

Camosun International Student Newsletter

Volume 45 | December 15, 2023 **POST-GRADUATION WORK PERMIT (PGWP) EDITION**

Are you planning to apply for the Post-Graduation Work Permit (PGWP)?

Here is some important information you should consider if you are completing your program in 2023 Fall Term:

Are you Eligible to Apply for PGWP?

Applicants can receive only **ONE** post-graduation work permit in their lifetime.

You must meet **ALL** of the following requirements to be eligible to apply for the PGWP (refer to [Eligibility criteria](#)).

- Must have completed a study program that was
 - at least 8 months long and
 - that led to a degree, diploma, or certificate.
- Must have maintained full-time study load in every semester (excluding scheduled breaks). There are exceptions for:
 - Final academic semester: You can find details about taking part-time studies in your final academic semester [here](#).
 - Authorized Leave of Absence: If you took an authorized leave of absence during studies, then it should be less than 150 days. We would also recommend speaking to one of the advisors at Camosun International before submitting your application. **For more information about authorized leave of absence, please visit Immigration, Refugees, and Citizenship [IRCC website](#).**
- Must apply for work permit within 180 days of receiving written confirmation from Camosun College that you have completed your program. This written confirmation of completion of studies could be in the form of email, final transcript, graduation letter or certificate/diploma.
- If you are applying from within Canada, then you must have a valid study permit OR visitor status at the time of application.



“Start preparing now!”

Validity of Study Permit

It is important to note that **your study permit becomes invalid 90 days after completion of your studies or the day on which it expires, whichever comes first.** Here is an example to clarify this:

“Ali is a student studying in the Diploma in Business Administration program. His study permit expiry date is August 31, 2024. However, he finishes his studies on December 31, 2023 and receives his Letter of Completion on January 12, 2024. Now his study permit is only valid for 90 days and will become invalid on April 11, 2024.”

“Your study permit becomes invalid 90 days after completion of your studies!”

Validity of Passport

Make sure that your passport is valid for the entire length of time your PGWP would be issued for.

For example, if your PGWP could be issued for three years then your passport should be valid for the same amount of time. Otherwise, your PGWP will be valid only until your passport expires.

If this happens, IRCC may advise you to extend your passport in order to obtain the full validity of the PGWP. If they do, you'll have to ask for a PGWP extension on paper.

Therefore, it is strongly recommended that you get your passport extended before applying for PGWP to prevent all of the hassles.

When Should You Apply for PGWP?

Because you may only apply for PGWP once, we strongly advise you to think about your current situation and future goals before applying.

Think about factors such as your desire to pursue further studies in Canada. If yes, then you might want to explore more details and set out your goals to understand when it would be most beneficial to get PGWP.

If you are planning to apply for PGWP right after completing your studies at Camosun and want to stay in Canada while the application is processed, then it would be recommended to apply for it while your study permit is valid.

“If you don't apply for PGWP while your study permit is still valid, change your status to Visitor or leave Canada.”

Assembling Documents for the PGWP Application

Once you have officially completed your program and have following required documents, you can apply for PGWP:

1. Letter of Completion

This letter is also called a Completion of Studies letter. It is not issued with your credential, and **you must request for it separately**. To obtain your Letter of Completion, please follow the processes mentioned below:

STEP 1: Please submit your [Application to Graduate](#) as soon as possible if you have not already done so.
Application to Graduate Deadline for Fall 2023 Term is December 31, 2023.

At the beginning of your last semester, and prior to applying to graduate, ensure your program is open and all your program course requirements are **'In-progress'** or **'Completed'**:

- a) Log in to myCamosun
- b) Go to 'Student Planning', then 'My Program', then 'Program Requirements'
- c) 'Expand All'
- d) View all program requirements and ensure all required course statuses are 'In-progress' or 'Completed'. Exception: Courses with start dates later in your final term* may not yet have 'In-progress' status; however, an application to graduate should still be submitted.

STEP 2: Apply for your Letter of Completion **NOW**. Fill out the online letter request form by clicking on [this link](#). When submitting the request, choose "**Letter of Completion/Graduation (for Post-Graduation Work Permit application)**" in the "**Purpose**" section of "**Letter Request Information**".

Your Letter of Completion will be E-MAILED to you after the completion of your study is confirmed, but you must apply for it now to avoid a delay.

2. Official Transcript

An official transcript is required for the PGWP application. You can apply for it via [myCamosun](#). Please sign in your Student Account, you will find the link for **Official Transcript Request** under the **Academics** drop down menu on the left. Please request it as soon as all your grades entered in the system, **not** before.

