

Process

PLANNING

- Attend a post graduation work permit workshop

PREPARATION (After your final exams)

- Gather all your supporting documents
- Create a MYCIC account
- Use the template to prepare your application forms
- Scan all supporting documents
- Have your application reviewed (Recommended)

APPLICATION STATUS

- Check application processing time on IRCC website
- Check your application status on MYCIC account
- If your application is approved, the work permit will be mailed to you in 2-4 weeks
- If your application is refused, please contact the ISC immediately

AFTER THE PERMIT IS RECEIVED

- Once the Post-Graduation Work permit is approved, you can use the work permit to apply for the Temporary Resident Visa (TRV)



Application Template and Tutorial

1. Visit the U Windsor Blackboard
2. Select "Organization"
3. Select "International Student Centre"
4. Click "Immigration and Visas"
5. Select "Post Graduation Work Permit"

Application Review

1. Visit mySuccess
2. Click "Student"
3. Login with your UWin ID and password
4. Select "International and Exchange"
5. Click "Appointments"
6. Select "Book by Appointment Provider"
7. Select "Amal Jammali" or "Romi Saraswat"
8. Choose the date and time you would like to meet

Contact Information

Amal Jammali, RCIC
Romi Saraswat, RISIA
International Student Advisors
University of Windsor
E: intladvisors@uwindsor.ca

Post Graduate 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. Students may work in Canada for up to three years after graduation, depending on the programs.



When do I apply?

You must apply for a work permit within 180 days of receiving written confirmation from your institution indicating that you have met the requirements for completing your academic program.

You must have **valid student/visitor status** when you apply for a PGWP inside Canada. Otherwise, study permit is expired, restoration is required.

When does my status expire?

A study permit automatically expires: the date that is written on the study permit **or** 90 days after you complete your studies (**Whichever comes first**)

Document Checklist

PAYMENT

- \$255 CAD per person (\$100 open work permit holder fee and \$155 work permit processing fee)
- Biometrics fee: \$85 per person (if applicable)

PROOF OF COMPLETED STUDIES

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

Make sure you apply to graduate before the deadline

*Obtain the Graduation Visa letter by requesting it through ask.uwindsor.ca.

**You can use the unofficial transcript from your UWinsite Student portal for the PGWP application. Ensure the transcript says "all degree requirements have been met" at the bottom.



PROOF OF IDENTITY AND TRAVEL HISTORY

- Passport information page* that contains the passport number, the dates of issue and expiry, name and date of birth
- Passport signature page
- Study permit**
- Temporary Resident Visa (if applicable)
- Canadian entry stamps
- Scan **ALL** other marked pages in passport

** You should ensure that your passport's validity exceeds the amount of time you are requesting on your application because the validity of the work permit cannot exceed that of your passport.*
*** Study Permit must be valid when you apply for the Post-Graduation Work Permit.*

MEDICAL EXAMINATION

- E-Medical Receipt* (if applicable)

* If you are requesting a work permit to allow you to work in a designated occupation, such as the field of health services or with children, you must complete and pass a medical exam before you submit your application for a work permit. You can find the list of IRCC panel physicians: <https://secure.cic.gc.ca/pp-md/pp-list.aspx>

PHOTOGRAPH

- A visa application photograph (35mm x 45mm) taken within the last 6 months

LETTER OF EXPLANATION

It is highly recommended that you include a letter of explanation and provide the supporting documents under the Client Information section for the following situations:

- Want to extend the work permit because of passport expiry date
- The work permit application was refused
- You finished your program faster than normal
- You had a Leave of Absence

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.

The PGWP is an open work permit and can only be issued once!