



## STEP-BY-STEP GUIDE: HOW TO APPLY FOR YOUR POST GRADUATION WORK PERMIT<sup>1</sup> WITHIN CANADA<sup>2</sup>

### How to apply

Sign in to your [IRCC secure account](#).

### When to apply

- You must be a holder of a valid study permit and apply for a PGWP within 90 days of your program completion.  
OR
  - If you are a holder of a valid visitor record and have held a study permit within the last 180 days, you can apply for a PGWP within 180 days of your program completion from within Canada; or
  - If you have left Canada and have held a study permit within the last 180 days, you can apply for a PGWP from outside of Canada. (Not applicable to this Guide)

### Cost

\$255 CAD

### Processing time

Check the [IRCC Processing Time website](#).

### Application form

[IMM5710](#) (Change Conditions, Extend my Stay or Remain in Canada as a Worker form)

<sup>1</sup> <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/post-graduation-work-permit-program.html>

<sup>2</sup> <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/post-graduation-work-permit-program/permit.html>

Please remember that this Information may change, and this guide is not a legal document. It is reviewed and updated by MacEwan International's Regulated Canadian Immigration Consultants (RCICs) and Regulated International Student Immigration Advisors (RISIAs) in compliance with the *Immigration and Refugee Protection Act* and the *Regulations* (IRPA & IRPR). Always refer to [Immigration, Refugees and Citizenship Canada](#) (IRCC) for the most up-to-date information.

### **Gather your required documents:**

Please note:

- documents should be issued within 30 days of submitting your application
- if you are required to provide several documents in one section, you must scan all of them as one PDF document (the size limit is 4 MB)
- your documents must be in English or French, if not, provide the English or French translation with an affidavit from the translator certifying the document

### **Documents which are required for all students:**

- Official Transcript (request via [myPortal.MacEwan.ca](http://myPortal.MacEwan.ca) or in person at the Office of the University Registrar. MacEwan University offers two types of transcripts:
  - Credit transcripts (undergraduate programs, University Preparation and English as an Additional Language)
  - Continuing Education non-credit transcripts: Professional Development Programs
- How to request a credit transcript online:
- Log in to [myPortal.MacEwan.ca](http://myPortal.MacEwan.ca)
- Launch myStudentSystem
- Go to the Academic Records title
- Click "Request Official Transcript"
- Select: Immediate Processing, Degree Confer Date or Grade Posting
- Select "Send Electronically to MyCreds"
- Click "Submit"
- You will receive notification to your MacEwan Mailbox once your document is available in MyCreds. This may take up to 2 business days.
  - a. In your MyCreds account, click on "Documents" to see your transcript.
  - b. Click on "Download PDF" to download your transcript for your application.

How to request a non-credit transcript: professional development programs

- Access the non-credit transcript request form on [the School of Continuing Education Student Information](#) web page.

- Post-graduation Work Permit (PGWP) letter. You can request this document only when your graduation is approved. (request from [international@macewan.ca](mailto:international@macewan.ca), allow 5 business days for processing). PD certificate students must request it from SCE International. Your PGWP letter must indicate a program length.
  - How to verify your credentials:
    - Log in to myPortal.MacEwan.ca
    - Launch myStudentSystem
    - Go to the Academic Records title
    - Click Enrolment Verification from menu on the left
    - Click Specific Credential. Select your graduation term and program from the drop-down menu
    - Click “Submit”
    - If the credential verification document indicates that you have **completed all the requirements of your credential**, you can request your PGWP letter from MacEwan International
- Passport (a copy of the page with your name, date of birth, passport number, expiry date and a copy of every page that has stamps, visas, markings or signatures from Canada or other countries). Make sure your passport is valid for the duration of your future PGWP. Your PGWP cannot be issued past your passport’s expiry date. Book an appointment with international specialist to discuss this further if needed.
- Digital [passport-sized photo](#)

#### **Additional documents you might need:**

- Medical Exam
- Family Information Form (IMM5707)
- Biometrics
- Client Information Letter (letter of explanation where you list all additional information you need an immigration officer to know about you)
- MacEwan University’s definition of Full-time Studies for Immigration purposes letter if needed
- COVID-19 support letter if applicable
- MacEwan University’s letter informing a date a student withdrew from a course(s) making them part-time for the remainder of a term

**Step 1**

Create or sign in with your GCKey or Sign-In Partner Account on the [IRCC website](#).

