



Applying for a Post-Graduation Work Permit (From WITHIN Canada ONLY)

1. When can I apply for my post-graduation work permit?

You must apply within 90 days of receiving formal written notice from college that you have met the requirements of your program. Calculation of the 90 days begins the day when your final marks are issued or when formal written notification of program completion is received whichever comes first.

2. What are the general requirements for obtaining a post-graduation work permit?

You must have studied full-time at college and passed a program lasting at least eight months. It does not matter whether you receive a diploma or certificate upon completing the program. You must be in possession of a valid study permit at the time that you apply. You can receive this permit once.

3. What are the general advantages of this type of permit?

You may accept employment in any field, with no restrictions. This means that you are allowed to apply for the work permit as soon as you graduate, and once you have it in hand, you can start working. There is no need for HRSDC confirmation. There are no geographical restrictions. A permit is valid for the same length of time as your studies with a maximum of three years.

4. How do you apply for this permit?

There are two options:

Option 1: Paper based application.

Go to <http://www.cic.gc.ca/english/information/applications/work-students.asp> and download the instruction guide and application. Mail the application including all the required documents to the address provided in the guide. The cost of the application is \$150.00.

Option 2: Online application.

Go to <http://www.cic.gc.ca/english/e-services/post-grad.asp> and follow the

instructions. To submit an online application, you will need to create a My CIC account. Details of how to do this are available at <http://www.cic.gc.ca/english/eservices/mycic.asp>.

5. What supporting documents do you need to apply for the permit?

- 1)** Photocopies of relevant pages from your passport. Your passport must be valid until at least the expiry date of your post-graduation work permit.
- 2)** An original document from college stating that you have completed all the requirements of your program. This can be a formal transcript or a letter from the Office of the Registrar. Please note that you have 90 days from the issuing of your final marks or from when the formal notification of program completion is received, whichever comes first, to apply for the permit.

6. What are your payments options?

- 1)** Pay online if you used the online application process.
- 2)** Pay online using a credit card (paper based applications).
Go to <https://services3.cic.gc.ca/epay/welcome.do>
- 3)** Use a Fees Receipt form (IMM 5401) to pay at any financial institution. You can order one online or pick up one from Enrolment Services.

7. How long does it take to process a permit?

Processing times vary depending on the time of the year that you apply. Updated processing times are available online at <http://www.cic.gc.ca/english/information/times/temp.asp>.

This is not a legal document and the information may change without notice. Always refer to www.cic.gc.ca for the most updated information. This document was last updated on February 7th 2011.