

Important Information for KPU Graduates Applying for a Post-Graduation Work Permit (PGWP)

Dear KPU Graduate,

Congratulations on completing your program at KPU! This is a significant milestone, and we are proud of your hard work and achievements. As you transition to the next chapter of your journey, we want to ensure you have all the necessary information to successfully apply for your Post-Graduation Work Permit (PGWP). Below is a clear breakdown of the required documents and key details to guide you through the process.

Document	Details	Important Notes
PGWP Letter (Letter of Completion) & KPU Immigration Purpose Document	<ul style="list-style-type: none"> The PGWP letter confirms you have completed all program requirements. The KPU Immigration Purpose Document is required to support your PGWP application. Provides information on KPU's academic schedule, scheduled breaks, and enrollment status. Both documents will automatically be emailed to your KPU email within 3-5 business days after the Senate meeting. 	<ul style="list-style-type: none"> Once available, you are no longer eligible to work on or off campus and must stop work immediately. Apply for your PGWP as soon as you receive the PGWP Letter and meet all eligibility criteria to avoid gaps in work eligibility.
Official Transcript	<ul style="list-style-type: none"> Submit a copy of your official transcript in your application. Visit here for details on how to order it. Open the envelope and scan all pages of the transcript. Include one copy of the "Explanation of student academic record" that is on the back of each page. 	<ul style="list-style-type: none"> Combine your transcript with the KPU Immigration Purpose Document and upload them together under the 'Recent Education Transcript' field. If you studied at multiple institutions, consult International Student Advisors for additional required documents.
Proof of Language Proficiency	<ul style="list-style-type: none"> As of November 1, 2024, proof of language ability in English or French is required. English Requirement: Canadian Language Benchmark 7. <ul style="list-style-type: none"> Accepted tests: • CELPIP (General) • IELTS (General Training) • PTE (Core) French Requirement: Niveaux de compétence linguistique canadiens (NCLC) 7 in all 4 areas. <ul style="list-style-type: none"> Accepted tests: • TEF (Canada) • TCF (Canada). 	<ul style="list-style-type: none"> Language test results must be less than 2 years old at the time of application. Check the language test equivalency charts for specific score requirements.
Passport	<ul style="list-style-type: none"> Provide a scanned copy of your passport in a single PDF, including: <ul style="list-style-type: none"> Bio-data page (name and photo) 	<ul style="list-style-type: none"> If your passport will expire soon, consider extending it before applying.

Document	Details	Important Notes
	<ul style="list-style-type: none"> All pages with stamps, signatures, visas, or markings. 	<ul style="list-style-type: none"> Your PGWP cannot be issued beyond your passport's expiration date. You have 180 days from program completion to apply for the PGWP.
Digital Photo	<ul style="list-style-type: none"> Ensure your photo meets IRCC specifications. 	<ul style="list-style-type: none"> Refer to IRCC's guidelines for exact specifications.
Letter of Explanation (recommended)	<ul style="list-style-type: none"> Use this to clarify your situation or include additional documents, such as: <ul style="list-style-type: none"> Purpose of your application. Issues or concerns you would like to clarify. Supporting documents, screenshots, or evidence to support your explanation. 	<ul style="list-style-type: none"> Refer to the KPU Letter of Explanation document for guidance.

Additional Notes

This immigration document is developed and endorsed by RISIA/RCIC advisors from the KPU International Advising Unit in compliance with the Immigration and Refugee Protection Act and Regulations. The details provided are intended to guide you through your Post-Graduation Work Permit (PGWP) application; however, this information is subject to change without prior notice. The information in this document is current as of today. To ensure you have the most up-to-date and accurate details, please visit the official [Immigration, Refugees and Citizenship Canada \(IRCC\)](#) website.

KPU International Advising Unit | Office of International Student Services
Kwantlen Polytechnic University
DLI # O19350676872

CHECKLIST

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PGWP LETTER (LETTER OF COMPLETION)

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KPU IMMIGRATION PURPOSE DOCUMENT

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OFFICIAL TRANSCRIPT

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PROOF OF LANGUAGE PROFICIENCY

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PASSPORT

☐

DIGITAL PHOTO

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LETTER OF EXPLANATION (RECOMMENDED)
