



# International Student Services Office

CARLETON UNIVERSITY

## Post-Graduation Work Permit Application Guide

### About this Guide

This is a practical guide that most Carleton students can follow to assess their eligibility and prepare an application for a Post-Graduation Work Permit (PGWP). Watch for the alert icons: you may need a personal consultation with an immigration advisor at the ISSO.

*Kindly note that the information guide does not, and is not intended to constitute legal advice, and instead all information, content and material is for general information purposes only. Readers should contact and consult with an authorized immigration representative to obtain advice with respect to any particular legal matter. No reader should act or refrain from acting on the basis of information on this site without first seeking legal advice from an authorized representative in the relevant jurisdiction and with expertise in immigration law. Only your authorized representative can provide assurances that the information contained herein – and your interpretation of it – is applicable or appropriate to your particular situation. The content and information are provided "as is;" and no representations are made that the content or information is accurate, complete or error-free. Any liability is expressly disclaimed and Carleton University will not be liable for any losses, injuries or damages from the use or reliance on the information or content.*

It's important to know:

- This guide assumes you are making an online application from within Canada and that you have a valid study permit at the time of submission.



It is possible to apply for a PGWP in other circumstances (e.g. from outside of Canada, or with other status in Canada, or with restoration of status in Canada). Contact the ISSO for information about these options, which are not covered in this guide.

- IRCC stands for *Immigration, Refugees and Citizenship Canada*, the government department that will decide on your application and issue your work permit. Carleton University offers programs of study that can make you eligible for a PGWP, but PGWP rules and decisions are made by IRCC. Following this guide does not guarantee a particular outcome. Official and fully detailed information about the PGWP is found on the [IRCC website](#).
- Eligibility for the PGWP depends on your academic record throughout your program. Part-time study and some breaks from study can make you ineligible.
- There is a strict 180-day eligibility period for the PGWP. This eligibility period usually starts *before* your graduation date, as explained in Part One of this guide.

- Due to COVID-19, IRCC has introduced [temporary program rules for Post-Graduation Work Permits](#). These temporary rules over-ride some of the usual PGWP rules, so that online study due to COVID-19, even from outside of Canada, won't affect PGWP eligibility or validity for many students as it otherwise might. Temporary rules should be read in conjunction with the usual [PGWP eligibility criteria](#).
- The ISSO frequently offers PGWP information sessions. These are listed on our [Events Calendar](#).
- Carleton University students may contact the ISSO for personal advice and support.

International Student Services Office (ISSO)  
 128 University Centre      Phone: 613-520-6600  
*(Please note that walk-in and phone service may not be available due to Carleton University's [COVID-19 response measures](#). Contact by email is advised.)*  
 Email: [immigration.advising@cunet.carleton.ca](mailto:immigration.advising@cunet.carleton.ca)  
 Hours: Monday to Friday, 8:30 a.m. to 4:30 p.m.

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## Part One: Check Eligibility and Get Ready to Apply

Once your final marks are posted on Carleton Central, you can get the Carleton documents you need to apply for your PGWP. If you answer “yes” to each question below, you are ready to begin the application.

### a) Are you eligible for a PGWP?

Applying for the PGWP can be a waste of your time and application fees if you don't first confirm that you are eligible. Some of the important eligibility criteria are:

- You completed a Carleton degree, diploma or certificate program that is at least 8 months long.
- You studied with full-time status throughout your program, unless it was a summer break period or in only one final term.
- You have been compliant with [conditions of study permit holder status](#), including not taking [unauthorized leaves](#) from your studies.

*This is not a complete or detailed list of the eligibility criteria.* It is important to check all the criteria at the [IRCC website](#), including an explanation of what types of breaks may be “authorized”.



If you are not sure whether you are eligible for a PGWP, or if you have concerns about part-time study or breaks from studying, contact the ISSO.

b) Do you have a valid study permit?

Your study permit is valid if:

- It has not yet expired according to the date printed on it, and
- It has not become invalid because more than 90 days has passed since you received your completion letter from Carleton.



If you don't have a valid study permit, you may still be able to apply for the PGWP. Contact the ISSO for more information.

c) Do you have a document from Carleton confirming that you are eligible to graduate?

This document is *not* your diploma given at convocation. It can be *one* of the following options:

- Email from Carleton following the [Senate Convocation Meeting](#), which usually takes place 1-2 months after the end of your final term, *together with* a Certificate of Enrolment showing graduation (available from Carleton Central, choose Option #4).
- Confirmation of Eligibility to Graduate — This letter can be used to apply for a PGWP sooner, if you prefer not to wait until the Carleton Senate meets. The letter is available at Carleton Central once your audit indicates “All Requirements Identified Below Have Been Met”. Look under Student Online Applications → Apply to Graduate.

d) Is your document from Carleton dated within the past 180 days?

If more than 180 days have passed, you are no longer eligible for a Post-Graduation Work Permit.

e) Do you have a final transcript?

Once your final grades have been posted, you can request a transcript from Carleton Central. IRCC accepts an *unofficial transcript* for an online PGWP application.



