



International Student Services Office

CARLETON UNIVERSITY

Post-Graduation Work Permit Application Guide

Appendix – Applying From Outside of Canada

PGWP eligibility criteria and university documents supporting a PGWP application are the same whether the application is made from inside or outside of Canada. Please refer to the ISSO's *Post-Graduation Work Permit Application Guide* for those complete details.

This appendix provides practical guidance in several key areas where applying for the work permit outside of Canada is different from an application made from within Canada, notably:

- Additional forms and required documents
- Answering the eligibility questionnaire
- Issuance of the work permit

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It's important to know:

- IRCC stands for *Immigration, Refugees and Citizenship Canada*, the government department that will decide on your application and issue your study permit. Following this guide does not guarantee a successful outcome. Official and fully-detailed information about the PGWP is found on the [IRCC website](#).
- 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 are not available at this time due to Carleton University's [COVID-19 response measures](#). Contact by email is advised.)

Email: immigration.advising@cunet.carleton.ca

Hours: Monday to Friday, 8:30 a.m. to 4:30 p.m.

On-Line Work Permit Application

- 1) [Sign in](#) to an IRCC account to begin your 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, etc.*
 - See the following section *Answer the Eligibility Questionnaire*.

An application for a work permit made outside of Canada will automatically include an application for an electronic Travel Authorization (eTA) or a Temporary Resident Visa (TRV), whichever you need to travel to Canada, based on the country that issued your passport.

After you finish the questionnaire, the system will create your document list. All PGWP applications will include these required items:

- IMM 1295 — Application for Work Permit Made Outside of Canada
- Educational Transcript
- Completion of Studies Letter
- Passport
- Digital Photo

Important note for graduate students: If you took fewer than three courses in any term, you should include a Certificate of Enrolment confirming your full-time status in that term.

Optional Items

- Schedule 1 – IMM 5257. If you answer “No” to the background questions 3-6 on IMM 1295, you don’t need 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.

Other supporting documents

Depending on which country you are applying from and how you answered the eligibility questionnaire, there may be additional requirements, which may include:

- Requirement to undergo a medical exam
- Biometrics
- Police certificate
- Family information form

- Other forms, such as educational and work history information

Please note that family information forms must be completed, printed, signed with a pen, then scanned or photographed for uploading to the application.

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 file per line. The website 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 receive an Acknowledgement of Receipt. This is an important letter that you should keep in your files.

Answer the Eligibility Questionnaire – Outside of Canada

Please note that the eligibility questionnaire may vary from this sample, depending on your answers.

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? [Select your country of residence from the pull-down menu]

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]

I have a job offer and my employer gave me an offer of employment number or LMIA number No

Do you plan to work in one of the following areas – Athletes and coaches, etc. No [You won't be barred from working in these areas, because the PGWP is an open work permit. But you won't get to the work permit application if you answer yes.]

Will you be coming to Canada under an active public policy or special measure announced by IRCC? No

Are you a spouse, common-law partner or dependent child of a person who has or is applying for a study permit or work permit? 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

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

What is your 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? [select a province from the pull-down]

At this point, you should see the message that you may be eligible for a Post-Graduation Work Permit. Click "Continue".

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. Click on the question mark to access the list of designated countries.]

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 may be restricted from working in these types of jobs unless you undergo an immigration medical exam.]

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.

Application Form IMM 1295 (PDF Application Form)

- Download the form from the document list to your computer.
- Open the file with [Adobe Acrobat Reader DC](#).
- Fill in the information on your computer (*a few tips are found below*).
- After the form is completely filled in, 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 Two: National Identity Document — Not all countries have a National ID. If yours does, provide the information.
- Page Three: Details of Intended Work in Canada — Select “Open Work Permit” from the pull-down menu. The rest of the section can be left blank. Details about employer, job title and duties are not relevant to or required for an open work permit like the PGWP.
- Page Four: 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.
- Page Five: You may type your name in the signature box.

After You Apply

When your application is approved, the local IRCC office will call for your passport if you need a Temporary Resident Visa. You will receive a Letter of Introduction that indicates that your application has been approved. Show this letter when you enter Canada to request issuance of your work permit.