An illustration on the left side of the slide depicts a black graduation cap with a gold tassel and a rolled-up diploma tied with a red ribbon, resting on a green field. A winding road leads from the foreground towards a bright sun rising over rolling green hills under a blue sky with light clouds.

# Post Graduation Work Permit (PGWP) Application

Laura Ducharme, RISIA

International Immigration Advisor

Faculty of Engineering - University of Windsor

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# Post-Graduation Work Permit (PGWP)

The Post-Graduation Work Permit (PGWP) Program allows students who have graduated from eligible Canadian [designated learning institutions](#) (DLIs) to obtain an open work permit to gain valuable Canadian work experience.

Skilled Canadian work experience in Training, Education, Experience and Responsibilities (TEER) categories 0, 1, 2 or 3 that is gained through the PGWP Program helps graduates qualify for permanent residence in Canada through the Canadian experience class within [Express Entry](#).

PGWP can be issued only once in your lifetime



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# Who can apply?

- 18 years and older
- Completed a study program that is at least 8 months in duration at a Designated Learning Institution (DLI)
- Received confirmation of program completion
- Maintained full-time status during each academic session (With the exception of the last semester or authorized leave)
- Current valid status in Canada or currently residing outside Canada
- Application is submitted within 180 days of receiving written confirmation of program completion from the DLI

In order to begin working immediately after PGWP application, you will need to have a valid study permit (validity is 90 days after completing studies or date on permit – whichever is sooner)



# Who cannot apply?



- Previously held a Post-Graduation Work Permit (It can only be issued once in your lifetime)
- Received funding for Global Affairs Canada (GAC) or participated in GAC Award Program
- Received Equal Opportunity Scholarship, Canada-Chile
- Participated in Canada-China Scholars' Exchange Program
- Participated in Organization of American States Fellowships Program
- Completed program through a non-Canadian institution in Canada
- Completed majority of credits through distance learning\* (Covid-19 exception\*)



# APPLICATION PROCESS

1st

- Valid Passport with appropriate length



2nd

- Work Permit



3rd

- Temporary Resident Visa (inside passport for entry into Canada)



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# Documents

## Passports

- This is almost always the first document that you need to renew before renewing your work permit or visitor visa.
- Make sure your passport is valid for the entire length of time you should be eligible for. If your passport expires earlier:
- You will only be issued a PGWP that's valid until your passport expires
- IRCC will tell you if you need to extend it to get the full validity
- **You can only extend a PGWP if they tell you to.**
- If this happens, you have to [apply on paper to extend your PGWP](#) so that it'll be valid for the full length it should be.





# Documents

## Study Permits (SP)

- Issued at the POE
- Must remain valid the entire duration of your studies + 90 days
- Must be kept safe → make a digital copy for your records
- \*\*\*Renewed 4-6 months before expiry

**CANADA**

**SPECIMEN**

**CANADA**

**STUDY PERMIT/PERMIS D'ETUDES**

**CLIENT INFORMATION/INFORMATION DU CLIENT**

Family Name/Nom de Famille: \_\_\_\_\_  
Given Name/Prénoms: \_\_\_\_\_  
Date of Birth/Date de naissance: \_\_\_\_\_  
Sex/Sexe: \_\_\_\_\_  
Country of Birth/Pays de naissance: \_\_\_\_\_  
Country of Citizenship/Citoyenneté: \_\_\_\_\_  
Travel Doc No./N° du document de voyage: \_\_\_\_\_

**ADDITIONAL INFORMATION/INFORMATION SUPPLEMENTAIRE**

Date issued/Déclaré le: \_\_\_\_\_  
Study Period/Date d'expiration: \_\_\_\_\_  
Study Type/Type de programme: \_\_\_\_\_  
Institution Name/Nom de l'institution: \_\_\_\_\_  
Field of Study/Champs d'études: \_\_\_\_\_  
In Force From/En vigueur le: \_\_\_\_\_

**Conditions:**  
1. MAY ACCEPT EMPLOYMENT ON THE CAMPUS OF THE INSTITUTION AT WHICH REGISTERED IN FULL-TIME STUDIES.  
2. MUST LEAVE CANADA BY: \_\_\_\_\_



# Documents

## Temporary Resident Visa (TRV)

- A counterfoil document that is placed in your passport before your arrival to Canada
- Valid TRV only required to be admitted into Canada on a temporary basis, not remain.
- You do not need this to be valid to say in Canada
- TRV renewed after passport and Post-Graduate Work Permit





# Documents

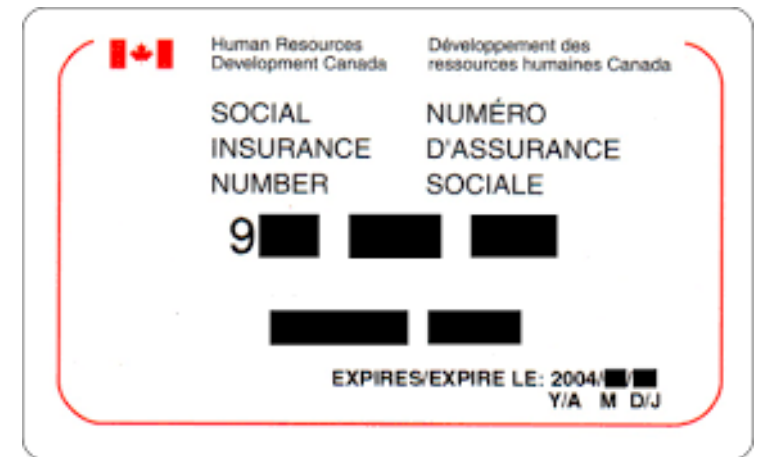
## Social Insurance Number (SIN)

- SIN is required to work and get paid in Canada
- When you arrive to Canada you will be eligible to apply for a SIN number, provided you have the remarks on your study permit that you can accept employment on/off campus.

To apply:

- Online Application (20 business days)
- Service Canada Centres, students can apply for SIN in person at any Service Canada location.

\*You must renew your SIN after you have received your PGWP



# PGWP Length and Application Timeline



- PGWP will be issued based on length of program- (8 months-3 years)
  - **< 8 months = not eligible**
  - **>2 years = 3-year permit**
  - **>8 months and <2 years = length of study program**
- For course-based master programs (4-5 terms) may qualify for 3-year work permits with DLI confirmation of a 2-year program
- Validity of PGWP cannot extend beyond passport expiry date
- To apply from within Canada, must apply within 90 days of receiving grades or study permit expiry(whichever comes first); if expiry date is before you complete your studies, you should extend your study permit
- Apply from outside Canada: As long as within 180 days, valid status is not required. However, it is required the students had valid study permit when they were pursuing their studies.
- TRV & SIN: Once PGWP is approved, you can apply for TRV if you are from a visa required country and extend your SIN.



# Apply to Graduate

## FALL 2023 Convocation:

The window to Apply to Graduate for **FALL 2023 CONVOCATION** is now OPEN! [convocation.uwindsor.ca](https://convocation.uwindsor.ca)

Application to Graduate Portal opens:	June 21, 2023
No fee Deadline:	August 11, 2023
Late applications to graduate ( <a href="#">Late Fee</a> applies):	August 12, 2023
No applications to graduate will be accepted after:	September 15, 2023



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# Should I extend my study permit?

- You should have 90 days following the completion of studies to apply for another permit (PGWP), change to visitor , or leave Canada.
- If your study permit will expire prior to 90 days after completing studies, you should consider an application to extend your study permit to ensure you are in status and eligible for PGWP. Graduation letter requests may take several weeks; grades may also take several weeks/months to be confirmed especially if it involves standing committees to approve conditional grades.
- In order to begin full-time work after a PGWP application, you must have applied with a valid study permit.
- If you are awaiting an approval of an SP extension, you can apply for the PGWP but must wait until your PGWP is approved to work.



