

The Post-Graduation Work Permit Program

The [Post-Graduation Work Permit Program](#) is a unique program which allows recent graduates meeting the [program eligibility criteria](#) to apply for [an open work permit](#). If you are completing your program requirements this Winter 2024 term the earliest you can apply for your work permit is in May.


Below is a checklist of how to prepare your application and a summary of the anticipated timeline.

PGWP application timeline

1. Once you complete your coursework, you will wait for your degree or certificate to be [audited and conferred](#).
 - Undergraduate/Post-Graduate Certificate conferral date: May 14, 2024
 - Masters/PhD conferral date: May 21, 2024
2. You can continue to work 20 hours per week off-campus under your [study permit working conditions](#) until your conferral date or until you obtain your completion letter, whichever comes first. See below for completion letter issue dates.
 - Undergraduate/Post-Graduate Certificate: May 17-21.
 - Masters/PhD: May 1-15.
3. Once you have your completion letter and final transcript, you can [apply for PGWP](#).
4. Submit PGWP application within 90 days of completing studies [with a valid study permit](#). Your study permit becomes invalid after 90 days of finishing studies or on expiry date, whichever comes first.
5. Once PGWP application is submitted from within Canada, you may be permitted to begin working without a work permit pursuant to R186 if you [meet these conditions](#).
6. Once your work permit application is approved, you will obtain a letter from IRCC indicating the application approval. You can then [submit a temporary resident visa application \(if required\)](#). Your work permit will then be sent to the mailing address indicated in your application form.
7. With your work permit, you can apply to extend the expiry date on your Social Insurance Number at your nearest [Service Canada Centre](#).

Published April 1, 2024 - Information in this guide does not constitute legal advice and is subject to change. Please refer to the [IRCC website](#) for the most up to date information regarding eligibility, required documents, and application procedures.

Preparing for the Post-Graduation Work Permit Application

☑	Task
	Submit an application to graduate before the deadline.
	Ensure your study permit is valid at least until the end of May 2024. A valid study permit is required at the time of PGWP application.
	Your Canadian immigration documents can never be issued beyond the length of your passport. You may need to renew your passport prior to applying if it will expire prior to your work permit length eligibility.
	(Optional but recommended) Prepare all PGWP application documents prior to obtaining your completion letter.
	Review a PDF guide of the PGWP application process . This will show you how to login to your IRCC account and populate the application package. The entire application is submitted online through your IRCC Secure Account.
	Ensure you know the login to your IRCC account or create an account .
	Digitize your passport style photo or obtain a new one .
	<p>Make a copy of your current passport.</p> <ul style="list-style-type: none"> • Include copy of information pages, and any page with stamp, visa, or markings (from any country/territory). • Include a copy of your valid study permit. • If taking photos of your documents, insert them into one word document and save as a PDF.
	<p>Complete the application form IMM5710</p> <ul style="list-style-type: none"> • Complete as much as you can yourself and feel free to send us your questions or the form to review to internationaladvising@trentu.ca. • Download Adobe Reader (free version) if you do not have it, as you require this to open the IMM5710 application form. • Having difficulty opening the form?  How to Open IMM Forms.mov.
	<p>May require a medical exam.</p> <ul style="list-style-type: none"> • Required if you have lived outside Canada for more than 6-months in the last year in certain countries. • OR, if you intend to work with vulnerable peoples who are at risk - such as in a medical setting, teachers of small children, etc. • If you require a medical exam, you may be exempt and can provide a copy of your previous medical exam. Learn more here. • If you do not complete the exam, your work permit will have conditions which will not allow you to work in these types of jobs.

	<p>May be required to submit biometrics if yours are not valid.</p> <ul style="list-style-type: none"> • Check if your biometrics are valid here. • If required, you will simply submit your PGWP application indicating you do not have valid biometrics, pay the additional biometrics fee of \$85.00CAD and then IRCC will send you an invitation to complete biometrics. Once you obtain the invitation you have 30 days to submit your biometrics.
	<p>Write a letter of explanation (if applicable).</p> <ul style="list-style-type: none"> • If you have anything unusual about your academic pathway (e.g. you have a gap in your studies, switched institutions, medical leave, were a part-time student etc.) you should write a letter of explanation to include in your application. • If you do not meet the eligibility criteria for PGWP, we highly recommend hiring a Regulated Canadian Immigration Consultant to represent you or support you in your application process. IRCC is very strict about the application eligibility, therefore you will need to explain your circumstances thoroughly. • Find a template Letter of Explanation here.
	<p>Additional documents for dependent family members (if applicable).</p> <ul style="list-style-type: none"> • When applying for PGWP, you can also submit applications for your dependent family members (already in Canada) to extend their stay. • You can learn more about eligibility requirements for a spousal open work permit on the IRCC website here. <ul style="list-style-type: none"> ▪ If your spouse/common law partner would like to apply for a spousal open work permit, you (the primary applicant) must show proof of current employment, or a future job offer in a low or high skill occupation. The document checklist in your IRCC portal will not ask for this documentation. You will upload your employment letter under "optional documents" > client information.
	<p>Obtain Trent Completion Letter</p> <ul style="list-style-type: none"> • <i>Undergraduate and Post-graduate Certificate students:</i> <ul style="list-style-type: none"> ▪ will be issued between May 17 and 21 as long as you have applied to graduate by the deadline. ▪ Email internationaladvising@trentu.ca for any questions relating to your letter. • <i>Masters/PhD students:</i> <ul style="list-style-type: none"> ▪ will be issued between May 1 to May 15 as you have applied to graduate by the deadline. ▪ Email graduate@trentu.ca for any questions relating to your letter.
	<p>Once you have obtained completion letter, you can download your unofficial transcript from myTrent > Academics (it will then note the completion date).</p>
	<p>May require additional documentation not listed here dependent on your circumstances.</p>

After You Apply Q&A

Update mailing address	If you need to update your mailing address prior to your work permit application being approved, you can submit a request through the IRCC webform . Select "update contact information."
Working after PGWP application submission	Once PGWP application is submitted from within Canada, you may be permitted to begin working without a work permit pursuant to R186 if you meet these conditions .
Show potential employer you are permitted to work while waiting on decision on your work permit application	Visit the IRCC website for a list of documents you may provide your employer.
What to expect after you apply	Learn more about what to expect after you apply for PGWP.
Travelling outside Canada after application submission	I'm waiting for my post-graduation work permit. Can I travel outside Canada and come back with my student visa?
Invite your out-of-Canada guests to convocation	Visit the convocation website for more information.
Have questions about your application?	If you have problems with your online application, please contact the Immigration Canada Call Centre at 1-888-242-2100 or refer to detailed information on Immigration Canada's PGWP webpage .
Application decision	Once a decision has been made on your Post-Graduation Work Permit application, IRCC will notify you through your IRCC account. Your work permit will be mailed to the address indicated in your application form (IMM5710).
Obtain a new entry document (if required)	Once your work permit application is approved, you may need to apply for an entry visa or eTA . Our team will not be able to support you with these applications now that you have graduated, however, the application process will also be completed online through your IRCC account.
Future immigration questions	If you have further immigration questions once you graduate, you may wish to connect with a Regulated Canadian Immigration Consultant or refer to the IRCC website .