure all information is accurate, and that the mail will be checked regularly</i>
2. Resident address, same as mailing address?	<i>Generally “yes” – unless your mail is delivered to another address.</i>
Coming into Canada	
1. Date & place of your original entry to Canada	<i>Date & place of your very first entry to Canada</i>
2. The original purpose of coming to Canada	Study
3. Date & place of your most recent entry to Canada (if not the same as original entry)	<i>If you travelled outside of Canada after your initial arrival, put the date and place of your most recent entry to Canada.</i>
4. If applicable, provide the document number...	<i>Black number starting with only one letter listed under the large red number at the top right of your study permit</i>
Details of Intended Work in Canada	
1 a) What type of work permit are you applying for?	Post-graduate work permit
c) Provide your Eligibility Verification Number (EVN) if you have one.	<i>N/A – leave blank</i>

For PGWP and OWP applications, no information is required for question: 2,3,4,5,6,7,8; however, you can input the answers below if you don't want to leave it blank.	
2. Details of my prospective employer a) Name of Employer b) Complete Address of Employer	<i>To be determined (or leave blank)</i> <i>To be determined (or leave blank)</i>
3. Intended location of employment in Canada? Province City/Town Address	<i>To be determined (or leave blank)</i> <i>To be determined (or leave blank)</i> <i>To be determined (or leave blank)</i>
4. My occupation in Canada will be: Job title Brief description of duties	<i>To be determined (or leave blank)</i> <i>To be determined (or leave blank)</i>
5. Duration of expected employment From (YYYY-MM-DD) To (YYYY-MM-DD)	<i>Date of application</i> 1 year from application date – <i>for a 1-year program</i> 3 years from application date – <i>for a 2+ year program</i>
6. Labour market opinion (LMO) No.	<i>N/A – leave blank</i>
7. If you have been issued a Quebec Acceptance Certificate (CAQ), provide...:	<i>N/A – leave blank</i>
8. Have you been issued a certificate under the Provincial Nominee program?	No
Education	
Have you had any post-secondary education (including university, college or apprenticeship training)?	<i>Answer "Yes" and provide your NSCC program information.</i>
Employment	
Current Activity / Occupation	For PGWP: information in this section is not required. However, you can choose to input your work history if you wish.
Background Information	
2. a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada? b) Have you ever refused any kind of visa, admission, or been ordered to leave Canada or any other country? c) Have you previously applied to enter or remain in Canada?	<i>a) If you have studied or worked without a valid study or work permit, you will need to provide details and explanation.</i> <i>b) If you were ever refused any visa, admission to Canada or any other country please indicate and briefly explain.</i> <i>c) If you applied for a Temporary Resident Visa (TRV) to enter Canada or have extended your Study Permit, you will need to state that (i.e. I have a TRV and/or have extended my Study Permit)</i>
Signature	<i>You don't need to print and sign the form – instead, click "Validate" and then save this version (the last page should be a bar code). This is the version that you will upload online.</i>

Gather the following supporting documents:

- digital photo (420x540 pixels)
- a scanned copy of your passport (include all pages with stamps, visas, photos)
- a letter from NSCC stating that you have successfully completed your program

- a copy of your transcript (official or unofficial)
- any other documents generated in your online list

Pay the fee online: \$255

Upload your application and documents

You can check the processing time using this link:

<http://www.cic.gc.ca/english/information/times/index.asp>

Working while you wait

After you submit your application, you can work full-time while you wait for a decision **as long as** you meet this criteria:

- Your study permit was valid at the time of your submission
- You were enrolled full time in a degree or diploma program that was longer than eight months
- You did not work over the authorized number of hours per week when you were a student

You are not authorized to work after completing your studies if you have not submitted your PGWP application.

If your application for your PGWP is denied, your legal status will end. If you are employed, you must stop working immediately, and you will be asked to leave Canada. You may be able to apply to restore your status as a visitor, depending on your situation.

<https://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=1181>

Travel after submitting an application for PGWP

You can travel after submitting your application online. However, please note the following:

- You must have a valid TRV or eTA to re-enter Canada
- The border officer may ask you for proof that you applied for a post-graduation work permit (a copy of your application, the fee payment receipt, etc.)

