

# Applying for a POST-GRADUATION WORK PERMIT

Follow the steps below to begin your application today.

## 1. Go online

1. <http://www.cic.gc.ca/english/e-services/index.asp>
2. Go to Apply Online, **Post Graduation Work Permit**
3. Check your eligibility using the self-assessment tool

## 2. Request a school letter

1. Verify that your contact information in MyCentennial is correct
2. Complete the International Letter Request Form
3. Check the box next to *Post Graduation Work Permit*
4. Submit the form at counter 11 in the Hub at Progress Campus or to your International Student Advisor at your home campus
5. This will start the process of getting you cleared for graduation  
**Please note: You will not be cleared for graduation until 2-3 weeks after the end of your program. Please be patient when waiting for your school letter and do not apply before you receive it, as this will result in your application being rejected.**

## 3. Scan your passport

1. Scan the pages with your photo, name, date of birth, citizenship, passport number, issue and expiry date, your study permit, and *all* entries made by Canadian authorities, including your Temporary Resident Visa if you have one.
2. Save all pages (**one file only, .PDF format, 2MB maximum**)

## 4. Log in to MyCIC

1. <http://www.cic.gc.ca/english/e-services/mycic.asp>
2. Go to Apply Online, Post Graduation Work Permit
3. Create an Access Key (your username and password) if you do not already have one
4. Record your Access Key username and password somewhere secure for future use
5. Log into MyCIC
6. When asked if you have a Client ID, choose yes. Your Client ID is found on the right-hand side of your Study Permit

## 5. Apply for your Post Graduation Work Permit

1. Complete the on-line Application
2. Attach the required scanned copies of your passport and school letter
3. Pay the \$150 fee either by credit card **or** pay it at a bank. To pay at a bank, you must obtain an **IMM 5401** form at the International Office or from your international advisor. The IMM 5401 form is to be completed by the bank once your payment has been made and a scanned copy must be included with your Application

### *To be eligible, students must:*

- have a valid study permit;
- have been cleared to graduate by Centennial College from a diploma, degree, certificate, or graduate program; or
- have completed a diploma, degree, certificate, or graduate program in **the last 90 days.**

The average processing time for Post Graduation Work Permits is currently 30 to 40 business days.

**If you have any questions feel free to contact your Centennial College International Student Advisor.**