If you cannot order documents from Carleton Central due to a financial hold, the ISSO may be able to facilitate a process that will allow you to apply for your PGWP within your eligibility period. [Contact an immigration advisor.](#)

f) Do you have a valid passport?

Your PGWP won't be valid beyond the expiry date on your passport. If your passport is going to expire soon, you may want to get a new passport before you apply for the PGWP. If you choose not to do that, you can apply for the remaining time on your PGWP once you have a new passport. You will have to pay the application fees a second time. This is the only scenario in which you can apply for an extension of a PGWP.

### Other Considerations Before You Apply

a) Do you know the application fees for a PGWP?

Total fees are \$255: \$155 for a work permit application plus a \$100 open work permit fee.

b) Do you know if you have given biometrics within the past 10 years?

If you are not sure, use the [Check Status tool](#). If you haven't given biometrics before, you may have to give them with your PGWP application. There is an additional \$85 fee for biometrics.

After you submit your application you will receive a biometrics instruction letter. Then you can make an appointment to go to a Service Canada collection centre.

Please note: IRCC has implemented a [biometrics exemption](#) for in-Canada extensions of status, due to COVID-19. While this exemption remains in place, you don't have to pay the fee or give biometrics, even if you get the instruction letter.

c) Do you know what work is authorized while you are transitioning from study permit holder to work permit holder?

If you have a valid study permit, have been eligible to work off-campus while studying, and have not worked more than authorized by your study permit, then these rules apply:

- *Until you receive confirmation that you are eligible to graduate* — You have your usual school term work privileges, limited to 20 hours per week off-campus.
- *Once you receive the confirmation* — You have no work privileges, either on- or off-campus.
- *Once you submit an application for the PGWP* — You can work full-time. The proof of this is your study permit, the Acknowledgement of Receipt from your online application, your sworn statement on IMM 5710, and [IRPR 186\(w\)](#). *If you did not apply while you had a valid study permit, you are not allowed to start working until you receive the work permit.*

If your work permit application is refused, you must stop working. Unauthorized work can make you ineligible for a PGWP and inadmissible to Canada for a period of six months.

d) Do you know how long your work permit will be valid?

The validity period of the work permit is the amount of time between the issue and expiry dates. These are the guidelines for Post-Graduation Work Permit validity

- Program length more than 8 months and less than 2 years: PGWP validity period is the same as the program length
- Program length is 2 years or more: PGWP validity period is 3 years.

The immigration officer looks at your Carleton documents to determine program length.

e) Do you know what work you will be authorize to do with a PGWP?

A PGWP is an open work permit, which means you may work at most types of jobs, anywhere in Canada. There will be a few restrictions noted on the work permit, especially if you choose not to do a medical exam before applying for the work permit.

If you hope to use your work experience to qualify for permanent residence in Canada, you should gain work experience in skilled position (NOC O, A or B level) according to Canada's [National Occupational Classification](#).

You may be self-employed on a PGWP. Self-employment is not qualifying work experience for the [Canadian Experience Class](#).

f) Will you be able to extend your PGWP?

It's not possible to extend a PGWP, unless the initial validity period was shorter due to passport expiry.

g) Can you get a second PGWP if you do a second program of study?

No. You are not eligible for a second PGWP if you have already had one.

h) Do you have a spouse or common-law partner with an open work permit?

Their current work permit is valid until the expiry date, even if you have finished school. They aren't eligible to apply for a new work until you can provide an employer's letter and three pay stubs that show you work in a NOC O, A or B level position according to Canada's [National Occupational Classification](#) to include with their work permit application.

## Part Two: Make an On-Line Application

- 1) [Sign in](#) to an IRCC account to begin an application
- 2) Scroll down your home page to look for "Start an Application → "Apply to Come to Canada"
- 3) Choose "Visitor visa, study or work permit"
- 4) Answer the eligibility questionnaire:
  - What would you like to do in Canada? → Work; How long do you want to stay in Canada → Temporarily – more than 6 months
  - See Part Three: *Answering the Eligibility Questionnaire*.

After you finish the questionnaire, the system will create your document list. Most in-Canada PGWP applications will consist of these items:

- IMM 5710 — Application to Change Conditions or Extend your Stay in Canada as a Worker
- Educational Transcript
- Completion of Studies Letter
- Passport
- Digital Photo

#### *Optional Items*

- Schedule 1 – IMM 5257. If you answered “No” to the background questions 3-6 on IMM 5710, you don’t need to complete this form.
- Client Information – This is a letter from you and/or any additional documents. You should include these if you need to explain breaks from studies or anything else about your academic history.

*Important note for graduate students:* If the number of courses on your transcript might lead the immigration officer to believe you were not a full-time student, then add historical certificates of enrolment to your application, as they will confirm your full-time status.



If you have questions about what additional documents to include or where to put them in the application, [contact the ISSO](#).

Once you start the application, you have 60 days to finish it. The system automatically saves your work.

Upload your documents in digital format, one document per line. The website [www.smallpdf.com](http://www.smallpdf.com) can be used to combine multiple PDFs into one document, or to reduce file size.

When all your documents are uploaded, “continue” to sign the application electronically, pay the fees and submit the application.

