

## Applying for a Post-Graduation Work Permit Online

This is not a legal document and information may change without notice. Always refer to <https://www.canada.ca/en/immigration-refugees-citizenship.html> for the most up-to-date information, or visit International Education Centres for assistance.

Application for Post-Graduation Work Permit (PGWP) **must be submitted within 180 days** of receiving written confirmation (such as an official letter or transcript) from the educational institution indicating that they have met the requirements for completing their program of study.

Graduates may apply for a Post-Graduation Work Permit **from within Canada** if their **Study Permit is still valid**. If the applicant's Study Permit is no longer valid, and they wish to remain in Canada, they **must apply for Visitor status** before their Study Permit expires or **leave Canada**.

PGWP applicants who remain in Canada on Visitor status may apply from within Canada, those who left Canada may apply for PGWP from overseas.

To apply online, you need to prepare required documents in an acceptable format (PDF, WORD or JPEG) and upload them from your GCkey account.

### Application Form, Supporting Documents and Fee (additional documents may be requested):

- **IMM5710** (Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker)
- **Proof of Completion of Your Study** issued by Centennial College:
  - You need the following documents to prove your completion of study:
    - Graduation letter issued by International Centre OR Copy of your diploma or certificate **AND**
    - Official transcript clearly indicating "Degree awarded" date and your program name
  - Graduates who completed two programs need to submit Proof of Completion of study from both programs
- **Copy of Passport** (Scanned copy of your photo page and all other pages with stamps and visas. Also include a copy of your current study permit.) All pages should be submitted as one PDF file.
- **Digital Photo**(Click [here](#) for photo specifications)
- **Proof of medical exam** (if applicable):
  - A medical exam may be required depending on your country of residence from the past 12 months and your program of study. Your medical exam results are valid for 12 months once it is done. [Learn more](#).
- **Explanation Letter** by Applicant may be advisable if a student had part-time studies or took unscheduled leave from studies. Upload Explanation letter under Optional documents.
- **Fee - \$255** (Payable by credit card only. \$155 work permit fee + \$100 Open work permit fee)

## Tips on opening a GCKey Account and starting a new Application

GCKey is your account with Government of Canada that is used for any online immigration applications:  
<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>

Once GCKEY is created (login, password, security questions), proceed to **Start an Application** ("Apply to Come to Canada" found at the screen's bottom left corner).

## Tips on Answering Eligibility Questions in GCKey Account

You need to answer series of questions before you reach the document upload page.

What would you like to do in Canada? [?](#)

Work

How long are you planning to stay in Canada?

Temporarily - more than 6 months

What is the country/territory of your passport? [?](#)

Jamaica

What is your current country/territory of residence? [?](#) If you are presently in Canada, you should select Canada. [?](#)

Canada

Select Canada if you currently live in Canada.

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? [?](#)

1980

Continue to answer questions about your situation.

Are you a permanent resident of the United States and have your alien registration card (Green Card) or other proof of permanent residence? [?](#)

No

What is your current immigration status in Canada? [?](#)

Student

You must have a valid study permit when you apply for a Post-graduation Work Permit.

What is your marital status? [?](#)

Never Married/Single

What is your province of destination?  
If visiting multiple provinces, select the one in which you will be spending most of your time. [?](#)

Ontario

Do you plan to work on campus?

No

Are you a full-time student at a participating post-secondary institution and want to work off-campus up to 20 hours per week? [?](#)

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

Select YES here for a Post-Graduation Work Permit application.

Is your work an essential part of your studies (for example, a Co-Op or internship program)?

No

Continue to answer questions regarding your situations.

Have you been told by a Citizenship and Immigration Canada office that you are approved in principle for permanent residence in Canada?

No

Have you submitted a [permanent resident](#) application in Canada?

No

Do you have a written job offer?

No

What is your [marital status](#)? [?](#)

Never Married/Single

What is your province of destination? If visiting multiple provinces, select the one in which you will be spending most of your time. [?](#)

Ontario

When you reach “Your results” page, continue with Post-Graduation Work Permit application.

## Your results

Based on the information you provided, the result(s) below indicates whether you may be eligible to come to Canada.

### Temporary Resident Visa

You will need a temporary resident visa to return to Canada.

If you are working or studying in Canada, your temporary resident visa may expire at the same time as your work or study permit. If your work or study permit is expiring soon, please renew your study or work permit first. Once your study or work permit is approved, you may apply for your temporary resident visa.

Continue 

### Post-Graduate Work Permit

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

Continue 

Continue to answer more questions.

Are you accompanying a family member who has status in Canada? [?](#)

No

Accompanying family member refers to your spouse/common-law partner and dependent children. It does not include other family members such as parents, aunts & uncles, siblings, cousins etc.

Do you also want to apply for a study permit?

No

When does your status in Canada expire? [?](#)

Date

2015

August

30

Enter your study permit expiry date. You must have a valid study permit when you apply for a Post-Graduation Work Permit.

Which document have you received stating that you have completed all the requirements for your program of study?