# Work After Graduation



If Summer 2023 is your last semester you may work until you receive all your final grades in UWinsite or you receive your graduation letter (**whichever comes first**)

Once final grades are posted on UWinsite, you can request your graduation letter through [graduation@uwindsor.ca](mailto:graduation@uwindsor.ca)

**During the grad letter waiting time and PGWP application time, you CANNOT work.**

Graduates who submit their PGWP application are eligible to work (full-time, part-time, self-employed) while waiting for the decision of their application results if the following apply\*:

- Have a valid study permit at the time of the application
- Have completed program of study
- Have met requirements for working off campus without a work permit under R186(v)\*\*
- Have not exceeded allowable hours of work under R186(v)

<https://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=1181&top=15>

\*If the PGWP is refused, the applicant MUST stop working immediately upon receiving notification.



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# IRCC Validation

## Interim proof of work – Acknowledgement of receipt

- Upon receipt of an online work permit application, a generic temporary resident acknowledgement of receipt (TR Acknowledgement of Receipt) is sent automatically by the Global Case Management System (GCMS). As of February 2021, after sending the TR Acknowledgement of Receipt, GCMS then validates a specific set of rules, and if all rules exist, a second letter (IMM 0127 E – WP-EXT for PGWP) indicating the authorization to work under paragraph R186(w) is sent automatically.

## Letter validity

- Officers should understand that the validity date of the letter **in no way overrides the authority of paragraph R186(w)**, which allows foreign nationals who meet the requirements to continue working until a final decision is made on their work permit application.
- The letter has a 120-day validity from the date of receipt, which corresponds with IRCC's service standard for in-Canada applications. Historically, IRCC meets its service standard more than 90% of the time; therefore, only a few applicants will require a new letter. Most should receive a decision before the 120 days have expired.





# Spouse of PGWP Holders

## I have an open work permit because my spouse is working/studying in Canada. For how long is my permit valid?

**Changes to eligibility to work in Canada for spouses, common-law partners and dependent children of work permit holders**

Starting on January 30, 2023, we'll expand [eligibility to work in Canada to spouses and dependent children](#) of most work permit holders at all skill levels.

You may be eligible for an open work permit if you're a

- spouse, common-law partner or dependent child of a work permit holder who
- works in a job of any Training, Education, Experience and Responsibilities (TEER) category (0 to 5), or
- is the principal applicant and has an open work permit (example: post-graduation work permit holders at **all** skill levels)
- spouse, common-law partner or dependent child of an economic classes permanent resident applicant who holds a work permit

Normally, your work permit is valid for the same amount of time that your spouse or common-law partner's work permit or study permit is valid. Your work permit will stay valid for that entire period even if

- your spouse or common-law partner's situation changes, for example
- they lose their job
- they complete their studies early
- you divorce or separate

If these situations apply to you, you won't be able to extend this work permit when it expires, but you may be eligible for another type of work permit.

<https://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=1522&top=17>



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# Application Process

## 1. **After your final exams**

- Gather all required documents
- Create an GCKey account through IRCC
- Prepare your application forms using the template (Brightspace)
- Scan all required documents (appointments through mySuccess)
- Have your application reviewed
- Submit the application and pay your fees online



# Application Process

## 2. Check your status

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

## 3. Follow-up

- Once your permit is approved, begin renewal of TRV- if needed



# Document Checklist

## 1. Fees

- \$255 CAD per person
- \$85 CAD Biometrics fee (if required)

## 2. Proof of Completed Studies

- Graduation Visa Letter
- Final Transcript
- Transcript from other Canadian institutions (if applicable)



# Document Checklist

## **3. Proof of Identity & Travel History**

- Valid passport information page containing name, DOB, number, dates of issue, and expiry
- Passport signature page
- Scan ALL other marked pages in passport
- Canadian entry stamps
- Valid Study permit \*ensure permit is still valid

## **4. Photograph**

- Visa application photograph (35mmX45mm) current within the last 6 months

## **5. Medical Examination**

- E-medical receipt (if applicable)



# Document Checklist

## 6. Letter of explanation

Highly recommended to be included under "Client Information" for the following reasons:

- Attended multiple programs/DLI institutions
- Had authorized/unauthorized leaves
- You finished your program faster than normal
- Previous application was rejected/refused
- Want to extend the work permit because of passport expiry date





Date: April 27, 2021

To Whom It May Concern:

RE: [REDACTED]

DATE OF BIRTH: [REDACTED]

This letter is to confirm that [REDACTED] has successfully completed the requirements for the degree MEng-Mech. Engg. Automotive.

- COMPLETION TERM: Winter 2021
- PROGRAM LENGTH: 16 months – equivalent to 2 years
- CONVOCATION CEREMONY: 06/08/2021

If you require further clarification regarding the student's status, please contact the Office of the Registrar via:

- TELEPHONE: 519-253-3000 ext. 3315
- EMAIL: REGISTRAR@uwindsor.ca

Kind regards,



# After You Apply



- **Processing time:** ~120 days (Currently 141 days)
- **Application Status:** If application results extend beyond normal processing times, you may contact IRCC by phone or [Web Form](#) to inquire
- **Biometrics:** Must wait until a Biometrics Instruction Letter is received
- **SIN Number:** If PGWP application was completed with valid study permit, you can continue to use your SIN and renew immediately after receiving your PGWP.
- Refer your employer to this link: <https://www.canada.ca/en/employment-socialdevelopment/programs/ei/ei-list/ei-employers-sin.html>
- **Contact ISC or EISO:** If application is refused or additional documents are required



# Inviting your family to attend your convocation

As a courtesy service you can request for the convocation letter once your status in uwinsite is "approved" for graduating

To make the request submit a request through ask.uwindsor.ca

You will be charged \$15 on your uwinsite account for the letter

You are required to write a letter of invitation yourself.

Instructions are on our website:

<https://www.uwindsor.ca/international-student-centre/88/family>



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## Sign in to your IRCC secure account

Your account lets you start an application, submit and pay for your application, get messages related to your application, check the status of your application and update your information.



Due to the impacts of COVID-19

- we can't process applications normally
  - We're prioritizing applications from people who are exempt from travel restrictions.
- depending on your application type, you may not have heard from us or seen changes in your application status
  - If you've had a medical exam or given biometrics, they won't show in your account **until we process them**.
  - We currently have a backlog of medical exams to process, but when we do process them, **you'll see them in your account**.

If you've already applied, [learn how we're processing applications during the pandemic](#). **New**



This online service will be unavailable from **12:00 a.m. to 5:00 a.m.** Eastern time, on **Tuesday March 23, 2021**, in order to perform system maintenance.

### Option 1: GCKey

Sign in with your GCKey user ID and password.

Sign in with GCKey

### Option 2: Sign-In Partner

Sign in with your online Canadian banking information if you have an existing account with 1 of our partners.

Sign in with Sign-In Partner

### Don't have an account?

Register

### Need Help?

How to sign in or apply online

To start your application, log in or create your IRCC account with two options; GCKey or with via a banking partner



Please take a few moments to [rate your experience](#) with the Sign In page.

Report a problem or mistake on this page

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[Home](#) → Identity Validation

Signed in as L Sample

[Help](#) | [Logout](#)

## Identity Validation

For security reasons, additional identification is required to access your account.

