



International Education Centre

Post Graduation Work Permit (PGWP) Application

You must apply for the Post-Graduation Work Permit with a valid Study Permit and within 90 days of receiving your Eligibility to Graduate Letter/Program Completion letter. **Important:** as soon as you receive all your final grades, you can request this letter from the Registrar's Office as it is not automatically issued to students who are graduating. PGWP eligibility requirements. [View PGWP eligibility requirements.](#)

NOTE: if you missed the 90-day period or if your Study Permit has expired please [contact your Immigration Advisor.](#)

1. Log in to your online immigration account using GKey or Sign-in Partner

*If you are a new user, you will need to create your account through GKey or Sign-in Partner.

NOTE: Save your username and password. Consider taking a screenshot of all your security questions and answers to avoid getting locked out of your account. Once you are locked out of your account, you will never be able to access it ever again.

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>

2. Under "Start Application" complete the 'Apply to come to Canada' questionnaire

Kay Balite's account

View the applications you submitted

Review, check the status or read messages about your submitted application.

Search: Showing 0 to 0 of 0 entries | Show **5** entries

Application type ↑↓	Application number ↑↓	Applicant name ↑↓	Date submitted ↓	Current status ↑↓	Messages ↑↓	Action
No data available in table						

Did you apply on paper or don't see your online application in your account? [Add \(link\) your application to your account](#) to access it and check your status online.

Continue an application you haven't submitted

Continue working on an application or profile you haven't submitted or delete it from your account.

Search: Showing 0 to 0 of 0 entries | Show **5** entries

Application type ↑↓	Date Created ↓	Days left to submit ↑↓	Date last saved ↑↓	Action
No data available in table				

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.

[Refugees: Apply for temporary health care benefits](#)
Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.

[Citizenship: Apply for a search or proof of citizenship](#)
Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.

Even though you are already in Canada, you have to choose this option in order to Start an Application.

You have to Determine your eligibility to apply online for a Visitor/Study/Work Permit.

Signed in as Kay Balite [Account home](#) | [Account profile](#) | [Help](#) | [Logout](#)

Personal checklist

Personal Reference Code

If you have already completed the Come to Canada or the Express Entry wizard, you would have received a document checklist and/or a personal reference code, based on the answers you provided.

*** Please enter your personal reference code to begin your application. (required)**

[Continue](#) [Cancel](#)

Leave this blank.

I do not have a Personal Reference Code

If you do not have a personal reference code, you may answer a series of questions to find out if you are eligible to apply for a visa and/or permit, apply for Express Entry, and begin an online application.

If you begin your application **after you have logged into your account**, you will not receive a personal reference code, as the system will save your document checklist right into your account.

Determine your eligibility and apply online:

[Visitor visa, study and/or work permit](#) ←

[Express Entry \(EE\)](#)

[International Experience Canada \(IEC\)](#)

Choose this option.

If you do not see this option, that means you have an existing/open application that you have not yet submitted.

Go back to the main page of your account and look under "Continue an application you haven't submitted" to view your existing application.

3. Answer the online questionnaire

Questions	Answers
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 your current country of residence?	Canada
What is your current immigration status in Canada?	Student
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

Is your work an essential part of your studies (for example, a Co-Op, a practicum, or an internship program)?	No
Do you have a written job offer?	No
When does your status in Canada expire?	Your study permit expiry date
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 had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months?	Choose "yes" if you had a medical exam within the past 5 years, *this is a temporary policy until October 5, 2029. Read the section "Medical Exam" below.
<p>Find out if you're eligible to apply</p> <p>Do you want to work in one of the following jobs?</p> <ul style="list-style-type: none"> • 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 <p><i>(required)</i></p> <p>Please make a selection</p>	<p>If you intend to work in certain jobs, you may be required to undergo a medical exam – these jobs include any work that brings you in close contact with others (working with children, in healthcare services or labs) or agricultural work. The full list and more information is here:</p> <p>http://www.cic.gc.ca/english/information/medical/med_exams-temp.asp</p>
Do you want to submit an application for a family member?	<p>If your family is with you, check to make sure if they also have to renew their permits.</p> <p>*If you're applying for your spouse's/partner's Open Work Permit, you have to include proof of your (the student's) current employment, job duties with TEER equivalency (upload this in the Client Section of both of your applications).</p>
Are you giving someone access to your application?	<p>No – if you are applying only for yourself.</p> <p>However, if you are applying for family members then you should choose: 'Yes, both appoint a representative and grant authorization to IRCC to release information to another person'.</p>
In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada?	Dependent on your situation. If you have not given biometrics, you will be asked to give them at the closest collection centre. Appointment required plus \$85 in fees.
There are fees associated with this application. Will you be paying your fees or are you fee exempt?	Yes
Are you able to make a digital copy of your documents with a scanner or camera?	Yes
Will you pay your application fees online using a Visa, Mastercard, Visa/Mastercard debit?	Yes. If you don't have a credit card, you can purchase a pre-paid visa/mastercard.

