

POST-GRADUATION WORK PERMIT PROGRAM

APPLICATION TUTORIAL



Disclaimer



The following slides were prepared by a licensed immigration professional in compliance with section 91 of the Immigration and Refugee Protection Act (IRPA).

This is not a legal document and does not constitute legal advice.

Immigration information may change without notice and it is your responsibility to refer to Immigration, Refugees and Citizenship Canada (IRCC) for the most up-to-date information.

IRCC is the authoritative source for immigration legislation, policies, instructions and information.

The information in this presentation is current as of July 1, 2022.

What is the PGWP Program?

- The **Post-Graduation Work Permit Program** (PGWPP) offers an **open work permit** that allows graduates from participating Canadian post-secondary institutions to gain valuable Canadian work experience.
- A PGWP is a **one-time opportunity** for recent graduates.
- It allows recent graduates to change their temporary residence status from **"student"** to **"worker"**.
- **No job offer is required** and eligible applicants can obtain a work permit for **up to 3 years**.



How long is a PGWP valid for?

In most circumstances, a PGWP cannot be valid for longer than the length of your studies in Canada. [Review the IRCC Website](#) for more information.

If your program of study was:

- **Less than two years but more than eight months:** a work permit may be issued for a period no longer than the length of your program of study (e.g. if you studied for nine months, a work permit may be issued for a period of nine months)
- **Two years or more:** a work permit may be issued for three years
- **16-23 month Graduate degree with no scheduled breaks:** a work permit may be issued for three years

Who is eligible for a PGWP?

- Were **continuously-enrolled** at a post-secondary institution.
- Studied **full-time** in Canada in each mandatory term of your program (except in your final term). Note: online studies from outside Canada from Mar 2020 - Aug 31, 2022 will count towards PGWP eligibility.
- Completed a program of study that lasted **at least eight months**.
- Completed and passed the program of study and **received a notification that you are eligible to obtain your degree/certificate**.
- *Ideally have a **valid study permit when you apply** for the work permit.

Review the full [eligibility criteria](#) on the IRCC website

What documents do I need to apply?



Applicants require:

- An **official completion letter** from your school which confirms your program completion
- An **official transcript/unofficial transcript** obtained after program is completed
- A **valid passport**

Applicants may require:

- **Biometrics** if have not submitted them within the last 10 years
- **A medical exam** in some circumstances (if have lived in a Designated Country for more than 6 months in the last year/if intend to work in some medical/research/teaching fields)
- Additional documents dependent on your circumstances

When should I apply?

You cannot apply until you obtain confirmation that you have completed your program requirements and obtain an official completion letter. You must apply within 180 days of program completion confirmation.

- **Apply within 90 days of program completion with a valid study permit.** If you met full PGWP eligibility criteria, remained full-time and were eligible to work as per your study permit working conditions throughout your degree, then you may begin working as per the conditions of the PGWP as soon as you submit the application and until you obtain a decision on your application. See page 41 in this tutorial for more information.
- **Apply to change your status to visitor within 90 days of program completion and apply within the 180 from within Canada.** You may not begin working until you obtain your official work permit. (Not recommended as application processing times are a standard 120+ days).
- **Leave Canada within 90 days and apply for your PGWP from outside Canada.** You may return to Canada as a worker once your application has been approved.

Can I work while waiting to apply for PGWP?



- During the regular academic session, study permit holders are permitted to work **unlimited hours on-campus and up to 20 hours off-campus** as long as they meet the study permit working condition eligibility criteria.
- Study permit holders are permitted to work as per those conditions until they obtain confirmation of program completion. **Once confirmation of program completion is obtained, the graduate must stop working** under study permit conditions as they are officially no longer a student.
- Graduates can then apply for PGWP

Important Considerations

- **When does your Study Permit expire?** It is important for it to be valid until your degree is audited (mid May/January/September depending on program completion).
- **When does your passport expire?** Ideally it is valid the length of your potential work permit.
- **When does your temporary resident visa (if applicable) expire?** If you leave Canada, you need a valid entry visa to return.
- **Are you working already? Do you plan to work as soon as possible?** You will want to have your PGWP application ready to submit as soon as you obtain completion letter.
- **Are you planning on completing any further studies in Canada?** Consider if you wish to apply for PGWP now or after your further studies.
- **Do you plan on going home after you graduate?** Consider if you wish to apply inside or outside Canada and the implications of both. What documents do you need to travel and return to Canada?
- **Have you violated any Canadian Immigration regulations?** (out of status, working conditions, etc). This could impact your eligibility for PGWP.