Please make a selection

- [Please make a selection](#)
- [Final transcript](#)
- [Letter from educational institution](#)
- [Formal Notification](#)
- [Other](#)

Select the type of document you will be providing as a proof of completion of your study. Select "Letter from educational institution" if you are using a PGWP Letter issued by the International Office.

Answer questions to determine if you need to provide a proof of medical exam.

Have you had a medical exam performed by a CIC authorized panel physician (doctor) within the last 12 months? [?](#)

Yes

If your answer is YES, upload the proof of medical exam completed during the previous 12 months.

Have you lived in a designated country or territory for more than six months in the last year? [?](#)

No

Click [here](#) to learn more about the designated countries and territories.

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

Please make a selection

Select YES or NO depending on where you will likely be working.

Students in a program such as Practical Nursing, Early Childhood Education, Personal Support Worker will need to provide a valid proof of medical in order to work in the field.

Last series of questions before the document upload page.

Are you giving someone access to your application? [?](#)

Yes, I will be appointing a representative to apply on my behalf  
 Yes, grant authorization for Citizenship and Immigration Canada to release your application information to another person.  
 Yes, both appoint a representative and grant authorization to release information to another person

No

There are fees associated with this application. Will you be paying your fees online?

Are you able to make a digital copy of your documents with a scanner or camera? [?](#)

Will you be paying your application fees online? To pay online, you need a Visa, MasterCard or American Express. [?](#)

Your fee must be paid by credit card in order to apply online. The card doesn't have to be issued by a Canadian financial institution or in your own name.

## Tips in Completing the IMM5710 Form

You need to complete the form and validate it before uploading. Please see below for frequently asked questions for a post-graduate work permit application.

Questions	Answers/Hints
<b>Page 1</b>	
1. UCI	8 digit number located on your study permit. Indicated as Client ID or UCI.
3. I'm applying for one or more of the following	An initial work permit or a work permit with a new employer.
<b>PERSONAL DETAILS</b>	
7. Current Country of Residence	<p>Canada</p> <ul style="list-style-type: none"> <li>• Status</li> <li>• From</li> <li>• To</li> </ul>
	<ul style="list-style-type: none"> <li>• Student</li> <li>• The date your very first study permit was issued</li> <li>• The date your current study permit expires</li> </ul>
<b>Page 2</b>	
<b>CONTACT INFORMATION</b>	
1. Current mailing address	<p>This is the address where your permit will be mailed. Make sure to enter a valid address where your documents will not be lost.</p>
<b>COMING INTO CANADA</b>	
1. Date and place of your original entry to Canada.	The date you first arrived in Canada and the first Canadian city you arrived.
3. Date and place of your most recent entry to Canada (if not the same as original entry)	If you travelled outside of Canada since you first arrived, enter the most recent date and place of your entry to Canada.
4. If applicable, provide the document number of most recent Visitor Record, Study Permit, Work Permit.....	Found on top right corner of your study permit. Starts with a letter followed by 9 digit numbers (For example, F123456789)
<b>Page 3</b>	
<b>DETAILS OF INTENDED WORK IN CANADA</b>	
1 a). What type of work permit are you applying for?	Post-Graduation Work Permit
2. Details of my prospective employer	<p>You may say "To be determined" or "Pending" if you don't have a prospective employer. If you have a written employment offer, you may enter the company's information.</p>
<p>a) Name of employer</p> <p>b) Complete address of employer</p>	
3. Intended location of employment in Canada	<p>ON, Toronto</p> <p>"To be determined" or "Pending"</p>
<p>• Province, City/town</p> <p>• Address</p>	
4. My occupation in Canada will be	<p>"To be determined" or "Pending"</p> <p>"To be determined" or "Pending"</p>
<p>• Job title</p> <p>• Brief description of duties</p>	

5. Duration of expected employment	From: The date when you submit this application To: From date + the length of a Post-Graduation Work Permit you are eligible for (E.g. If your "From" date is <u>May 1, 2015</u> and you are eligible for a 1-year PGWP, enter <u>April 30, 2016</u> in the "To" date.)
<b>EDUCATION</b>	
1. Have you had any post-secondary education (including college...)?	Click YES and enter the highest the <u>highest level of your education</u> if you have attended a post-secondary education prior to Centennial College.
<b>EMPLOYMENT</b>	
1. Current occupation/activities <ul style="list-style-type: none"><li>• Company/employer/Facility name</li><li>• City, Province, Country</li></ul>	Student <ul style="list-style-type: none"><li>• Centennial College</li><li>• Enter Centennial information</li></ul>
<b>Page 4</b>	
<b>BACKGROUND INFORMATION</b>	
2 (c). Have you previously applied to enter or remain in Canada?	Click YES and provide details on what you've applied for in the past. (E.g. I applied for my initial study permit in December 2013, an extension of a study permit in March 2015 and an extension of TRV in June 2015..)
<b>Page 5</b>	
<b>SIGNATURE</b>	Do not print the form to sign as it will create an error for uploading. You may simply type your name and enter the date instead.
<b>VALIDATE</b>	You must validate the form at the end to obtain a barcode page. If you see error messages in red, modify your answers and validate until a barcode page is created. Save the form for uploading.