Please answer the following secret question:

\* "Street of Childhood Home" *(required)*

[Continue](#)

[Logout](#)

[Report a problem or mistake on this page](#)

You may need to answer security question  
to access your account



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## L Sample's account

### View the applications you submitted

Review, check the status or read messages about your submitted application.

Search:  Showing 0 to 0 of 0 entries | Show  entries

Application type ↓↑	Application number ↓↑	Applicant name ↓↑	Date submitted ↓	Current status ↓↑	Messages ↓↑	Action
No data available in table						

Did you apply on paper or don't see your online application in your account? [Add \(link\) your application to your account](#) to access it and check your status online.

### Continue an application you haven't submitted

Continue working on an application or profile you haven't submitted or delete it from your account.

Search:  Showing 0 to 0 of 0 entries | Show  entries

Application type ↓↑	Date Created ↓	Days left to submit ↓↑	Date last saved ↓↑	Action
No data available in table				

### Start an application

#### [Apply to come to Canada](#)

Includes applications for visitor visas, work and study permits, Express Entry and International Experience Canada. You will need your personal reference code if you have one.

#### [Refugees: Apply for temporary health care benefits](#)

Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.

#### [Citizenship: Apply for a search or proof of citizenship](#)

Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.

On this initial page, you can review the status of previous applications you have submitted.

You can continue with uncompleted applications that have been previously saved for up to 60 days.

Click here to start a new application



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## Personal checklist

### Personal Reference Code

If you have already completed the Come to Canada or the Express Entry wizard, you would have received a document checklist and/or a personal reference code, based on the answers you provided.

\* Please enter your personal reference code to begin your application. *(required)*



Continue

Cancel

You do not need a personal reference code for this application. Leave this blank.

### I do not have a Personal Reference Code

If you do not have a personal reference code, you may answer a series of questions to find out if you are eligible to apply for a visa and/or permit, apply for Express Entry, and begin an online application.

If you begin your application after you have logged into your account, you will not receive a personal reference code, as the system will save your document checklist right into your account.

Determine your eligibility and apply online:

Visitor visa, study and/or work permit

Express Entry (EE)

From this selection, you will be asked a series of questions to determine your eligibility



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## Find out if you're eligible to apply

What would you like to do in Canada? *(required)* ?

Work

How long are you planning to stay in Canada? *(required)*

Temporarily - more than 6 months

Select the code that matches the one on your passport. *(required)* ?

Please make a selection

Select the country that matches the one on your passport.

What is your current country/territory of residence? If you are presently in Canada, you should select Canada. *(required)* ?

Canada

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? *(required)*

Please make a selection

Family member is defined as a spouse, common-law partner, dependent children, and their dependent children.

What is your date of birth? *(required)* ?

Select year

Select month

Select day

Date of Birth should match your information on your passport.

Save and Exit Questionnaire

Next

**Important:** This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. [Read the full notice](#)



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## Find out if you're eligible to apply

Are you a lawful permanent resident of the United States with a valid U.S. Citizenship and Immigration Services (USCIS) number? *(required)* ?

Please make a selection ▾

Cancel



Update Information



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Answer based on  
your situation



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## Find out if you're eligible to apply

What is your current immigration status in Canada? *(required)* ?

Student ▾



Save and Exit Questionnaire

Next



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## Find out if you're eligible to apply

Do you plan to work on campus? *(required)*

No

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## Find out if you're eligible to apply

Are you a full-time student at a participating post-secondary institution and want to work off-campus up to 20 hours per week? *(required)* ?

No

Have you recently graduated from a participating Canadian post-secondary institution for which your study program was full-time and a minimum of eight months? *(required)*

Yes

Is your work an essential part of your studies (for example, a Co-Op or internship program)? *(required)*

No

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Next

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## Find out if you're eligible to apply

Have you been told by an Immigration, Refugees and Citizenship Canada office that you are approved in principle for permanent residence in Canada? *(required)*

Please make a selection



Answer based on your situation

Have you submitted a [permanent resident](#) application in Canada? *(required)*

Please make a selection



Answer based on your situation

Do you have a written job offer? *(required)*

Please make a selection



Answer 'YES' if  
you have a job  
offer but this is  
not required for  
PGWP to be  
issued

Save and Exit Questionnaire

Next

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## Find out if you're eligible to apply

Do you have an official letter from your school that confirms you've completed your study program, as well as a copy of your final transcript?  
(required)

Yes

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## Find out if you're eligible to apply

What is your [marital status](#)? *(required)* ?

Please make a selection



Select appropriate option based on your situation

What is your province of destination? If visiting multiple provinces, select the one in which you will be spending most of your time. *(required)* ?

Ontario



Your response will likely be Ontario

Cancel




Update Information



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## Your results

Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.

### Temporary Resident Visa

You will need a temporary resident visa to return to Canada.


If you are working or studying in Canada, your temporary resident visa may expire at the same time as your work or study permit. If your work or study permit is expiring soon, please renew your study or work permit first. Once your study or work permit is approved, you may apply for your temporary resident visa.

[Continue](#)

### Post-Graduate Work Permit - in Canada

You may be eligible to work in Canada with a post-graduation work permit.

[Continue](#)

 [Exit Questionnaire](#)





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## Create your personal checklist

### Post-Graduate Work Permit - in Canada

You are almost there...

We are going to ask you a few more questions. Based on your answers, we will provide you with a personal checklist of all the documents you need to submit with your application.

Do not submit multiple applications for the same service in an effort to speed up your application. Doing this may result in both applications being processed and delay the finalization of your application. We do not refund processed applications.

[↺ Exit Questionnaire](#)

[Continue](#) ➔

**Important:** This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. [Read the full notice](#)



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## Find out if you're eligible to apply

Do you have an official letter from your school that confirms you've completed your study program, as well as a copy of your final transcript?  
*(required)*

Yes



Save and Exit Questionnaire

Next




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## Find out if you're eligible to apply

Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months? *(required)* ?

Please make a selection ▾

⏪ Save and Exit Questionnaire

Next ⏩

**Important:** This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. [Read the full notice](#)

This is not a routine family doctor exam. You would have needed to complete this medical exam when you applied for the initial study permit outside Canada.

Answer 'NO' if: You have never had this type of exam OR You completed the exam over 12 months ago and have been in Canada for less than 6 months during this period.



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## Find out if you're eligible to apply

Have you lived in a designated country or territory for more than six months in the last year? *(required)* ?

Please make a selection

⏪ Save and Exit Questionnaire

Next ⏩

**Important:** This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. [Read the full notice](#)

Canada is not a designated country. If you lived or travelled for more than 6 months in certain countries or territories within the past year, you may need a medical exam.

The list of designated countries can be found here: [DESIGNATED COUNTRIES](#)



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## Find out if you're eligible to apply

A medical exam is needed for foreign nationals who:

- want to stay in Canada for more than 6 months and have lived in one or more designated countries or territories for more than six months in the past year or;
- intend to work in one of the following jobs:
  - health sciences worker
  - clinical laboratory worker
  - patient attendant in nursing or geriatric homes
  - medical student admitted to Canada to attend university
  - medical elective and physician on short term assignment
  - teacher of primary or secondary schools or other teachers of small children
  - domestics worker, someone who gives in-home care to children, the elderly and the disabled
  - day nursery worker

If you plan on working in one of these areas, you may need a medical exam.

If you fit into one of these categories, you need to get a medical exam.

Will you be getting a medical exam before submitting your application? Sending medical results, if required, as part of your application package will speed up the processing of your application.

For a medical exam, you must see a physician on [Canada's list of Panel Physicians](#) *(required)* ?