Application Tutorial

From Inside Canada



Overview of PGWP application process

- 1 Apply online through IRCC Secure Account
- 2 Start an Application > Apply to come to Canada
- 3 Complete questionnaire to determine application eligibility> Select "Post-Graduation Work Permit - in Canada"
- 4 Complete questionnaire to populate personalized document checklist (application package)
- 5 Complete Application IMM5710 Application Form to Change Conditions, Extend my Stay or Remain in Canada as a Worker
- 6 Upload supporting documents
- 7 Pay application fees

How do I apply for PGWP?

Apply **online through [IRCC Secure Account](#)**.
Simply type "IRCC Secure Account" in your search engine to locate the login page.

Either Login or Create an Account.

1 Create your own user name and password known as a GCKey (Government of Canada Key)

OR

2 Login using a Sign-in Partner using your Canadian Banking Information

Sign in to your IRCC secure account

Your account lets you start an application, submit and pay for your application, get messages related to your application, check the status of your application and update your information.



Depending on your application type, you may not have heard from us or seen changes in your application status.

- If you've had a [medical exam](#) or given [biometrics](#), they won't show in your account **until we process them**.
- We currently have a backlog of medical exams to process, but when we do process them, **you'll see them in your account**.

1

Option 1: GCKey

Sign in with your GCKey user ID and password.

Sign in with GCKey

2

Option 2: Sign-In Partner

Sign in with your online Canadian banking information if you have an existing account with 1 of our partners.

Sign in with Sign-In Partner

Don't have an account?

Register

Need Help?

How to sign in or apply online

Login to your IRCC Secure Account



This is your main IRCC Account Page.

Your account allows you to start/submit an application, obtain updates, and check the status of your application.

Applications you have submitted

Continue an application in progress

All IRCC applications start the same way:

1) Start an application

2) Apply to come to Canada

Firstname Lastname's account

View the applications you submitted

Review, check the status or read messages about your submitted application.

Search: Showing 0 to 0 of 0 entries | Show 5 entries

Application type ↑↑	Application number ↑↑	Applicant name ↑↑	Date submitted ↓	Current status ↑↑	Messages ↑↑	Action
No data available in table						

Did you apply on paper or don't see your online application in your account? [Add \(link\) your application to your account](#) to access it and check your status online.

Continue an application you haven't submitted

Continue working on an application or profile you haven't submitted or delete it from your account.

Search: Showing 0 to 0 of 0 entries | Show 5 entries

Application type ↑↑	Date Created ↓	Days left to submit ↑↑	Date last saved ↑↑	Action
No data available in table				

Start an application

[Apply to come to Canada](#)

Includes applications for visitor visas, work and study permits, Express Entry and International Experience Canada. You will need your personal reference code if you have one.

[Refugees: Apply for temporary health care benefits](#)

Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.

[Citizenship: Apply for a search or proof of citizenship](#)

Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.

Start a PGWP application

In this next step, you are going to determine which applications you are eligible for.

Select "I do not have a Personal Reference Code"

Determine your eligibility and apply online for a "visitor visa, study and or work permit"

You will answer a series of questions to determine your application eligibility.

Personal checklist

Personal Reference Code

If you have already completed the Come to Canada or the Express Entry wizard, you would have received a document checklist and/or a personal reference code, based on the answers you provided.

*** Please enter your personal reference code to begin your application. (required)**

[?](#)

[Continue](#) [Cancel](#)

I do not have a Personal Reference Code

If you do not have a personal reference code, you may answer a series of questions to find out if you are eligible to apply for a visa and/or permit, apply for Express Entry, and begin an online application.

If you begin your application **after you have logged into your account**, you will not receive a personal reference code, as the system will save your document checklist right into your account.

Determine your eligibility and apply online:

[Visitor visa, study and/or work permit](#)

[Express Entry \(EE\)](#)

[International Experience Canada \(IEC\)](#)

[Report a problem or mistake on this page](#)

Application eligibility questionnaire



Find out if you're eligible to apply

What would you like to do in Canada? *(required)* ?

Work

Click on the question mark for more information about each question.

How long are you planning to stay in Canada? *(required)*

Temporarily - more than 6 months

For the purpose of this application, you are planning to stay in Canada temporarily - more than 6 months.

Select the code that matches the one on your passport. *(required)* ?

GHA (Ghana)

What is your current country/territory of residence? If you are presently in Canada, you should select Canada. *(required)* ?

Canada

This tutorial is for applications made INSIDE Canada.

