

# POST-GRADUATION WORK PERMIT APPLICATION (outside of Canada)

## Online Application



This is not a legal document and information may change without notice.  
Always refer to [Immigration, Refugees and Citizenship Canada](#) for the most up-to-date information, or connect with an [Immigration Specialist](#) for assistance.

### Information

- This guide is intended for graduates applying for Post-graduation work permit (PGWP) **outside Canada**.
- The validity period of your work permit cannot exceed that of your passport. Therefore, you should ensure that your passport's validity exceeds the amount of time you are requesting on your application.

### When to apply

- You have up to 180 days after you graduate to apply for a PGWP. The graduation date is the day the registrar's office issues your final marks or confirmation of program completion.

### Cost

- \$255 - processing fee for post-graduation work permit application
- \$85 - some applicants may need to pay biometrics fee (check if you need to pay on this [website](#))

### Required documents

- **Application for Work Permit Made Outside of Canada (IMM1295)**  
You may read the [instruction guide](#) to understand how to complete this form.
- **Final Official Transcript**  
To request your Official Transcript, please follow [these steps](#).
- **Completion of Studies Letter** (also known as Graduation Letter)

To access your graduation letter in [Student Home](#):

1. Select the "Communication Centre" tile
2. Select **Registration**
3. Select **Graduation Letter** from the list available
4. The letter will open up in a new tab/window as a PDF file

- **Copy of Passport**  
Scan the page with your photo and all pages with stamps and visas and permits.
- **Digital photo** ([photograph specifications](#))

In some cases, you may need to add the following documents:

- [Proof of medical exam](#)
- Photocopy of your current immigration document (such as study permit)
- Family Information Form
- Explanation Letter

## APPLICATION PROCEDURE (outside of Canada)

### Online Application



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#### STEP 1

- Log in/ Sign up to your [IRCC account](#)

We recommend using Option 1: GCKey  
(Sign in with your GCKey user ID and password)

- Scroll down to start an application and click on '**Apply to come to Canada**', as seen below

#### 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.

- In the 'Determine your eligibility and apply online' section, select '**Visitor visa, study and/or work permit**'.

Visitor visa, study and/or work permit



If you have been off-track in your study progression or have not complied to the condition of your study permit, such as taken multiple or long leave from studies, please contact an immigration specialist to review your situation before submitting your work permit application.

## STEP 2

Answer questionnaire and check your eligibility.

- You will need to answer a series of questions before you are able to upload your required documents.
- Please find below **an example**. Please keep in mind that every case is specific, and you **must answer questions based on your personal case**.

**What would you like to do in Canada?**

Work

**How long are you planning to stay in Canada?**

Temporarily - more than 6 months

**Select the code that matches the one on your passport.**

BRA (Brazil)

**What is your current country/territory of residence? If you are presently in Canada, you should select Canada.**

Brazil

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

No

**What is your date of birth?**

January 1, 1995

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

No

**I have a job offer and my employer gave me an offer of employment number or LMIA number (or proof of that your employer applied for an LMIA).**

No

**Do you plan to work on any of the following work permit exempt categories?**

- Athletes and coaches
- Aviation accident or incident investigators
- Business visitors
- Civil aviation inspectors
- Clergy
- Convention organizers

- Crew members
- Emergency service providers
- Examiners and evaluators
- Expert witnesses or investigators
- Family members of foreign representatives
- Foreign government officers
- Foreign representatives
- Health-care students
- High-skilled workers for 30 days or less or researchers for 120 days or less under ([Global Skills Strategy](#))
- Judges, referees and similar officials
- Military personnel
- News reporters, film and media crews
- Performing artists
- Public speakers

No

Will you be coming to Canada under an active public policy or special measure announced by IRCC?

No

Are you [a spouse, common-law partner or dependent child](#) of a person who has or is applying for a work permit?

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?

Yes

Are you a spouse or common-law partner of a person who holds a study permit. [Check if you are eligible to apply for an open work permit.](#)

No

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?

Yes

What is your [marital status](#)?

Never Married/Single

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

Ontario

The first section of the questionnaire will lead to the type of application you are eligible to apply. You should see the below choice and select this to proceed. If you do not see this choice, please connect with an [immigration specialist](#).

## 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 - outside of Canada

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

Continue 

**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?**

Yes

**Have you ever committed, been arrested for, been charged with, or convicted of any criminal offence in any country?**

No

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

No

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

No

**Are you giving someone access to your application?**

No

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

Yes

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

Yes, I will be paying my application fees.

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

Yes

**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 Visa Debit or Debit MasterCard.**

Yes

### STEP 3

You will be guided through the following steps to complete your application:

1. Upload your documents
2. Review your application
3. Pay with a credit card
4. Submit your application

After you submit your payment, you will see a page that confirms that your application has been submitted. It will have more information on next steps. Shortly after you submit, you will also receive a confirmation message in your account.

## FREQUENTLY ASKED QUESTIONS

### **Can I work anywhere, in any type of job, under the Post-Graduation Work Permit Program?**

The post-graduation work permit is an open work permit. This means that you can work in any occupation anywhere in Canada, and change employers any time you wish.

### **How long may it take to have your work permit application processed?**

Check the [processing times](#).

### **I'm waiting for my post-graduation work permit (submitted outside of Canada). Can I travel to Canada while the application is being processed?**

You can travel to Canada, as long as your [visa](#) or [Electronic Travel Authorization \(eTA\)](#) is still valid. If your visa or eTA is expired, you have to wait until IRCC completes the processing of your PGWP application.

More information can be obtained from [IRCC's Help Centre](#).