



## International Education Centre

### Post Graduation Work Permit 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 MUST request this letter from the Registrar's Office as it is not automatically issued to students who are graduating.

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

**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.

#### 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.

**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

<h2>Your results</h2> <p>Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.</p> <div> <h3>Temporary Resident Visa</h3> <p>You will need a temporary resident visa to return to Canada.</p> <p>If you are working or studying in Canada, your temporary resident visa may expire at the same time as 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 renew your resident visa.</p> </div> <div> <h3>Post-Graduate Work Permit - in Canada</h3> <p>You may be eligible to work in Canada with a post-graduation work permit.</p> </div>	<p>Choose to Continue under the Post-Graduate Work Permit.</p>
<p>Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months?</p>	<p>Choose “yes” if you had a medical exam within the past 5 years,  <i>*this is a temporary policy until October 6, 2024.</i>          Read the <a href="#">section “Medical Exam”</a> below.</p>
<h2>Find out if you're eligible to apply</h2> <p>Do you want to work in one of the following jobs?</p> <ul style="list-style-type: none"> <li>• health sciences worker</li> <li>• clinical laboratory worker</li> <li>• patient attendant in nursing or geriatric homes</li> <li>• medical student admitted to Canada to attend university</li> <li>• medical elective and physician on short term assignment</li> <li>• teacher of primary or secondary schools or other teachers of small children</li> <li>• domestics worker, someone who gives in-home care to children, the elderly and the disabled</li> <li>• day nursery worker</li> </ul> <p>(required)</p> <p>Please make a selection <input type="text"/></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:  <a href="http://www.cic.gc.ca/english/information/medical/medexams-temp.asp">http://www.cic.gc.ca/english/information/medical/medexams-temp.asp</a></p>
<p>Do you want to submit an application for a family member?</p>	<p>If your family is with you, check to make sure if they also have to renew their permits.</p>
<p>Are you giving someone access to your application?</p>	<p>No</p>
<p>In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada?</p>	<p>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.</p>
<p>There are fees associated with this application. Will you be paying your fees or are you fee exempt?</p>	<p>Yes</p>
<p>Are you able to make a digital copy of your documents with a scanner or camera?</p>	<p>Yes</p>
<p>Will you pay your application fees online using a Visa, Mastercard, Visa/Mastercard debit?</p>	<p>Yes. If you don't have a credit card, you can purchase a pre-paid visa.</p>

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)	?	<a href="#">Upload File</a>

Supporting Documents			
Supporting Documents			
Details	Document Name	Instructions	Options
Not Provided	Recent Education Transcript (required)	?	<a href="#">Upload File</a>
Not Provided	Completion of Studies Letter (required)	?	<a href="#">Upload File</a>
Not Provided	Passport (required)	?	<a href="#">Upload File</a>
Not Provided	Proof of upfront medical exam (required)	?	<a href="#">Upload File</a>
Not Provided	Digital photo (required)	?	<a href="#">Upload File</a>

Optional Documents			
Optional Documents			
Details	Document Name	Instructions	Options
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	<a href="#">Upload File</a>
Not Provided	Client Information	?	<a href="#">Upload File</a>

Do NOT  
complete/fill  
out this form.

#### 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	a) Canada
b) Status	b) Student
c) From (YYYY-MM-DD)	c) The very first day you arrived in Canada
d) To (YYYY-MM-DD)	d) Your Study Permit expiry date
<b>Contact Information</b>	
1. Current mailing address	
a) Apt/Unit	a) This is your room number OR apartment number inside your apartment building.
b) Street number	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) Street name	c) <b>Do not</b> abbreviate words (Street, Avenue, Boulevard, Drive, etc.)
2. Residential address, same as mailing address?	If your mailing address is where you live, answer 'Yes'.
<b>Coming into Canada</b>	
1. Date & place of your original entry to Canada	Date & place of your very first entry to Canada
2. The original purpose of coming to Canada	Study
3. Date & place of your most recent entry to Canada	If you have recently travelled outside of Canada, this is the date and place of your most recent entry to Canada.  Leave it blank if you have not left Canada since your first entry.
4. Document number	Black number 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.
<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	
a) Name of Employer	a) To be determined
b) Complete Address of Employer	b) To be determined
3. Intended location of employment in Canada?	
a) Province	a) NS
b) City/Town	b) Halifax
c) Address	c) To be determined
4. My occupation in Canada will be:	
a) Job title	a) To be determined
b) Brief description of duties	b) To be determined
5. Duration of expected employment	
• From (YYYY-MM-DD)	• Put the date 1 day after you submit this application.
• To (YYYY-MM-DD)	

