

Post Graduation Work Permit (PGWP)

Updated December 2022

Use these steps if:

- You have recently completed your degree program and want to apply for a work permit.

Step 1 - Create an online account on IRCC website

Visit:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>

OR

Google search "**IRCC login**" then click on the first link: "**Sign in to your IRCC secure account**"

- Select: "**Continue to GC Key**" or "**Continue to Sign-In Partner**" (if you already have an account)
- Don't have an account? – select **Register** and then choose either **GC Key** or **Sign in Partner** option

NOTE: If you sign up for a GC Key, save the Username, Password, Account Recovery Questions and Security Questions as you will require these later on to access your account.

- Select: "**I accept**" after reading the terms and conditions.

Step 2 - Login to your account

At the bottom left of the main account page under "**Start an Application**" - Click on "**Apply to Come to Canada**"

You will be asked **if you have a Personal Reference Code**.

If you did not answer the assessment questions previously, you do **not** have a **Personal Reference Code**. Scroll down and click on "**Apply for Visitor Visa, Study and/or Work Permit**" and answer all the assessment questions

Step 3 - Answer eligibility questions (10 - 15 minutes)

Consider the following when you do:

- Select "**Work**" to answer "**What would you like to do in Canada?**"
- If you are asked "**Have you lived in a designated country or territory for more than six months in the last year?**" you should select "**NO**" if you have not been outside Canada for 6 months in the past year
- When asked the question "**Are you giving someone access to your application?**" Select "**No**" as you will be applying on your own
- You will also be asked "**In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada?**", if you have never provided your biometrics for an IRCC application in the past 10 years, select "**No**"

Step 4 - Complete Application form (IMM 5710)

- UCI number:** "Unique client Identifier", also known as "**Client ID**". It is an **8- 10 digit number** that appears on the top left on your Study Permit.
- Check "**A work permit with a new employer**"
- Document Number:** This number is usually printed in **bold black ink** at the top of your study permit starting with an "**F**" followed by **9 numbers**.
- Details of intended work in Canada:** Choose "post graduation work permit" on question 1 a), and **leave everything else blank**.
- Employment section:** Under "Current Activity/occupation", type "**recent graduate**" from the date you got your official completion letter. Under "company/employer/facility name" type "*University of Alberta*"
- Background Information:**



- Question 2(c): *Have you previously applied to enter or remain in Canada?* Click **YES**, as you have entered Canada on your Study Permit. Include the dates and all documents you applied for in the past in the available box (e.g., *first study permit: Aug. 2014, extended study permit Dec. 2016*).

- **Signing the form:** Type your name in the box or leave blank.

Step 5: Validate the form: by clicking on “**Validate**” and save the validated form on your computer.

Step 6 - Upload the validated IMM5710 form saved on your computer and supporting documents (listed below) to the document checklist in your online account

- *Important Note: If you saved your document on one of the International Services Centre computers, make sure you **email a copy of the form to yourself** as an attachment for future access before deleting the file from the computer!*

Step 7 - Prepare supporting documents:

Supporting Documents Required:

- Letter of Completion (or other documentation to prove completion of degree)
 - Undergraduate students request the letter from your faculty once all your final grades are posted on Bear tracks
 - Graduate students [request the letter from FGSR](#)
- Official Transcript (request it when you request the completion letter)

NOTE: Speak to an international student advisor if you have any gaps in your studies and/or have one or more terms where you were registered part-time. A letter of explanation will need to be added to your application.
- Passport-style Digital Photo

- Copy of Passport (the page that shows your birth date and country of origin and all pages that contain a stamp or Visa)
- Letter of Explanation if needed (uploaded in [Client Information](#)): To explain to the IRCC what you are requesting or to provide additional information/details you want to be considered in your application

Step 5 - Pay fees

- You can only pay the \$255 Post Graduation Work Permit fees online with a credit or debit card
- If you have never provided biometrics to IRCC in the past 10 years, you will be required to pay \$85 which is the biometrics fee
- If you have never provided biometrics to IRCC in the past 10 years, you will be required to pay an additional \$85 which is the biometrics fee. You can expect to get a full refund for this amount as long as the biometrics waiver remains in place.

Step 6 - After you submit your application

- IRCC processing office may request additional information to process your application after you have submitted your application. Always check your email and/or your online IRCC account for any new messages. You are encouraged to discuss any additional requests with an Advisor at the International Service Centre (located in Telus).

Processing times

- Please note processing times vary from time to time. To access current processing times, visit: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html>

Disclaimer

This tip sheet contains general information considered to be accurate at the time of publication.

If you have any questions about your situation please discuss this in person with the International Student Advisor. Please note the requirements relating to students' immigration status in Canada are complex and change frequently. For the most up to date immigration information, please visit the following websites:

Immigration, Refugees and Citizenship Canada:
<https://www.canada.ca/en/services/immigration-citizenship.html>

Canada Border Services Agency:

<https://www.cbsa-asfc.gc.ca/menu-eng.html>