THE UNIVERSITY OF WINNIPEG | International Student Services

POST-GRADUATION WORK PERMIT

IMPORTANT INFORMATION

- A Post-Graduation Work Permit (PGWP) is an open work permit which allows you to work following the completion of an eligible course of study. You can only receive a PGWP once in your lifetime.



- Starting November 1st, 2024, undergraduate and graduate degree programs at the University will continue to qualify for the PGWP. However, students will also need to meet the additional requirement of submitting English language test results. Please refer to the list of acceptable test results from IRCC 👉website

- You must submit your application for the PGWP within **180** days of when your final marks are **issued** (when you can **request** formal written notice of graduation from The University of Winnipeg along with final transcript. (If **your Study Permit (SP)** will **expire** prior to receiving your final grades, you **must apply** for a short (SP) **extension**
- Within **180** days of receiving final marks when you can apply for the PGWP, you must meet one of the criteria:
  Have a valid study permit (required if applying PGWP **in Canada)**
  Held a study permit (within 180 after receiving final marks to apply **outside Canada)**
- In order to be eligible for a PGWP, you must have been a full-time student continuously and taken the majority of your courses (≥50% in-person not online).
- Obtain English language test score of CLB 7 (General /not academic) **(NEW)** 🌟
- A PGWP is not usually issued for longer than the duration of your passport. If your passport is about to expire, you may wish to renew your passport before applying for a PGWP.
- If completing a program more than 8 months and less than 2 years, a PGWP can be issued for the length of the program you've completed. For programs more than 2 years in duration, a PGWP can be issued for 3 years. If you have completed a program less than 8 months in duration, you are not eligible to apply for this type of work permit.
- The application fee for a PGWP is $255.
- The application processing time varies between 2 weeks-4 months. See current processing times on the IRCC website: cic.gc.ca/english/information/times/temp.asp
- Contact an ISS immigration advisor if you have questions, have completed part of your program outside of Canada OR have not studied continuously full-time.
- You can submit your application for a PGWP online or by mail. This reference sheet provides information about online applications.

BOOK AN APPOINTMENT TO MEET WITH AN ISS IMMIGRATION ADVISOR:
E: iss@uwinnipeg.ca
P: 204-786-9469

REQUIRED DOCUMENTS

In most cases, the following documents are required to apply for a Study Permit extension:

☐ **Passport**
Passport: clear digital copy of your valid passport, showing all of the pages which contain your birth date, country of origin, and any with a visa, stamp or marking.

☐ **Graduation Letter & Final Transcript**
Undergraduate & Graduate students are strongly encouraged to provide a clear digital copy of a Graduation Letter AND Final Transcript. PACE students must provide a clear digital copy of a Graduation Letter. If you provide documentation which does not contain all of the required information (type of program, length of program, full-time status in program), it can lead to application refusal.

☐ **Proof of language proficiency.** English language test results which are not less than 2 years old when you submit your application with a minimum level of Canadian Language Benchmarks (CLB) 7 from one of the following

- IELTS General Training

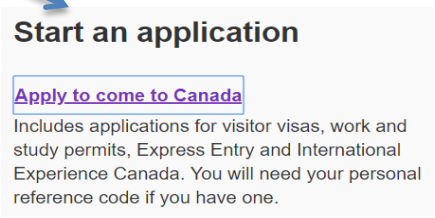
- PTE Core
- CELPIP-General

☐ **Digital Photo**
Must meet the required specifications. For more information please see ISS quick reference sheet, IRCC Online Account & Photo Specifications.

- Documents must be provided in one of the following digital file types: .tiff, .jpg, .png, .doc, .docx and .pdf. Please note that only one file can be uploaded per field.

STEP 1: CREATE ACOUNT & PERSONAL CHECKLIST

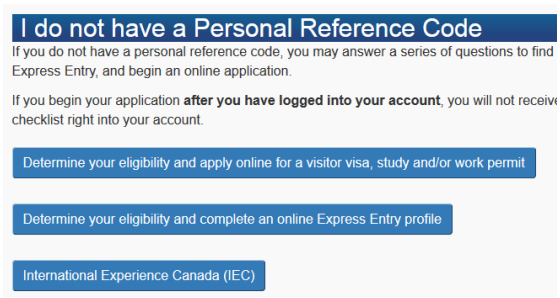
- Go to: www.cic.gc.ca and login to your IRCC online account (for more information please see ISS quick reference sheet, *IRCC Online Account & Photo Specifications*).
- Select "Apply to come to Canada" under the heading "Start an application".



