

Instructions to fill out the IRCC application for your Post Graduate Work Permit

These are general instructions detailing the virtual process for obtaining your Post Graduate Work Permit.

First, you must sign in or create an account on the IRCC website.

Remember to have all your documents ready to start the application, these are: degree or diploma (it can be a certificate of completion of studies), transcript and the official letter from your educational institution. Additionally, it will be very useful to have your IMM5710 form already completed (you can find it on the government website).

Here are the steps:

1. Create an account or log in via the IRCC portal:
<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>
2. At the bottom of your application profile select 'Apply to come to Canada'

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.

If you're applying for a study permit, we encourage you to [apply using the IRCC Portal](#).

Note: You **must** apply through this portal (IRCC secure account) if you're applying with a family member who needs a work permit.

[Students: Transfer schools](#)

For approved study permit holders only. Tell us if you are changing designated learning institutions. You will need your application number.

[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.

3. Then select "Visitor visa, study and/study work permit"

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

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 \(IEC\)](#)

[Report a problem or mistake on this page](#)

4. The IRCC application will take you to a list of questions that you must answer according to your immigration situation.

Find out if you're eligible to apply

What would you like to do in Canada? (required) ?

Please make a selection

How long are you planning to stay in Canada? (required)

Please make a selection

Select the code that matches the one on your passport. (required) ?

Please make a selection

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

Please make a selection

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

Please make a selection

What is your date of birth? (required) ?

Select year Select month Select day

Save and Exit Questionnaire

Next

5. After accurately and correctly completing the questionnaire, the website will present you with the immigration application options based on your responses. Here you will find the Post-Graduate Work Permit in Canada. Press continue to start your application.

Your results

Based on the information you provided, the result(s) below indicate(s) 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

Work Off Campus

You may be eligible to work off campus

Continue

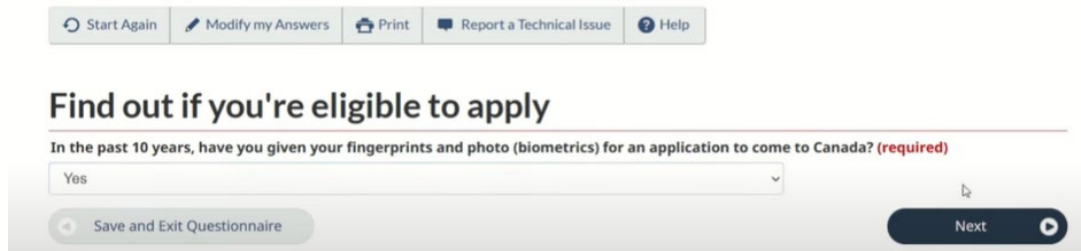
Post-Graduate Work Permit - in Canada

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

Continue

Exit questionnaire

6. After this, you will find filter questions to determine whether you are eligible to apply for a PGWP.



Start Again Modify my Answers Print Report a Technical Issue Help

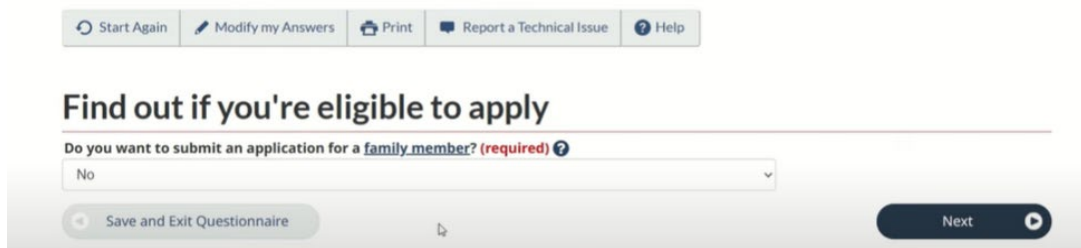
Find out if you're eligible to apply

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

Yes

Save and Exit Questionnaire Next

7. If you come with family, you will have to fill out the necessary information requested by the application



Start Again Modify my Answers Print Report a Technical Issue Help

Find out if you're eligible to apply

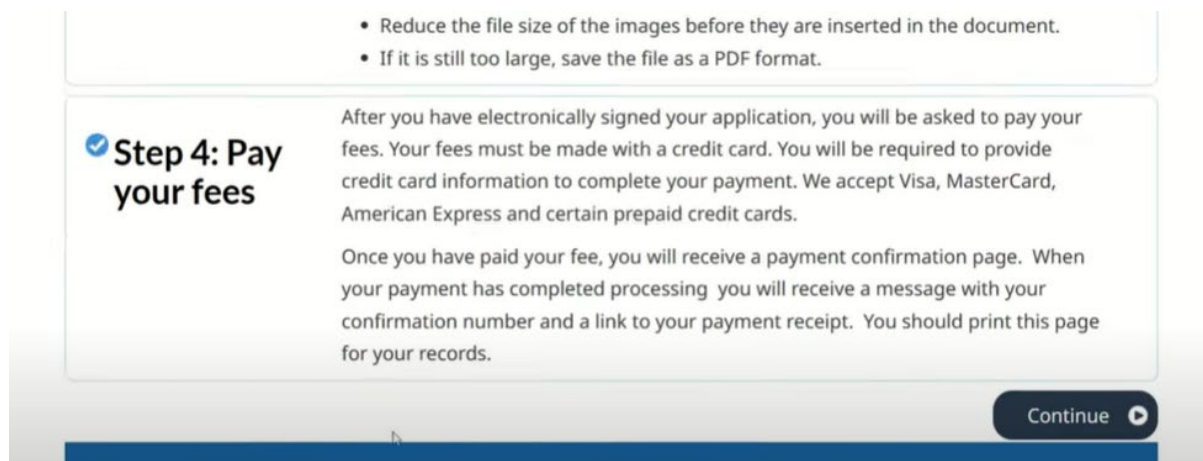
Do you want to submit an application for a family member? (required)

