Workshop

End of studies and immigration status

The content of this presentation is for students admitted to ÉTS on the basis of their knowledge of English.







Université du Québec

YOUR RESOURCES

Élie-Anne Goodhue | Alison Threatt International Student Advisors Office of International Relations international@etsmtl.ca Facebook des étudiants internationaux (International Student Facebook group) Schedule an appointment online

Ministère de l'Immigration, de la Francisation et de l'Intégration (MIFI)

514-864-9191 8 AM to 4:30 PM

Immigration, Refugees and Citizenship Canada (IRCC)

IRCC Webform 1-888-242-2100 (from within Canada) 8 AM to 4 PM

IMPORTANT: This presentation is an overview of procedures and rules in place in Quebec and Canada and are subject to change without notice. All information posted on the MIFI and IRCC websites takes precedence and it is the student's responsibility to verify information on official government websites.



CONTENT

End of studies

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- Conformity of your student file
- Administrative steps and processing times

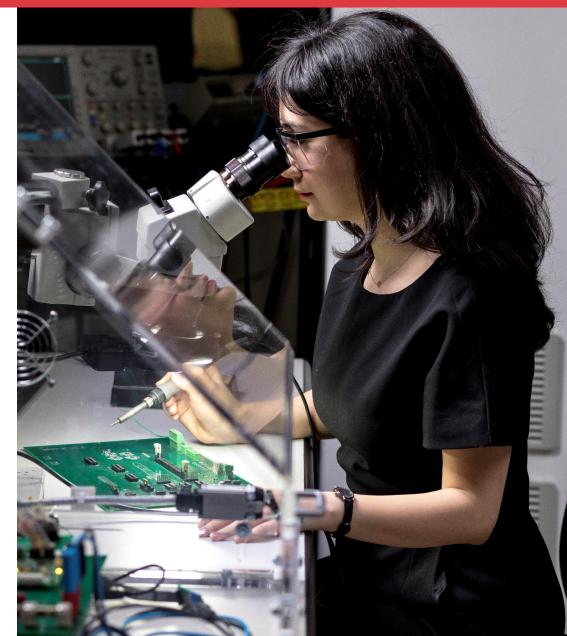
Transition at the end of your studies

- Stay in Canada as a visitor
- Stay in Canada as a student
- Stay in Canada as a worker
- Stay in Canada as a permanent resident

Post graduation work permit

- , Eligibility criteria
- How to apply
- While awaiting a decision
- Receiving your work permit
- Authorizations for family members

Questions?



Reminder

In order to confirm the end of your studies, your student file at ÉTS must be compliant with immigration.

- For students in research programs, your CAQ and study permit must be valid through final submission. If your documents will be expiring prior to final submission, you must renew them.
- Ideally, your CAQ and study permit should be valid for 90 additional days past the end of the semester in which you will be finishing your studies in order to facilitate the transition at the end of your studies.

Processing times at the end of your program

After having completed your academic requirements, there will be a certain delay before you can obtain the official documents from ÉTS that confirm that you have finished your program. Delays can vary depending on different factors: your program of study, the availability of your supervisor, certain rush periods in the academic calendar (ex. : August 31st, December 31st), etc.

Anticipated delays

• End of program with a thesis (M.A.Sc. and PhD) : approximately 3 months after your initial submission

Please read carefully the information on the <u>Graduate Studies Hub</u> website. If you have questions about administrative/academic procedures or processing times at the end of your program, please contact <u>Guichet-Cycles-Sup@etsmtl.ca</u>.

Transition period

If you have a study permit that authorizes you to work off campus and you have finished all your academic requirements (ex. : you are awaiting confirmation that you have finished your program):

- You can continue working up to 20 hours per week off campus, and unlimited hours on campus, while awaiting the official email confirmation that you have finished your program from the Registrar's Office.
- You **cannot** work full time during this period, even if you are finishing your program in the summer term.
- You must immediately stop working thanks to your study permit authorizations once you have received the email from the Registrar's Office confirming that you have finished your program.

ACTUALITÉ ÉDUCATION



IRCC <u>temporary measure</u> in place through December 31, 2023

- Last session of studies : you maintain the authorization to work even if you are registered part-time IF it is your last session and you have always been enrolled full time.
- Possibility of working more than 20 hours/week.
- Your responsibility to verify if you qualify for this temporary measure!

