

STEP-BY-STEP GUIDE: HOW TO APPLY FOR YOUR POST GRADUATION WORK PERMIT¹ WITHIN CANADA²

How to apply

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

When to apply

- [Inside Canada Application] **Within 90 days** of your program completion date and before the expiry date printed on your study permit, whichever comes first.

OR

- [Outside Canada Application] **Within 180 days** of your program completion date if you have left Canada or hold a valid visitor record. You must have held a study permit within the last 180 days. *Please speak to an International Student Specialist as this guide does not apply to a PGWP application from outside Canada.*

Cost

\$255 CAD

Processing time

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

Application form

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

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

² <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5580-applying-work-permit-student-guide.html>
[permits/post-graduation-work-permit-program/permit.html](https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5580-applying-work-permit-student-guide.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.

Step 1**Gather your documents**

Please note the following:

- Documents should be issued within 30 days prior to submitting your application.
- If you want to upload several documents in one field, you must combine all the documents in one PDF file (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.

Required documents:

- Official Transcripts
 - Non-credit program transcripts (for PD Certificates) are issued by the School of Continuing Education. PD Certificate graduates receive their transcripts during the SCE PD Graduation Ceremony – No need to submit a separate request.
 - Credit program transcripts (for undergraduate programs, University Preparation and English as an Additional Language) are issued by the Office of the University Registrar

How to request a transcript for credit programs online

- Log in to myPortal.MacEwan.ca
- Launch myStudentSystem
- Go to the Academic Records title
- Click "Request Official Transcript"
- Select: Grade Posting or Immediate Processing (if final grades are already posted)
- Select "Send Electronically to MyCreds"
- Click "Submit"
- You will receive notification in your MacEwan email once your document is available in MyCreds. This may take up to 2 business days.
 - In your MyCreds account, click on "Documents" to see your transcript.
 - Click on "Download PDF" to download your transcript for your application.

- Post-graduation Work Permit (PGWP) letter
 - Your PGWP letter must indicate the length of your program and graduation approval date.
 - PD certificate students will receive the letter during the SCE PD Graduation Ceremony – No need to submit a separate request.
 - Credit program students can request this letter only after their graduation is approved. To request, send the [International General Request Form](#) to international@macewan.ca (allow 5 business days for processing).
- How credit program students can check if they are approved to graduate
 - Log in to myPortal.MacEwan.ca
 - Launch myStudentSystem
 - Go to the Academic Records title
 - Click View My Graduation Status from menu on the left
 - You can confirm the approval of your graduation application once the Graduation Status changes to "Eligible to Graduate."
- Passport
 - Include 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, or markings from Canada or any other countries.
 - Ensure your passport remains valid for the full length of your eligible PGWP. A PGWP cannot be issued past your passport's expiry date. Book an appointment with an International Student Specialist for further discussion, if needed.
- Digital [passport-sized photo](#)
- [Proof of language results](#) (a minimum level of CLB 7 or NCLC 7)
 - English Tests: CELPIP-General, IELTS General Training or PTE Core
 - French Tests: TEF Canada: Test d'évaluation de français or TCF Canada: Test de connaissance du français)

Additional documents you might need:

- [Immigration Medical Exam](#)
- Family Information Form (IMM5707)
- [Biometrics](#)
- Client Information Letter (a letter of explanation providing any additional information that you want to share with IRCC)
- MacEwan University's letter confirming the date a student withdrew from a course (or courses), resulting in a part-time status for the remainder of the term
- Authorized leave letter
- Any case-specific letters

Step 2

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

Step 3

Click on “Apply to come to Canada” and “Visitor visa, study and/or work permit”.

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 4

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, 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

You need a valid [medical exam](#) performed by an [IRCC authorized panel physician](#) if you want to work in jobs that bring you into close contact 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. Medical exam results are valid for 12 months only*.

Find out if you're eligible to apply

Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months? **(required)** ?

