

Post Graduate Work Permit Letter Request Form

The Post-Graduation Work Program enables students who have graduated to work in Canada for **up to** three years after graduation. For more information see the *Work Permit for International Students* handout (www.kwantlen.ca/oiss) and visit the CIC website at www.cic.gc.ca/english/study/work-postgrad.asp

In addition to submitting this form, students should:

- Complete a Graduation Request Form (available at OISS Surrey Cedar 2005 or Richmond 1565 or at Enrolment and Registrar Services)
- Complete an application to Attend Convocation (available at OISS Surrey Cedar 2005 or Richmond 1565 or at Enrolment and Registrar Services)

Note: If you want to invite friends/family from another country to attend convocation ceremony, you will need to also complete the "Confirmation of Enrolment Request Form and forward to the Graduation Officer"

Student Information

Name: _____ Student Number: _____
(Family Name) (First Name)

Current Study Permit Expiry Date: _____ I would like to pick up my letter at the: Surrey Richmond

Student Signature: _____ Date: _____
You will receive an email to your myKwantlen email when your letter is ready for pick up.*

*At the Surrey campus, letters can be picked up at OIS, Cedar Building 2005.
At the Richmond campus, at OISS Room 1565.*

***Please note:** International Educational Advisors will only be able to issue a post-graduate work permit letter after your final grades are submitted. After this information is received **it generally takes 4-6 weeks to process your letter**, provided students are not waiting on transfer credit.

For Office Use Only

Date Received: _____ Initials: _____

Please check GOAINTL to ensure there is a copy of current study permit on file with Kwantlen.

Date Processed: _____ Processed By: _____

Notes: _____

Any questions? Come see us!

Office of International Students & Scholars
Richmond 1565, Surrey Cedar Building 2005
www.kwantlen.ca/oiss