Please make a selection

Save and Exit Questionnaire

Next

**Important:** This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. [Read the full notice](#)



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## Find out if you're eligible to apply

Do you want to submit an application for a family member? *(required)*

Please make a selection

Save and Exit Questionnaire


Next

**Important:** This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. [Read the full notice](#)

Select 'YES' only if you want to submit an application for your spouse, common-law partner, dependent children, or grandchildren



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## Find out if you're eligible to apply

Are you giving someone access to your application? *(required)* ?

- ☒ Yes, I will be appointing a representative to apply on my behalf
- ☐ Yes, grant authorization for IRCC to release your application information to another person.
- ☐ Yes, both appoint a representative and grant authorization to IRCC to release information to another person.
- ☐ No

[Save and Exit Questionnaire](#) [Next](#)

**Important:** This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. [Read the full notice](#)

Select the correct response to indicate if you are granting access to someone else.  
If you are completing this application on your own, select 'NO'



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## Find out if you're eligible to apply

In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada? *(required)*

Please make a selection



⏪ Save and Exit Questionnaire

Next ⏩

**Important:** This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. [Read the full notice](#)

You are likely to have completed Biometrics prior to coming to Canada. If so, select, 'YES'. If not, select 'NO'.



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## Find out if you're eligible to apply

There are fees associated with this application. Will you be paying your fees or are you fee exempt? *(required)* ?

Yes, I will be paying my application fees. ▾

Cancel



Update Information



You will select 'YES, I will be paying my application fees'

**Important:** This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. [Read the full notice](#)

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## Find out if you're eligible to apply

Are you able to make a digital copy of your documents with a scanner or camera? *(required)* ?

Yes

You will select 'YES'

⏪ Save and Exit Questionnaire

Next ⏩

**Important:** This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. [Read the full notice](#)



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## Find out if you're eligible to apply

Will you be paying your application fees online? To pay online, you can use a credit card (Visa, MasterCard, American Express, JCB, China Union Pay) or a debit card (Visa Debit, Debit MasterCard or Interac). *(required)* [?](#)

Yes

⏪ Save and Exit Questionnaire

Next ⏩

**Important:** This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. [Read the full notice](#)

You will select 'YES'

## Review your answers

Please review your results and modify your answers if required.

What would you like to do in Canada?  
Work

How long are you planning to stay in Canada?  
Temporarily - more than 6 months

Select the code that matches the one on your passport.  
IND (India)

What is your current country/territory of residence? If you are presently in Canada, you should select Canada.  
Canada

Do you have a family member who is a Canadian citizen or permanent resident and is 16 years or older?  
No

What is your date of birth?  
December 31, 1999

Are you a lawful permanent resident of the United States with a valid U.S. Citizenship and Immigration Services (USCIS) number?  
No

What is your current immigration status in Canada?  
Student

Do you plan to work on campus?  
No

Are you a full-time student at a participating post-secondary institution and want to work off-campus up to 20 hours per week?  
No

Have you recently graduated from a participating Canadian post-secondary institution for which your study program was full-time and a minimum of eight months?  
Yes

Is your work an essential part of your studies (for example, a Co-Op or Internship program)?  
No

Have you been told by an Immigration, Refugees and Citizenship Canada office that you are approved in principle for permanent residence in Canada?  
No

Have you submitted a permanent resident application in Canada?  
No

Do you have a written job offer?  
No

Do you have an official letter from your school that confirms you've completed your study program, as well as a copy of your final transcripts?  
Yes

What is your marital status?  
Never Married Single

What is your province of destination? If visiting multiple provinces, select the one in which you will be spending most of your time.  
Ontario

Do you have an official letter from your school that confirms you've completed your study program, as well as a copy of your final transcripts?  
Yes

Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months?  
No

Have you lived in a designated country or territory for more than six months in the last year?  
No

Do you want to work in one of the following jobs?

- health sciences worker
- clinical laboratory worker
- patient attendant in nursing or geriatric homes
- medical student admitted to Canada to attend university
- medical elective and physician on short-term assignment
- teacher of primary or secondary schools or other teachers of small children
- domestic worker; someone who gives in-home care to children, the elderly and the disabled
- day nursery worker

  
No

Do you want to submit an application for a family member?  
No

Are you giving someone access to your application?  
No

In the past 10 years, have you given your fingerprint and photo (biometric) for an application to come to Canada?  
Yes

There are fees associated with this application. Will you be paying your fees or are you fee exempt?  
Yes, I will be paying my application fees.

Are you able to make a digital copy of your documents with a scanner or camera?  
Yes

Will you be paying your application fees online? To pay online, you can use a credit card (Visa, MasterCard, American Express, JCB, China Union Pay) or a debit card (Visa Debit, Debit MasterCard or Interac).  
Yes

Continue

Important: This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any answers you submit through this questionnaire. Please see full rules.

The system allows you to review your answers. If answers need to be edited, select the pencil icon to the right of the answers



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## Submitting your application

On the screen, you will be asked to upload the documents for your application. Please do not use your browser's navigation buttons, "Back" and "Forward", as they will not work properly within this application.

You must be logged into your own account to submit an application. You cannot use another person's account.

### ✓ Step 1: Use your account

If you select the exit button, your information will be saved and you will return to your account home page.

### ✓ Step 2: Save your application

You can continue your application at any time by logging into your account and selecting the e-Application link under the In-Progress section.

Please note that you have 60 days to submit your online application. The number of days remaining to submit your application appears in your account home page. If your application is not submitted within 60 days, it will automatically be deleted.



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### ✓ Step 3: Upload your documents

Here are some guidelines for your documents:

- Your form(s) and document(s) must be in an electronic format.
- You do not need to sign your application form by hand if you submit your application form online. You will be asked to provide a digital signature once you are ready to transmit your documents.
- One file will be allowed per document type. For example, if you are asked to provide multiple pages of your passport, you must scan and save all pages as one file.
- You will be required to upload every requested form and document. You will not be able to proceed to the next steps until you upload every form/document.
- A "help" feature provides you with more information about each form/document. The help text will appear below the list of documents.
- The maximum size for each file is 4 MB (four megabytes). We accept these file formats:
  - PDF (Portable Document)
  - JPG, TIFF, or PNG (Image)
  - DOC or DOCX (Microsoft Word Document)

If your file is bigger than 4 MB, you should reduce the size. Here are some tips for making reducing your file size.

#### PDF format

- Recreate the PDF with Adobe Distiller set to "lowest file size."
- Ensure that all images in the PDF are set to 96 DPI (dots per inch).
- Remove all unnecessary images.

#### JPG format

- Scan your document at a lower DPI (dots per inch).
- Remove all empty space around the image.
- Shrink the image.
- Reduce the JPG image quality.

#### TIFF and PNG format

- Scan your document at a lower DPI (dots per inch).
- Crop the image to remove any empty space around the image.
- Shrink the image.
- Save the file as a JPG format instead.

#### DOC and DOCX format

- Remove unnecessary images, formatting and macros. Save the file as a recent Word version.
- Reduce the file size of the images before they are inserted in the document.
- If it is still too large, save the file as a PDF format.

### ✓ Step 4: Pay your fees

After you have electronically signed your application, you will be asked to pay your fees. Your fees must be made with a credit card. You will be required to provide credit card information to complete your payment. We accept Visa, MasterCard, American Express and certain prepaid credit cards.

Once you have paid your fee, you will receive a payment confirmation page. When your payment has completed processing, you will receive a message with your confirmation number and a link to your payment receipt. You should print this page for your records.

Continue



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## Your document checklist

### Your documents

This is the list of documents you need to submit in order to apply. You cannot proceed until each file has been uploaded. Select the question mark button to learn more about each document.