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? *(required)*

No

Family member refers to spouse or common-law partner, dependent children, and their dependent children.

What is your date of birth? *(required)* ?

1990

January

01

Click on underlined words to view definition.

Save and Exit Questionnaire

Application eligibility questionnaire



Find out if you're eligible to apply

Are you a lawful permanent resident of the United States with a valid U.S. Citizenship and Immigration Services (USCIS) number? **(required)** ?

Please make a selection



Save and Exit Questionnaire

Next

Yes/No based on your circumstances.

Find out if you're eligible to apply

What is your current immigration status in Canada? **(required)** ?

Student



Save and Exit Questionnaire

Next

If you are applying from within 90 days of program completion with a valid study permit: **Select student**

If applying within 180 days and have changed to visitor status: **Select visitor**

Application eligibility questionnaire



Find out if you're eligible to apply

Do you plan to work on campus? *(required)*

No

Save and Exit Questionnaire

Select no

Find out if you're eligible to apply

Are you a full-time student at a participating post-secondary institution and want to work off-campus up to 20 hours per week? *(required)* ?

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? *(required)*

Yes

Is your work an essential part of your studies (for example, a Co-Op or internship program)? *(required)*

No

Save and Exit Questionnaire

Next

Select no

Select yes

Even if it was, select no

Application eligibility questionnaire



Find out if you're eligible to apply

Have you been told by an Immigration, Refugees and Citizenship Canada office that you are approved in principle for permanent residence in Canada? *(required)*

No

Have you submitted a permanent resident application in Canada? *(required)*

No

Do you have a written job offer? *(required)*

No

Save and Exit Questionnaire

Next

Yes/No based on your circumstances

Yes/No based on your circumstances

Even if you do, select no

Find out if you're eligible to apply

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? *(required)*

Yes

Save and Exit Questionnaire

Next

Select yes

Application eligibility questionnaire



Find out if you're eligible to apply

What is your marital status? *(required)* ?

Please make a selection



What is your province of destination? If visiting multiple provinces, select the one in which you will be spending most of your time. *(required)* ?

Please make a selection



Save and Exit Questionnaire

Next

Select based on your circumstances

Select based on your circumstances



As you are applying for an open work permit, you are permitted to work anywhere in Canada.

Post-Graduate Work Permit (in Canada)



Your results

Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.

Temporary Resident Visa

You will need a temporary resident visa to return to Canada.

If you are working or studying in Canada, your temporary resident visa may expire at the same time as your work or study permit. If your work or study permit is expiring soon, please renew your study or work permit first. Once your study or work permit is approved, you may apply for your temporary resident visa.

Continue

Post-Graduate Work Permit - in Canada

You may be eligible to work in Canada with a post-graduation work permit.

Continue

Exit Questionnaire

Select the "Post-Graduation Work Permit application"

Create your Personal Document Checklist



Create your personal checklist

Post-Graduate Work Permit - in Canada

You are almost there...

We are going to ask you a few more questions. Based on your answers, we will provide you with a personal checklist of all the documents you need to submit with your application.

Do **not** submit multiple applications for the same service in an effort to speed up your application. Doing this may result in both applications being processed and delay the finalization of your application. We do not refund processed applications.

◀ Exit Questionnaire

Continue ▶

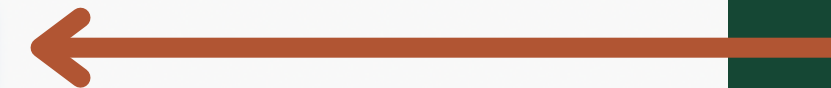
Select continue to proceed to the questionnaire

Document checklist questionnaire



Find out if you're eligible to apply

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?
(required)



Select yes

Save and Exit Questionnaire

Next

Find out if you're eligible to apply

Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months? *(required)* ?



Yes/No based on your circumstances

Save and Exit Questionnaire

Next

Find out if you're eligible to apply

Have you lived in a designated country or territory for more than six months in the last year? *(required)* ?



Yes/No based on your circumstances. [Click here for a list of designated countries.](#)

Save and Exit Questionnaire

Next

Document checklist questionnaire



Find out if you're eligible to apply

A medical exam is needed for foreign nationals who:

- want to stay in Canada for more than 6 months and have lived in one or more [designated countries or territories](#) for more than six months in the past year or;
- intend to work in one of the following jobs:
 - health sciences worker
 - clinical laboratory worker
 - patient attendant in nursing or geriatric homes
 - medical student admitted to Canada to attend university
 - medical elective and physician on short term assignment
 - teacher of primary or secondary schools or other teachers of small children
 - domestics worker, someone who gives in-home care to children, the elderly and the disabled
 - day nursery worker

If you fit into one of these categories, you need to get a medical exam.