Important: Transcripts are produced based on your academic record at the time of ordering. Please make sure to view your Unofficial Transcript first and ensure that all courses and grades are listed **before** ordering official transcripts.

For more information and instructions, please visit [Student Records website](#).



Other Supporting Documents for PGWP

- Application to Change Conditions, Extend My Stay or Remain in Canada as a Worker ([IMM 5710](#))
- Scanned copy of your Passport
- Digital Photo (if requested)
- Proof of Upfront Medical Examination (If requested or if you are planning to work in a health and/or childcare related field)
- To support your application, write a statement of purpose or a letter of support. (Strongly recommended. This letter is not required in the application portal, but it could be uploaded as additional information.)

Please note that the above-mentioned documents are just a guideline for the PGWP online applications. The document checklist is generated based on the information you provide while filling the application. IRCC might require additional documents based on the information you provided. Please visit [IRCC website](#) for further information about the process.

Tip: [How to download and open a PDF form from IRCC's website.](#)

How much of Your Online Studies Count toward a PGWP

Studies Outside Canada

All of the time you spent studying online at a PGWP-eligible DLI from outside Canada between March 2020 and August 31, 2022, counts toward the length of a PGWP. This policy was updated as of September 1, 2022.

[Find out if these changes affect you and how.](#)

Studies inside Canada

Until August 31, 2023, the time you spend studying online from within Canada still counts toward the length of your PGWP. If your courses were moved online due to the pandemic, the time you spend studying online from within Canada until August 31, 2023, still counts toward the length of your PGWP. However, it's highly recommended that you attend in-class options when offered.

Travelling While Your PGWP Application is in Process

You can leave Canada and re-enter while your PGWP application is in process. You do not need a valid study permit, but you must have a valid TRV or eTA for entry.

You could also apply for PGWP outside of Canada and could come back to Canada to work while your application is in process, however, you must have applied for a PGWP while your study permit was valid. You should also have a valid TRV or eTA for entry.

The border officer will ask you some questions when you arrive back to Canada. They may also ask for proof that you applied for a PGWP such as a copy of application or fee payment receipt.

It is important to note that permission to re-enter Canada depends on the discretion of the Canada Border Services Agency (CBSA) officer and it is possible that you might not be allowed to re-enter.

When can You Start Working After Submitting Your Application for the PGWP?

- **If You Applied While Your Study Permit is Valid:** You can start working full-time after applying for a PGWP
- **If You Applied After Your Study Permit Has Expired:** You cannot start working until your PGWP application is processed and issued.

Here is What You Need to do When PGWP is Issued

- Apply for a new Temporary Resident Visa (TRV) or eTA. This is also called the Entry Visa as it allows you to enter Canada. If the TRV or eTA that was issued to you as a student is valid, you can use it as well. However, make sure that you get it renewed before it expires.
- Apply to extend your Social Insurance Number (SIN). You can find more information [here](#).
- Apply to extend your BC Medical Services Plan (MSP). Please make sure you have [temporary MSP coverage](#) while you are waiting for your work permit to be issued. You can find more information [here](#).

Immigration Advice: Do you Have Immigration Questions?

If you have general immigration related questions, please feel free to contact one of our International Student Experience Advisors at international_advisors@camosun.ca.

When emailing us, please include the following information:

- Your Name
- Student ID Number
- Your citizenship(s)
- Study permit and entry visa/eTA expiry date (if applicable)
- Your question(s)

Please note: In accordance with the Immigration and Refugee Protection Act and Regulations, the information in this document has been reviewed and approved by Regulated International Student Immigration Advisors (RISIAs). However, this is not an official document and information may change without notification. [Please make sure that you refer to Immigration, Refugees and Citizenship Canada \(IRCC\)](#) for the most up-to-date information.

Post-Graduation Work Permit (PGWP) FAQs

Q. Am I eligible to apply for PGWP?

You can apply for PGWP if you were a full-time student at Camosun and completed a certificate, diploma or degree which was 8 months or longer. See the IRCC's PGWP eligibility criteria [here](#).

Q. Until when I can apply for PGWP?

You must submit your PGWP application within 180 days after graduating. Graduating here means receiving the confirmation that your credential or Letter of Completion has been issued. It does not mean attending the graduation ceremony.

We highly recommend that you apply for the PGWP while your study permit is still valid within 90 days for program completion. Otherwise, you need to either change your status to visitor or leave Canada.