[Are you having difficulty downloading a form?](#)

Versions of application forms for study permits and work permits dated November 2013 (11-2013), or later, and applications for temporary resident visas dated March 2014 (03-2014), or later, can only be uploaded to the IRCC Portal.

**Note:** You are responsible for ensuring that the documents you submit are correct. Carefully review the documents you have attached to this application. A decision concerning your application will be made based upon the information you submit. You will not be able to make changes to your application once it has been submitted. Please ensure that you scan and attach all relevant documents to your online submission. Any documents received by mail related to this application will not be considered.

### Application Form(s)

Application Form(s)			
Details	Document Name	Instructions	Options
Not Provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710) (required)	?	<button>Upload File</button>

**You will need to download and complete this form to your computer using Acrobat Reader. A form template is provided for your reference.**





## APPLICATION TO CHANGE CONDITIONS, EXTEND MY STAY OR REMAIN IN CANADA AS A WORKER

If you need more space for any section, print out an additional page containing the appropriate section, complete and submit it with your application.

Validate

Clear Form

1 UCI UCI can be found on your permits and TRV	2 * I want service in English	OFFICE USE ONLY Validated
---	----------------------------------	------------------------------

3 I am applying for one or more of the following:	
<input type="checkbox"/> * Apply for a work permit with the same employer	<input checked="" type="checkbox"/> * Apply for a work permit for the first time or with a new employer
<input type="checkbox"/> * Restore my status as a worker	<input type="checkbox"/> * Get a new temporary resident permit (for inadmissible applicants only)

### PERSONAL DETAILS

1 Full name * Family name (as shown on your passport or travel document)	Given name(s) (as shown on your passport or travel document)
2 a) Have you ever used any other name (e.g. Nickname, maiden name, alias, etc.) ? b) If you answered "yes" to question 2a), please provide the name (e.g. Nickname, maiden name, alias, etc.) Family name	<input type="checkbox"/> * No <input type="checkbox"/> * Yes Given name(s)

List names as listed on your passport. If you do not have a last (family) name on your passport, then list your first (given) name in the family name field and leave the given name section blank.



*3 Sex ▼		4 Date of birth * YYYY * MM * DD		5 Place of birth * City/Town		* Country or Territory ▼	
6 * Citizenship ▼							
7 Current country or territory of residence:							
Country or Territory		Status		Other		From	To
* Canada		* Student ▼				First day in Canada YYYY-MM-DD	Study permit expiry date YYYY-MM-DD
8 a) Previous countries or territories of residence: During the past five years have you lived in any country or territory other than your country of citizenship or your current country or territory of residence (indicated above) for more than six months? <input type="checkbox"/> * No <input type="checkbox"/> * Yes b) If you answered "yes" to question 8a), please provide details							
Country or Territory		Status		Other		From	To
▼		▼				YYYY-MM-DD	YYYY-MM-DD
▼		▼				YYYY-MM-DD	YYYY-MM-DD
9 * a) Your current marital status ▼		b) (If you are married or in a common-law relationship) Provide the date on which you were married or entered into the common-law relationship ▶				Date YYYY-MM-DD	
c) Provide the name of your current Spouse/Common-law partner							
Family name				Given name(s)			
d) If you are married or in a common-law relationship, is your spouse or common-law partner a Canadian citizen or permanent resident? <input type="checkbox"/> No <input type="checkbox"/> Yes							

If you have dual citizenship, select the country that issued the passport you will be using for the application

If you have lived in any country other than your country of citizenship and Canada for more than 6 months in the past five years, provide details here

Answer information regarding your marital status truthfully according to your situation



University of Windsor

Applicant Name	Date of Birth
----------------	---------------

**PERSONAL DETAILS (CONTINUED)**

10 a) Have you previously been married or in a common-law relationship? <input type="checkbox"/> *No <input type="checkbox"/> *Yes				
b) Provide the following details for your previous Spouse/Common-law partner:				
Family name		Given name(s)		
c) Type of relationship		d) From	To	e) Date of Birth
		YYYY-MM-DD	YYYY-MM-DD	YYYY MM DD

Indicate whether you have been previously married or in a common-law relationship and provide details required

**LANGUAGE(S)**

1 *a) Native language/Mother Tongue	*b) Are you able to communicate in English and/or French?	c) In which language are you most at ease?
d) Have you taken a test from a designated testing agency to assess your proficiency in English or French? <input type="checkbox"/> *No <input type="checkbox"/> *Yes		

Check 'YES' if you have taken a language proficiencies test even if it is expired.

**PASSPORT**

1 * Passport number	2 * Country or territory of issue	3 * Issue date	4 * Expiry date
		YYYY-MM-DD	YYYY-MM-DD
5 * For this trip, will you use a passport issued by the Ministry of Foreign Affairs in Taiwan that includes your personal identification number? <input type="checkbox"/> *No <input type="checkbox"/> *Yes			
6 * For this trip, will you use a National Israeli passport? <input type="checkbox"/> *No <input type="checkbox"/> *Yes			

Provide your valid passport information as it appears on your passport.



#### NATIONAL IDENTITY DOCUMENT

1	Do you have a national identity document? <input type="checkbox"/> * No <input type="checkbox"/> * Yes						
2	Document number	3	Country or Territory of issue	4	Issue date	5	Expiry date
				YYYY-MM-DD		YYYY-MM-DD	

#### US PR CARD

1	Are you a lawful Permanent Resident of the United States with a valid alien registration card (green card)? <input type="checkbox"/> * No <input type="checkbox"/> * Yes		
2	Document number	3	Expiry date
		YYYY-MM-DD	

If you are from a country that issues a national identity document, indicate 'YES' and include the document number. You do not have to provide a copy of that document.

**Examples:** Aadhaar Card (India), Resident Identity Card (China)

As above, answer 'YES' if you have a Green Card for US and indicate the document number. You do not have to provide a copy of that document.



**CONTACT INFORMATION****If submitting your application by mail:**

- All correspondence will go to this address unless you indicate your e-mail address below.
- Indicating an e-mail address will authorize all correspondence, including file and personal information, to be sent to the e-mail address you specify.
- If you wish to authorize the release of information from your application to a representative, indicate their e-mail and mailing address(es) in this section and on the IMM5476 form.

<b>1 Current mailing address</b>					
P.O. box	Apt/Unit	Street no.	* Street name		
* City/Town		* Country or Territory Canada		* Province ▼	* Postal code
<b>2 Residential address</b> Same as mailing address? <input type="checkbox"/> * No <input type="checkbox"/> * Yes					
Apt/Unit	Street no.	Street name			
City/Town	* Country or Territory Canada		Province ▼	Postal code	
<b>3 Telephone no.</b> <input type="checkbox"/> Canada/US <input type="checkbox"/> Other			<b>4 Alternate Telephone no.</b> <input type="checkbox"/> Canada/US <input type="checkbox"/> Other		
Type ▼	Country Code ▼	No.	Ext.	Type ▼	Country Code ▼
No.		Ext.		No.	
Ext.					
<b>5 Fax no.</b> <input type="checkbox"/> Canada/US <input type="checkbox"/> Other			<b>6 E-mail address</b>		
Country Code ▼		No.			
No.		Ext.			

Ensure all contact information is accurate and the Current Mailing Address will be valid for the next 2-3 months as this address will be used to mail out your new document. You can provide an alternate Current Mailing Address if your address may change. Include your current address in the Residential Address section.