You should now see your **Document Checklist**.

INSTRUCTIONS: You need to download the Adobe Acrobat Reader application to your computer.

Under *Application Form(s)*, Click on the document “Application to Change Conditions...”. After clicking it, a new webpage will open up. The webpage will say “Please Wait...”. You don't have to wait. Immediately press the download button of your web browser. Save the PDF file on your laptop. Go to the folder where you saved the file. Right click on the file and choose “Open with Adobe Acrobat” PDF Reader. Fill it out using a computer and not by hand/print.

Application Form(s)

Application Form(s)

Details	Document name	Instructions	Options
Not provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710) (required)	?	<input type="button" value="Upload file"/>

Supporting documents

Supporting documents

Details	Document name	Instructions	Options
Not provided	Recent Education Transcript (required)	?	<input type="button" value="Upload file"/>
Not provided	Completion of Studies Letter (required)	?	<input type="button" value="Upload file"/>
Not provided	Passport (required)	?	<input type="button" value="Upload file"/>
Not provided	Digital photo (required)	?	<input type="button" value="Upload file"/>
Not provided	Proof of upfront medical exam (required)	?	<input type="button" value="Upload file"/>

Optional documents

Optional documents

Do NOT complete/fill out this form.

Details	Document name	Instructions	Options
Not provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	<input type="button" value="Upload file"/>
Not provided	Client Information	?	<input type="button" value="Upload file"/>

- ✓ If you are also applying for a Spousal Open Work Permit, upload **your** Proof of Employment, Job Duties with corresponding TEER level.
- ✓ Letter of Explanation or additional information/documents if necessary. **Include your proof of English proficiency here.**

IMPORTANT: In order for you to include your spouse/partner in your PGWP application, **you (the student)** must meet certain eligibility criteria, Review the SOWP eligibility: <https://www.canada.ca/en/immigration-refugees-citizenship/news/notices/changes-open-work-permits-family-members-temporary-residents.html>

4. Complete imm5710e application form

Questions	Answers
1. UCI	Look for “UCI” on your Study Permit. It’s an 8 or 10-digit number listed on the top right side of your Study Permit.
3. I’m applying for one or more of the following:	A work permit for the first time or with a new employer
Personal Details	
7. Country/Residence a) Current Country of Residence b) Status c) From (YYYY-MM-DD) d) To (YYYY-MM-DD)	a) Canada b) Student c) The very first day you arrived in Canada d) Your Study Permit expiry date
Contact Information	
1. Current mailing address a) Apt/Unit b) Street number c) Street name	a) This is your room number OR apartment number inside your apartment building. b) This is the number of your house/building. Please only write the number here. This number is listed directly before your street name. c) Do not abbreviate words (Street, Avenue, Boulevard, Drive, etc.)
2. Residential address, same as mailing address?	If your mailing address is where you live, answer ‘Yes’.
Coming into Canada	
1. Date & place of your original entry to Canada	Date & place of your very first entry to Canada. Place is the city where you first landed when you entered Canada (ex. Toronto, Montreal, Vancouver, Halifax, etc.)
2. The original purpose of coming to Canada	Study
3. Date & place of your most recent entry to Canada	If you have ever travelled outside of Canada, this is the date and place of your most recent entry to Canada. Place is the city where you first landed when you entered Canada (ex. Toronto, Montreal, Vancouver, Halifax, etc.) Leave it blank if you have not left Canada since your first entry.
4. Document number	Black numbers starting with only one letter listed under the large red number at the top right of your study permit. It usually starts with a letter F or U.
Details of Intended Work in Canada	
1 a) What type of work permit are you applying for?	Post-graduation work permit
2. Details of my prospective employer a) Name of Employer	a) Leave it blank