	<ul style="list-style-type: none"> <li>Put the date that is 3.5 years from the date you submit this application.</li> </ul>
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'
<b>Education</b>	
Have you had any post-secondary education (including university, college or apprenticeship training)?	Answer 'Yes' and include your MSVU credentials.
<b>Employment</b>	
Give the details of your employment....	<ul style="list-style-type: none"> <li>Enter your employment information.</li> <li>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'.</li> </ul>
<b>Background Information</b>	
2. <ul style="list-style-type: none"> <li>a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?</li> <li>b) Have you ever refused any kind of visa, admission, or been ordered to leave Canada or any other country?</li> <li>c) Have you previously applied to enter or remain in Canada?</li> </ul>	<ul style="list-style-type: none"> <li>a) If you have studied or worked without a valid study or work permit, you will need to provide details and explanation.</li> <li>b) If you were ever refused any visa, admission to Canada <b>or any other country</b> please indicate and briefly explain.</li> <li>c) Choose YES. Then, list all the permits that you've been granted. For example: "I have a TRV and/or have extended my Study Permit".</li> </ul>
<b>Signature</b>	<ul style="list-style-type: none"> <li>You only need to type your name in the signature line, press the <b>validate button</b>, and save it to your computer before uploading it into your IRCC account.</li> <li><b>This form should not be printed, signed and scanned.</b></li> <li>Do not insert an e-signature.</li> </ul>

## 5. Supporting documents

**NOTE:** please email the following documents to [immigration@msvu.ca](mailto:immigration@msvu.ca) for review.

- imm5710e – primary application form to stay in Canada as a worker
- Digital photo
- Passport – scan all pages that are marked/stamped/with visa. Save multiple pages as 1 PDF file.
- Eligibility to Graduate Letter/Program Completion Letter. Submit Letter Request to the Registrar's Office.
- Official transcripts (Registrar's Office).
- Letter of explanation (if necessary) – upload this in the section 'Client Information'
- Medical exam (optional)
- Study Permit
- If you are applying for your spouse's/partner's Open Work Permit, please include proof of your current employment.

### 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](mailto:heather.standing@msvu.ca)

**NOTE:** When filling out the form, you must check these 3 choices:

- Eligibility to Graduate
- Visa Letter
- and Other option box of Visa Letter, you should write "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](mailto:transcripts@msvu.ca).

### Medical Exam

**IMPORTANT:** in-Canada applications only

IRCC created a [temporary public policy](#) for immigration medical exams (IMEs) **until October 6, 2024 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.