- Select 'Visitor visa, study and/or work permit' under the heading 'What would you like to do today?'.



- Under the heading 'I do not have a Personal ..., study and/or work permit'.
- You will be taken to a screen, 'Find Out if Yo...
- You will be asked to answer some questions ... lown menu.

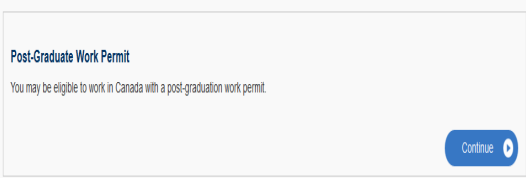


***NOTE:** If you already have an application in progress, you will need to delete it in order to begin a new application.*

- Answer these questions according to your personal information:

Students have trouble with some questions. Here are a few of the tough questions and the necessary answers:
What would you like to do in Canada? Select 'Work.'
How long are you planning to stay in Canada? Select 'Temporarily- More than 6 months.'
Which country issued your passport? Select your country of citizenship (home country).
What is your current country of residence? Select 'Canada.'
Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? Select 'No', unless you have a spouse/partner, child, or grandchild who is a citizen or permanent resident.
What is your date of birth? Select the date you were born (birthday).
Are you a lawful permanent resident of the United States with a valid alien registration card? Select 'No', unless you have permanent resident status in the US.
What is your current immigration status in Canada? Select 'Student.'
Do you plan to work on campus? Select '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? Select '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? Select 'Yes.'
Is your work an essential part of your studies (for example, a Co-op or international program)? Select '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 'No.'*
Have you submitted a permanent resident application in Canada? Select 'No.'*
Do you have a written job offer? Select 'No.'
What is your province of destination? Select 'Manitoba'

- Select 'Continue.'
- Select 'Continue' in the box labelled 'Post-Graduate Work Permit'.
- Select 'Continue'.
- Continue to answer the questions according to your personal information:



Students have trouble with some of these questions. Here are a few of the tough questions and the necessary answers:
Which document have you received stating that you have completed all the requirements for your program of study? Select 'Letter from Educational Institution.'
Are you accompanying a family member who has status in Canada? Select 'No' (unless you are staying with a family member (spouse, partner, child or grandchild) who is already in Canada as a visitor, worker or student. In that case, you may need to select 'Yes').
Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months? Select 'No.'*
Have you lived in a designated country or territory for more than six months in the last year? Select 'No'* if you have been living in Canada for at least 6 months.
Do you want to work in one of the following jobs? (jobs are listed) Select 'No.' unless you wish to work in one of the jobs listed.
Do you want to submit an application for a family member? Select 'No' (unless you would like to submit an application for a work permit, study permit, or visitor extension for a family member (spouse, partner, child or grandchild) who is currently in Canada).

Are you giving someone access to your application? Select 'No.'
There are fees associated with this application. Will you be paying your fees or are you fee exempt? Select 'Yes, I will be paying my application fees.'
Are you able to make a digital copy of your documents with a scanner or camera? Select 'Yes'.
Will you be paying your application fees online? To pay online, you need a Visa, MasterCard or American Express. Select 'Yes.'
*If you think that you may need to answer "yes" to these questions, please contact an ISS immigration advisor. The suggested answers reflect what most students who have been in Canada on a SP for longer than 1 year would need to answer.

- Once you have answered all of the questions, you can make changes to any answer. Simply select the pencil beside the information that you wish to change.
- Select 'Continue.
- Scroll down and select 'Continue.'

