

# Post-Graduation Work Permit

## Application Template

Before start working on your application, please make sure

- 1) you attend one of the PGWP workshop/webinars
- 2) you use the PGWP checklist prepare your supporting documents

Once you have all the required documents, you can start filling out your online application.

STEP 1: To start your online application, you shall [create an account on IRCC website](#). Choose one of the two ways to create your log-in.

### 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.

**Need help signing in or applying online?**

⚠ As of November 8, 2019, you can't use **CHOICE Rewards MasterCard** to sign in. [Find out what to do to regain access to your application](#) if your Sign-In Partner was removed.

#### 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](#)

[View the full list of Sign-In Partners](#)

Choose one of the two ways to create your log-in.

### 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 5 entries

Application type	Application number	Applicant name	Date submitted	Current status	Messages	Action
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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 1 to 1 of 1 entries | Show 5 entries

Application type	Date Created	Days left to submit	Date last saved	Action
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Online Application	June 28, 2018	47	June 28, 2018	<a href="#">Continue application</a> <a href="#">Delete application</a>
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This is the area where you can see all the submitted applications and check the application status.

You will have 60 days to submit the application. You can continue editing/revising the application within 60 days

[Click here to start a new application](#)

### 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.

#### Students: Transfer schools

For approved study permit holders only. Tell us if you are changing designated learning institutions. You will need your application number.

## STEP 2: Select “Visitor visa, study and/or work permit”

**What would you like to do today?**

Apply for:

**Visitor visa, study and/or work permit** ?

Express Entry ?

International Experience Canada (IEC) ?

Interim Federal Health Program (IFHP) ?

## STEP 3: Input your Personal Checklist Code if you have one; if not, continue under “Determine your eligibility and apply online:”

**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](#)

**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)

International Experience Canada (IEC)

## STEP 4: Fill out the eligibility questions.

**What would you like to do in Canada?**

Work

**How long are you planning to stay in Canada?**

Temporarily - more than 6 months

**Which country issued your passport?**

*(Select the country code 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.**

Canada

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

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

What is your date of birth?

*(Same info appears on your passport)*

Are you a lawful permanent resident of the United States with a valid alien registration card (Green Card)?

*(Answer No, if you are not an American green card holder)*

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?

*(Select appropriate option based on your situation)*

Have you submitted a permanent resident application in Canada?

*(Select appropriate option based on your situation)*

Do you have a written job offer?

*(Answer Yes, if you have a job offer. However, the post-graduation work permit is not issued based on whether you have a job offer)*

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?

Yes

What is your marital status?

*(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.

Ontario

STEP 5: Select the category of the application you would like to apply: Post-Graduate Work Permit

## 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

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

Continue 

STEP 6: Complete the eligibility questions

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?

Letter from educational institution.

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

*(This is not a regular family doctor exam. You probably have done this exam when you applied for study permit.)*

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

*(Canada is not a designated country. You may need medical exam if have lived or travelled for six months in certain countries or territories in the year before you come to Canada. The list of designated countries can be found at <http://www.cic.gc.ca/english/information/medical/dcl.asp>)*

**Do you want to work 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 want to work in one of these areas, you may have to take a medical exam before submitting your application.)*

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

*(Answer Yes, if you want to submit an application for your spouse, common-law partner, dependent children or grandchildren.)*

**Are you giving someone access to your application?**

*(Answer No, if you are going to complete this application yourself)*

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

*(Answer the question based on your situation. You may be required to provide biometrics later. The biometrics collection instruction is provided in a separate document on the ISC's blackboard.)*

*(If you are not sure if you had given biometrics to the IRCC, you can use the link below to find out: <https://onlineservices-servicesenligne.cic.gc.ca/extapp/bioStatusQuery>)*

**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 need a Visa, MasterCard or American Express.**

*Yes*

STEP 7: Read the instructions on how to prepare and submit your application form and supporting documents before uploading the documents.

## 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="#">Upload File</a>

Please download this form to your computer and complete it with Acrobat Reader.