**Step 2**

Click on “Apply to come to Canada” and on “Visitor visa, study and/or work permit. Then answer the questions to generate a checklist of required application forms and documents.

**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  entries

Application type ↑↓	Application number ↑↓	Applicant name ↑↓	Date submitted ↓	Current status ↑↓	Messages ↑↓	Action
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 0 to 0 of 0 entries | Show  entries

Application type ↑↓	Date Created ↓	Days left to submit ↑↓	Date last saved ↑↓	Action
No data available in table				

**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.

**[Citizenship: Apply for a search or proof of citizenship](#)**

Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.

**[Students: Transfer schools](#)**

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

**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)*




**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:

**Step 3**

**Answer the questions.**

### Find out if you're eligible to apply

What would you like to do in Canada? *(required)* [?](#)

Work

How long are you planning to stay in Canada? *(required)*

Temporarily - more than 6 months

Select the code that matches the one on your passport. *(required)* [?](#)

Please make a selection

What is your current country/territory of residence? If you are presently in Canada, you should select Canada. *(required)* [?](#)

Canada

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

Please make a selection

What is your date of birth? *(required)* [?](#)

Select year Select month Select day

Cancel Update information

### Find out if you're eligible to apply

Are you a lawful permanent resident of the United States with a valid U.S. Citizenship and Immigration Services (USCIS) number? *(required)* [?](#)

Please make a selection

Save and Exit Questionnaire Next

Important: This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. [Read the full notice](#)

### Find out if you're eligible to apply

What is your current immigration status in Canada? *(required)* [?](#)

Student

Save and Exit Questionnaire Next

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### Find out if you're eligible to apply

Do you plan to work on campus? *(required)*

No

Save and Exit Questionnaire Next

### Find out if you're eligible to apply

Are you a full-time student at a participating post-secondary institution and want to work off-campus up to 20 hours per week? *(required)* [?](#)

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? *(required)*

Yes

Is your work an essential part of your studies (for example, a Co-Op or Internship program)? *(required)*

No

Save and Exit Questionnaire Next

### Find out if you're eligible to apply

Have you been told by an Immigration, Refugees and Citizenship Canada office that you are approved in principle for permanent residence in Canada? *(required)*

No

Have you submitted a [permanent resident](#) application in Canada? *(required)*

No

Do you have a written job offer? *(required)*

No

Save and Exit Questionnaire

Next

### Find out if you're eligible to apply

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? *(required)*

Yes

Save and Exit Questionnaire

Next

### Find out if you're eligible to apply

What is your [marital status](#)? *(required)* ?

Please make a selection

What is your province of destination? If visiting multiple provinces, select the one in which you will be spending most of your time. *(required)* ?

Alberta

Save and Exit Questionnaire

Next

Choose **Post-Graduate Work Permit (in Canada)**. After you are approved for a Post-Graduate Work Permit, then you can apply to extend your Temporary Resident Visa (counterfoil in your passport) if needed.

### Your results

Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.

#### Post-Graduate Work Permit - in Canada

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

Continue

Exit Questionnaire

### Create your personal checklist

#### Post-Graduate Work Permit - in Canada

You are almost there...

We are going to ask you a few more questions. Based on your answers, we will provide you with a personal checklist of all the documents you need to submit with your application.

Do **not** submit multiple applications for the same service in an effort to speed up your application. Doing this may result in both applications being processed and delay the finalization of your application. We do not refund processed applications.

Exit Questionnaire

Continue

### Find out if you're eligible to apply

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?  
*(required)*

Yes

Save and Exit Questionnaire

Next

If you never had a medical exam or it has already expired (12 months), and/or you completed a program which had a work-integrated component which requires you to work with vulnerable populations, and/or you have lived in one or more designated countries or territories for more than six months in the past year, you need a medical exam.

### Find out if you're eligible to apply

A medical exam is needed before you submit your application for foreign nationals who:

- want to stay in Canada for more than 6 months and have lived in one or more designated countries or territories for more than six months in the past year or;
- intend to work in 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

Do you fit into one of these categories? *(required)* ?

Please make a selection

Save and Exit Questionnaire

Next

If you work or are planning to work in one of the below occupations, please reply “YES.” You will need to have a medical exam performed by an IRCC authorized panel physician (doctor).