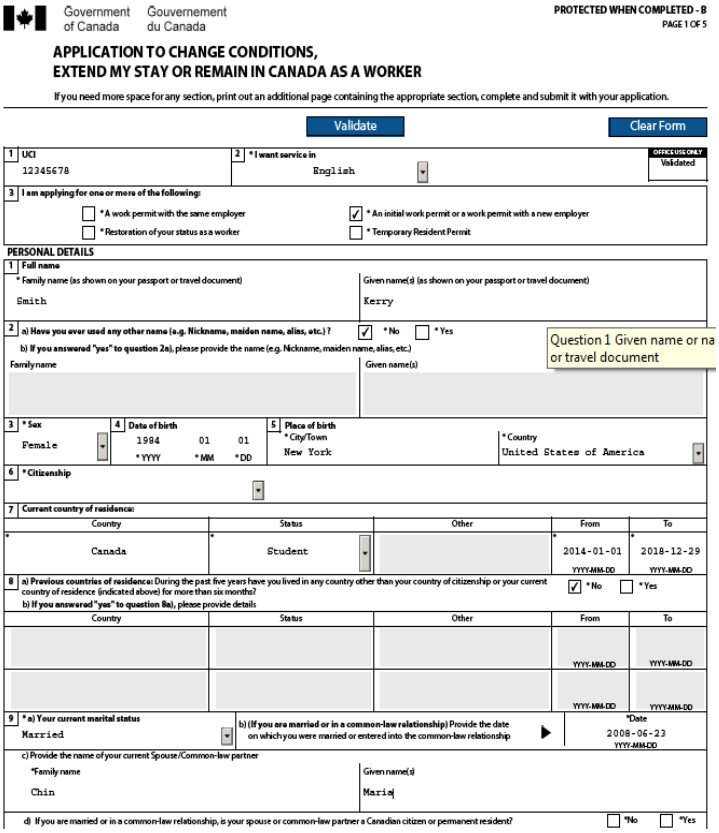


STEP 2: COMPLETE APPLICATION FORMS

- Your personal checklist includes a link to the application forms as well as the necessary supporting documents you should submit.

Application to Change Conditions, Extend My Stay or Remain in Canada as a Worker (IMM5710)

- You must use the form linked with this checklist.
- If using a Firefox or Chrome browser, the application form must be downloaded to your computer, saved and manually opened in order to view the form. Internet Explorer works best to view the form. If you are having trouble on your own computer, you may wish to use a computer in the ISS lounge as these computers will open the application form.
- For assistance completing this form, make an appointment with an ISS immigration advisor.


Government of Canada / Gouvernement du Canada

PROTECTED WHEN COMPLETED - B
PAGE 1 OF 5

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.

Validate | Clear Form

1 UCI: 12345678
2 * I want service in: English
OFFICE USE ONLY: Validated

3 I am applying for one or more of the following:
- [ ] * A work permit with the same employer
- [x] * An initial work permit or a work permit with a new employer
- [ ] * Restoration of your status as a worker
- [ ] * Temporary Resident Permit

PERSONAL DETAILS

1 Full name
* Family name (as shown on your passport or travel document): Smith
Given name(s) (as shown on your passport or travel document): Kerry

2 a) Have you ever used any other name (e.g. Nickname, maiden name, alias, etc.)? [x] * No [ ] * 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)

Question 1 Given name or na
or travel document

3 * Sex: Female
4 Date of birth: 1994 (* YYYY) 01 (* MM) 01 (* DD)
5 Place of birth: * City/Town: New York | * Country: United States of America
6 * Citizenship:
7 Current country of residence:

Country	Status	Other	From	To
* Canada	* Student		* 2014-01-01 YYYY-MM-DD	* 2018-12-29 YYYY-MM-DD

8 a) Previous countries of residence: 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? [x] * No [ ] * 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

9 * a) Your current marital status: Married
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 2008-06-23 YYYY-MM-DD
c) Provide the name of your current Spouse/Common-law partner
*Family name: Chin
Given name(s): Maria
d) If you are married or in a common-law relationship, is your spouse or common-law partner a Canadian citizen or permanent resident? [ ] * No [ ] * Yes

1. UCI: Enter your Client ID number (found in the upper right corner of your study permit).
3. Select 'An initial work permit or a work permit with a new employer'.

Personal Details

1. Family Name: enter your name as it appears on your study permit
7. Under 'Status', select 'Student'
   Under 'From' enter the date you first entered Canada as a student
   Under 'To' enter the expiry date of your current Study Permit.
8. Select 'No' unless you have lived somewhere other than Canada and your country of citizenship in the last five years.
9. A) Select current marital status
   B), C) & D) Complete if you have a spouse/partner
10. Select 'No' unless you have been in a previous marriage/partnership (and are now divorced, separated, etc.).

