Applying For a Post-Graduation Work Permit
(From WITHIN Canada Only)

When can I apply for my post-graduation work permit?

After you complete all requirements of a degree, diploma or certificate program of at least eight months’ duration, you can apply for a work permit that will allow you to work for up to three years after graduation (depending on your program length). You must submit your application within 90 days from the date you complete your program requirements. The date of your graduation ceremony (convocation) has no relation to the application period for a work permit. To apply, you must have a valid study permit. Keep in mind that if your current study permit was issued on or after June 1, 2014, it will automatically expire once the 90-day post-graduation work permit application period has elapsed, or on the expiry date printed on your study permit, whichever is earlier.

You can only get one post-graduation work permit in your lifetime, regardless of the number of credentials you complete. Please keep this in mind if you plan to pursue another program (e.g., graduate school) in Canada after you finish your studies at SFU.

How can I apply for my post-graduation work permit?

There are two options for applying:

1. **Apply online**
   
   
   **Step 2.** Apply online at [http://www.cic.gc.ca/english/e-services/index.asp](http://www.cic.gc.ca/english/e-services/index.asp) after creating a GCKey or Sign-in Partner login ID, and registering with MyCIC. Enter your Personal Checklist Code when prompted.

   Scan and upload all supporting documentation (see below). Supporting documents should be current and original (unless it clearly states photocopies are acceptable). Refer to your online checklist for acceptable file formats.

<table>
<thead>
<tr>
<th>Online Checklist Item</th>
<th>Document Description</th>
<th>Tips</th>
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<tbody>
<tr>
<td><strong>Application Form</strong></td>
<td>Application to Change Conditions, Extend My Stay or Remain in Canada as a Worker [IMM 5710]</td>
<td>* Fill out the application form electronically.</td>
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<td></td>
<td>→ Once completed, click on the “Validate” button. This will generate a series of barcodes on page 5. When submitting your application, you must include this page which contains your unique barcodes.</td>
<td>* Do not print the form – simply validate, save and upload it in the space provided. * You will be prompted to electronically sign your application later in the online process.</td>
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<tr>
<td><strong>Passport or travel document</strong></td>
<td>Scanned copies of all relevant passport pages</td>
<td>* IRCC will not issue a work permit for longer than your passport validity.</td>
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<td></td>
<td>→ Include all pages with photos, signatures, stamps and other markings</td>
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<tr>
<td><strong>Formal Notification</strong></td>
<td>1) Formal Notification of Graduation [Senate letter]</td>
<td>* The Formal Notification of Graduation will be sent to the email address you have indicated as “preferred” in your SIS account.</td>
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<td>→ E-mailed to you automatically a few weeks after the term in which you complete your requirements</td>
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<tr>
<td>OR</td>
<td>2) An official letter from SFU confirming the successful completion of all academic requirements for your program</td>
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<td>→ <strong>Undergraduate students:</strong> Request a Credential Completion Letter through goSFU (go.sfu.ca). This letter will be available after your final grades are posted and your department has done the necessary checks</td>
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<td>→ with the Advisor in your department for more details. You can access the letter until your degree has been awarded and you have received your Senate letter (see above). For instructions on how to generate a Credential Completion Letter, visit <a href="http://www.sfu.ca/students/records/credential-completion-letter.html">www.sfu.ca/students/records/credential-completion-letter.html</a></td>
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<td>→ <strong>Graduate students:</strong> For instructions on how to request a letter confirming the completion of degree requirements, go to <a href="http://www.sfu.ca/dean-gradstudies/current/forms.html">www.sfu.ca/dean-gradstudies/current/forms.html</a></td>
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<td><strong>Digital photo</strong></td>
<td>The current fee for a work permit is $255 CAD.</td>
<td>* Refer to the specifications online.</td>
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<td><strong>Fees</strong></td>
<td>The current fee for a work permit is $255 CAD.</td>
<td>* You must pay online using a credit card. * IRCC accepts Visa, MasterCard and American Express.</td>
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</table>

2. **Apply by mail**

   **Step 1.** Download the required forms from [http://www.cic.gc.ca/english/information/applications/work-students.asp](http://www.cic.gc.ca/english/information/applications/work-students.asp). PLEASE NOTE: Supporting documents should be current and original (unless it clearly states photocopies are acceptable)

   **Step 2.** Mail the necessary documents (see next page) in a large envelope to the address below. We recommend using a trackable method to mail in your application [Registered mail, Xpresspost or courier] and that you keep copies of all documents sent. Do not include a return envelope.

   **Immigration, Refugees and Citizenship Canada - Work Permit**
   **CPC-Vegreville**
   **6212 - 55th Avenue, Unit 555**
   **Vegreville AB T9G 1X6**

   The information in this document has been reviewed and endorsed by a Regulated Canadian Immigration Consultant (RCIC) pursuant to section 91 of the Immigration and Refugee Protection Act. This is not a legal document and information may change without notice. Always refer to [www.cic.gc.ca](http://www.cic.gc.ca) for the most updated information.

