

How to Apply for a Post Graduation Work Permit Online (Inside Canada)

Step 1: Log into your IRCC online account through GCKey or Sign-in partner

Step 2: Click on 'Apply to come to Canada'

You will be asked to enter a Personal Reference Code.

If you do not already have a code, go to the section, "I do not have a Personal Reference Code" and click on **Visitor visa, study and/or work permit**. Answer all the questions that follow. Use the *PGWP Eligibility Questionnaire Guide*.

Step 3: Fill in the online application form and gather supporting documentation

1. Complete the IMM 5710 Application form. Validate and save the form as an unsigned copy. Use the *PGWP IMM Form Guide* to complete the IMM5710
2. Gather the following supporting documents:
 - ✓ Digital photo (420x540 pixels)
 - ✓ Passport (only pages with stamps, visas, photos)
 - ✓ Degree completion letter: Students can request a degree completion letter from the Office of the Registrar
 - ✓ Official transcript: request transcripts from Office of the Registrar
3. Once you have all the documents ready, save them electronically. The documents must be less than 4MB each, and can be saved as pdfs, jpegs, or word docs.
4. Upload the IMM 5710 form and supporting documents in your online account.

Step 4: Pay the application fee

Pay the \$255 CAD fee online with a credit card (VISA, MasterCard, American Express). Do not forget to print a receipt.

Step 5: Upload biometrics receipt (if applicable)

If you paid \$85.00 CAD for biometric collection but have not yet completed biometrics, please upload your \$85.00 receipt under "Optional Documents-Client Information". *Make sure to indicate YES to biometrics in the online questionnaire or you will be charged again.*

Step 6: Submit the application

Save or print your confirmation of successful transmission for your records.

Important Information

After you submit your application, Immigration Refugee and Citizenship Canada may contact you for additional documents. If you are contacted, make an appointment with an International Student Advisor to ensure you respond accurately and punctually to the IRCC request.

PGWP Challenges

- **Not Continuously Full-time Registered**

This includes student who were registered part-time or took a break/leave in studies. You will need to write a letter of explanation, with support documentation if applicable. The letter is uploaded under Optional Documents → “ Client Information”
You cannot begin working after applying for the PGWP because you do not meet the full criteria.

Examples of reasons for leave include but are not limited to the following:

- ❖ medical illness or injury, pregnancy, family emergency, death or serious illness of a family member, change in program of study within the same institution, outside a regularly scheduled break, dismissals or suspensions (dependent on degree of severity) or postponed program start date (see [Deferred enrollment](#) for more information)

- **Lost your student status in Canada**

If your study permit becomes invalid or expires you can apply to restore your status as a student and apply for the PGWP at the same time from within Canada.

- ❖ Restoration of status: For example, you want to apply for a post-graduation work permit, but your study permit has expired.

You can restore your status as a student and apply for a post-graduation work permit, if you're eligible for one. This applies even if it's been more than 90 days since your status as a student expired as long as

- ✓ you had valid status on or after January 30, 2020, and
- ✓ your status expired on or before May 31, 2021
- ✓ you're still in Canada
- ✓ you apply before August 31, 2021.

Payment: apply online for your PGWP and pay the correct fee (\$255), **and**

pay the fee to restore your status as a student (\$350) (*paid online outside your IRCC account-e-pay*)

- Due to system limitations, applicants must [pay the fees to restore their status as a student online](#) and attach a copy of the receipt to their PGWP online application. Applicants do not need to make a separate application to restore their status as a student.

Online Resources

Work in Canada after you graduate: how to apply

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/after-graduation/apply.html>

Apply of for PGWP-COVID-19

<https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/students.html#pgwp-eligibility>