

# How to Apply for a Post-Graduation Work Permit

Post-Graduation Work Permit (PGWP) allows holders to work for full-time once they have completed their studies.

## Before you begin:

First, you must meet the following requirements:

- Do you have proof that you have completed all the requirements for your program?
  - A final official transcript from Okanagan College
  - AND
  - Official Program Completion Letter stating that you have met all the requirements for your program
- Did you study in a program that was at least 8 months long?
- Was the study program you completed an academic, vocational or professional training program (i.e., English as a second language or French as a second language study program are NOT eligible)?
- If you are residing inside Canada, do you have a valid immigration status (e.g. have a valid study permit, work permit, etc.)?
- It's strongly recommended that you submit your PGWP application within 89 days of your study program completion date or before your current study permit expires, WHICHEVER COMES FIRST.**

Make sure that you have collected all the supporting documents:

- Final official transcript – this can be requested from your myOkanagan account (involves CAD \$10.00 fee)
- Official Program Completion Letter stating that you have met all the requirements for your program - complete and submit your 'Letter of Program Completion Request' form, available here: [https://www.okanagan.bc.ca/Assets/Departments+\(Administration\)/Registrar%27s+Office/Forms/Letter+of+Completion.pdf](https://www.okanagan.bc.ca/Assets/Departments+(Administration)/Registrar%27s+Office/Forms/Letter+of+Completion.pdf). Then, email your completed form to [graduation@okanagan.bc.ca](mailto:graduation@okanagan.bc.ca)
- Copy of bio-page and all marked/stamped/visa pages in your current, valid passport – combine these in a single PDF file
- If there is NO stamp in your passport on your most recent entry into Canada, include copy of your flight itinerary/air ticket/boarding pass for the most recent entry into Canada, and write and include a simple Explanation Letter explaining the reason for including your flight itinerary
- Copy of your valid study permit
- Application fee - \$255.00 (subject to change)
- Credit card or debit card to pay the application fee
- Digital photo meeting the requirements explained here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/temporary-resident-visa-application-photograph-specifications.html>

**Note:** you must obtain and submit BOTH, your Official Program Completion Letter and Final Official Transcript, as part of your work permit application.

*Please note: you may be required to provide additional supporting documents. All documents need to be in English or French.*

## When can I apply for the Post-Graduation Work Permit?

You can only apply for this work permit once you have met all the requirements for your program and all your final grades have been posted to your MyOkanagan account.

## Can I start working before I receive my Post-Graduation Work Permit?

If your study permit is still valid AND it specifies that you can work off campus you may begin working BUT you must apply for and submit your post-graduation work permit application FIRST before your start working.

## Can I extend my Post-Graduation Work Permit?

Post-graduation work permits are only issued once. If you were eligible for a longer work permit but could not get one because your passport was expiring, you may be able to extend your work permit for the remaining length of time. If this does not apply, you may be able to apply for a work permit if you have submitted an application for permanent residence.

## Applying Online

### Step 1: Request your proof of graduation

Request and submit BOTH of the following documents for your Post-Graduation Work Permit application:

- ☐ **Final Official Transcript** – this is available through your myOkanagan account. Make sure you order your official transcript AFTER your final grades have been posted to myOkanagan. There is a \$10 fee.
- ☐ **Official Program Completion Letter** – Complete your 'Letter of Program Completion Request' form, available here: [https://www.okanagan.bc.ca/Assets/Departments+\(Administration\)/Registrar%27s+Office/Forms/Letter+of+Completion.pdf](https://www.okanagan.bc.ca/Assets/Departments+(Administration)/Registrar%27s+Office/Forms/Letter+of+Completion.pdf). Then, email your completed form to [graduation@okanagan.bc.ca](mailto:graduation@okanagan.bc.ca).

### Step 2: Create your personal checklist using IRCC online services

Visit the IRCC website and complete the Come to Canada wizard: <http://www.cic.gc.ca/ctc-vac/getting-started.asp>. After you finish answering all questions, the system will generate 'personal reference code' along with several steps. Read and follow these steps carefully.

### Step 3: Scan and attach all supporting documents

Scan your documents to your computer and attach them to your online application. If you do not have a scanner you can use the scanner in the Library. The overall size of each file to upload needs to be less than four (4) MB. You may use Adobe Acrobat to reduce file size. Alternatively, you may print out the documents and scan them at a lower resolution (not below 250 dpi).

### Step 4: Pay the application fee and submit your application.

You can pay the application fee using your credit card or debit card.

### Step 5: Update your Social Insurance Number and Temporary Resident Visa (TRV)

Make sure that you apply for a new Social Insurance Number (SIN) once you receive your work permit. If you require a Temporary Resident Visa (TRV) to enter Canada you should also apply for a new TRV that says "worker" on it.

### **IMPORTANT NOTE:**

#### Update your status with Medical Services Plan (MSP)

Once your work permit arrives, be sure to update your status with MSP (can be done by 'Request MSP Account Change' using the instructions specified: <https://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp/bc-residents/managing-your-msp-account/renewing-your-work-permit>