Languages

1. A) Select your first language/mother tongue

Passport

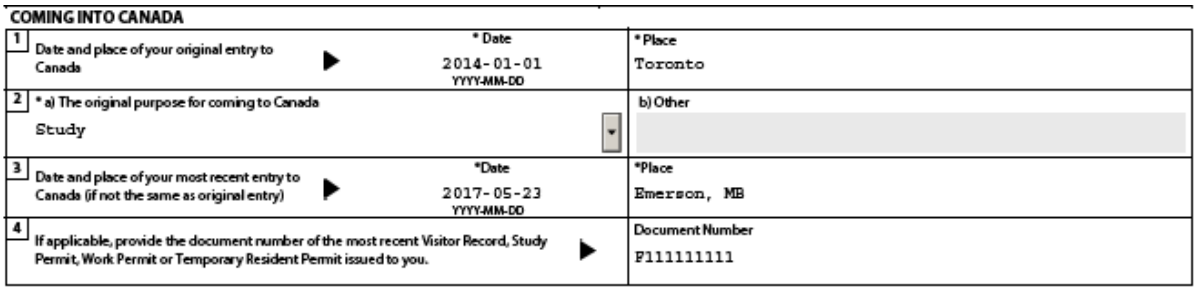
2. Enter country of citizenship

Contact Information

1. Enter you current mailing address
   P.O Box: Leave blank
   Apt/Unit: If you live in an apartment, enter the number of the apartment here.
   Street No: Enter the house number here.
2. Residential address: select 'Yes' if you live in the place where you can receive mail.
4. Alternate Telephone No.: Leave blank. You do not need to enter more than one phone number.
5. Fax No: Leave blank

Coming Into Canada

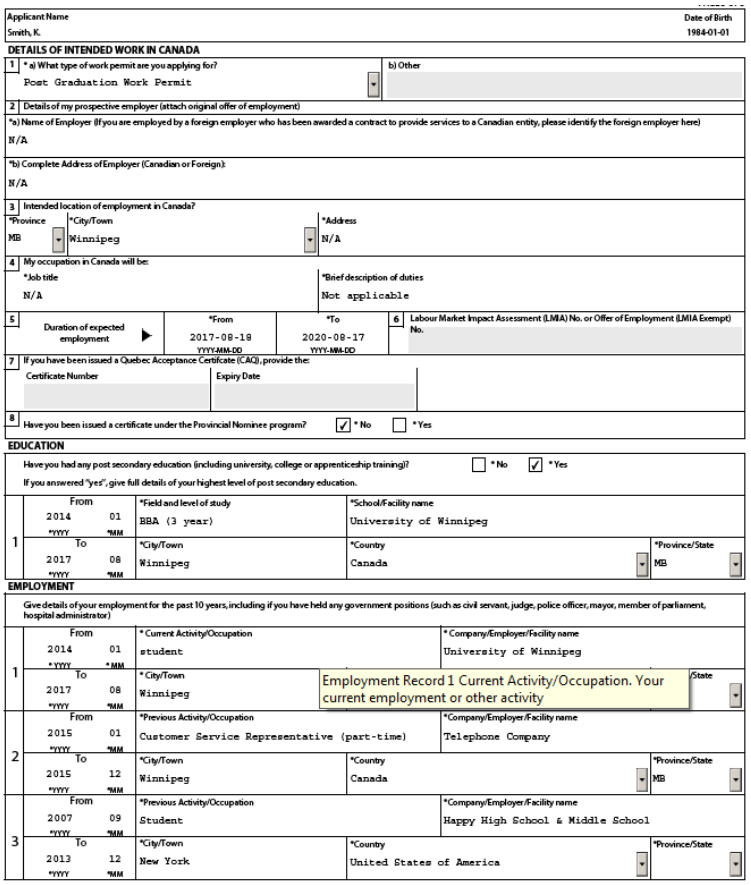
1. Enter the date when you first came to Canada *(Your passport should have been stamped by Canadian authorities)*
   Enter the first Canadian airport (or land POE) where you landed *(i.e: Vancouver, Toronto, Montreal, Calgary, Emerson)*
2. Select 'Study'
3. Enter the most recent date when you re-entered Canada after leaving.
   Enter the first Canadian airport (or land POE) where you landed when you re-entered Canada.
   If you have not left Canada, leave this section blank
4. Document Number: This is the number on your study permit in the upper right hand corner that begins with the letter 'F'