Please make a selection

Save and Exit Questionnaire

Next

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

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

* <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams.html>

Find out if you're eligible to apply

Will you be getting a medical exam before submitting your application? Sending medical results, if required, as part of your application package will speed up the processing of your application.

For a medical exam, you must see a physician on [Canada's list of Panel Physicians \(required\)](#) ?

Please make a selection

Save and Exit Questionnaire

Next

In the context of an application to [IRCC](#), a Family Member 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](#).

IRCC can't issue your PGWP beyond the [expiry date of your biometrics](#). If you want a permit for a longer period than the expiry date of your biometrics, you can extend the validity of your biometrics by giving them again when you apply, even if they're still valid.

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](#).

Step 5 Review your document checklist.

Under "Completion of Studies letter (required)" MacEwan students must upload the PGWP letter. Under "Client Information" you must upload your language test results.

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)	?	Upload File

Supporting Documents

Supporting Documents			
Details	Document Name	Instructions	Options
Not Provided	Recent Education Transcript (required)	?	Upload File
Not Provided	Completion of Studies Letter (required)	?	Upload File
Not Provided	Passport (required)	?	Upload File
Not Provided	Digital photo (required)	?	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)	?	Upload File
Not Provided	Client Information	?	Upload File

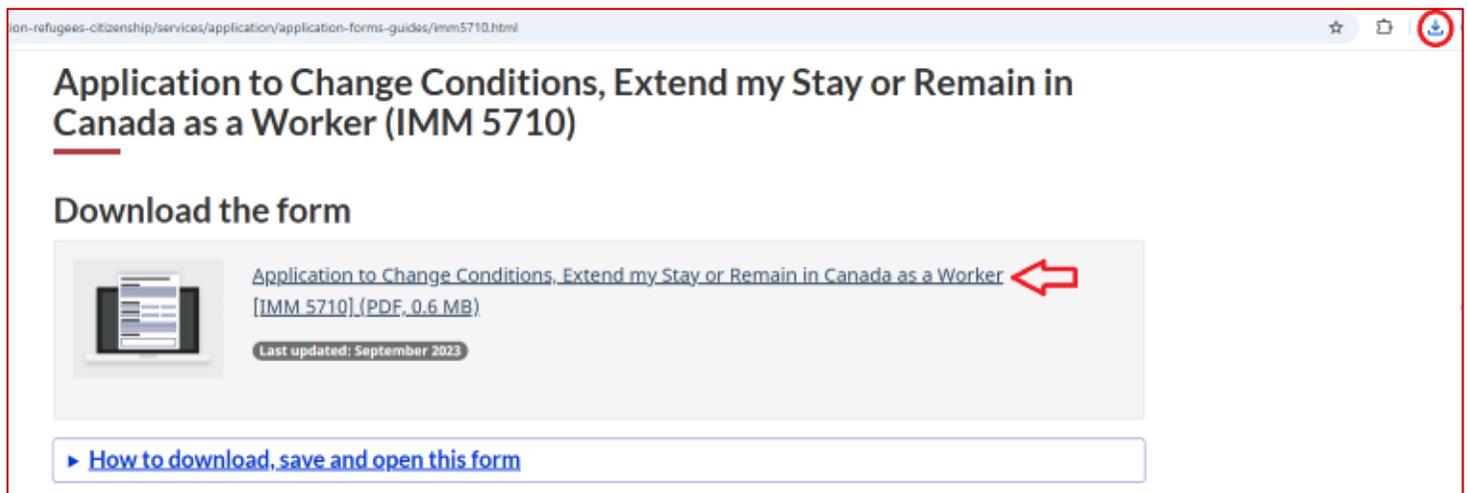
Fees

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

Step 6
Download an application form and save it as a PDF file on your computer.

Make sure you have Adobe Reader (<https://get.adobe.com/reader/>) installed on your computer.

1. Click on the “Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710)” to download the form.
 - For most Internet browsers, clicking on the link above will automatically download the form.
 - If the form doesn’t automatically download, right-click on the link and select “Save as.”
2. Go to the folder where the form is saved and right-click the mouse to open it with Adobe Reader.


