



## Post-Graduation Work Permit (PGWP) List of Additional Documents

What supporting documents do I need?

If you...	...submit these documents in addition to your <b>letter of completion</b> and <b>transcript</b> :
<input type="checkbox"/> had a gap in studies that was <b>officially approved</b> by UBC (such as a leave of absence approved by Graduate and Postdoctoral Studies)  <i>*If this is you, review <a href="https://tinyurl.com/UBCtimeaway">https://tinyurl.com/UBCtimeaway</a></i>	<ul style="list-style-type: none"> <li>• <b>Letter of explanation</b> (written by you)</li> <li>• <b>Proof of leave approval</b> (written by university body granting leave, e.g. Graduate and Postdoctoral Studies email)</li> <li>• <b>Supporting documents to explain reason for gap in studies</b> (e.g. medical note, proof of military service)</li> </ul>
<input type="checkbox"/> had a gap in studies (not including scheduled breaks) that was <b>not officially approved</b> by UBC (such as an undergraduate academic leave)  <i>*If this is you, review <a href="https://tinyurl.com/UBCtimeaway">https://tinyurl.com/UBCtimeaway</a></i>	<ul style="list-style-type: none"> <li>• <b>Letter of explanation</b> (written by you)</li> <li>• <b>UBC acknowledgement letter</b> (download here: <a href="https://tinyurl.com/UBCAcknowledgement">tinyurl.com/UBCAcknowledgement</a>)</li> <li>• <b>Supporting documents to explain reason for gap in studies</b> (e.g. medical note, proof of military service)</li> </ul>
<input type="checkbox"/> <b>studied part-time</b> at any point during your degree (not including your final term) due to a reduced course load <b>approved</b> by the Centre for Accessibility (CFA)	<ul style="list-style-type: none"> <li>• <b>Letter of explanation</b> (written by you)</li> <li>• <b>Proof of reduced course load approval</b> (written by the CFA)</li> <li>• <b>Letter confirming UBC's definition of full-time for immigration purposes</b> (download here: <a href="https://tinyurl.com/UBCFullTime">https://tinyurl.com/UBCFullTime</a>)</li> </ul>
<input type="checkbox"/> <b>studied part-time</b> at any point during your degree (not including your final term), <b>not approved</b> by the CFA	<ul style="list-style-type: none"> <li>• <b>Letter of explanation</b> (written by you)</li> <li>• <b>Supporting documents to explain reason for part-time studies</b> (if available)</li> </ul>
<input type="checkbox"/> spent any terms on <b>co-op, exchange</b> , or had a term in which your registration was " <b>continuing</b> " (such as some MEng students)	<ul style="list-style-type: none"> <li>• <b>Letter confirming UBC's definition of full-time for immigration purposes</b> (download here: <a href="https://tinyurl.com/UBCFullTime">https://tinyurl.com/UBCFullTime</a>)</li> </ul>
<input type="checkbox"/> took courses at <b>other Canadian Designated Learning Institutions</b> (DLIs) or wish to <b>combine two programs</b> in the PGWP length calculation	<ul style="list-style-type: none"> <li>• <b>Letter of explanation</b> (written by you)</li> <li>• <b>Transcript</b> from previous DLIs and/or programs</li> </ul>
<input type="checkbox"/> completed a master's or doctoral degree which was <b>16 to 23 months in length</b> and did not include regularly scheduled breaks	<ul style="list-style-type: none"> <li>• <b>Letter of explanation</b> (written by you)</li> <li>• <b>Letter confirming length of program</b> (written by academic program)</li> </ul>
<input type="checkbox"/> completed your studies in less than 2 years and took less time than the normal length of the program (as in " <b>accelerated studies</b> ")	<ul style="list-style-type: none"> <li>• <b>Letter of explanation</b> (written by you)</li> <li>• <b>Letter confirming length of program</b> (written by academic program)</li> </ul>
<input type="checkbox"/> are <b>extending a PGWP</b> due to the expiration of your previous passport	<ul style="list-style-type: none"> <li>• <b>Letter of explanation</b> (written by you)</li> </ul>
<input type="checkbox"/> ever <b>exceeded the allowable hours of work</b> for international students	<ul style="list-style-type: none"> <li>• <b>Letter of explanation</b> (written by you)</li> </ul>

Merge all documents into one file and upload to the "client information" section under "optional documents."

## Tips on writing a letter of explanation

A letter of explanation allows you to speak directly to the immigration officer and provide additional context not otherwise found in your application. Your letter, along with your supporting documentation, is extremely important and may determine whether your PGWP application is approved.

Think of this as a good opportunity to practice writing a professional Canadian-style business letter. It should be respectful, honest, clear, and concise – no longer than one page. Focus on the facts of your situation and avoid overly emotional language. See our template here: <https://tinyurl.com/UBClettertemplate>.

Your letter should contain the following:

1. A stated purpose based on your situation:

Situation	Purpose of letter	Relevant policy
Approved gap(s) in studies less than 150 days	Prove you met the definition of “actively pursuing studies” during your gap	PGWP eligibility requirements (see <a href="https://tinyurl.com/PGWPeligibility">https://tinyurl.com/PGWPeligibility</a> )
<ul style="list-style-type: none"> <li>• Any unapproved gap(s) in studies</li> <li>• Gap(s) in studies more than 150 days</li> <li>• Part-time study during degree (not approved by Centre for Accessibility)</li> <li>• Exceeded the allowable hours of work</li> </ul> <p><i>*If this is you, consider reviewing your letter with an advisor before submission</i></p>	Explain why: <ul style="list-style-type: none"> <li>• you took a gap, studied part-time, or exceeded hours</li> <li>• you should still be considered for a PGWP despite not meeting the eligibility requirements</li> </ul>	
<ul style="list-style-type: none"> <li>• Part-time study approved by Centre for Accessibility</li> <li>• Co-op, exchange term(s), or “continuing” status</li> <li>• Courses at other Canadian Designated Learning Institutions (DLIs)</li> </ul>	Prove you “maintained full-time student status in Canada during each academic session”	
<ul style="list-style-type: none"> <li>• Master’s or doctoral degree, 16 to 23 months in length</li> <li>• Accelerated studies, less than 2 years</li> <li>• Extending a post-graduation work permit due to the expiration of a previous passport</li> <li>• Combining 2 programs</li> </ul>	Prove your eligibility for expected PGWP length	

2. A thorough **timeline** containing exact dates (e.g. start and end date of a gap in studies)
3. A **summary of additional supporting documents** included in your application

If asking for a PGWP despite not meeting eligibility requirements, consider also adding:

4. An **outline of actions taken**. For example, did you:
  - a. Consistently meet the conditions of your study permit?
  - b. Act responsibly?
  - c. Seek advice from trusted sources, such as International Student Advising?
  - d. Acknowledge mistakes (if applicable)?
  - e. Cease working when required (if applicable)?
5. Your **character**. For example:
  - a. How did you contribute positively to Canada (such as your community, your school) during your studies?
  - b. How will you contribute positively to Canada if given the PGWP?
6. The **importance of the PGWP** to your future aspirations – career and otherwise