COMING INTO CANADA

1 Date and place of your original entry to Canada	* Date: 2014-01-01 YYYY-MM-DD	* Place: Toronto
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: 2017-05-23 YYYY-MM-DD	*Place: Emerson, MB
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: F111111111

Details of Intended Work in Canada

1. Select 'Post-Graduation Work Permit'
2. A) and b) enter 'N/A' for not applicable
3. Province: 'MB'
   City/Town: Winnipeg
   Address: 'N/A'
4. Job title: 'N/A'
   Brief description of duties: 'Not applicable'
5. Duration of expected employment: Under 'From' select a date greater than today's date; Under 'To' enter the approximate end date of your PGWP (i.e: if you are eligible for a 3 year PGWP enter a date 3 years in the future)
6. Leave blank
7. Leave blank
8. Select 'No' unless you have already received the provincial nomination



Applicant Name: Smith, K. — Date of Birth: 1984-01-01

DETAILS OF INTENDED WORK IN CANADA

1 * a) What type of work permit are you applying for? Post Graduation Work Permit — b) Other

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): N/A

*b) Complete Address of Employer (Canadian or Foreign): N/A

3 Intended location of employment in Canada? *Province: MB — *City/Town: Winnipeg — *Address: N/A

4 My occupation in Canada will be: *Job title: N/A — *Brief description of duties: Not applicable

5 Duration of expected employment: *From 2017-08-18 (YYYY-MM-DD) — *To 2020-08-17 (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? ☑ * No ☐ * Yes

EDUCATION

Have you had any post secondary education (including university, college or apprenticeship training)? ☐ * No ☑ * Yes

If you answered "yes", give full details of your highest level of post secondary education.

	From (*YYYY *MM)	*Field and level of study	*School/Facility name	*City/Town	*Country	*Province/State
1	2014 01	BBA (3 year)	University of Winnipeg	Winnipeg	Canada	MB
	To 2017 08					

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)

	From (*YYYY *MM)	* Current Activity/Occupation	* Company/Employer/Facility name	* City/Town	*Country	*Province/State
1	2014 01	student	University of Winnipeg	Winnipeg		
	To 2017 08					
	From (*YYYY *MM)	*Previous Activity/Occupation	*Company/Employer/Facility name	*City/Town	*Country	*Province/State
2	2015 01	Customer Service Representative (part-time)	Telephone Company	Winnipeg	Canada	MB
	To 2015 12					
	From (*YYYY *MM)	*Previous Activity/Occupation	*Company/Employer/Facility name	*City/Town	*Country	*Province/State
3	2007 09	Student	Happy High School & Middle School	New York	United States of America	
	To 2013 12					

Employment Record 1 Current Activity/Occupation. Your current employment or other activity

Education

Select 'Yes' and complete box 1 with details about your highest level of education (likely the program you just finished)

Employment *All students must complete this section!

- List all of your education AND employment in the last 10 years, inside and outside of Canada.
- Start with your current activity/occupation (student)
- Include part-time work, specifying 'part-time' in the description of activity/occupation.
- Any additional information that cannot fit in the three boxes provided can be placed into a word document and uploaded under the 'Letter of Explanation' section of the online application.
- If you have had periods of time when you have neither been studying nor working, you must indicate that you were 'unemployed/waiting for school to start' or 'unemployed/looking for work'.

Background Information

2b) Answer 'Yes' if you were refused/denied when you previously applied for a study permit, visa, US visa, or a visa/permit for any other country

c) All students should answer 'Yes'.

d) Write, 'Yes, I have been previously issued a study permit'. If you answered 'yes' to 2b), also provide details of refusal.

Signature

Type in name and select today's date

Validate

1. Click the 'Validate' button, found at the bottom or top of the form. Any part not completed correctly will be highlighted in red.
2. Once you have corrected all of the errors, click 'Validate' again. You should receive confirmation that everything has been completed correctly.
3. Save and upload the form with your other documents.

QUITTING BEFORE FINISHING: *If you cannot complete your application, log out. Your personal checklist and any uploaded documents will save automatically. When you log back on to your online account with the same User Id and Password, you will be taken directly to the screen where you left.*

In all cases, save your application form and any documents you plan to submit on your computer. You cannot download documents from your MyCIC Account after being uploaded, so you should make sure to keep a copy of all documents and forms you submit.