A template is provided below for your reference

### Supporting Documents

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

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

Graduation visa letter that confirms you've completed your study program

Merge all the docs listed in the Section of **Proof of Identity and Travel History on the Checklist** 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)	?	<a href="#">Upload File</a>
Not Provided	Client Information	?	<a href="#">Upload File</a>

Visa application sized Photo is required

Client information can be used for letter of explanation and any other non-mandatory supporting documents

### 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

If you are required to give biometrics, you will be charged with \$85 CAD for biometrics collection.

- Medical exam and Family information form may be required depending on your situation.
- If you want to extend the stay for each family member inside Canada, you can include them in your PGWP application and each family member will need to fill out their own application form and provide required supporting documents.

# IMM5710 Form

The template is designed for current University of Windsor students who have a valid study permit to use as a reference.

\* Please use the [Application Guide](#) below to complete your application:

\* Please make sure to provide truthful and complete information on the forms. The information you provide on your application may be subject to verification.



Government of Canada  
Gouvernement du Canada

PROTECTED WHEN COMPLETED - B  
PAGE OF

## 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.

<b>1 UCI</b> UCI can be found on your study permit		<b>2 * I want service in</b> English		<b>OFFICE USE ONLY</b> Validated	
<b>3 I am applying for one or more of the following:</b>					
<input type="checkbox"/> * A work permit with the same employer <input type="checkbox"/> * Restoration of your status as a worker <input checked="" type="checkbox"/> * An initial work permit or a work permit with a new employer <input type="checkbox"/> * Temporary Resident Permit					
<b>PERSONAL DETAILS</b>					
<b>1 Full name</b> * Family name (as shown on your passport or travel document)			Given name(s) (as shown on your passport or travel document)		
<b>2 a) Have you ever used any other name (e.g. Nickname, maiden name, alias, etc.) ?</b> <input type="checkbox"/> * No <input type="checkbox"/> * Yes b) If you answered "yes" to question 2a), please provide the name (e.g. Nickname, maiden name, alias, etc.) Family name: _____ Given name(s): _____					
<b>3 * Sex</b>	<b>4 Date of birth</b> * YYYY * MM * DD	<b>5 Place of birth</b> * City/Town		* Country	
<b>6 * Citizenship</b>					
<b>7 Current country of residence:</b>					
Country	Status	Other	From	To	
* Canada	* Student		First day arrived in Canada YYYY-MM-DD	Study permit expiry date YYYY-MM-DD	
<b>8 a) Previous countries of residence:</b> During the past five years have you lived in any country other than your country of citizenship or your current country 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	Status	Other	From	To	
			YYYY-MM-DD	YYYY-MM-DD	
			YYYY-MM-DD	YYYY-MM-DD	
<b>9 * a) Your current marital status</b>			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					
FOR OFFICE USE ONLY - DO NOT WRITE IN THIS SPACE					

Same as your passport. If you do not have a last (family) name on your passport or travel document, enter all your first (given) name in the family name field and leave the given name field blank.

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

If you have lived in any country other than your country of citizenship or Canada for more than six (6) months in the past five (5) years, please provide the details as required.

Please provide your current marital status and details required



Applicant Name	Date of Birth
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Please indicate whether you have previously been married or in a common-law relationship and the details required.

**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 YYYY-MM-DD	To YYYY-MM-DD	e) Date of Birth YYYY MM DD

**LANGUAGE(S)**

1 * a) Native language/Mother Tongue	*b) Are you able to communicate in English and/or French? <input type="checkbox"/> * No <input type="checkbox"/> * Yes	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 had taken a language proficiency test, even it is expired already.

**PASSPORT**

1 * Passport number	2 * Country of issue	3 * Issue date YYYY-MM-DD	4 * Expiry date YYYY-MM-DD
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Please provide your valid passport information as what 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 of issue	4 Issue date YYYY-MM-DD	5 Expiry date YYYY-MM-DD	

If your country has national identity card or other type of document, please provide the appropriate information. The start and expiry dates are optional.

**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 a US green card holder, please provide the detailed information as required. Otherwise, please check no.

**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 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 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.
<b>5 Fax no.</b> <input type="checkbox"/> Canada/US <input type="checkbox"/> Other			<b>6 E-mail address</b>		
Country Code No. Ext.			Please provide a valid email address where the IRCC can reach you.		

Please provide the accurate address where you would like to receive the PGWP permit.