Q. Can I work before I apply for PGWP?

If you were eligible to [work off campus](#) during your final semester of studies then you could continue working until you receive confirmation of program completion. Please check the [IRCC website](#) to determine if you can work part-time vs. full-time.

Q. When should I stop working?

You must stop working once you are notified that your credential **OR** Letter of Completion is issued **whichever comes first**.

Q. When can I start working full time?

You can start working full-time if you meet **both** of the following:

- If you submitted your PGWP application **while your study permit was valid**
- If you were eligible to work off campus during your final semester of studies.

Q. When does the study permit expire?

Your study permit will expire on the date marked on the permit **OR** 90 days after the day you complete your studies, **whichever comes first.** [More Details.](#)

Notes and Tips:

You can calculate the days using this [website](#). Make sure to add the end date in calculation.

Your study permit is valid until 11:59 PM on the day prior to the expiry date on study permit or until 11:59 PM on the 90th day of completing studies.

- Do not wait until the last day to submit your application. You must submit it as soon as you can because you cannot control the situation if there are any glitches on the IRCC website or if you face connectivity issues, etc.
- You can complete the PGWP application online and fill in the forms while you are waiting to receive supporting documents from Camosun. It will save you time and you can submit your application as soon as your documents are issued.

Q. I applied for PGWP while I had maintained status for study permit. Can I start working full-time after submitting my PGWP application?

No, students who apply for PGWP while they have maintained status **could not** start working full-time until they get their PGWP. They must also stop working part-time once they finish their studies, usually this is either when they receive their Letter of Completion **OR** they are credentialed **whichever comes first.**

Q. What is maintained status (formerly implied status)?

If you have applied for a new immigration status but it won't arrive before your current status expires, you may still be able to stay, study, and/or work in Canada during this time. This is called '[maintained status.](#)' Maintained status breaks if you travel outside of Canada.

Q. I did not apply for PGWP within 90 days of graduation or before expiry of my study permit. Can I stay in Canada?

If you could not apply for PGWP while your study permit was valid then you are not allowed to stay in Canada legally. You must:

- [Apply for a visitor record](#) to stay in Canada longer, **OR**
- Leave Canada and apply for PGWP [More details.](#)

Q. What documents do I need to apply for PGWP from Camosun?

To apply for PGWP, you will need:

- **Letter of Completion** – Issued by Camosun International, [apply here.](#)
- **Official Transcript** – Issued by Student Records, see more information [here.](#)



Q. Are Letter of Completion and official transcript issued automatically?

No, to receive these documents, you must first "[Apply to Graduate](#)" and request your credential (parchment) through [myCamosun](#) during your last semester of your program. This will enable Camosun International to issue your Letter of Completion as soon as your completion of study is confirmed.

Note: You must apply separately for your credential (apply to graduate), official transcript (online request), and Letter of Completion (online request).

Q. Can I apply for a Letter of Completion months after finishing my program?

Yes, but you need to keep in mind that your program completion date will not change. Timeline to apply for PGWP starts from the end of the graduation term. For example, if you finish in the Fall term, your program end date would be December 31.

Q. I forgot to submit some documents with my PGWP application. Can I submit the documents to IRCC now?

If you forgot to submit any documents with your application, then you could send those to IRCC via [Webform](#).

Q. Can I travel after submitting my PGWP application?

Yes, you can travel outside Canada after submitting your PGWP application. If you leave and re-enter Canada after applying for your post-graduation work permit, you can still work full-time **while you wait for a decision**. Leaving and re-entering Canada does **not** stop you from being able to work full-time while you wait.

Q. Can I apply for PGWP from my home country?

Yes, you can apply for PGWP from your home country. You don't need to have a valid job offer in order to travel back. If your PGWP is not approved before you travel to Canada, you will need to explain why you are coming back to Canada.

Q. Can my spouse or common-law partner also apply for a work permit?

If IRCC approves your application for a post-graduation work permit, your spouse or common-law partner MAY be eligible for an open work permit. Please check the type of work permits and eligibility requirements for your spouse or common-law partner [here](#).

Q. Will I have Medical Services Plan (MSP) health coverage while waiting for my work permit?

After your study permit becomes invalid and before your PGWP arrives, you can still have access to health services. Please make sure you have [temporary MSP coverage](#) while you are waiting for your work permit.

Previous Newsletters can be viewed at our [website](#). Or scan our QR code below.



International Student Services

Camosun International



international_advisors@camosun.ca | 250-370-4812

CAMOSUN COLLEGE | Victoria, BC | camosun.ca/international

Camosun College campuses are located on the traditional territories of the Lekwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.