Will you be getting a medical exam before submitting your application? Sending medical results, if required, as part of your application package will speed up the processing of your application.

For a medical exam, you must see a physician on [Canada's list of Panel Physicians](#) **(required)** ?

Please make a selection



Save and Exit Questionnaire

Next

If you answered no to the medical exam questions, you may be required to complete a medical exam for your application.

A medical exam is required if:

- You have **lived in one or more designated countries/territories for more than 6 months in the last year.**
- Or, you **intend to work in certain jobs** in which you come in close contact with people.

Document checklist questionnaire



Find out if you're eligible to apply

Do you want to submit an application for a family member? **(required)** ?

Please make a selection

Save and Exit Questionnaire

Next

Yes/No based on your circumstances. If yes, provide family member information.

Find out if you're eligible to apply

Are you giving someone access to your application? **(required)** ?

- ☐ Yes, I will be appointing a representative to apply on my behalf
- ☐ Yes, grant authorization for IRCC to release your application information to another person.
- ☐ Yes, both appoint a representative and grant authorization to IRCC to release information to another person.
- ☒ No

Save and Exit Questionnaire

Next

Yes/No based on your circumstances. In most circumstances, you are completing the application yourself.

Find out if you're eligible to apply

In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada? **(required)**

Please make a selection

Save and Exit Questionnaire

Next

Yes/No based on your circumstances. If no, you may be required to submit biometrics after you submit your application.

Document checklist questionnaire



Find out if you're eligible to apply

There are fees associated with this application. Will you be paying your fees or are you fee exempt? **(required)** ?

Please make a selection

Save and Exit Questionnaire

Next

Yes/No based on your circumstances. Click on question mark to determine who is fee exempt.

Find out if you're eligible to apply

Are you able to make a digital copy of your documents with a scanner or camera? **(required)** ?

Please make a selection

Save and Exit Questionnaire

Next

Yes/No based on your circumstances.

Find out if you're eligible to apply

Will you be paying your application fees online? To pay online, you can use a credit card (Visa, MasterCard, American Express, JCB, China Union Pay) or a Visa Debit or Debit MasterCard. **(required)** ?

Please make a selection

Save and Exit Questionnaire

Next

Yes/No based on your circumstances.

Review your answers

Review your answers

Please review your results and modify your answers if required.



What would you like to do in Canada?

Work

How long are you planning to stay in Canada?

Temporarily - more than 6 months

Select the code that matches the one on your passport.

GHA (Ghana)

What is your current country/territory of residence? If you are presently in Canada, you should select Canada.

Canada

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older?

No

What is your date of birth?

January 1, 1990

Are you a lawful permanent resident of the United States with a valid U.S. Citizenship and Immigration Services (USCIS) number?

No



You have an opportunity to **review your answers** prior to proceeding to your personal Document Checklist.

Ensure you answered accurately and truthfully.

If you need to edit an answer, click the pencil icon to make the necessary changes.

Review the application submission process

Review the process for submitting your study permit extension application.

- Use your IRCC Account to submit your application
- Your application will be saved if you exit the account
- Upload the required documents
- Pay your fees

When you are ready, select "continue" to proceed to your Document Checklist.

Submitting your application

On the screen, you will be asked to upload the documents for your application. Please do not use your browser's navigation buttons, "Back" and "Forward", as they will not work properly within this application.

You must be logged into your own account to submit an application. You cannot use another person's account.

Step 1: Use your account

Step 2: Save your application

If you select the exit button, your information will be saved and you will return to your account home page.

You can continue your application at any time by logging into your account and selecting the e-Application link under the In-Progress section.

Please note that you have 60 days to submit your online application. The number of days remaining to submit your application appears in your account home page. If your application is not submitted within 60 days, it will automatically be deleted.

Step 3: Upload your documents

Here are some guidelines for your documents:

- Your form(s) and document(s) must be in an electronic format.
- You do not need to sign your application form by hand if you submit your application form online. You will be asked to provide a digital signature once you are ready to transmit your documents.
- One file will be allowed per document type. For example, if you are asked to provide multiple pages of your passport, you must scan and save all pages as one file.
- You will be required to upload every requested form and document. You will not be able to proceed to the next

Step 4: Pay your fees

After you have electronically signed your application, you will be asked to pay your fees. Your fees must be made with a credit card. You will be required to provide credit card information to complete your payment. We accept Visa, MasterCard, American Express and certain prepaid credit cards.