No

Save and Exit Questionnaire Next

8. The questions will continue as follows

9. Once you finish answering all the questions, the website will inform you of the 4 steps to obtain your PGWP. You must have your College documents, credit or debit card, passport and a photocopy.



- Reduce the file size of the images before they are inserted in the document.
- If it is still too large, save the file as a PDF format.

Step 4: Pay your fees

After you have electronically signed your application, you will be asked to pay your fees. Your fees must be made with a credit card. You will be required to provide credit card information to complete your payment. We accept Visa, MasterCard, American Express and certain prepaid credit cards.

Once you have paid your fee, you will receive a payment confirmation page. When your payment has completed processing you will receive a message with your confirmation number and a link to your payment receipt. You should print this page for your records.

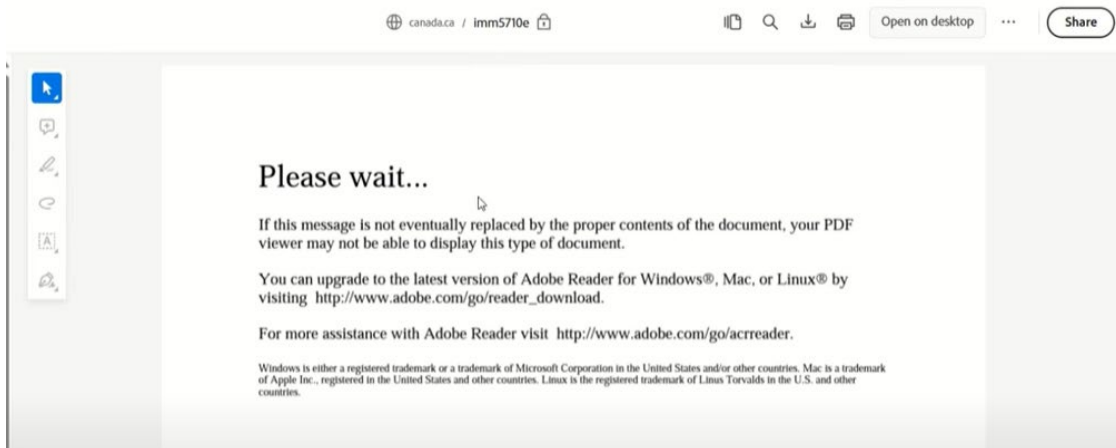
Continue

10. Your application will inform you as to which documents you need to upload and where.

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			
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"/>

11. The document will look like this. This document is protected. To complete it, you have to save it on your computer and open it with Adobe.



12. Once you complete the IMM5710 form, remember to sign, date, and validate it. Validating the document is very important before uploading it to the application.

Government of Canada / Gouvernement du Canada

PROTECTED WHEN COMPLETED - B
PAGE 1 OF 5

APPLICATION TO CHANGE CONDITIONS, EXTEND MY STAY OR REMAIN IN CANADA AS A WORKER

If you need more space for any section, print out an additional page containing the appropriate section, complete and submit it with your application.

Validate **Clear Form**

1 UCI 2 * I want service in OFFICE USE ONLY
Validated

3 I am applying for one or more of the following:

* Apply for a work permit with the same employer * Apply for a work permit for the first time or with a new employer

* Restore my status as a worker * Get a new temporary resident permit (for inadmissible applicants only)

PERSONAL DETAILS

1 Full name

* Family name (as shown on your passport or travel document) Given name(s) (as shown on your passport or travel document)

2 a) Have you ever used any other name (e.g. Nickname, maiden name, alias, etc.)? * No * Yes

13. You will upload it here. At the bottom, you will upload the other documents that the College will provide once you successfully complete your studies.

Details	Document name	Instructions	Options
Not provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710) (required)	?	Upload file

Supporting documents

Details	Document name	Instructions	Options
Not provided	Recent Education Transcript (required)	?	Upload file
Not provided	Completion of Studies Letter (required)	?	Upload file
Not provided	Passport (required)	?	Upload file
Not provided	Digital photo (required)	?	Upload file

14. Once you upload your documents, your case will officially be reviewed by an immigration agent. You will receive notifications via email when a change, update or request is made on your application.