Ensure that you provide a valid phone number and email address



University of Windsor



## COMING INTO CANADA

<b>1</b> Date and place of your original entry to Canada	* Date YYYY-MM-DD	* Place Provide the date and Port of Entry location of your first entry into Canada (Toronto, Montreal)
<b>2</b> * a) The original purpose for coming to Canada	Study	b) Other
<b>3</b> Date and place of your most recent entry to Canada (if not the same as original entry)	Date YYYY-MM-DD	Place If you travelled outside of Canada after your initial arrival, indicate the date and Port of Entry here
<b>4</b> If applicable, provide the document number of the most recent Visitor Record, Study Permit, Work Permit or Temporary Resident Permit issued to you.		Document Number Document number can be found on top right on your study permit (Example F#####)



## DETAILS OF INTENDED WORK IN CANADA

1 * a) What type of work permit are you applying for?		b) Other	
Post-Graduation Work Permit			
2 Details of my prospective employer (attach original offer of employment)			
a) Name of Employer (If you are employed by a foreign employer who has been awarded a contract to provide services to a Canadian entity, please identify the foreign employer here)			
b) Complete Address of Employer (Canadian or Foreign):			
3 Intended location of employment in Canada?			
Province	City/Town	Address	
4 My occupation in Canada will be:		Brief description of duties	
Job title			
5	Duration of expected employment	From	To
		YYYY-MM-DD	YYYY-MM-DD
6 Labour Market Impact Assessment (LMIA) No. or Offer of Employment (LMIA Exempt) No.			
7 If you have been issued a Quebec Acceptance Certificate (CAQ), provide the:			
Certificate Number		Expiry Date	
8 Have you been issued a certificate under the Provincial Nominee program?		If you don't have a Provincial Nomination, check, 'NO'	

Questions  
2-7 can be  
left blank

EDUCATION



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## EDUCATION

Have you had any post secondary education (including university, college or apprenticeship training)? <input type="checkbox"/> * No <input type="checkbox"/> * Yes				
If you answered "yes", give full details of your highest level of post secondary education.				
1	From	Field and level of study	School/Facility name	
	YYYY MM			
	To	City/Town	Country or Territory	Province/State
	YYYY MM			

Highest level of post secondary education. Provide your recently completed UWindsor degree information here unless you have completed a higher-level degree elsewhere.



**EMPLOYMENT**

Give details of your employment for the past 10 years, including if you have held any government positions (such as civil servant, judge, police officer, mayor, member of parliament, hospital administrator)

1	From *YYYY *MM	* Current Activity/Occupation Student		* Company/Employer/Facility name University of Windsor	
	To YYYY MM	* City/Town Windsor	Country or Territory Canada		*Province/State ON

**EMPLOYMENT (CONTINUED)**

2	From YYYY MM	Previous Activity/Occupation		Company/Employer/Facility name	
	To YYYY MM	City/Town	Country or Territory		Province/State
3	From YYYY MM	Previous Activity/Occupation		Company/Employer/Facility name	
	To YYYY MM	City/Town	Country or Territory		Province/State

Employment information is not required for the post-graduation work permit applications, except for the first employment field which is mandatory. For this entry, you can claim your job as student with University of Windsor as shown above.



## BACKGROUND INFORMATION

You must complete this section if you are 18 years of age or older.

Clear Section

1

a) Within the past two years, have you or a family member ever had tuberculosis of the lungs or been in close contact with a person with tuberculosis?

☐ No

☐ Yes

b) Do you have any physical or mental disorder that would require social and/or health services, other than medication, during a stay in Canada?

☐ No

☐ Yes

c) If you answered "yes" to question 1a) or 1b), please provide details and the name of the family member (if applicable).

Please make sure to answer all background questions truthfully. If you choose 'YES', please provide details



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2

a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?

☐ No

☐ Yes

b) Have you ever been refused a visa or permit, denied entry or ordered to leave Canada or any other country or territory?

☐ No

☐ Yes

c) Have you previously applied to enter or remain in Canada?

☐ No

☒ Yes

d) If you answered "yes" to question 2a), 2b) or 2c), please provide details.

You should list all the Canadian permits and visa that you have applied for. For example:

I have applied for a study permit and TRV from India in 2019

I applied for a Co-op Work Permit in 2019

I amended my study permit in 2019

I extended my study permit in 2020

I applied for TRV renewal in 2020

You will likely answer 'NO' to most of the background questions except for 2c) which requires an answer due to your study permit application.



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<b>3</b>	a) Have you ever committed, been arrested for or been charged with or convicted of any criminal offence in any country or territory?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	b) If you answered "yes" to question 3a), please provide details.		
	<div></div>		
<b>4</b>	a) Did you serve in any military, militia, or civil defence unit or serve in a security organization or police force (including non obligatory national service, reserve or volunteer units)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	b) If you answered "yes" to question 4a), please provide dates of service and countries or territories where you served.		
	<div></div>		

You will likely answer  
'NO' to these  
background questions.  
Answer truthfully.



You will likely answer  
'NO' to most of the  
background questions.  
Answer truthfully.

PAGE 5 OF 5

Applicant Name

Date of Birth

**BACKGROUND INFORMATION (CONTINUED)**

5 Are you, or have you ever been a member or associated with any political party, or other group or organization which has engaged in or advocated violence as a means to achieving a political or religious objective, or which has been associated with criminal activity at any time? ☐ No ☐ Yes

6 Have you ever witnessed or participated in the ill treatment of prisoners or civilians, looting or desecration of religious buildings? ☐ No ☐ Yes



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You need to select  
'YES' to allow IRCC to  
contact you.

## SIGNATURE

Immigration, Refugees and Citizenship Canada (IRCC), or an organization at IRCC's request, may want to contact you in the future to ask you about any services you received from IRCC prior to the application process (such as participation in an information forum), during the application process (including the application process itself as well as orientation or accreditation services), and services received after arriving in Canada (including settlement, integration and citizenship). IRCC will use this information, along with the information provided by other individuals, for research, performance measurement or evaluation purposes. IRCC will not use this information to make any decisions about you personally.

Do you consent to be contacted by IRCC, or an organization at IRCC's request, in the future? (Y/N) ☐ No ☒ Yes

I consent to the release to Immigration, Refugees and Citizenship Canada (IRCC) and Canada Border Services Agency (CBSA) of all records and information for the purpose of processing my request that any government authority, including police, judicial and state authorities in all countries in which I have lived may possess about me. This information will be used to evaluate my suitability for admission to Canada or to remain in Canada pursuant to Canadian legislation.

I declare that I have answered all questions in this application fully and truthfully.

Signature of Applicant or Parent/Legal Guardian's for a person under 18 years of age.

Date: YYYY-MM-DD

Do not sign if applying online – Leave blank

Date of application



### IMPORTANT NOTE:

**This application must be signed and dated before it is submitted by mail.**

Do not forget to include photos, fees (if applicable) and any other documents required. Review the application guide for more information and verify that you have completed and provided all of the required documents as per the document checklist.



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#### DISCLOSURE

Information provided to IRCC is collected under the authority of the Immigration and Refugee Protection Act (IRPA) to determine admissibility to Canada. Information provided may be shared with other Canadian government institutions such as, but not limited to, the Canada Border Services Agency (CBSA), the Royal Canadian Mounted Police (RCMP), the Canadian Security Intelligence Service (CSIS), the Department of Foreign Affairs, Trade and Development (DFATD), Employment and Social Development Canada (ESDC), the Canada Revenue Agency (CRA), provincial and territorial governments and foreign governments in accordance with subsection 8(2) of the Privacy Act. Information may be disclosed to or validated with foreign governments, law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation where such sharing of information may not put the individual and or his/her family at risk. Information may also be systematically validated by other Canadian government institutions for the purposes of validating status and identity to administer their programs.