Once you have paid your fee, you will receive a payment confirmation page. When your payment has completed processing you will receive a message with your confirmation number and a link to your payment receipt. You should print this page for your records.

Continue

Your document checklist



Complete and upload Application Form.

Click question mark for further instructions relating to each document.

Each applicant will have a unique Document Checklist depending on the answers provided in the questionnaire and their circumstances.

Your document checklist

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)	?	Upload File

Supporting Documents

Details	Document Name	Instructions	Options
Not Provided	Recent Education Transcript (required)	?	Upload File
Not Provided	Completion of Studies Letter (required)	?	Upload File
Not Provided	Passport (required)	?	Upload File
Not Provided	Digital photo (required)	?	Upload File
Not Provided	Proof of upfront medical exam (required)	?	Upload File

Upload files. Only one file is permitted for each section. You may be required to merge several files or reduce their size.

Upload supporting documents.
*remember your document checklist may look different than this

Complete application form IMM5710

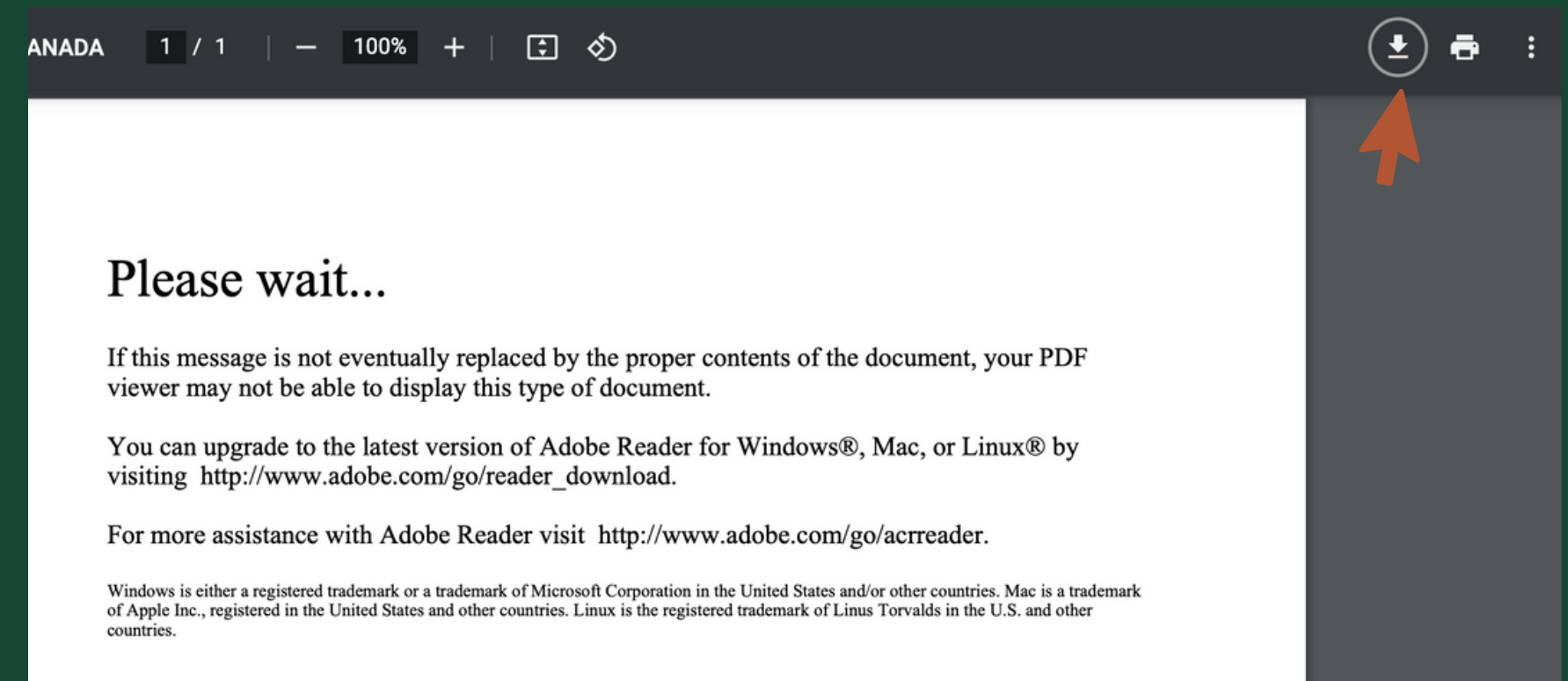
1

Click on the application form in your document checklist

Application Form(s)			
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)	?	Upload File

2

The application form will automatically open in your web-browser and a "please wait" error message will appear.