As stated on the <u>IRCC website</u>, "you have completed your studies on the date your school first notifies you by completion letter, transcript, degree or diploma."

- At ÉTS, this official notification is the « Program completed » (« programme terminé ») email sent by the Registrar's Office.
- Do not confuse the Registrar's Office email with the one sent prior to the end of your program by the Dean of Studies Office confirming the final grade for your thesis!

De : Guichet des Cycles Supérieurs <guichet-cycles-sup@etsmtl.ca></guichet-cycles-sup@etsmtl.ca>
Envoyé : 8 novembre 2022 16:17
À : ETS-International <international@etsmtl.ca></international@etsmtl.ca>
Objet : projet/mémoire/thèse fini(e)

Bonjour,

Il nous fait plaisir de confirmer par la présente que le résultat final de votre Projet d'application à 15 crédits a été entériné par le Décanat des études et est maintenant officiel. La mention obtenue pour votre Projet d'application à 15 crédits est Bien.

Si vous avez besoin d'une attestation de fin d'études et d'un relevé de notes officiel, vous devez en faire la demande au lien suivant : https://formulaires.etsmti.ca/bdfAttestationOuReleveNotes. Cela peut prendre quelques jours avant que ces documents soient disponibles. Cependant, vous recevrez du Bureau du registraire, <u>dès que votre dossier aura été analysé</u>, un courriel confirmant que votre dossier est « conforme aux fins de diplomation ». Attention aux étudiants internationaux : le courriel officiel confirmant la réussite de votre programme est celui envoyé par le Bureau de la registraire. Si vous comptez faire la demande d'un permis de travail post diplôme, merci de prendre connaissance aux informations sur notre page <u>Travailler – Après vos études</u>

Le titre de votre Projet d'application à 15 crédits tel qu'il apparaît actuellement dans votre dossier (et qui apparaîtra sur votre relevé de notes) est :

Si jamais ce titre ne correspond à pas celui inscrit sur votre Projet d'application à 15 crédits ou qu'une quelconque erreur y apparaît, veuillez s'il vous plaît nous en aviser le plus tôt possible.

Nous vous félicitons pour cette réussite et vous prions d'accepter, Madame -----, nos salutations les meilleures,



Bonjour,

Votre dossier a été analysé et est conforme aux fins de diplomation. Il sera présenté aux prochaines instances. Vous n'êtes pas encore diplômé(e) mais serez officiellement diplômé <u>d'ici quelques semaines</u> lors d'une instance de l'Assemblée des gouverneurs. Le délai peut aller jusqu'à 12 semaines après la fin de la session courante.

Votre diplôme nous parviendra environ quatre semaines après l'approbation finale de votre dossier. Cependant, après que votre dossier soit présenté, nous vous enverrons par la poste une lettre contenant une attestation de fin d'études et un relevé de notes officiel et final. La lettre contiendra aussi les renseignements pour récupérer votre diplôme, lorsqu'il sera disponible. Tout ce que vous avez à faire en ce moment, c'est de mettre à jour votre adresse postale afin de vous assurer de bien recevoir cette lettre.

Si vous devez faire une demande à l'OIQ, veuillez compléter le formulaire disponible dans votre portail MonÉTS. Prendre note que nous devons attendre d'avoir tous les papiers officiels des instances pour confirmer l'obtention du diplôme, donc l'envoi à l'OIQ sera fait après votre diplomation officielle.

BACCALAURÉATS : En ce qui concerne les joncs et la cérémonie d'engagement de l'ingénieur, nous vous invitons à communiquer avec le service responsable, à l'adresse CEL@etsmtl.ca

Si vous êtes une ou un étudiant international, référez-vous à la section Après vos études

pour vos prochaines démarches d'immigration.

Cordialement.

IMPORTANT – You must stop working once you receive the Registrar's Office email as you are no longer considered a student!

OFFICIAL DOCUMENTS AT THE END OF YOUR PROGRAM

Once you have received the email from the Registrar's office ("Programme terminé") you can request your official ÉTS documents <u>online</u> :

- Final transcript (Relevé de notes officiel)
- Confirmation of the end of your program (Attestation de fin d'études)
- Letter confirming your knowledge of French (depending on your situation)

Count on a minimum of **5 business days** in order to receive these documents, as well as postal delays if you cannot pick up your transcript on campus. The transcript cannot be emailed in PDF format.

• To receive these documents by the end of the fall session, you must request them by December 15th.