Where biometrics are provided as part of an application, the fingerprints collected will be stored and shared with the RCMP. The fingerprint record may also be disclosed to law enforcement agencies in Canada in accordance with subsection 13.11(1) of the Immigration and Refugee Protection Regulations. The information may be used to establish or verify the identity of a person in order to prevent, investigate or prosecute an offence under any law of Canada or a province. This information may also be used to establish or verify the identity of an individual whose identity cannot reasonably be otherwise established or verified because of physical or mental condition. Canada may also share immigration information related to biometric records with foreign governments with whom Canada has an agreement or arrangement.

Depending on the type of application made, the information you provided will be stored in one or more Personal Information Banks (PIB) pursuant to section 10(1) of Canada's Privacy Act. Individuals also have a right to protection and access to their personal information stored in each corresponding PIB under the Access to Information Act. Further details on the PIBs pertaining to IRCC's line of business and services and the Government of Canada's access to information and privacy programs are available at the [Infosource website](#) and through the IRCC Call Centre. Info Source is also available at public libraries across Canada.

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Validate

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You need to select 'Validate' to save your form. This will generate a barcode. You can continue to make changes to the form and validate again. This saved form will be uploaded to the checklist before your application submission.



# Your document checklist

## Your documents

This is the list of documents you need to submit in order to apply. You cannot proceed until each file has been uploaded. Select the question mark button to learn more about each document.

[Are you having difficulty downloading a form?](#)

Versions of application forms for study permits and work permits dated November 2013 (11-2013), or later, and applications for temporary resident visas dated March 2014 (03-2014), or later, can only be uploaded to the IRCC Portal.

**Note:** You are responsible for ensuring that the documents you submit are correct. Carefully review the documents you have attached to this application. A decision concerning your application will be made based upon the information you submit. You will not be able to make changes to your application once it has been submitted. Please ensure that you scan and attach all relevant documents to your online submission. Any documents received by mail related to this application will not be considered.

### Application Form(s)

Application Form(s)			
Details	Document Name	Instructions	Options
Not Provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710) (required)		<button>Upload File</button>

You will need to upload the saved and completed form from your computer.



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## Supporting Documents

Supporting Documents

Details	Document Name	Instructions	Options
Not Provided	Recent Education Transcript (required)	?	Upload File
Not Provided	Completion of Studies Letter (required)	?	Upload File
Not Provided	Passport (required)	?	Upload File
Not Provided	Digital photo (required)	?	Upload File

Visa-sized digital photo can be uploaded here

An official transcript, or unofficial transcript from the UWinsite stating that you have met all degree requirements

Graduation Visa Letter which confirms you have completed your study program

All passport pages, study permit, visa pages, and stamped pages scanned into one document

## Optional Documents

Optional Documents

Details	Document Name	Instructions	Options
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	Upload File
Not Provided	Client Information	?	Upload File

Optional documents are not required but a Letter of Explanation, if needed, can be uploaded under Client Information

Your application may display additional tabs to upload files:

- If you need to provide proof of a medical exam
- If you need to submit applications for other family members

You can include family in your PGWP application.

Each member will need to complete their own form and provide supporting documents.



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- The fee for a work permit extension is \$155
- There is an additional Open Work Permit Fee of \$100
- You may also see the additional Biometrics fee of \$85

## Fees

Fees			
Application	Quantity	Price (CAD) per unit	Total (CAD)
Work Permit	1	\$155	\$155
Biometrics Fee	1	\$85	\$85
Open Work Permit Holder Fee	1	\$100	\$100

The fee shown is an estimate based on the fees in effect on the day that this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission.

Total Price (CAD)    \$340

[Can I save my application and return to complete it later?](#)

[How do I upload my documents?](#)

[My documents are too large to upload. How do I reduce the file size?](#)

[Exit Questionnaire](#)

**Important:** This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. [Read the full notice](#)



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Your document checklist

Your documents

This is the list of documents you need to submit in order to apply. You cannot proceed until each file has been uploaded. Select the question mark button to learn more about each document.

[Are you having difficulty downloading a form?](#)

Versions of application forms for study permits and work permits dated November 2013 (11-2013), or later, and applications for temporary resident visas dated March 2014 (03-2014), or later, can only be uploaded to the IRCC Portal.

**Note:** You are responsible for ensuring that the documents you submit are correct. Carefully review the documents you have attached to this application. A decision concerning your application will be made based upon the information you submit. You will not be able to make changes to your application once it has been submitted. Please ensure that you scan and attach all relevant documents to your online submission. Any documents received by mail related to this application will not be considered.

Application Form(s)			
Application Form(s)			
Details	Document Name	Instructions	Options
Not Provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710) (required)	<a href="#">?</a>	<a href="#">Upload File</a>

Supporting Documents			
Supporting Documents			
Details	Document Name	Instructions	Options
Not Provided	Recent Education Transcript (required)	<a href="#">?</a>	<a href="#">Upload File</a>
Not Provided	Completion of Studies Letter (required)	<a href="#">?</a>	<a href="#">Upload File</a>
Not Provided	Passport (required)	<a href="#">?</a>	<a href="#">Upload File</a>
Not Provided	Digital photo (required)	<a href="#">?</a>	<a href="#">Upload File</a>

Optional Documents			
Optional Documents			
Details	Document Name	Instructions	Options
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	<a href="#">?</a>	<a href="#">Upload File</a>
Not Provided	Client Information	<a href="#">?</a>	<a href="#">Upload File</a>

Fees			
Fees			
Application	Quantity	Price (CAD) per unit	Total (CAD)
Work Permit	1	\$155	\$155
Biometrics Fee	1	\$85	\$85
Open Work Permit Holder Fee	1	\$100	\$100

The fee shown is an estimate based on the fees in effect on the day that this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission.

[Can I save my application and return to complete it later?](#)

[How do I upload my documents?](#)

[My documents are too large to upload. How do I reduce the file size?](#)

[Exit Questionnaire](#)

Important: This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you obtain through this questionnaire. [Read the full notice](#)

Saved IMM 5710 form is uploaded to this section.

Upload all other supporting documents

Once all documents are uploaded, you can submit the application.



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Government  
of Canada

Gouvernement  
du Canada

Jobs ▾

Immigration ▾

Travel ▾

Business ▾

Benefits ▾

Health ▾

Taxes ▾

More services ▾

[Home](#) → [Your account](#)

Signed in as L Sample

[Account home](#)

[Account profile](#)

[Help](#)

[Logout](#)

## L Sample's account

### View the applications you submitted

Review, check the status or read messages about your submitted application.

Search:  Showing 0 to 0 of 0 entries | Show  entries

Application type ↑↓	Application number ↑↓	Applicant name ↑↓	Date submitted ↓	Current status ↑↓	Messages ↑↓	Action
Submitted application will appear here						

Did you apply on paper or don't see your online application in your account? [Add \(link\) your application to your account](#) to access it and check your status online.

### Continue an application you haven't submitted

Continue working on an application or profile you haven't submitted or delete it from your account.

Search:  Showing 1 to 1 of 1 entries | Show  entries

Application type ↑↓	Date Created ↓	Days left to submit ↑↓	Date last saved ↑↓	Action
Online Application	March 19, 2021	54	March 23, 2021	<a href="#">Continue application</a> <a href="#">Delete application</a>

1

Once all fees are paid, you will see the confirmation of application submission on your IRCC account page.

This is where you can check the status and see the approval. Once approved, it may take additional time to have your permit mailed out to you.



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# Confirmation from IRCC

Date: xxxxx

Application no.: xxxxxx

Dear xxxxxxxx

This confirms that your application has been received by Immigration, Refugees and Citizenship Canada (IRCC) on \_\_\_\_\_ (yyyy/mm/dd).