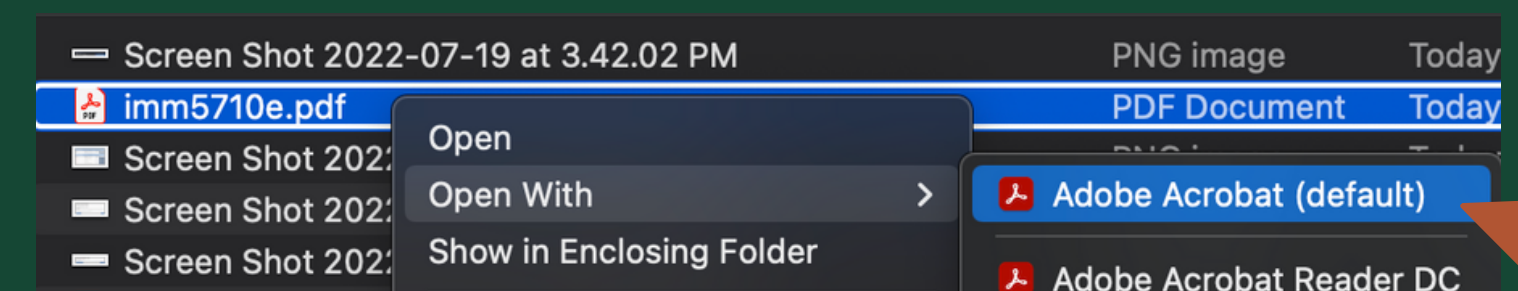


3

Click on the download arrow at the top right to save the file onto your computer. If you do not see the arrow, move your cursor to the top of the screen and it will appear.

4

Locate the file on your computer > right click > open with Adobe Acrobat Reader (free version).



TRENT UNIVERSITY

Complete the Application to
Change Conditions, Extend
my Stay, or Remain in
Canada as a Worker IMM5710

Complete application form IMM5710



- UCI: The Unique Client Identifier can be found near the top right of your study permit
- I am applying for one or more of the following: Apply for a work permit for the first time or with a new employer

1 UCI	2 * I want service in	OFFICE USE ONLY Validated
3 I am applying for one or more of the following:		
<div><input type="checkbox"/> * Apply for a work permit with the same employer</div> <div><input type="checkbox"/> * Restore my status as a worker</div> <div><input checked="" type="checkbox"/> * Apply for a work permit for the first time or with a new employer</div> <div><input type="checkbox"/> * Get a new temporary resident permit (for inadmissible applicants only)</div>		

PERSONAL DETAILS

- Current country/territory of residence: Canada/Student/From: study permit issue date/To: study permit expiry

NATIONAL IDENTITY DOCUMENT

- A national identity document is an identity card issued by an official authority with a photo. It is separate from your passport. Not all countries issue them. Some have an issue/expiry date, some do not.

CONTACT INFORMATION

- (1) Current mailing address: Your work permit will be mailed to you, ensure address is accurate.

Complete application form IMM5710



- **UCI:** The Unique Client Identifier can be found near the top right of your study permit
- **I am applying for one or more of the following:** Apply for a work permit for the first time or with a new employer

1 UCI	2 * I want service in	OFFICE USE ONLY Validated
3 I am applying for one or more of the following:		
<input type="checkbox"/> * Apply for a work permit with the same employer		
<input checked="" type="checkbox"/> * Apply for a work permit for the first time or with a new employer		
<input type="checkbox"/> * Restore my status as a worker		
<input type="checkbox"/> * Get a new temporary resident permit (for inadmissible applicants only)		

PERSONAL DETAILS

- **Current country/territory of residence:** Canada/Student/From: study permit issue date/To: study permit expiry

NATIONAL IDENTITY DOCUMENT

- A national identity document is an identity card issued by an official authority with a photo. It is separate from your passport. Not all countries issue them. Some have an issue/expiry date, some do not.

CONTACT INFORMATION

- **(1) Current mailing address:** Your work permit will be mailed to you, ensure address is accurate.

