

Applying for a Post-Graduation Work Permit (PGWP) Prepared by: Kathleen Cobb (ROC#531193) June 2023

This guide is for New Brunswick Community College (NBCC) graduates who are applying for the postgraduation work permit (PGWP) online from inside Canada. The information provided in this guide is accurate as of June 6, 2023.

For the most up to date information, please refer to the IRCC website directly or consult the IRCC Contact Centre at 1-888-242-2100 to confirm or clarify immigration-related information and requirements.



Before you apply

Take note of your study permit expiry date. Your study permit will become invalid 90 days after your letter of completion is issued or on the study permit expiry date, whichever comes first. (Source: Immigration and Refugee Protection Regulations (justice.gc.ca)).

If your study permit will expire on or around the last day of your classes, **contact** <u>immigration@nbcc.ca</u> as early as possible to understand your options.

Recommendation: Apply to extend your study permit for an additional 90-day bridging period after your current expiry date. Submit this application 3-4 months before the study permit expiry date.

Work authorizations: Having a valid study permit at the time of application and submitting your PGWP application within 90 days of receiving your letter of completion is one of the requirements to be eligible to work full-time after submitting your PGWP application online.

Work authorizations at the end of your program of study

After your last day of classes but before you receive your letter of completion: you can work part-time (20 hours/per week off campus based on your study permit work authorization) (<u>Study permits: Off-campus work - Canada.ca</u>). ** You may be eligible to work more than 20 hours/week if you are eligible for the <u>IROC temporary public policy</u> for expanded work hours. Use <u>this eligibility tool</u> to understand if you can.

After you receive your letter of completion: you must stop working until you have applied for the post-graduation work permit (PGWP). There does not need to be a break in your work authorizations if you are prepared to submit your PGWP application as soon as you receive your letter of completion.

After you submit your PGWP application: If Immigration, Refugees and Otizenship Canada (IROC) receives your application for the PGWP within 90 days of the date you received your letter of completion from NBOC and your study permit was valid at the time you applied, then you can begin working full-time until a decision is made on your PGWP application (Work off campus as an international student - Canada.ca) as long as you meet the following criteria (as per the Immigration and Refugee Protection Regulations 186(w) and (v)):

- You were enrolled full-time in a certificate or diploma program that is PGWP eligible, and
- You did not work over the authorized number of hours per week when you were a student.

Begin your online application

- 1. Log into your IRCC online account through GOKey or Sgn-in partner.
 - a. If you have previously had an account created by a representative or that you no longer have access to, you can create a new account.
 - b. Take note of your log-in information and security questions.



 If you have completed a medical exam in the past five years, you may be <u>exempt from</u> <u>this requirement</u> (in effect until October 6, 2024).

Biometrics

- o These are required for all temporary residence applications.
- o IRCC keeps them on file for 10 years.

Family Information Form

- This is a required form depending on your citizenship.
- o If it is on your document checklist, be sure to complete it in full.
- You can leave the signature section blank (since you will be submitting the application with a digital signature) or you can print and sign this form.

Client Information – Letter of Explanation

- You can only upload one document in this section. If you have multiple supporting documents to include, you must merge them into one PDF.
- You can use this space to upload a letter of explanation if you need to address anything unique about your application. This could include, but is not limited to the following: Multiple programs of study (include a timeline)

Unscheduled breaks or part-time studies during your time at NBCC

Changes in your program of study/NBCC campus/designated learning insti(i)13(m)el4 Tf5reaks or



- 2. Check <u>IRCC average processing times</u> to understand how long (approximately) you will be waiting for a decision.
 - a. Temporary Residence > Work Permit from Inside Canada (initial and extension) QD.00000912 0 612 92 reW* r



effect for two years from January 30, 2023) and includes part-time or full-time employment. You will need confirmation that you are employed.

- The spouse, common-law partner or a family member of someone working in Canada needs a work permit - Canada.ca
- Changes to open work permit eligibility for family members of foreign workers -Canada.ca

Dependent Child Study Permit Extension/Initial Application

• You do not need to demonstrate employment to extend a dependent child s study permit or apply for a study permit for a dependent child.