\*Street no. is also known as house no. in Canada

If your current residential address is the same with your mailing address, check the box of YES, and leave address fields blank.

Please provide a valid phone number where the IRCC can reach you



Applicant Name	Date of Birth
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**COMING INTO CANADA**

1 Date and place of your original entry to Canada	* Date YYYY-MM-DD	* Place
2 * a) The original purpose for coming to Canada	Study	b) Other
3 Date and place of your most recent entry to Canada (if not the same as original entry)	Date YYYY-MM-DD	Place
4 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 Can be found on your study permit, starts with FXXXXXXX. DOES NOT start with an S	

Provide the date and the place where you first entered in Canada. Eg, "2022-04-21", and "Toronto, ON".

If you have travelled outside of Canada after your initial entry, please provide the most recent date and place you returned to in Canada.

**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): <b>Question 2-7 can be left blank</b>	
3 Intended location of employment in Canada?	
Province	City/Town
Address	
4 My occupation in Canada will be:	
Job title	Brief description of duties
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? <input type="checkbox"/> * No <input type="checkbox"/> * Yes	

If you don't have a provincial nomination, check NO.

**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
	YYYY MM		Province/State

Please provide your Uwindsor program information in this section, unless you have a higher level of education than your uwindsor's degree.

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

Employment information is not required for the post-graduation work permit applications. However, the 1<sup>st</sup> record is mandatory. You can provide Uwindsor student information as instructed above.

Applicant Name	Date of Birth
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**EMPLOYMENT (CONTINUED)**

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

**BACKGROUND INFORMATION**

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

1	<p>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? <span style="float: right;"><input type="checkbox"/> No <input type="checkbox"/> Yes</span></p> <p>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? <span style="float: right;"><input type="checkbox"/> No <input type="checkbox"/> Yes</span></p> <p>c) If you answered "yes" to question 1a) or 1b), please provide details and the name of the family member (if applicable).</p> <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>	
2	<p>a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada? <span style="float: right;"><input type="checkbox"/> No <input type="checkbox"/> Yes</span></p> <p>b) Have you ever been refused a visa or permit, denied entry or ordered to leave Canada or any other country? <span style="float: right;"><input type="checkbox"/> No <input type="checkbox"/> Yes</span></p> <p>c) Have you previously applied to enter or remain in Canada? <span style="float: right;"><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</span></p> <p>d) If you answered "yes" to question 2a), 2b) or 2c), please provide details.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 5px;"> <p style="color: red;">You should list all the Canadian permits and visas you have applied. For example:</p> <ul style="list-style-type: none"> <li>- I have applied for study permit and TRV from [insert country] in [insert year]</li> <li>- I have applied for co-op work permit in [insert year]</li> <li>- I have amended my study permit in [insert year]</li> <li>- I have renewed my study permit and TRV in [insert year]</li> </ul> </div>	
3	<p>a) Have you ever committed, been arrested for or been charged with or convicted of any criminal offence in any country? <span style="float: right;"><input type="checkbox"/> No <input type="checkbox"/> Yes</span></p> <p>b) If you answered "yes" to question 3a), please provide details.</p> <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>	

Please make sure to answer the following questions truthfully. If you checked "Yes" to one of the above questions, provide details.

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Applicant Name	Date of Birth
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**BACKGROUND INFORMATION (CONTINUED)**

4 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)? ☐ No ☐ Yes

b) If you answered "yes" to question 4a), please provide dates of service and countries where you served.

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

**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.

Leave the signature field blank for online applications

Date: YYYY-MM-DD

The date you fill out the 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.

**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 (DFAIT), 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.

**VALIDATE**

Make sure to "Validate" your application before you save it. (You can also validate as many times as needed).

After you filled out the application form:

- Make sure you upload all the required form and supporting documents to the application site correctly.
- Once you paid and submitted the application, you should download a copy of the application confirmation for your future reference.
- [The processing time can be found on IRCC website.](#)
- If you are charged with the fee for the biometrics, you will be provided a biometric instruction letter (BIL) later and you should schedule an appointment for the biometrics collection.
- Once you receive the new work permit, you can apply for a TRV as a foreign worker if you are from a visa required country
- If your application is approved, but you didn't receive the work permit, please contact **1-888-242-2100** and have your work permit reprinted.