### Find out if you're eligible to apply

Do you want to work in 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

*(required)*

Please make a selection

Save and Exit Questionnaire

Next

“An applicant’s closest relatives, in the context of an application to IRCC. It is defined as a spouse or common-law partner, dependent children, and their dependent children.”

### Find out if you're eligible to apply

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

Please make a selection

Save and Exit Questionnaire

Next

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### Find out if you're eligible to apply

Are you giving someone access to your application? *(required)* ?

- Yes, I will be appointing a representative to apply on my behalf
- Yes, grant authorization for IRCC to release your application information to another person.
- Yes, both appoint a representative and grant authorization to IRCC to release information to another person.
- No

Save and Exit Questionnaire

Next

Please check this link to find out [if you need to give biometrics.](#)

### Find out if you're eligible to apply

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

Please make a selection

Save and Exit Questionnaire

Next

**Important:** This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. [Read the full notice](#)

### Find out if you're eligible to apply

There are fees associated with this application. Will you be paying your fees or are you fee exempt? *(required)* ?

Yes, I will be paying my application fees.

Save and Exit Questionnaire

Next

### Find out if you're eligible to apply

Are you able to make a digital copy of your documents with a scanner or camera? *(required)* ?

Yes.

Save and Exit Questionnaire

Next

### Find out if you're eligible to apply

Will you be paying your application fees online? To pay online, you can use a credit card (Visa, MasterCard, American Express, JCB, China Union Pay) or a debit card (Visa Debit, Debit MasterCard or Interac). *(required)* ?

Yes

Save and Exit Questionnaire

Next

Review your answers. If you have questions, book an appointment with an International Student Specialist at MacEwan International - [international@macewan.ca](mailto:international@macewan.ca).



## Step 4 Review your document checklist.

Under “Completion of Studies letter (required)” MacEwan students must upload the PGWP letter.

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)	?	<input type="button" value="Upload File"/>

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

Optional Documents			
Optional Documents			
Details	Document Name	Instructions	Options
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	<input type="button" value="Upload File"/>
Not Provided	Client Information	?	<input type="button" value="Upload File"/>

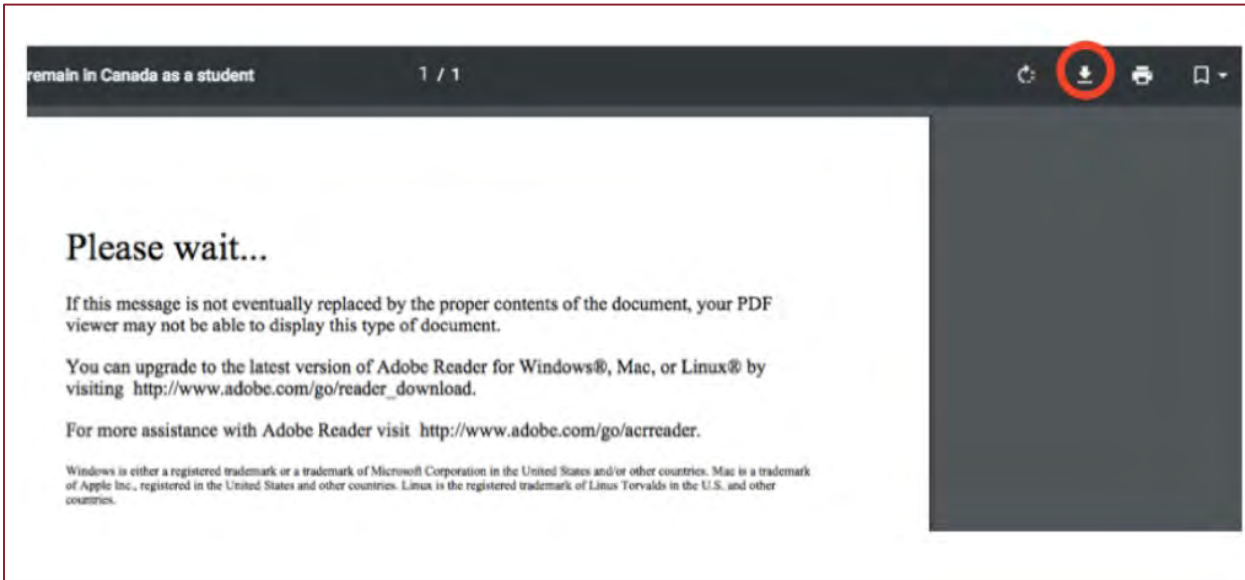
  

Fees			
Fees			
Application	Quantity	Price (CAD) per unit	Total (CAD)
Work Permit	1	\$155	\$155
Open Work Permit Holder Fee	1	\$100	\$100

