

## Post-Graduation Work Permit Application Guide

### Appendix – Applying From Outside of Canada

*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.*

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 that information

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

- Different application form
- Answering the eligibility questionnaire
- Issuance of the work permit

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 Nideyinàn      Phone: 613-520-6600  
Email: [immigration.advising@carleton.ca](mailto:immigration.advising@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 1.5 credits in any term, the officer may assume you were a part-time student (as would be the case for an undergraduate student); and may refuse your application on this basis. A [Certificate of Enrolment](#) can be added to your application to confirm your full-time student status for any 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
- Additional application forms, such as educational and work history information

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](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 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.]*

*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 – outside of Canada. 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 ever committed, been arrested for, been charged with, or convicted of any criminal offence in any country? [Yes/No] Read and consider carefully before answering.

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

*A medical exam is needed before you submit your application for foreign nationals who:*

- *Want to stay in Canada for more than 6 months and have live 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 one gives in-home care to children, the elderly and the disabled*
  - *Day nursery worker*

*Do you fit into one of these categories? [Yes/No] If you answer No, you will be restricted from working in these jobs.*

*Do you want to work in one of the following jobs? [Yes/No]*

- *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 one gives in-home care to children, the elderly and the disabled*
- *Day nursery worker*

*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, but that's optional. The entire application, including all forms, are signed electronically when you submit the application.

## After You Apply

When your application is approved, the local IRCC office will call for your passport if you need a Temporary Resident Visa. If you need an electronic Travel Authorization (eTA), that is sent by email. 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.