Applying For a Post-Graduation Work Permit
(Application Instructions for Students Applying from WITHIN Canada Only)

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<th>When can I apply for my post-graduation work permit?</th>
<th>Document Description</th>
<th>Tips</th>
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<tr>
<td>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 3 years (depending on your program length). You must apply for a post-graduation work permit within 180 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. A job offer is not required.</td>
<td></td>
<td>* Fill out the application form electronically.</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td>* Do not print the form – simply validate, save and upload it in the space provided.</td>
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<tr>
<td>How can I apply for my post-graduation work permit?</td>
<td><strong>Online Checklist Item</strong></td>
<td><strong>Applicati</strong></td>
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<tr>
<td>There are two options for applying:</td>
<td><strong>n Form</strong></td>
<td><strong>tips</strong></td>
</tr>
<tr>
<td>1. Apply online</td>
<td><strong>Application Form</strong></td>
<td>• IRCC will not issue a work permit for longer than your passport validity.</td>
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<tr>
<td>Step 1. Create a Personal Checklist Code by answering the questions in the Come to Canada wizard at <a href="https://www.canada.ca/en/immigration-refugees-citizenship/services/come-canada-tool.html">https://www.canada.ca/en/immigration-refugees-citizenship/services/come-canada-tool.html</a> Print the checklist for reference. Visit our <a href="https://www.sfu.ca/content/dam/sfu/students/isap/Advising%20Handouts/Frequently%20Asked%20Questions_PGWP.pdf">instruction guide</a> for step-by-step instructions for applying online.</td>
<td></td>
<td>• The Formal Notification of Graduation will be sent to the email address you have indicated as “preferred” in your SIS account.</td>
</tr>
<tr>
<td>Step 2. Apply online at <a href="http://www.cic.gc.ca/english/e-services/index.asp">http://www.cic.gc.ca/english/e-services/index.asp</a> after creating a GKey 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.</td>
<td><strong>Passport or travel document</strong></td>
<td>• Undergraduate students: the 180-day period to apply begins from the final grade deadline.</td>
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<tr>
<td></td>
<td><strong>Document(s) stating you have completed all of the requirements for your program of study</strong></td>
<td>• Graduate students: the 180-day period begins:</td>
</tr>
<tr>
<td></td>
<td><strong>Application Form</strong></td>
<td>• 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)</td>
</tr>
<tr>
<td></td>
<td>→ Apply by mail</td>
<td><strong>Digital photo</strong></td>
</tr>
<tr>
<td></td>
<td>→ Fees</td>
<td><strong>Tips</strong></td>
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<td></td>
<td>→ Application Instructions for Students Applying from WITHIN Canada Only</td>
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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). All 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.

**Case Processing Centre in Edmonton**

**Immigration, Refugees and Citizenship Canada**

C/o Work permits/New employer, Station 555

9700 Jasper Avenue NW, Suite 55

Edmonton, AB T5J 4C3

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<tr>
<td>Document Checklist</td>
<td>Document Checklist [IMM 5583]</td>
<td>* Place this document on top of your application package</td>
</tr>
</tbody>
</table>
| 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 form electronically (not by hand)  
  * Your 8 or 10-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, visas and any other markings. | * Check your passport expiry date. IRCC will not issue a work permit for longer than your passport is valid. |
| Document(s) 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 (speak 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 180-day period to apply begins from the final grade deadline.  
  * Graduate students: the 180-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)  
  To request a transcript, see: https://www.sfu.ca/students/records/transcript.html |
| Fee | The current fee for a work permit is $255 CAD.  
  Pay online using a credit card via the IRCC e-Payment tool https://eservices.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. |

Other documents as per your situation may be required. If applying online, you will need to scan these documents and upload them within available checklist items.

**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

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

Yes. Post-graduation work permits are 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 while holding the post-graduation work permit 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/certificate program determines the length of your work permit. If your program of study was 2 years or more in length, you may be 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: If a student has completed more than one eligible program of study within 2 years before applying for the work permit, the work permit validity should be based on the combined length of the programs (to a maximum of 3 years). Each program of study must meet all post-graduation work permit eligibility requirements and be at least 8 months in length. 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.

**Can I start working once I have submitted my post-graduation work permit application?**

If your study permit is still valid at the time you submit your application and you meet certain eligibility requirements set by Immigration, Refugees and Citizenship Canada (IRCC), you may be eligible to begin working full time while you await processing. See https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/after-graduation/after-you-apply.html Speak with an International Student Advisor for more information.

Keep in mind that your current study permit will automatically become invalid 90 days after you successfully complete your program, or on the expiry date printed on your study permit, whichever is earlier.

**I require a temporary resident visa (TRV) 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 TRV 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 for in-Canada TRV application instructions. Unless exempted, 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/NOC/), 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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