Complete application form IMM5710



COMING TO CANADA

- (1) Date and place of your original entry to Canada:
 - **Date:** study permit issue date, unless originally arrived in Canada for another purpose
 - **Place:** indicate Canadian entry point (ex. Toronto Pearson Airport)

- (4) If applicable, provide the document number of the most recent Visitor Record, Study Permit, Work Permit, or Temporary Resident Permit issue to you: the document number is found on the top right of your study permit, or IRCC document. It is a letter followed by 9 numbers (for example: F123456789) on the top right.

COMING INTO CANADA		
1	Date and place of your original entry to Canada ▶ YYYY-MM-DD	* Date * Place
2	* a) The original purpose for coming to Canada ▼	b) Other
3	Date and place of your most recent entry to Canada (if not the same as original entry) ▶ YYYY-MM-DD	Date Place
4	If applicable, provide the document number of the most recent Visitor Record, Study Permit, Work Permit or Temporary Resident Permit issued to you. ▶	Document Number

Complete application form IMM5710



Indicate Post-Graduation Work Permit

Leave sections 2-7 blank

PGWP is an open work permit which means it is not employer specific



Answer question 8 based on your own circumstances

DETAILS OF INTENDED WORK IN CANADA			
1 * a) What type of work permit are you applying for? Post Graduation Work Permit		b) Other	
2 Details of my prospective employer (attach original offer of employment)			
a) Name of Employer (If you are employed by a foreign employer who has been awarded a contract to provide services to a Canadian entity, please identify the foreign employer here)			
b) Complete Address of Employer (Canadian or Foreign):			
3 Intended location of employment in Canada?			
Province	City/Town	Address	
4 My occupation in Canada will be:			
Job title		Brief description of duties	
5	Duration of expected employment	From YYYY-MM-DD	To YYYY-MM-DD
6	Labour Market Impact Assessment (LMIA) No. or Offer of Employment (LMIA Exempt) No.		
7 If you have been issued a Quebec Acceptance Certificate (CAQ), provide the:			
Certificate Number		Expiry Date	
8 Have you been issued a certificate under the Provincial Nominee program? <input checked="" type="checkbox"/> * No <input type="checkbox"/> * Yes			

Complete application form IMM5710



EDUCATION

- Indicate Trent Information

EDUCATION	
Have you had any post secondary education (including university, college or apprenticeship training)?	<input type="checkbox"/> * No <input type="checkbox"/> * Yes

EMPLOYMENT

- Provide details of employment for the past 10 years, including part-time positions held

EMPLOYMENT
Give details of your employment for the past 10 years, including if you have held any government positions (such as civil servant, judge, police officer, mayor, member of parliament, hospital administrator)

BACKGROUND INFORMATION

Answer questions truthfully

- (2c) Have you previously applied to enter or remain in Canada? Yes
- (2d) Provide details if answered yes to 2a, 2 b, or 2c. Simply write one sentence of explanation. For example (2c) Applied for initial study permit. It was issued DATE and expires DATE.
- If you answer yes to questions 3-6, complete Schedule 1 form in the "Optional Documents" section of your Document Checklist.

BACKGROUND INFORMATION		Clear Section
You must complete this section if you are 18 years of age or older.		
1	a) Within the past two years, have you or a family member ever had tuberculosis of the lungs or been in close contact with a person with tuberculosis?	<input type="checkbox"/> No <input type="checkbox"/> Yes

Complete application form IMM5710

SIGNATURE

- Ensure you indicate **YES** to consent to be contacted by Citizenship and Immigration Canada (CIC)
- You may **type your name** for a digital signature
- Indicate the **date you submit your application**

Signature of Applicant or Parent/Legal Guardian's for a person under 18 years of age.

Type first name and last name as stated on passport

VALIDATE

- When you feel your application is complete, **click the blue validate button** at the top or bottom of the application. The form will indicate if there are any errors or omissions in the form and highlight them in red. Fix any errors and validate as many times as needed.
- Once the form validation is complete, it will indicate "**validated: yes**" in the "office use only" box located at the top of your form.
- A page of barcodes will appear in your form. This means your form is ready to upload to your IRCC Secure Account.
- **Save a copy of the form to your computer for your records.**

Validate

OFFICE USE ONLY
Validated
No

OFFICE USE ONLY
Validated
Yes



Your document checklist

Can submit unofficial transcript > myTrent > Academics > must have completion notation (date completed) at end of transcript.

Your document checklist

Application Form(s)

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)	?	<button>Upload File</button>

Supporting Documents

Supporting Documents

Details	Document Name	Instructions	Options
Not Provided	Recent Education Transcript (required)	?	<button>Upload File</button>
Not Provided	Completion of Studies Letter (required)	?	<button>Upload File</button>
Not Provided	Passport (required)	?	<button>Upload File</button>
Not Provided	Digital photo (required)	?	<button>Upload File</button>
Not Provided	Proof of upfront medical exam (required)	?	<button>Upload File</button>





Each applicant will have a unique Document Checklist depending on the answers provided in the questionnaire and their circumstances.

