Applying For a Post-Graduation Work Permit

(Application Instructions for Students Applying 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 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.

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?

As per Immigration, Refugees and Citizenship Canada (IRCC) instructions, you are required to submit your post-graduation work permit application online unless you are otherwise exempted. For more information regarding the exceptions to this rule, please see: https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/visitors/place-application-visa-electronic-travel-authorization-study-permit-work-permit/exempt-electronic-applications.html

What are the instructions for applying online?


Visit our post-graduation work permit instruction guide at https://www.sfu.ca/content/dam/sfu/students/isap/Advising%20Handouts/Frequently%20Asked%20Questions_PGWP.pdf for step-by-step instructions for applying online.

Step 2. Apply online at https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html after creating a GCKey or Sign-in Partner login ID, and registering with MyCIC. Select ‘Apply to come to Canada’ and enter your Personal Checklist Code when prompted.

Scan and upload all supporting documentation (see below). Supporting documents should be current. 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>Application Form</td>
<td>Application to Change Conditions, Extend My Stay or Remain in Canada as a Worker [IMM 5710] → 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>* Fill out the application form electronically. * 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>Passport or travel document</td>
<td>Scanned copies of all relevant passport pages → Include all pages with photos, signatures, stamps, visas, and other markings</td>
<td>* IRCC will not issue a work permit for longer than your passport validity.</td>
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<tr>
<td>Letter confirming completion of the program of study</td>
<td>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 <a href="http://www.sfu.ca/students/records/credential-completion-letter.html">www.sfu.ca/students/records/credential-completion-letter.html</a> → Graduate students: 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">http://www.sfu.ca/dean-gradstudies/current/forms.html</a>. OR Formal Notification of Graduation (Senate letter) → E-mailed to you automatically a few weeks after the term in which you complete your requirements.</td>
<td>* 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 grade is updated CO on goSFU (if your program includes a thesis) OR from the final grade deadline (for non-thesis students) * 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>Transcript</td>
<td>To request a transcript, visit <a href="https://www.sfu.ca/students/records/transcript.html">https://www.sfu.ca/students/records/transcript.html</a></td>
<td>* For more information about biometrics requirements and exemptions, visit: <a href="https://www.canada.ca/en/immigration-refugees-citizenship/campaigns/biometrics/facts.html">https://www.canada.ca/en/immigration-refugees-citizenship/campaigns/biometrics/facts.html</a> * Check to see if your biometrics are still valid at: <a href="https://onlineservices-servicesenligne.cic.gc.ca/extapp/termsAndConditions?lang=en">https://onlineservices-servicesenligne.cic.gc.ca/extapp/termsAndConditions?lang=en</a></td>
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<td>Biometrics (fingerprints and photo)</td>
<td>Within 24 hours of applying for your work permit and paying the biometrics fee you will get a biometric instruction letter in your MyCIC account. Bring this letter and your valid passport when you give your biometrics at a designated Service Canada location. IRCC can only begin to process your application after you pay for and give your biometrics. If you gave biometrics in the last 10 years for a Canadian visa, work or study permit and they are still valid you do not have to give them again when you apply for your work permit.</td>
<td>* For more information about biometrics requirements and exemptions, visit: <a href="https://www.canada.ca/en/immigration-refugees-citizenship/campaigns/biometrics/facts.html">https://www.canada.ca/en/immigration-refugees-citizenship/campaigns/biometrics/facts.html</a> * Check to see if your biometrics are still valid at: <a href="https://onlineservices-servicesenligne.cic.gc.ca/extapp/termsAndConditions?lang=en">https://onlineservices-servicesenligne.cic.gc.ca/extapp/termsAndConditions?lang=en</a></td>
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<tr>
<td>Digital photo</td>
<td>* Refer to the photo specifications in your online checklist.</td>
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Your study permit is still valid at the time you submit your application and you meet certain eligibility requirements set by IRCC, you may be eligible to begin working full-time while you await processing. Please visit https://www.sfu.ca/students/isap/explore/employment/work-after-grad.html for detailed information about work eligibility after submitting a post-graduation work permit application and a printable timeline.

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. Speak with an International Student Advisor, Immigration Specialist if you have any questions.

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 https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/apply-new-temporary-resident-visa-within-canada.html 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 A copy of your last three pay slips. See https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams/requirements-temporary-residents/country-requirements.html for more information.

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 for the most updated information. This document was last updated on July 30, 2020.