REMINDER – Your official diploma will not be issued for several months. The diploma itself is not required for immigration purposes.

testation et relevé de notes

ttention ! • traitement accéléré n'est pas disponible pour l'inst

Dans le cas d'une demande de relevé de notes pour l'OIQ, ou tout autre ordre professionnel, vous devez utiliser le formulaire <u>sans freis</u>: Demande d'envoi de relevés de notes à l'OIQ (et autres ordres professionnels,

Demande	Description	Périodes	Nombre de copies (Papier)	Copie numérique	Nombre de copies (Papier - version anglaise	Copie numérique (Version anglaise)	Prix (\$ CA)	Sous- total (\$ CA)
Attestation d'inscription	Lettre confirmant votre inscription à une session donnée. Pour la session en cours, si l'attestation est émise avant la fin de la période de modification de choix de cours avec remboursement, une mention de possibilité d'annulation sera indiquée. La lettre content les renseignements suivants : • Nom complet et dote de naissance: • Nom du pragramme où voua étes inscrit, pour chaque session demandée: • Dote de dout et de fin de chaque session demandée. • Stour étudiant (temps complet, temps partiel, non inscrit) pour chaque session demandée: • Si la demande est troitée durant la période de modification de choir de cours, le paragraphe mentionne les dates de début et de fin de cette période.	Veuillez choisir 👻	0 -		0 -		10,00	0,00
Attestation non standard	Attestation d'inscription ou attestation de fin d'études ou autres, avec information personnalisée. Veuillez indiquer quels renseignements l'attestation doit inclure. Traitement accéléré non disponible.	Veuillez choisir 👻	0 *		0 *		20,00	0,00
Attestation de fin d'études	Lettre confirmant la fin de vos études dans le programme demandé. Si vous étes en train suivier vos derriers crédits du programme, <u>nous ne pouvons émettre</u> ce document. Vous devez faire une demande détudes de dossier en cliquant ki. Le lettre contient les renzignements suivonts : • Nom du programme que vous evet terminé: • Date do unor élpôfme d'ét mis la cast le cost ou mention qu'il sero émis uitérieurement si votre dossier est conforme mois pos encore approuvé por les instances officielles.		0 -		0 -		10,00	0,00
Relevé de notes officiel	Comporte toutes les notes depuis le début des études pour un programme et non pour une session uniquement. Copie papier uniquement. Aucune copie numérique ne sers transmise aux étudiants. Copie numérique disponible pour transmission dans une université québécoise seulement (envoi BCI).		0 -				10,00	0,00

There are several options available to you after having completed your studies :

- Apply for visitor status
- Extend your stay as a student in a new program of study
- Apply for a post graduation work permit
- Apply for permanent residency



Have you completed your studies? If you would like to remain in Canada, you must undertake new immigration procedures, in accordance with your objectives: becoming a permanent resident, becoming a worker, staying temporarily as a visitor or beginning a new study program. Evaluate your options as soon as possible, so that you will be ready when you have completed your studies.

Remember that you must maintain a valid legal status at all times. You study permit will become invalid under the following conditions:

- After the expiration date.
- 90 days after you have completed your studies.
- 90 days after you have abandoned your studies.

As indicated on the IRCC website: You have completed your studies on the date your school first notifies you by completion letter, transcript, degree or diploma.

More specifically, you will receive an e-mail from the Registrar's Office with the subject line *Programme terminé* (Program completed). Once you have received the e-mail, you can submit a request for the official documents required for your application for a work permit, CSQ or other document. You will need your final transcript, the Attestation of Completion of Studies and the letter confirming fluency in French (as applicable). **NOTICE!** If you have a balance owing on your file, you must pay the outstanding amount before the Registrar's Office will send you your official documents. ÉTS no longer offers normant arrangements.

 Consult our <u>Immigration-After your</u> <u>studies</u> webpage

STAY IN CANADA AS A VISITOR

Stay in Canada temporarily as a visitor

If you finished your studies earlier than planned and your <u>study permit</u> is still valid, you are authorized to stay in Canada up until the expiration date of your permit **OR** 90 days past the end of your program, whichever comes first.

If you wish to extend your stay in Canada past this date, you should apply to <u>change your</u> <u>status to that of visitor</u>. Check processing times on the IRCC <u>website</u> (temporary residence/visitor extension visitor record).