b) Complete Address of Employer	b) Leave it blank
3. Intended location of employment in Canada? a) Province b) City/Town c) Address	a) Leave it blank b) Leave it blank c) Leave it blank
4. My occupation in Canada will be: a) Job title b) Brief description of duties	a) Leave it blank b) Leave it blank
5. Duration of expected employment • From (YYYY-MM-DD) • To (YYYY-MM-DD)	• Put the date 1 day after you submit this application. • Put the date that is 3.5 years from the date you submit this application.
6. Labour market opinion (LMO) No.	Leave it blank
7. If you have been issued a Quebec Acceptance Certificate (CAQ), provide the:	Leave it blank
8. Have you been issued a certificate under the Provincial Nominee program?	Answer 'No'
Education	
Have you had any post-secondary education (including university, college or apprenticeship training)?	Answer 'Yes' and include your MSVU credentials.
Employment	
Give the details of your employment....	<ul style="list-style-type: none"> • Enter your employment information. • If you don't have a job, you can write "actively seeking employment" under 'Current occupation/Activity', Write "to be determined" under 'Company/Employer name'.
Background Information	
2. a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada? b) Have you ever refused any kind of visa, admission, or been ordered to leave Canada or any other country? c) Have you previously applied to enter or remain in Canada?	a) If you have studied or worked without a valid study or work permit, you will need to provide details and explanation. b) If you were ever refused any visa, admission to Canada or any other country please indicate and briefly explain. c) Choose YES. Then, list all the permits that you've been granted. For example: "I have a Study Permit, Canadian visa and/or have extended my Study Permit
Signature	<ul style="list-style-type: none"> • You only need to type your name in the signature line, press the validate button, and save it to your computer before uploading it into your IRCC account. • This form should not be printed, signed and scanned. • Do not insert an e-signature.

5. List of documents for review:

NOTE: please email the following documents to immigration@msvu.ca for review.

- imm5710e – primary application form to stay in Canada as a worker
- Digital photo
- Passport – scan all pages except blank pages. Save multiple pages as 1 PDF file
- Eligibility to Graduate Letter/Program Completion Letter from Heather or Stephanie. Instruction is below.
- Official transcripts from Heather or Stephanie. Instruction is below.
- Letter of explanation (if necessary) – upload this in the section ‘Client Information’
- Medical exam (optional but required if you want to work in healthcare/medical services, hospitals, primary/secondary education, childcare, eldercare, agriculture)
- Study Permit
- Proof of English Proficiency
- If you are applying for your spouse’s/partner’s Open Work Permit, please include proof of your current employment and job duties with TEER equivalency.

Program Completion Letter and Official Transcripts

For the Program Completion Letter/Eligibility to Graduate Letter, you have to fill out the [Letter Request Form](#) and email it to heather.standing@msvu.ca and if she is on vacation, you can email it to stephanie.hale@msvu.ca.

NOTE: When filling out the form, you must choose **all** of the following options:

- Eligibility to Graduate
- Visa Letter
- And Other option box of Visa Letter, choose “Post-Graduation Work Permit

For Official Transcripts, you can go in-person to receive it right away OR you can fill out the [Transcript Request Form](#) and email it to transcripts@msvu.ca.

Medical Exam

IMPORTANT: in-Canada applications only

IRCC created a [temporary public policy](#) for immigration medical exams (IMEs) **until October 5, 2029 only**. If you completed an IME within the past 5 years, submit a copy of your previous medical exam.

To qualify for this temporary policy, you must meet **all** of these conditions:

- You applied, or are applying, for either permanent residence or temporary residence.
- You already live in Canada.
- You completed your previous IME in the last 5 years.
- Your previous IME indicated a low risk or no risk to public health or public safety.

NOTE: You need to submit your proof of medical exam performed by an IRCC approved physician if you plan to work in the fields of education, childcare, medical and healthcare services, nursing homes,

taking care of elderly and other vulnerable people, hospital, and agriculture, etc. Click on this link to [view the list of IRCC approved physicians by country](#) to book your appointment if necessary.