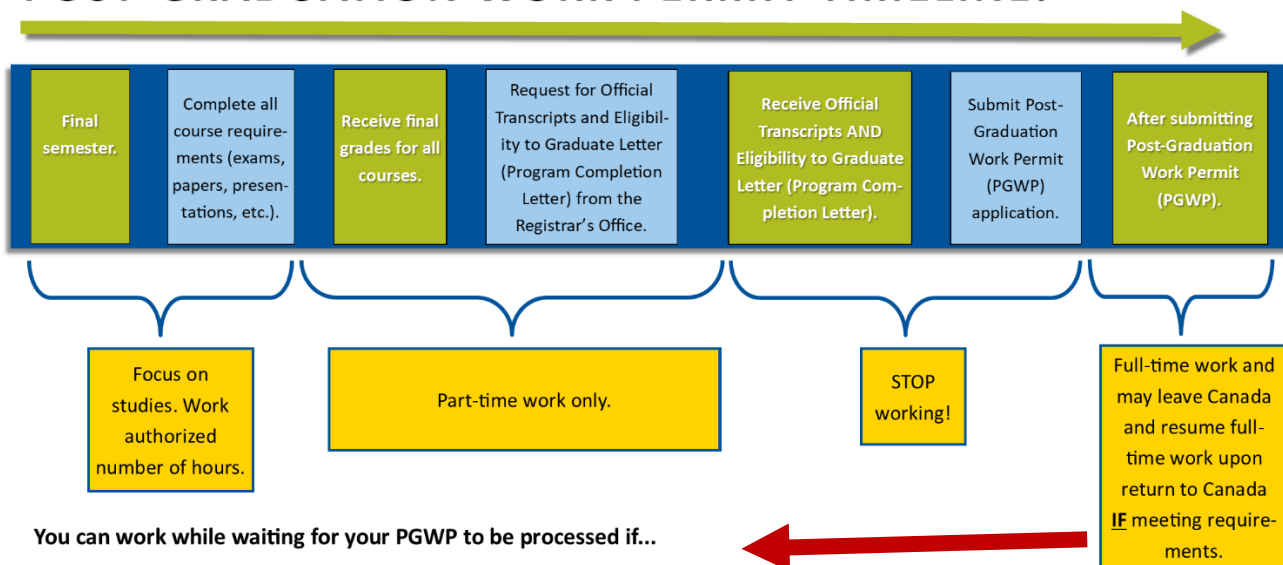
## 6. Pay the application fee with a credit card or visa/mastercard debit

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

## 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.

### POST-GRADUATION WORK PERMIT TIMELINE:



#### You can work while waiting for your PGWP to be processed if...

- your Study Permit was valid during your PGWP application,
- you meet off-campus work authorization requirements,
- you maintained full-time status, except final semester,
- AND you did not work more than the authorized number of hours while studying.

- ✓ 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/services/study-canada/work/after-graduation/after-you-apply.html>

**\*\*Scroll down to the next page to learn more about the Post-Graduation Immigration Support Program.**



## Post-Graduation Immigration Support Program:

<https://studynovascotia.ca/pgis/>

### Post-Graduation Immigration Support Program

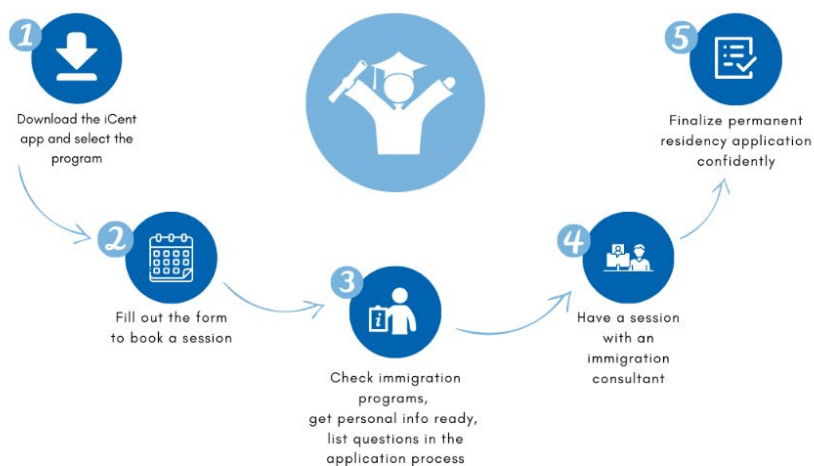
The Post-Graduation Immigration Support Program aims to support international graduates in Nova Scotia by providing instructional information on immigration programs and personalized immigration coaching.



#### To be eligible for an immigration advising session, individuals must:

- Have finished their studies at a post-secondary institution in Nova Scotia in the past two years;
- Possess a Post-Graduation Work Permit or proof of application for one; and
- Have a job or job offer from a Nova Scotian employer for a position based and taxed in the province.

#### Go to [studynovascotia.ca/PGIS](https://studynovascotia.ca/PGIS) and follow the steps below:



NOVA SCOTIA

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CANADA'S EDUCATION DESTINATION

ii Inspired  
Immigration