Family Information Form (IMM5707) (Not always required; complete only if requested)

1. Download form onto your computer (follow tips for IMM5709 if you have trouble);
2. Type answers into the form.
3. Print form.
4. After printing, sign section C to certify information is correct. If you do not have a spouse/partner, you must you must sign Section A. If you do not have children, you must sign section B.
5. Scan and upload form.

****All students are strongly encouraged to meet with an ISS immigration advisor to review their application forms prior to submission.**

STEP 3: UPLOAD APPLICATION FORMS & SUPPORTING DOCUMENTS

Supporting Documents (see instructions on page 1)

☐ Passport (& Study Permit)
☐ Completion of Studies Letter (Graduation Letter & Transcript)
☐ Digital Photo

Optional Documents

☐ Schedule 1

This is a form that requires you to list information such as any affiliations with organizations, any military or government service and previous travel. You must complete this form if you have previously served in the military/army or government office.

☐ Letter of Explanation

To explain special circumstances or situations or include additional documentation, such as previous education/employment information.

Upload your documents

- Documents must be provided in one of the following digital file types: .tiff, .jpg, .png, .doc, .docx and .pdf.
- Maximum file size is 4 MB.
- Please note that only one file can be uploaded per field (please see page 1 for more information).
- You must upload every requested form and document. You will not be able to proceed to the next steps until all documents are uploaded. Please note that additional documents are recommended beyond what is requested in the online platform. See page 1 for more information.
- Save your files on your computer and upload each individual file by clicking the 'Upload' button beside each document. When the document has been successfully uploaded you will see the green text 'Provided' under the Status section.

STEP 4: SIGN APPLICATION, SUBMIT, AND PAY FEE

- Click the 'Continue' button on the bottom right hand corner of the screen. Follow the instructions provided to electronically sign your application. It is recommended that you take a digital screen shot to show the documents that you are submitting as well as a screen shot when you receive the confirmation that your application has been submitted. Retain these pictures for your records until receiving a decision on your application.
- You will be asked to pay your fees ($255) using a credit card (Master Card, Visa, or American Express) or Visa debit/Interac Online. Follow the instructions provided.
- You can check the application processing times online at the IRCC website (select 'Visiting, studying, working temporarily and Work permit extension (new employer)'): http://www.cic.gc.ca/english/information/times/temp.asp.

STEP 5: AFTER YOU GET YOUR POST-GRADUATE WORK PERMIT

- If your application is successful, your PGWP will be mailed to the address indicated on your application form.
- After receiving your new PGWP, you may need to do some or all of the following:
  - ☐ Renew your Manitoba Health card with Manitoba Health;
  - ☐ Renew your Social Insurance Number (SIN) with Service Canada;
  - ☐ Renew your Manitoba ID Card OR Driver's License with Manitoba Public Insurance;
  - ☐ Show your new Work Permit to your employer;
  - ☐ Apply for a new Study Permit if you wish to continue to study on a part-time basis *(If your study permits was issued on or after 01 June 2014, your study permit will become invalid either on the day it expires or the day that is 90 days after the day that you complete your studies, whichever comes first);*
  - ☐ Apply for an Electronic Travel Authorization if you do not have a valid one and you are required to have one in order to re-enter Canada; and/or
  - ☐ Apply for a new Temporary Resident Visa if your previous TRV has expired and you are required to have one in order to re-enter Canada.

This document does not constitute legal advice, and should not be relied upon as a source of legal advice. It is a reference sheet designed to provide information on Immigration, Refugees and Citizenship Canada's online application process for a Post-Graduation Work Permit from within Canada and describes existing requirements under the Immigration and Refugee Protection Act and the regulations made under that Act in general terms. It is recommended that students contact Immigration, Refugees and Citizenship Canada (IRCC) or an ISS immigration advisor to review their specific case. Canadian immigration regulations, policies, and procedures may change without notice. For the most current information, please visit the IRCC Website at www.cic.gc.ca. This document was approved by a Regulated Canadian Immigration Consultant with the intention to be used in conjunction with personalized immigration advising by students currently registered at The University of Winnipeg. For appointments with an ISS immigration advisor contact ISS: (204) 786-9469; iss@uwinnipeg.ca – Revised September, 2026