Step 7
Fill out the application form (IMM5710) truthfully!

Tips on filling out the form:

What is a UCI?	Unique Client Identifier or Client ID. You can find it on your study permit.
I am applying for one of the following:	Select “Apply for a work permit for the first time or with a new employer”
Example of how to write an address	<p>a) Address: 10700 104 Avenue NW Street No.: 10700 Street Name: 104 Avenue NW</p> <p>b) Address: Apt 2020, 10500 Jasper Avenue NW Apt/Unit: 2020 Street No.: 10500 Street Name: 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
Details of Intended Work in Canada	Select "Post Graduation Work Permit" as the type of work permit you are applying for. Leave questions 2 -7 blank.
Background information (2C): Have you previously applied to enter or remain in Canada?	Select "Yes", and list all the immigration applications that you have submitted to Canada, including but not limited to an initial study permit, study permit extensions, co-op work permits, and TRVs. Include both approved and refused applications and indicate the years in which those applications were submitted.

For your reference:

The image shows a sample Canadian Study Permit form with several key areas highlighted by red circles and annotated with yellow callout boxes:

- Document number (F) UCI (xxxx-xxxx):** A red circle highlights the document number "DD186 487 276" and the UCI number "F-XXXX-XXXX". A yellow box points to these with the text "Document number (F) UCI (xxxx-xxxx)".
- KNOW YOUR EXPIRY DATE!:** A red circle highlights the "Date Issued/Délivré le:" field with the date "2015/05/02". A yellow box points to this with the text "KNOW YOUR EXPIRY DATE!".
- Statements needed to prove you can work to Service Canada:** A red circle highlights the "Conditions:" section, which lists: "1. MUST LEAVE CANADA BY 2016/07/30" and "2. NOT VALID FOR EMPLOYMENT IN BUSINESSES RELATED TO THE SEX TRADE SUCH AS STRIP CLUBS, MASSAGE PARLOURS OR ESCORT SERVICES." A yellow box points to this with the text "Statements needed to prove you can work to Service Canada".
- You may also require a valid entrance document:** A red circle highlights the "Remarks/Observations:" section, which states: "MUST ACTIVELY PURSUE STUDIES AT A DESIGNATED LEARNING INSTITUTION. MAY ACCEPT EMPLOYMENT ON OR OFF CAMPUS IF MEETING ELIGIBILITY CRITERIA AS PER R186(F), (V) OR (W). MUST CEASE WORKING IF NO LONGER MEETING THESE CRITERIA." A yellow box points to this with the text "You may also require a valid entrance document".
- Re-entry restriction:** A red circle highlights the bottom of the form with the text: "***THIS DOES NOT AUTHORIZE RE-ENTRY/CECI N'AUTORISE PAS LA RÉ-ENTRÉE***".

Step 8 Validate your application form (IMM 5710) and upload it.

Step 9 Upload other application documents.

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

Step 10 Pay the applicable fees and submit your application.

Once you submit your application you will see a “Congratulations!” notice on the page. Then, you will receive an “acknowledgement of receipt” email in your IRCC Secure Account.

After you apply

You may begin working full-time [after submitting your PGWP application](#) while waiting on a decision from IRCC, only if:

- At the time of your application, you were a holder of a valid study permit and applied for a PGWP within 90 days of your graduation approval date or before the expiry of your study permit, whichever came first; and
- You were [eligible to work off campus without a work permit](#) while studying and you didn't work more hours than you were allowed to, including the period after your graduation approval date and before submitting your PGWP application.

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

Even if your current study permit expires before a decision is made on your PGWP application, you can continue working if you are eligible to work as per [R186\(w\)](#).

Although you may be able to [leave Canada after applying for a PGWP and return to Canada](#), 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 an International Student Specialist at MacEwan International to discuss the documents you must bring with you when travelling 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 Insurance 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 for updates on your application or check your application status at: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-status.html>