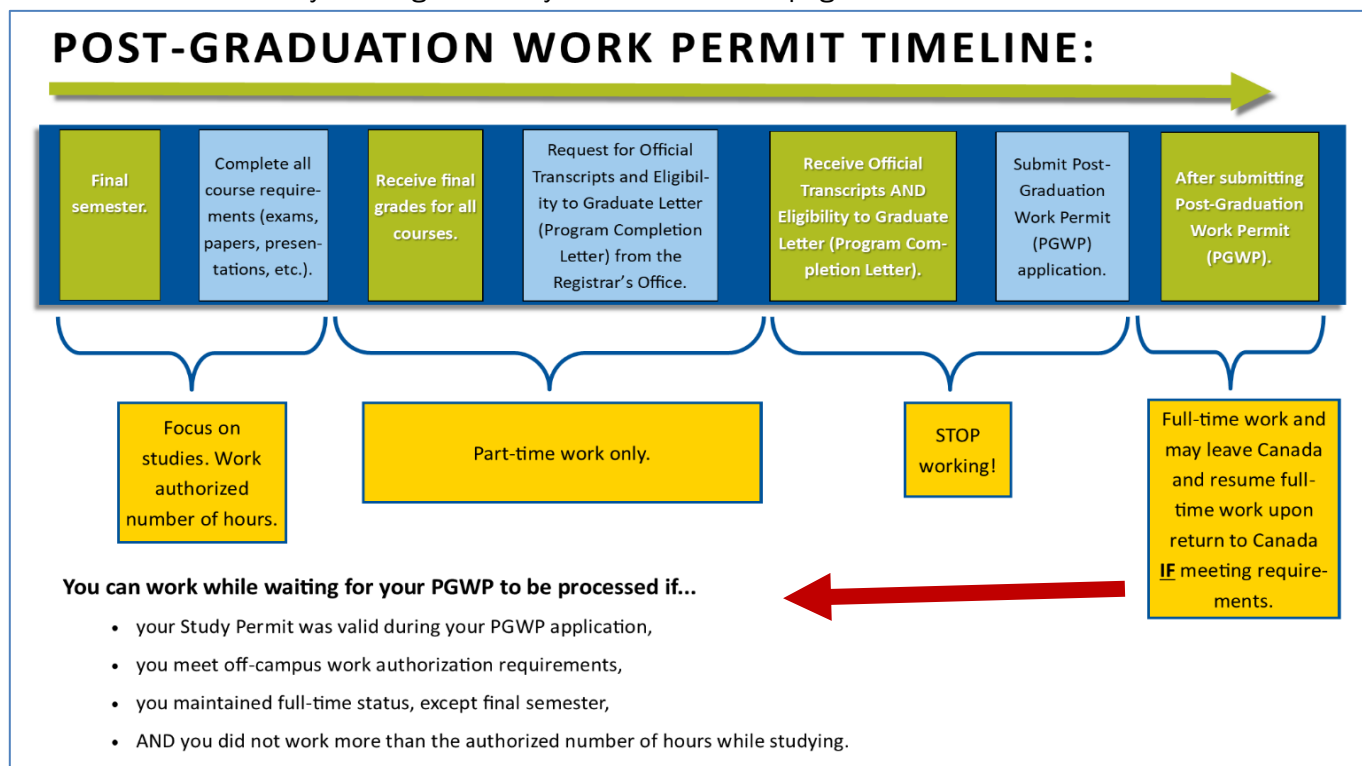
6. Pay the application fee with a credit card or visa/mastercard debit

Fees			
Fees			
Application	Quantity	Price (CAD) per unit	Total (CAD)
Work Permit	1	\$155	\$155
Open Work Permit Holder Fee	1	\$100	\$100
			Total Price (CAD) \$255

The fee shown is an estimate based on the fees in effect on the day that this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission.

7. Submit the application

Once your application has been successfully transmitted, you will receive a confirmation of application submission under “My Messages” or on your home account page.



- ✓ Link on work authorization for students in their final semester: <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/campus-work.html#off-campus>
- ✓ If you meet the working requirements above, you can work full time until a decision is made on your application. <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/post-graduation-work-permit-program/permit.%3Cb%3E#authorization>

Proof of English Language Proficiency

Starting November 1, 2024, PGWP applicants from a university are required to submit proof of English proficiency with a score equivalent to Canadian Language Benchmark (CLB) 7 and above. [Read more here.](#)

The accepted English proficiency tests include the following:

1. Canadian English Language Proficiency Index Program (CELPIP) General Test: <http://www.celpip.ca/>
2. International English Language Testing System (IELTS) General Test: <http://www.ielts.org/>
3. Pearson Test of English (PTE) Core: <http://www.ielts.org/>

* View CLB 7 equivalency score for CELPI, IELTS, and PTE: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/after-graduation/eligibility/language-results.html>

Mount Saint Vincent University is a designated CELPIP test centre so you can complete the test on-campus.

How to book your test at MSVU?

- Book your CELPIP test through this link: <https://celPIP-registration.paragontesting.ca/registration/#/registration/sitting-selection>
- Select General Test → Immigration, Refugees, and Citizenship Canada → Permanent Residence/Temporary Residence → Canada → Nova Scotia → Halifax → look for MSVU

How long does it take?

- The total test time is under 3 hours and is done in one sitting.
 - Listening (47–55 minutes): Listen to passages and answer questions
 - Reading (55–60 minutes): Read passages and answer questions
 - Writing (53–60 minutes): Respond to questions with written answers
 - Speaking (15–20 minutes): Reply to on-screen prompts verbally

How much does it cost?

- \$290 plus tax

How to prepare?

- Free Practice: [Free Practice Tests - CELPIP](#)
- Purchase of Study Materials: [Paid Study Materials - CELPIP](#)

What to bring with you?

- Required ID for the test registration: your original passport (no photocopy or electronic copies)

Where is the test exam?

- Seton Academic building room 331 (the computer lab)

How and when to get your test score?

- Log in to your CELPIP account 3-4 business days after your test date.