

How to apply for your: Post-Graduation Work Permit

Before beginning please check your passport and current study permit expiry dates, as well as the [IRCC processing times](#) to make sure you give yourself enough time to complete the application process.

You must apply for a work permit within 90 days of receiving written confirmation (e.g., an official letter or transcript) from Georgian College indicating that you have met all the requirements for completing your program of study. Calculation of the 90 days begins the day your final marks are entered on banner. [Details](#)

You need a valid study permit and passport and must still be in Canada.

1 Apply for graduation in Banner

- You must apply to graduate on [Banner](#)
- You will not receive your “Graduate work permit” letter if this step is missing
- Only apply to graduate on Banner when you are in your last semester of study (including classes, co-op, Praxis, or internship)
- If your last semester of study is:
 - Fall (Sept. to Dec.) – request to graduate between Nov. 1 and Dec. 31
 - Winter (Jan. to Apr.) – request to graduate between Mar. 1 and Apr. 30
 - Summer (May to Aug.) – request to graduate between July 1 and Aug. 31
- Late applications will delay your documents.
- [Video tutorial](#) on how to apply to graduate in Banner

2 Check your student account for outstanding fees

- You must clear all outstanding fees in your student account

3 Fill out a [letter request form](#) to request a “Graduate Work Permit” letter from the Registrar’s Office

- Complete all personal identification, sign and date
- Send to: graduation@georgiancollege.ca
- You will receive a “Completion of the Program Letter” with your final official transcript

4 Check your study permit and passport expiry dates

- You must have a valid study permit when you apply for the post-grad work permit
- Your passport should be valid for the whole period you are requesting the post-grad work permit for
- Your PGWP will not be issued beyond the passport’s validity
- If your passport is not valid for the whole period if you a few options:
 - Renew your passport before you apply for your PGWP
 - Proceed your PGWP application with your current passport. Once you receive your new passport you can apply again and request for the remaining time that you are eligible for with an explanation letter.

5 Create a MyCIC account on the [IRCC website](#) [Watch the ‘how to’ video](#)

- 6 Gather all the supporting documents and information:**
Depending on your specific circumstances, you may be requested to provide additional documents. Please complete your questionnaire to see the completed document checklist.
- Graduate Work Permit Letter from the Registrar's Office (see step 3)
 - o This letter comes along with your final official transcript
 - o Combine graduate work permit letter and final official transcript 1 PDF file. The letter should be the first page and the second should be the transcript
 - Passport
 - o You will need to submit digital copies of your passport, which includes:
 - Scanned copies of all your passport pages containing your photo and personal information + pages with stamps and VISA
 - Save all pages into ONE PDF file
 - o Passport must be valid for the duration of your expected length of stay in Canada
 - o Permits will not be issued beyond the passport's validity
 - Digital picture
 - o It can be taken by a cellphone with a white background - similar to the passport photo
 - Proof of medical exam – E-medical (if applicable)
 - o In some cases, you must complete a medical exam before you submit your application
 - o Please see [medical exam requirements](#) section IRCC website for more information

- 7 Once your account is created you can apply online for your post-graduation work permit through your MyCIC account on the [IRCC website](#).
View the [post-graduation work permit guide](#) for assistance.**

- 8 Check application updates**
- Continuously monitor the email you provided in the application
 - IRCC will notify you if there is an update on your application
 - Login and check your MyCIC account frequently
 - You will find IRCC's correspondence in your MyCIC account
 - Sometimes, IRCC will ask you to provide additional documents within a time limit
 - You must follow the instructions given by the IRCC
 - If you fail to comply with the instruction, your application may be refused

You can find more information on the Student Portal

The information provided may change without notice. If there is conflicting information between the content and the Immigration and Refugee Protection Act, the Citizenship Act or their regulations, the Act and/or Regulations prevail. IRCC makes all final decisions. Please visit immigration website at cic.gc.ca to ensure that you have the most current information.

If you do not feel competent that you have the knowledge and understanding of the process or the knowledge to provide all information and documents to submit the application. We recommend you to consult with a paid Regulated Canadian Immigration Consultant or an Immigration Lawyer regarding the case and the application.

To find a regulated immigration consultant visit the Immigration Consultants of Canada Regulatory Council website icrc-crcic.info