How do I obtain my completion of studies letter?

Undergraduate/Certificate: myTrent> Register> International Verification of Enrollment > Graduation Letter

Graduate: automatically sent by the School of Graduate Studies
graduate@trentu.ca

Your document checklist: optional documents

Optional Documents			
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"/>

Complete if answered yes to background information questions 3-6 on IMM5710 application form.

If you have any additional information you would like to include in your application that requires an explanation, you may upload a "Letter of Explanation" in the "Client Information" section.

You may want include a Letter of Explanation to explain:

- A gap in your studies / authorized leaves
- Additional information the officer may find useful when assessing your application.



Find a template Letter of Explanation on our [Trent International webpage](#) > Extend Your Study Permit > Letter of Explanation.

Your document checklist: application fees

Fees

Fees			
Application	Quantity	Price (CAD) per unit	Total (CAD)
Work Permit	1	\$155	\$155
Biometrics Fee	1	\$85	\$85
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) \$340

[Can I save my application and return to complete it later?](#)

The base fee for a general work permit application is \$155 CAD as of July 1, 2022.

There is an additional fee for an open work permit.



Note: You may have additional fees based on your circumstances, (e.g. biometrics fee).

You can review the total fees for your application stated at the bottom of the Document Checklist page.

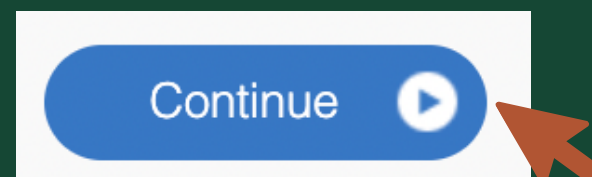
How do I submit the application?

Complete and upload the following in your document's checklist in your IRCC Secure Account:

- the application form
- the supporting documents
- any optional documents as required

Once you have uploaded all the required documents, a "continue" button will appear at the bottom of the page.

Select "continue" to proceed to the payment page.



Application Form(s)			
Application Form(s)			
Details	Document Name	Instructions	Options
Not Provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709) (required)	?	Upload File

Supporting Documents			
Supporting Documents			
Details	Document Name	Instructions	Options
Not Provided	Co-op Letter (required)	?	Upload File
Not Provided	Letter of Acceptance (required)	?	Upload File
Not Provided	Passport (required)	?	Upload File
Not Provided	Digital photo (required)	?	Upload File

Optional Documents			
Optional Documents			
Details	Document Name	Instructions	Options
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	Upload File
Not Provided	Client Information	?	Upload File

Fees

After You Apply



- You will obtain an automatic **Acknowledgement of Receipt**.
- If IRCC requires more information they **will contact you through your IRCC Account** and email. Check your account often and email often, including your spam folder!
- If your application is approved, **IRCC will update you in your IRCC Secure Account**.
- Your **work permit will be sent to your mailing address** indicated in the application.
- If you require a new entry visa, you will apply after you obtain your official work permit.

Work after Submitting PGWP Application



As per paragraph R186(w), graduates who apply for a post-graduation work permit, before the expiry of their study permit are eligible to work full time without a work permit while waiting for a decision on their application if the applicant meets all of the noted criteria:

1. They are or were the holders of a valid study permit at the time of the post-graduation work permit application.
2. They have completed their program of study.
3. They met the requirements for working off campus without a work permit under paragraph R186(v) (that is, they were a full-time student enrolled at a DLI in a post-secondary academic, vocational or professional training program of at least 8 months in duration that led to a degree, diploma or certificate).
4. They did not exceed the allowable hours of work under paragraph R186(v).

Work after Submitting PGWP Application

- Applicants remain eligible to work full time without a work permit while waiting for a decision on their application even after leaving and re-entering Canada.
- Applicants may provide proof of PGWP application to potential employer.
- Applicants must stop working as soon as they are notified by IRCC (for example, via their MyAccount, by email or by mailed letter) that their application for a work permit is refused.
- Learn more about [authorization to work after submitting a PGWP application on the IRCC website](#).



CONTACT US

Have questions about your academics or immigration?
Email: internationaladvising@trentu.ca

Follow us on Instagram! [@trentuinternational](https://www.instagram.com/trentuinternational)