Reminder – You are not authorized to work or study with visitor status.

STAY IN CANADA AS A STUDENT

Start a new program of study

If you decide to continue your studies after finishing your current program at ÉTS, remember that you must maintain a valid legal status at all times.

- If you will be studying in Quebec, remember that a CAQ appropriate to the level of study is required.
- If your study permit is still valid and you change learning institutions (DLI), inform IRCC via your <u>online account</u>
- Apply for your CAQ and study permit as soon as you receive the offer of admission for the new program. You will need new valid documents for the duration of the new program.

Work full time between two programs of study

If your study permit is still valid, you have completed your current program of study AND you will start the new program within the next 150 days, you are authorized to work full time off campus during this period if you meet eligibility requirements. Please refer to the information on the <u>IRCC website</u>.

Students who have completed a program of study and will be starting a new program of study within 150 days of receiving a written confirmation of program completion from their current institution

Students may work off campus on a full-time basis until the start of their new program if the following applies:

- they meet the eligibility criteria to work off campus [R186(v)]
- they have received written confirmation of program completion from their current institution (for instance, a transcript or an official letter)
- they have submitted an <u>application to change conditions, extend their stay or remain in Canada as a student</u> before their current study permit expired, or they still have a valid study permit
- they have been issued a letter of acceptance to a subsequent program of full-time study at a DLI and will be starting the new program within 150 calendar days of receiving a notification of program completion from their current institution

If the new program of study starts more than 150 calendar days after the first date they receive written confirmation of program completion from their current institution, the student is eligible to work off campus only during the first 150 consecutive days after the first date they receive written confirmation of program completion. They should then either apply to change their status (for instance, <u>change it into visitor status</u>) or leave Canada until their new program commences.

Students who have applied to extend their stay in Canada as a student are required to cease working if their study permit application is refused.

Reminder: When students transfer from one DLI to another, they must update their DLI number in their My Account immediately. When students transfer from one program of study to another at the same DLI, they are not required to notify Immigration, Refugees and Citizenship Canada.

In the majority of cases, international students are eligible to apply for a <u>post graduation work permit</u> (PGWP) upon completion of their program. The PGWP is an open work permit, meaning that it is not associated with any employer in particular. You do not need to have an offer of employment when applying for this permit.

Validity

The validity of the permit will depend on the typical length of your program.

- Program lasting 2 years or more (bachelor's, master's, PhD) : 3 years
- Program lasting less than 2 years (DESS, certificate) : same length as your program

If your passport will be expiring, IRCC will issue you a PGWP valid through the expiration date of your passport. Once you have a new passport, you can extend your PGWP by filing a <u>paper application</u>.

Cost

\$255 (\$155 + \$100 in fees for an open work permit)
+ \$85 if you need to provide your biometrics

Processing times

The processing times can vary throughout the year and also vary depending on where you apply (from within Canada or outside of Canada). Please check processing times online on the <u>IRCC website</u>.

PGWP – ELIGIBILITY CRITERIA

Overview

You must :

- Have successfully completed an eligible program of study from a designated learning institution (DLI);
- Apply within 180 days of having received the confirmation from ÉTS that you successfully completed your program;
- Have respected the conditions authorizing off-campus work during your studies;
- Have maintained full-time status during your studies;
 - Exception : last term of studies; authorized absence from ÉTS
 - Any other situation, include an explanation letter and supporting documents
- Not have already received a post graduation work permit after having completed a previous program. You can be issued this permit ONE time only.

Please check all eligibility criteria on the <u>IRCC website</u>.

COVID-19 : PGWP ELIGIBILITY

Online courses and PGWP eligibility

From March 2020, to August 31, 2022

Eligibility for the PGWP is not affected for students whose courses were offered online in Canada, or from outside of Canada, due to COVID-19.

From September 1, 2022, to August 31, 2023

At least 50% of the program of study must be completed from within Canada (online or on-campus). The time that you studied outside of Canada prior to August 31, 2023, will not be deducted from the validity of your PGWP, as long as it represents less than 50 % of the duration of your program.

As of September 1, 2023

At least 50% of your program must take place in Canada, in person. Any time spent studying outside of Canada will be deducted from your eligibility for the PGWP.

For more information, check the IRCC website.

