

# POST-GRADUATION WORK PERMIT



Work permits issued under the Post-Graduation Work Permit Program allow international students who have graduated from the University of Windsor to gain valuable Canadian work experience.

Depending on the length of study, students can work (full-time, part-time, or self-employed) for a maximum of three years.

***The post-graduation work permit can only be issued once in your lifetime.***

## APPLICATION PROCESS

### 1. Prior to graduation

- Attend a Post-Graduation Work Permit Workshop
- Ensure to Apply to Graduate before the deadline

### 2. After final exams

- Gather all required documents
- Create an **IRCC** secure account
- Prepare your application forms using the template
- Scan all required documents
- Opt to have your application reviewed
- Submit the application and pay fees online

### 3. Check your status

- Refer to processing time on **IRCC**
- Refer to your **IRCC** account for application status information
- If approved, the work permit will be mailed within 2-4 weeks
- If refused, contact ISC or EISO immediately

### 4. Follow-up

- Begin renewal of Temporary Resident Visa (TRV) - if needed

## APPLICATION TEMPLATE AND TUTORIAL

1. Visit the UWindsor Brightspace
2. Select "Organization"
3. Select "International Student Centre"
4. Click "Immigration and Visas"
5. Select "Post-Graduate Work Permit"

**BOOK APPOINTMENTS FOR APPLICATION REVIEW:**  
**mySuccess ->**

**Eng. Student Support Services**  
**(Virtual or In-Person)**

#### **DROP-IN HOURS:**

**In-person CEI Room 2214 Tues. 1-2pm**

**Virtual Wed. 10-11am through Teams**

**[Teams Link](#)**

Join anytime during that designated hour.

## Contact Information:

**Laura Ducharme, MA,**  
**RISIA**

International Student Advisor  
Engineering International Student  
Support Office  
University of Windsor

**[enginternational@uwindsor.ca](mailto:enginternational@uwindsor.ca)**



University  
of Windsor

## POST GRADUATION WORK PERMIT

### When to Apply

You have 180 days....

Application for the Post-Graduation Work Permit (PGWP) must be submitted **within 180 days** from your written confirmation that graduation requirements have been met.

If you are applying within Canada, a valid study/visitor status must be held at the time of your application. Otherwise, a restoration of your study permit is needed as well.

### Study Permit Expiry

**PLEASE NOTE:** Your study permit automatically expires 90 days after you complete your studies OR on the date that is written on the permit (**whichever date comes first**)

## DOCUMENT CHECKLIST

### Fees

- ✓ \$255 CAD per person
  - \$100 Open Work Permit Fee
  - \$155 Work Permit Processing Fee
- ✓ \$85 CAD Biometrics Fee (if required)

### Proof of Completed Studies

(You must **apply to graduate** before the deadline)

- ✓ **Graduation Visa Letter** (request through graduation@uwindsor.ca)
- ✓ **Final Transcript** (can use the unofficial transcript from UWinsite Student Portal if 'all degree requirements have been met' is included at the bottom of form)
- ✓ **Other transcripts from Canadian institutions** (if applicable)

### Proof of Identity & Travel History

- ✓ Valid passport information page containing name, Date of birth, number, dates of issue, and expiry (your permit cannot be extended beyond passport expiry)
- ✓ Passport signature page
- ✓ Scan ALL other marked pages in passport
- ✓ Canadian entry stamps
- ✓ Valid Study permit (ensure permit is still valid)
- ✓ Temporary Resident Visa (if applicable)

### Medical Examination

- ✓ E-Medical Receipt (if applicable)

**PLEASE NOTE:** A medical may be required to work in designated occupations such as those in childcare or healthcare fields. This must be completed specifically by an IRCC panel physician prior to submitting your application. Panel physicians: <https://secure.cic.gc.ca/pp-md/pp-list.aspx>



***The post-graduation work permit is an open work permit and can only be issued once in your lifetime.***

### Photograph

- ✓ Visa application **photograph** (35mm x 45mm) current within the last 6 months

### Letter of Explanation

Should be included under *Client Information* for the following reasons:

- ✓ Need to extend work permit due to passport expiry
- ✓ Previous application was rejected/refused
- ✓ Program completion was accelerated sooner than expected
- ✓ Had authorized/unauthorized leaves
- ✓ Explanation that COVID measures were met

### Special COVID Measures

- If you're already studying online from outside Canada, or you submitted a study permit application before August 31, 2022, you will still be able to complete up to 100% of your program online without affecting PGWP eligibility.
- If you start a program between September 1, 2022 and August 31, 2023, or apply for a study permit before August 31, 2023, you will be able to complete up to 50% of your program online from outside Canada without affecting PGWP eligibility.
- Starting September 1, 2023, all study time completed outside of Canada will be deducted from the length of your PGWP, regardless of when you began your studies.

Students are encouraged to come back to Canada as soon as they are able.