

PGWP Work Permit Tip Sheet

1. Explorer Browser

The IRCC website prefers applicants to use Explorer browser. To download Explorer, please visit the [HUB service portal](#), [live chat](#), email helpdesk@acadiau.ca, or calling [902-585-HELP](tel:902-585-HELP)

2. Download Adobe Acrobat Reader

To read the IMM 5710 pdf form you must have the latest version of Adobe Reader for Windows, Mac or Linux. Visit http://adobe.com/go/reader_download. For assistance with Adobe Reader visit <http://www.adobe.com/go/acreader>.

3. How to Merge PDFs

To merge PDF files please go to <https://combinepdf.com/>
Please make sure all your support documents are no bigger than 4 MB in size.

4. MyCIC Account/GCKey

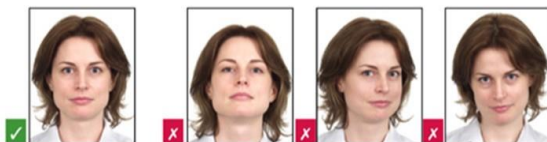
When choosing a username and password, we recommend using your Acadia Net ID and password. This will help you never FORGET your **MyCIC** username and password.

5. Scanned Passport

You need to scan your passport (only pages with stamps, visas, photos) and also include a scanned copy of your study permit (*all pages must be saved in one PDF file*).

6. To create one PDF file, merge the pages of your passport. To merge PDF files please go to <https://combinepdf.com/> ***Max 4MB in size or it will not upload.***

7. **Digital photo** – 420x540 pixels, Max 4MB (see example below) Use your cellphone to take a digital photo of yourself.



Head and shoulders. Do not smile. Do not scan a photo of yourself.

8. Tech Support HELP

If you need assistance with reducing the size of documents or merging pdfs, jpegs, visit the [HUB service portal](#), [live chat](#), email helpdesk@acadiau.ca, or calling [902-585-HELP](tel:902-585-HELP)