PTPD – HOW TO APPLY

From outside of Canada

- Online Open a session or open an account with <u>MyCIC</u> (recommended!)
 OR
- In person Submit a paper application to a Visa Application Center

Once approved, you will receive an introduction letter. If you need an electronic travel authorization (eTA) to enter Canada, it will be issued at the same time. If you need a visa to enter Canada, you will receive instructions on how to send your passport for the visa sticker.

Upon arrival in Canada, you will need to present the introduction letter to the border agent who will issue you your post graduation work permit.

Processing times

Processing times depend on the country. Verify the current processing times on the IRCC <u>website</u>.

PTPD - HOW TO APPLY

From inside Canada - online

- 1. Read all instructions carefully on the <u>IRCC website</u>
- 2. Open a session or create an account with MyCIC and answer the series of questions Answer **«Yes»** to the question *« Have you obtained a diploma from a Canadian postsecondary institution and your program of study was at least 8 months long? »*
- 3. Complete the IMM5710 form «Application to change conditions, extend my stay or remain in Canada as a worker »
 - In the section *Details of Intended Work in Canada*, select Post-Graduation Work Permit and indicate N.A. for the employer details

Processing times

Processing times vary and can fluctuate. Check the current processing times on the IRCC website.

Approval

The permit will be mailed to you. If you move, make sure you contact <u>Canada Post</u> to set up mail forwarding (\$) **and** change your adress with <u>IRCC</u>.

PTPD- WHILE AWAITING A DECISION

When applying from within Canada, the authorization to work while waiting for the post graduation work permit to be approved depends on the status you have in Canada when applying for the permit.

If your study permit is valid when you apply for your post graduation work permit :

 You can work full time while waiting for the decision regarding your permit (source). See <u>IRPR186w</u>.

If you have maintained status (you have applied to renew your study permit but have not yet received it) :

- You cannot apply for the post graduation work permit while having maintained status (<u>IRPR199</u>).
- You can wait until you receive the study permit to apply.

If you have lost your status (you let your study permit expire without taking any action):

- You have a 90-day window after your study permit's expiration in which to apply for a post graduation work permit and to <u>restore</u> your student status OR you can leave Canada and request the work permit from outside of the country.
- You cannot work until you have the PGWP.

If your study permit is going to expire before you can apply for a PGWP :

- Prior to your study permit's expiration, you can apply to extend your status in Canada as a visitor (visitor record) and include an explanation letter. Visitor status does not allow you to work. You can only work once you receive the PGWP.
- Consider leaving Canada & applying from abroad.
- If your program has been completed but you are missing the official documents from the Registrar's Office, you may choose to apply prior to your study permit's expiration using the non-official transcript and include an explanation letter. Once you receive the official documents, you would need to upload them to the IRCC webform.
 - You would be authorized to work while awaiting a decision, but it is important to understand that this way of proceeding may lead to a refusal! Students applied this way during the pandemic when services were reduced, but now poses a big risk. You have been forewarned!

PGWP – WHILE AWAITING A DECISION

Traveling outside of Canada

If you are waiting for your PGWP to be approved and wish to travel outside of the country, in addition to your passport, depending on your citizenship, you need to have either a valid temporary resident visa (TRV) or an electronic travel authorization (eTA) in order to re-enter the country.

As indicated on the IRCC website: « *If you leave and re-enter Canada after applying for your post-graduation work permit, you can still work full-time while you wait for a decision. Leaving Canada does not stop you from being able to work full-time while you wait. »*



PTPD- HOW TO APPLY

In Canada – At a port of entry

Certain work permit applications can be made at a port of entry per <u>IRPR198(1)</u>, but there are conditions that have to be met!

- Airport : You must be exempt from the requirement to have a temporary resident visa (TRV) to enter Canada
- Land border with the United States ('flagpoling'): If you have a valid study permit and travel only to the United States, there is an exemption to having a valid temporary resident visa (TRV) per IRPR190(3)f).

When applying at the border, there is no need to fill out forms ahead of time. You must have with you all supporting documents as well as payment. Prior to deciding to go to the border, do the online <u>simulation</u> to see if you are eligible and to check the document checklist.

Reminders

- Not every <u>land border</u> will issue work permits! For those that do, there are specified hours to respect as well as limits to the number of permits issued each day (quotas). Before deciding to go to the border, make sure you do your homework and arrive early.
- Applying at the border implies putting your immigration application in the hands of a border agent and thus also being prepared to answer any and all customs-related questions.
- If you decide to go to the land border with the United States, you need to be prepared to clearly explain your intentions in English to the American border agents.