Once you submit the application, you will immediately receive an Acknowledgement of Receipt. This is an important letter that you should keep in your files.

#### Working with IMM 5710 (PDF Application Form)

- Download the form from the document list to your computer
- Open the file with [Adobe Acrobat Reader](#)
- Fill in the information on your computer (*a few tips are found below*)
- When it is complete, click “Validate”, then save the document on your computer.
- Upload the form to your application

Tips for completing the form:

- If a field is marked with a “\*”, it must be completed. Other areas may be left blank, if the question does not apply to you.
- Page One: UCI = Unique Client Identifier. You can find this number on your study permit.
- Page One: I am applying for one or more of the following — Select “Apply for a work permit for the first time or with a new employer”
- Page One: Current country of residence – Canada
  - Status: Student*
  - From: (Date of start of studies) to (expiration date of current study permit)*
- Page Two: Mailing address in Canada — This is where you want IRCC to send the new study permit. Residential address — This is where you are living now.
- Page Two: National Identity Document — Not all countries have a National ID. If yours does, provide the information.
- Page Three: Date and place of your original entry to Canada; date and place of your most recent entry to Canada — Dates and locations of entry should match stamps in your passport or your travel records, if you don’t have a stamp.
- Page Three: Document number of your current status document — This number starts with an F and is printed in black ink near the top right of your study permit.
- Page Three: Details of Intended Work in Canada — Select “Post-Graduation Work Permit” from the pull-down menu. The rest of the section can be left blank – except for checking “No” beside the question *Have you been issued a certificate under the Provincial Nominee Program?* Details about employer, job title and duties aren’t relevant to an open work permit like the PGWP.
- Page Five: Background Information — Read the questions carefully and answer truthfully. Your answers to these questions are a sworn statement. Incorrect or missing information may be treated by IRCC as [misrepresentation](#), making you inadmissible to Canada.

### Part Three: Answer the Eligibility Questionnaire

These suggested answers assume the application is made in Canada with a valid study permit. You should always provide the correct information for yourself and your situation.

*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 [Select your country from the pull-down menu]*

*What is your current country of residence? Canada*

*Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? [Yes/No. The answer should be yes if your family member is a spouse or common-law partner, dependent children, and their dependent children. Answer no otherwise. ]*

*What is your date of birth? [Select from pull-down]*

*Are you a lawful permanent resident of the United States with a valid U.S. Citizenship and Immigration Services (USCIS) number? [Yes/No]*

*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 minimum of eight months? Yes*

*Is work an essential part of your studies (for example, a Co-Op or internship program)? No*

*Have you been told by an Immigration, Refugees and Citizenship Canada office that you are approved in principle for permanent residence in Canada? No*

*Have you submitted a permanent resident application in Canada? No*

*Do you have a written job offer? No*

*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*

*Marital Status [Choose from pull-down. Single = never married]*

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

At this point, you may be offered the choice of a Temporary Resident Visa or a Post-Graduation Work Permit. Click "Continue" next to the PGWP. If you need a TRV, you will apply for it after you get your 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*

*Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months? [Yes/No]*

*Have you lived in a designated country or territory for more than six months in the last year? [Yes/No. No is the correct answer for students who have been living in Canada]*

*Do you want 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*

[Yes/No. If you answer no, you will be restricted from working in these types of jobs.]

*Do you want to submit an application for a family member?* [Yes/No. If you say yes, you will have the option to add temporary resident applications for other family members.]

*Are you giving someone access to your application?* No

*In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada?* [Yes/No]

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

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

*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 debit card (Visa Debit, Debit MasterCard or Interac).* Yes

You will have the chance to review your answers, and any answer may be changed up until the time you submit your application.

## Part Four: Online Resources

- Immigration, Refugees, and Citizenship Canada (IRCC) website ([www.Canada.ca](http://www.Canada.ca) → Immigration)
- **PGWP info and links to application material:** <http://www.cic.gc.ca/english/study/work-postgrad.asp>
- **Operational Manual – Post-Graduation Work Permits** (additional info for immigration officers): <http://www.cic.gc.ca/english/resources/tools/temp/students/post-grad.asp>
- **Facts About Biometrics:** <https://www.canada.ca/en/immigration-refugees-citizenship/campaigns/biometrics/facts.html>
- **Online Application: Sign in or Create an Account** — <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>
- **IRCC Web Form** — <http://www.cic.gc.ca/english/contacts/web-form.asp> Use this form to:
  - Ask about an application that is taking longer than published processing time
  - Update an application or add new information
  - Change contact information
  - Report a technical problem

- **IRCC Call Centre — 1-888-242-2100.** Speak to an agent Monday to Friday, 8 a.m. to 4 p.m. In all Canadian time zones.
- **IRCC Help Centre (Frequently Asked Questions)**  
— <http://www.cic.gc.ca/english/helpcentre/index-featured-can.asp>
- **Application Processing Times** — <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html>
- **National Occupational Classification** — <http://www5.hrsdc.gc.ca/noc/english/noc/2011/Welcome.aspx>
- **IRCC COVID-19 Updates:** <https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19.html>