   This document was last updated on March 21, 2016.
**Application Item** | **Document Description** | **Tips**
---|---|---
Document Checklist | Document Checklist [IMM 5583] | * Place this document on top of your app. package
Application Form | Application to Change Conditions, Extend My Stay or Remain in Canada as a Worker [IMM 5710]  
→ Once completed, click on the “Validate” button before printing. This will generate a series of barcodes on page 5. When submitting your application, you must include this page which contains your unique barcodes. Print your completed form, sign and date the application (by hand) in the space provided on page 5. | * Fill out the application brm electronically (not by hand)  
* Your 8-digit Client I.D. number on your study permit is your UCI
Photocopies of Passport | Photocopies of all relevant passport pages  
→ Include all pages with photos, signatures, entry stamps and any other markings. | * Check your passport expiry date. IRCC will not issue a work permit for longer than your passport is valid.
Document stating you have completed all of the requirements for your program of study | 1) **Formal Notification of Graduation (Senate letter)**  
→ E-mailed to you automatically a few weeks after the term in which you complete your requirements  
**OR**  
2) An official letter from SFU confirming the successful completion of all academic requirements for your program  
→ **Undergraduate students:** Request a Credential Completion Letter through goSFU (go.sfu.ca). This letter will be available after your final grades are posted and your department has done the necessary checks (check with the Advisor in your department for more details). You can access the letter until your degree has been awarded and you have received your Senate letter (see above). For instructions on how to generate a Credential Completion Letter, visit www.sfu.ca/students/records/credential-completion-letter.html.  
→ **Graduate students:** For instructions on how to request a letter confirming the completion of degree requirements, go to http://www.sfu.ca/dean-gradstudies/current/forms.html | * The Formal Notification of Graduation will be sent to the email address you have indicated as “preferred” in your SIS account.  
* **Undergraduate students:** the 90-day period to apply begins from the final grade deadline.  
* **Graduate students:** the 90-day period begins:  
  on the day your thesis is accepted by the library (if your program includes a thesis)  
  **OR** from the final grade deadline (for non-thesis students)
Fee | The current fee for a work permit is $255 CAD. Pay online using a credit card via the IRCC e-Payment tool. https://services.cic.gc.ca/epay/welcome.do  
Print the receipt of payment and include it with your application. | * Pay your fee a few days before sending the completed application as your payment may take a few days to clear.

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**How long will it take to receive my post-graduation work permit?**

For information on processing times, please visit the IRCC website at [http://www.cic.gc.ca/english/information/times/temp.asp](http://www.cic.gc.ca/english/information/times/temp.asp)

**Can I begin my post-graduation work before I receive the work permit?**

You may begin working only after you have submitted your post-graduation work permit application, providing your study permit was still valid at the time you submitted your work permit application. Therefore, you should apply as soon as possible after completing your degree requirements.

**Does my post-graduation work permit allow me to work for any employer?**

Yes. Post-graduation work permits are issued as “open” work permits, so once you apply for and receive your post-graduation work permit you may work for ANY employer. You may also change employers within the period of authorization without applying for a change of conditions to your work permit.

**How long will my work permit be valid?**

The length of your degree/diploma program determines the length of your work permit. If the program of study is at least 2 years in length, you are eligible for a 3-year work permit. If you completed a program of less than 2 years in length, your work permit may be valid only for the length of the program.

**Exception:** Students who have completed a one-year graduate degree or diploma from SFU after having obtained, within the previous two years, a degree or diploma from an accredited post-secondary education/training institution in Canada may qualify for a three year work permit. This exception also applies to students who have left Canada temporarily between programs of study. The issuance of a work permit and the length of a work permit also depend on the validity of your passport. Although you may be eligible for a 3-year work permit, IRCC will not issue a work permit for longer than your passport is valid.

**I’m from a country whose citizens require a temporary resident visa to enter Canada. Will I still need a TRV when I have a work permit?**

Yes, if you wish to travel you must have a valid temporary resident visa in addition to your post-graduation work permit in order to re-enter Canada. See [http://www.cic.gc.ca/english/visit/cpp-o-apply.asp](http://www.cic.gc.ca/english/visit/cpp-o-apply.asp) for in-Canada TRV application instructions. Please note: Starting fall 2016, visa-exempt foreign nationals who fly to or transit through Canada will need an Electronic Travel Authorization (eTA).

**My spouse holds a work permit based on my study permit. Can he/she extend it based on my post-graduation work permit?**

If you hold a post-graduation work permit, and are employed in a position listed at Skill Level 0, A or B in the National Occupational Classification [http://www5.hrsdc.gc.ca/NOCA](http://www5.hrsdc.gc.ca/NOCA), your spouse may be eligible for an open work permit. If this is the case, your spouse must include the following supporting documents in his/her application for a work permit:

- A copy of your post-graduation work permit  
- A letter from your employer confirming employment at level 0, A or B, or a copy of your employment offer or contract  

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