## Step 5 Download an application form and save it as a PDF file in the folder on your computer.

Make sure you have AdobeReader (<https://get.adobe.com/reader/>) installed on your computer. Click on the “Application to Change Conditions, Extend my Stay or remain in Canada as a Worker (IMM5710) form. You will see a note “Opens a new window” and a small watch/cursor will appear. Please wait, the form is being downloaded. If you receive a message “Please wait” when you are downloading a form:

- Click on the download arrow at the top right to save the file onto your computer
- If you do not see the arrow, move your cursor to the top of the screen and it will appear
- Go to the folder where you saved this form and right click the mouse to open it with Adobe
- Reader



**Step 6** Fill out your IMM5710 application form.

IMM5710: “Application to change conditions, extend my stay or remain in Canada as a worker” form truthfully. Help with commonly asked questions on the form:

What is a UCI?	Unique Client Identifier or Client ID. Has this format: 0000-0000 or 00-0000-0000
I am applying for one of the following:	Select « An initial work permit or a work permit with a new employer »
Example of how to write an address	<p><b>a) Address: 10700 104 Avenue NW</b>  <b>Street No.:</b> 10700  <b>Street Name:</b> 104 Avenue</p> <p><b>b) Address: App 2020, 10500 Jasper Avenue NW</b>  <b>Apt/Unit:</b> 2020  <b>Street No.:</b> 10500  <b>Street Name:</b> Jasper Avenue NW</p>
Where can I find a document number?	It appears on official immigration documents (TRV, Study Permit, etc). It starts with an F and followed by numbers
Intended location of employment in Canada	You can select “AB”, and type “Not applicable” in the field provided for an address
My occupation in Canada will be	If you do not have a job, you may indicate “Job Seeker”
Brief description of duties	You may type “As assigned”
Duration of expected employment	From: date you will submit the application To: type in a date that corresponds with the length

	of work permit that you are eligible for
Background information: Have you ever applied to remain in Canada	Say yes, and list the year of your first application submission and, if applicable, extension, refusal, denial, etc.
If you need help, please book an appointment with MacEwan international student specialist.	

For your reference:

**Document number (F)  
UCI (XXXX-XXXX)**

**KNOW YOUR EXPIRY DATE!**

**Statements needed to prove you can work to Service Canada**

**You may also require a valid entrance document**

**Step 7**

**Validate your application form IMM5710 and upload it.**

**Step 8**

**Upload your application documents.**

Make sure you merge all the pages of each required document into one PDF document and upload it.

**Step 9**

**Pay the applicable fees and submit your application.**

Once you submit your application you will see a “Congratulations!” notice on the page. After that you will receive an “acknowledgement of receipt” email into your IRCC account.

**After you apply**

You may begin working full-time after submitting your post-graduation work permit application while you are waiting for a decision from IRCC, only if:

- At the time of your application, you were the holder of a valid study permit and applied within 90 days after you received your Verification of Credential or before the expiry of your study permit, whichever came first; and
- You did not work at all between receiving your Verification of Credential (graduation approval) and submitting your PGWP application

Keep your immigration and health insurance documents up to date. Be sure to extend your Alberta Health Care by calling this number: [780-427-1432](tel:780-427-1432). You will need to provide your PGWP application number to be eligible for Alberta Health coverage extension if needed until you receive your PGWP.

Even if your current study permit expires before the decision is made on your PGWP application, you can continue work if you were eligible to work as per when you applied for your PGWP. This period is called “maintained status” or “eligibility to work without a permit as per R186(w).”

Although you may be able to [leave Canada after applying for your PGWP and return to work](#), we strongly recommend you remain in Canada while waiting for a decision on your PGWP application. However, if there is an urgent situation that requires you to leave Canada while waiting for a PGWP application decision, book an appointment with a MacEwan international immigration specialist to discuss the travel documents you must have or should carry with you when you travel back to Canada.

#### After you receive your (PGWP) work permit

- Apply to extend your [Social Insurance Number](#)
- Be sure to extend your [Alberta Health Care Plan](#)
- Apply for a new [Temporary Residence Visa \(TRV\)](#) to enter Canada (if you are from a visa-required country)

You should monitor your email account for your application update or check your application status at: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-status.html>