

Post-Graduation Work Permit (PGWP) application: Overview Handout

Steps to Apply for a PGWP

- 1) Log into your [IRCC account](#) and answer eligibility questions.
 - a. Once you sign in to your account, you need to go to the **Start your application** section on the account welcome page and click **Apply to come to Canada**. On the next page, scroll down to the **I do not have a personal reference code** section and select the **Visitor visa, study and/or work permit** button. Then you will be prompted to answer the eligibility questions.
 - b. See Confederation College's Resource on answering eligibility questions [here](#).
- 2) Gather supporting documents for personal document checklist
 - a. Were **biometrics** requested? Find out if you are exempt here: [Coronavirus disease \(COVID-19\): Biometrics - Canada.ca](#)
 - b. Having trouble **downloading IMM forms**? Use this link to learn how to download them to your computer: [How to Open IRCC Application forms](#)
 - c. Don't have your **letter of completion**? This will be emailed to you automatically. You do not need to request it (check the email that we have on file for you in your Student Self Service Account).
 - d. Use your [Student Self Service account](#) to request an **unofficial transcript** to support your application. This is an acceptable transcript format as outlined by IRCC [here](#).
- 3) Review & Complete *IMM5710 – Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker* (provided on your document checklist)
 - a. IRCC Guide 5580: [Guide 5580 - Applying for a Work Permit - Student Guide - online application - Canada.ca](#)
 - b. See Confederation College Resource [here](#).
- 4) Write a concise **letter of explanation** (if applicable) to explain any unique details about your application: did you take two one-year certificates? Were your classes switched to virtual delivery as a result of COVID-19? Upload under **Optional Documents > Client Information**.
- 5) Submit your application and pay the fees.
- 6) Review [IRCC Processing Times](#)
 - a. Temporary Residence > Work Permit from Inside Canada (initial and extension)
 - b. Note that these are **approximate** processing times and subject to change

Notes

- You can find more information about the post-graduation work permit program here: [Work in Canada after you graduate: who can apply - Canada.ca](#)

- If your application may be affected by virtual delivery as a result of COVID-19, review this site: [Coronavirus disease \(COVID-19\): International students - Canada.ca](#). Write a letter of explanation to explain any changes to your course delivery.
- We have resources available on the Confederation College website to help with your post-grad work permit application: [International Student Visas, permits, and immigration \(nbcc.ca\)](#)
- If you need to update information on your application or want to inquire into the progress of your application (if it has exceeded normal processing times), you can submit an [IRCC Webform](#).

Please note: This is not a legal document. For legal information, refer to the Immigration and Refugee Protection Act and Regulations where applicable. You can also refer to the Immigration, Refugees and Citizenship Canada (IRCC) website for updated information at www.cic.gc.ca.