Please attach this letter to your present Study permit Number as proof that you are authorized to work for any employer, in any occupation with no restriction on hours until \_\_\_\_\_ (yyyy/mm/dd) or until a decision is made on your application, whichever is first.

This period of work is authorized as per subsection 186(w) of the Immigration and Refugees Protection Regulations.

## **When will IRCC contact me?**

You are expected to provide a COPY of your passport with your electronic application. If IRCC needs your physical passport, IRCC will request that you submit it to our office. IRCC will also contact you if we require additional information, documents or an interview.

For general guidance on what to expect, you can visit or consult the “What Happens Next” section of the instruction guide associated with the application form you used.

Please do not send to IRCC any documentation related to this online application by mail, courier or fax. Any mail received, other than what is received in your account, will NOT be considered.

## **How long will it take to process my application?**

Processing times vary. Please refer to the following page for processing times related to your application: .

CAUTION: Do not submit multiple applications for the same service in an effort to speed up your application. Doing this may result in both applications being processed and delay the finalization of your application. IRCC does not refund processed applications.

Unless your application has exceeded normal processing times, please limit your correspondence to notifying us of changes in your application.



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# After PGWP Submission

## How can I show a potential employer I'm allowed to work while I wait for my post-graduation work permit?

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You can show a potential employer you're allowed to work by giving them a copy of **all** of the following documents:

- Proof that you completed your program(s) of study, such as
  - the official letter from your school that confirms you've completed your study program **or**
  - an official transcript **or** a copy of your transcript from your school's website
- A copy of your study permit
  - To be allowed to work right away, your permit should say: "May accept employment on or off campus if meeting eligibility criteria per paragraph R186(f), (v) or (w); must cease working if no longer meeting these criteria"
- A copy of the acknowledgement of receipt from your post-graduation work permit (PGWP) application, if you applied online
  - To be allowed to work right away, the acknowledgement of receipt must have been received **before** your study permit expired

You can use these documents to work only until a decision is made on your application.

If your application for a post-graduation work permit is rejected or refused, **you need to stop working as soon as we notify you.**

If you don't, any future work or study permits may not be approved, and you may be asked to leave the country.

# Travel After Completing Studies

**OPTION 1:** Leave Canada and return prior to study permit expiry (Study permit is valid for 90 days after completing studies or date on permit – whichever date is earliest) You can request the graduation letter before you leave and have it ready when you return to apply for PGWP.

**OPTION 2:** Wait for graduation letter and apply for PGWP before leaving Canada. When you return, you would present proof of PGWP application at POE

**I'm waiting for my post-graduation work permit. Can I travel outside Canada and come back with my student visa?**

You can leave Canada and return, as long as your [visa](#) or [Electronic Travel Authorization \(eTA\)](#) is still valid. Your permit (study or work) is not a visa and doesn't allow you to travel back to Canada. If your TRV or eTA is expired, you'll have to get a new one **before** you return to Canada.

- When you return to Canada:
- You may enter as a student if your study permit is still valid.
- If we approve your post-graduation work permit while you're away, you may enter as a worker.
- If we're still processing your post-graduation work permit, you may enter as a visitor, and you can work without a work permit until we make a decision on your application.
- A border officer will have some questions for you when you arrive back in Canada. The officer may ask you for proof that you applied for a post-graduation work permit, such as a copy of your application or the fee payment receipt.
- If the officer believes there is reason to refuse your re-entry, you won't be able to enter Canada.

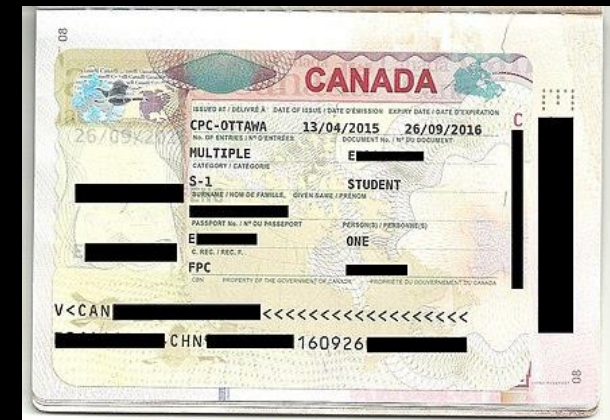
<https://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=1309>

\*In both cases, you will need a valid TRV to re-enter Canada



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- **Once your work permit is approved, you can apply for your TRV if needed**
- **Every family member must submit their own TRV application**
- **Once the application is approved, the passport must be submitted within 30 days to finalize the application process**
- **Processing time varies (plus time to mail passport and print/send visa)**



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# Health Insurance

- There are options for Health Insurance After Graduation (this information is sent via email)
- For more information, you can refer to the ISC website:  
<https://www.uwindsor.ca/international-student-centre/31/health>

OR

- Contact: [gship@uwindsor.ca](mailto:gship@uwindsor.ca)



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# SUMMARY OF STEPS

## TO DO NOW:

- You must **APPLY TO GRADUATE** if this is your last semester **even if you are not attending the convocation ceremony** (Apply through UWinsite). <https://www.uwindsor.ca/graduation-convocation/>
- If your study permit expires before you are completing your studies, you will need to apply to extend your study permit. (Expiry is the date on your permit or 90 days after graduation; **whichever comes first**)
- Determine if your passport will be valid for the length of the PGWP (PGWP can be extended once passport is renewed but requires another application fee)
- Set up extended health insurance if you plan to remain in Canada  
<https://www.uwindsor.ca/international-student-centre/276/faq-health-insurance#:~:text=For%20an%20additional%20fee%20you%20can%20request%20to%20extend%20the,stay%20in%20Canada%20after%20graduation.>



# SUMMARY OF STEPS

## TO DO ONCE FINAL GRADES ARE POSTED:

- By applying to graduate, you will be able to request a Graduation Letter through [graduation@uwindsor.ca](mailto:graduation@uwindsor.ca) once final grades are in the system which is required documentation for your PGWP application

Instructions to apply for a graduation letter here:

[https://ask.uwindsor.ca/app/answers/detail/a\\_id/615/kw/graduation%20letter](https://ask.uwindsor.ca/app/answers/detail/a_id/615/kw/graduation%20letter)

- Stop working when final grades are posted.
- You can restart work (full-time) once your application for your Post-grad Work Permit is submitted to IRCC



# SUMMARY OF STEPS

## **TO DO ONCE YOU SUBMIT YOUR PGWP APPLICATION:**

- Once the application is submitted, you can begin working full-time, part-time or self-employed. You can leave Canada and return if your TRV is still valid and resume full-time work if your application is still in process or approved.
- You must stop working if the application is denied. Contact an advisor for assistance.



# SUMMARY OF STEPS

## TO DO ONCE YOUR PGWP IS APPROVED:

- Once approved, you can renew your TRV for travel outside Canada (TRV is required for return to Canada if from visa required country)
- Once approved, you need to contact Service Canada to extend your SIN





## Laura Ducharme - International Student Advisor

### To book an appointment for permit application review or immigration advising:

- Log in to [mySuccess](#) using your UWin username and password.
- Click on **ENGINEERING STUDENT SUPPORT SERVICES**
- Click on Appointments.
- Choose Immigration Advising from 'Type' **OR** Choose Laura Ducharme from 'Provider'.
- Select virtual/in-person appointment and complete booking.
- If virtual, you will receive a Teams invite link prior to your appointment.
- [enginternational@uwindSOR.ca](mailto:enginternational@uwindSOR.ca) to change appointment method once it is booked



Questions?  
Email: [enginternational@uwindsor.ca](mailto:enginternational@uwindsor.ca)



Thank you



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