When you return to Canada:

- You may enter as a student if your study permit is still valid
- If IRCC approved your PGWP while you were away, you may enter as a worker
- If your PGWP is still in process, you may enter as a visitor, and you can work without a work permit until a decision is made (if you met the criteria to do so)

<https://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=1309>

Open Work Permit for Spouses of PGWP holders

The regulation that allows your spouse/common-law partner to apply for a work permit is different than for a study permit. They are only eligible for this permit when you (the holder of the PGWP) are employed in an occupation at **NOC level 0, A or B**, and have been working long enough to receive **3 pay stubs**.

The application is online, and you must submit a copy of your PGWP, along with proof of employment:

- a letter from your current employer confirming employment **or** a copy of your employment offer or contract; and
- a copy of 3 pay stubs

If your spouse already holds an OWP at the time you apply for your PGWP, this permit stays valid until the expiry date noted on the document.

https://www.cic.gc.ca/english/work/apply-who-permit-result.asp?q1_options=1i&q2_options=2d

If you meet the criteria above, you can submit the application to extend your spouse's work permit together with your PGWP application, through your GCKey.

If you do not meet the criteria, your spouse can continue to work until the expiry of their current permit. They must stop working when their permit expires, and change to visitor status, if they wish to stay in Canada.

****You can follow the same steps in this guide to complete the form IMM 5710 for your spouse, inputting the information that is true for them****

Start your application:

Log into my CIC through GCKey or Sign-in partner

1. Complete the questionnaire

Scroll down to "**Start an Application**" and choose "**Apply to come to Canada**". You should not have a personal reference code at this time, so scroll down to "**I do not have a Personal Reference Code**", and click on:

Visitor, study and/or work permit

Answer the questions. Some will be based on your personal situation. However, there are some answers that are mandatory in order to access the correct application:

Questions	Answers
What would you like to do in Canada?	Work
How long are you planning to stay in Canada?	Temporarily – more than 6 months
What is your current country of residence?	Canada
What is your current immigration status in Canada?	Worker
The next page will have 3 situations with drop-down boxes. " Does one of the following apply to you...? "	Answer no, yes, no ("yes" to the second situation)

Are you a spouse, common-law partner... of a person who: <ul style="list-style-type: none"> • Holds a work permit/study permit/etc... 	
What is your marital status?	<i>Choose what is true for you</i>
What is your province of destination?	Nova Scotia
You should now see "Your results – Open Work Permit" Click "Continue"	
Are you accompanying a family member who has status in Canada?	Yes
When does your status in Canada expire?	<i>Input the expiry of your current permit</i>
Have you had a medical exam performed by a CIC authorized panel physician (doctor) within the last 12 months?	Dependent on your situation. If "yes" – see below for more information (Section A)
Have you lived in one or more designated countries or territories for more than six months in the last year?	Dependent on your situation. See below for more information (Section B)
Do you want to work in one of the following jobs?	Please read carefully and respond appropriately. See below for more information (Section B)
Do you want to submit an application for a family member?	<i>No, unless you are also including another application (e.g. for your child)</i>
Are you giving someone access to your application?	No
Extra Information	
<p>Section A – if you answered "yes" to having a medical exam within the 12 months, upload an eMedical Information Sheet or call IRCC Help Centre to obtain your UMI#. The toll free number is 1-888-242-2100. Then, create a Word document with the following information:</p> <ul style="list-style-type: none"> • date and country where the exam was conducted and the UMI# given by IRCC. <p>Your online application will prompt you to submit this confirmation of medical examination.</p>	
<p>Section B – If you have lived in certain countries, or you intend to work in certain jobs, you may be required to undergo a medical exam – these jobs include any work that brings you in close contact with others (working with children, in healthcare services or labs) or agricultural work. The full list and more information is here: http://www.cic.gc.ca/english/information/medical/medexams-temp.asp</p>	

Gather the following supporting documents:

- digital photo (420x540 pixels)
 - a scanned copy of your passport (include all pages with stamps, visas, photos)
 - Family Information Form (IMM 5707)
 - Marriage License/Certificate
 - Family Member Proof of Status (your study/work permit)
 - any other documents generated in your online list
- "Client Information" – this is where you can upload **a letter of explanation**, if there is any extra information you would like to share with IRCC

Pay the fee online: \$255