

# Information about Post-Graduation Work Permits (PGWP)



## Post-Graduate Work Permit Program (PGWPP) information is found here:

[canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/post-graduation-work-permit-program.html](https://canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/post-graduation-work-permit-program.html)

The Post-Graduation Work Permit Program (PGWPP) allows students who have graduated from eligible Canadian designated learning institutions (DLIs) to obtain an open work permit to gain valuable Canadian work experience.

You will find links at the weblink above to learn more about:

**Validity and application;** **Eligibility requirements;**  
**Eligible programs and institutions;** **Applicants and travel**

## Important!

- You can only apply for a PGWP **once in your lifetime**.
- You cannot extend a PGWP unless your passport expires and you need to extend the PGWP to reflect the duration that you are eligible for.
- It is your responsibility to ensure that you have a valid status in Canada when you apply for the PGWP. Otherwise, you can apply after you leave Canada – within 180 days of receiving your graduated status.
- You may need a medical exam if you will work with children or in a health services setting. More information can be found here: [canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams/requirements-temporary-residents.html](https://canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams/requirements-temporary-residents.html)
- Health Insurance – continue your health insurance coverage via Guard.me @ [guard.me/algonquin](https://guard.me/algonquin) and choose Grad Students or search for health insurance providers using Google or another browser.
- See how your spouse can apply for an open work permit once you have your PGWP here: [cic.gc.ca/english/work/apply-who-permit-result.asp?q1\\_options=1i&q2\\_options=2d](https://cic.gc.ca/english/work/apply-who-permit-result.asp?q1_options=1i&q2_options=2d)
- The date of completion of your academic program is NOT the same as the date of convocation (your graduation ceremony). **Do NOT wait until convocation to apply for your PGWP**, as convocation may occur more than 180 days after you have completed the requirements for your program.



## Most Up-to-Date Information

For the most up-to-date information about Immigration, Refugee and Citizenship Canada (IRCC), please refer to the IRCC web site at: [canada.ca/immigration](https://canada.ca/immigration) or call them at **1-888-242-2100**. It is the international student's responsibility to know the rules and regulations that apply. See the conditions of a study permit holder here:

[canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/prepare-arrival/study-permit-conditions.html](https://canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/prepare-arrival/study-permit-conditions.html)

## International Education Centre (IEC)

The IEC is located in room C021. On-campus services are by appointment only.

Current international students can send immigration related questions using our **Ask the International Education Centre case system**. Students may also book a face-to-face or virtual meeting. Click here to get in touch or book an appointment with us. [algonquincollege.com/international/how-to-contact-us](https://algonquincollege.com/international/how-to-contact-us)

You may also wish to visit our events calendar to register for upcoming immigration workshops and more. Visit [algonquincollege.libcal.com/calendar/international/?cid=7448&t=m&d=0000-00-00&cal=7448&inc=0](https://algonquincollege.libcal.com/calendar/international/?cid=7448&t=m&d=0000-00-00&cal=7448&inc=0) for more information.

IEC office work hours are from Monday to Friday from 8:30 am to 4:45 pm excluding holidays – unless otherwise specified.

## Important! As of January 10, 2022

When applying for a PGWP students MUST include documentation from their DLI if the student took authorized leave. The documentation must reflect that the authorized leave was approved by the DLI. If you take authorized leave, it is your responsibility to keep email communication with your program coordinator or academic department confirming that the leave is authorized as you **must** include it. The IEC recommends that you include your own letter of explanation (if applicable), with your PGWP application. It is recommended that you use your Aclive email when communicating by email with your academic department about authorized leave. More about documentation required to support authorized leave when applying for your PGWP is found here:

[canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/post-graduation-work-permit-program/eligibility.html#leave\\_from\\_studies](https://canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/post-graduation-work-permit-program/eligibility.html#leave_from_studies)

### Can I work after I complete my studies?

(work up to 20 hours/week) You can work up to 20 hours per week (if you are eligible) after you complete your final program requirements and until you receive confirmation of graduated status in your ACSIS account. Details are found here:

[canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/campus-work.html#scheduled-breaks](https://canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/campus-work.html#scheduled-breaks)

**Can I work after I submit the PGWP application?** (work full-time) You can work full-time while waiting for a decision on your **post-graduation work permit (canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/after-graduation.html)** application if, at the time you submitted your application, you:

- had a valid study permit,
- had completed your program of study, were eligible to work off-campus ([cic.gc.ca/english/study/study-assess.asp](https://cic.gc.ca/english/study/study-assess.asp)) without a permit, and
- did not work off-campus more than 20 hours a week during academic sessions.

Information above is found here: [cic.gc.ca/english/helpcentre/answer.asp?qnum=1181&top=15](https://cic.gc.ca/english/helpcentre/answer.asp?qnum=1181&top=15)

## What you will need from Algonquin College to support your PGWP application:

- Confirmation of graduated status (found on your ACSIS account under View Application Status)
- **Letter of completion** – accessible only after you receive confirmation of graduated status. If you have completed **more than one program** (ex: two one year programs), you can combine your two letters of completion into one PDF document. The IEC recommends that you include a letter of explanation along with the two letters of completion to alert the officer that there are two letters of completion. This will avoid the officer assuming there is only one letter and provide the PGWP based on only one of the two programs. If you do not know how to combine two PDF's into one, you can use Google to search how to combine the two documents.
- **If you are graduating from a Diploma program offered in a compressed format**, you will need a customized letter to support a three-year PGWP. Request the letter here: [algonquincollege.com/international/current-students/letter-request/](https://algonquincollege.com/international/current-students/letter-request/)
- Unofficial transcripts/grades

Learn about the process of getting the **graduated status confirmed by the College** here:

[algonquincollege.com/ro/graduate/](https://algonquincollege.com/ro/graduate/)

Receiving graduated status can take several weeks (or longer). It is recommended that you extend your study permit (if needed) to allow for this time in order to receive your graduated status. Learn more about extending your study permit here:

[canada.ca/en/immigration-refugees-citizenship/services/study-canada/extend-study-permit.html](https://canada.ca/en/immigration-refugees-citizenship/services/study-canada/extend-study-permit.html)

## When should I apply for the PGWP?

Within 180 days of receiving written confirmation of graduated status.

**Apply within Canada** - May apply from within Canada if you have a valid status (student or visitor). If you want to remain in Canada and the study permit expires, you must apply for a visitor status BEFORE the study permit expires. The study permit will expire on the date marked on the permit or 90 days after the day you complete your studies, whichever comes first. See more about this here:

[canada.ca/en/immigration-refugees-citizenship/services/study-canada/extend-study-permit/when-to-apply.html](https://canada.ca/en/immigration-refugees-citizenship/services/study-canada/extend-study-permit/when-to-apply.html)

If the PGWP application is submitted while you have a study permit extension application in process (maintaining status) and the current study permit is expired, you cannot work until the PGWP is approved. Details are found here:

[canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/visitors/implied-status-extending-stay.html](http://canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/visitors/implied-status-extending-stay.html)

**Learn how to apply for the PGWP outside of Canada** here:

[canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/apply-work-permit-outside-canada.html](http://canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/apply-work-permit-outside-canada.html)

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### Work Hours

Monday-Friday, 8:30 a.m.-4:45 p.m.

### **Algonquin College of Applied Arts and Technology**

1385 Woodroffe Avenue  
Ottawa, ON K2G 1V8  
Canada

### Ways to Connect

[algonquincollege.com/  
international/how-to-contact-us/](http://algonquincollege.com/international/how-to-contact-us/)