PGWP – FAMILY MEMBERS

As a holder of a post graduation work permit, your spouse or common-law partner can apply for an open work permit thanks to the <u>C41 exemption</u> for spouses and common-law partners of skilled workers.

Reminder – your family members' legal authorizations to stay in Canada remain valid until their expiration date, regardless of whether you have changed status.

Criteria - overview

The skilled worker (you!) must meet the following criteria:

- Hold a work permit that is valid for a minimum of 6 months after the family member's open work permit application is received;
- Be employed in a job that is classified at level 0, A or B in the <u>National</u> <u>Occupational Classification</u> (NOC)
 - Management, professional or specialized technical positions
- Reside in Canada, or plan to reside in Canada, during your employment

The spouse/common law partner must :

- Be in an authentic relationship with the work permit holder
- If in Canada, have a valid temporary resident status OR have applied to exter their status (maintained status) OR be eligible for restoration of status

See the IRCC <u>website</u> for instructions on how to apply for an open work permit.



TEMPORARY RESIDENT VISA (TRV)

IRCC will not automatically issue a temporary resident visa when a work permit application is presented from within Canada or at a port of entry. If your current visa is expired and you want to travel outside of the country, you will need submit a separate <u>application</u> to renew your visa once you have a new permit.

Application

- Take the time to read the <u>instructions</u> and information on the IRCC <u>website</u> in order to properly fill out the application form
- Open a session or create a <u>MyCIC account</u>

Cost : 100 \$

Processing times: Check the IRCC <u>website</u> for current processing times and count on an additional 3-4 weeks for postal delays including the return of your passport. (Temporary residence/visitor visa from inside Canada)

Reminder – If you have a « student » visa in your passport, it remains valid through its expiration even if your status has changed to that of worker.

RELATED ADMINISTRATIVE STEPS

Health and hospitalization insurance

- Desjardins : If you have been covered by Desjardins insurance through ÉTS, it will end at the end of the month following completion of your program. If you are due a reimbursement, you can write to <u>accueilbdr@etsmtl.ca</u>.
- RAMQ : Once you have a PGWP, you will be eligible for public health care in Québec through the <u>RAMQ</u> for the same period of validity as your work permit. Request or renew your card on the RAMQ website.

Social insurance number

- Your SIN associated with your study permit will expire at the same date as your study permit.
- Request a new SIN or renew yours through <u>Service Canada</u>. Check their website for information.

Driver's license

Check how to qualify for a Quebec driver's licence on the SAAQ website.

Before extending employment for your employee

- You must always verify that the employee is eligible to continue working in Canada. Your employee must apply to IRCC to extend their authorization to stay and work in Canada before the expiry date on their document.
- If a temporary resident applies for renewal of their work or study permit and their permit expires before a decision is made, paragraph 186(*u*) and section 189 of the <u>Immigration and Refugee Protection Regulations</u> provide them the right to continue working or studying under the same conditions while their application for renewal is being processed, as long as they remain in Canada. This is referred to as "implied status." The temporary foreign worker will have implied status until a decision is rendered by IRCC.
- As soon as IRCC makes a decision authorizing the employee to continue working in Canada, you must verify the new immigration document and the expiry date. You should also advise the employee to apply with his or her new immigration document to Service Canada for the new expiry date to be entered into the SIN record.

STAY IN CANADA AS A PERMANENT RESIDENT

REMINDER – The international student advisors at ÉTS are not legally authorized to assist or advise you regarding applying for permanent residency (ex: CSQ, Express Entry, etc.). If you require guidance, we suggest you consult with a Regulated Canadian Immigration Consultant (RCIC) who is in good standing with the <u>College of Immigration and</u> <u>Citizenship Consultants</u>.

Attend an information session with the MIFI and IRCC and consult their presentations <u>online</u>. These sessions are currently being organized by Montréal International and are publicized in the Interface newsletter.

Permanent residency in Québec – Overview

- Request your official documents from ÉTS (final transcript, confirmation of having finished your studies)
- Apply for a <u>post graduation work permit (IRCC)</u> in order to maintain a legal status in Canada as a temporary resident while simultaneously applying for permanent residency.
- Apply for a <u>Certificat de sélection du Québec (CSQ)</u> if you are intending to stay in Québec.
 - Acquire 1 year of professional experience
- Apply for <u>permanent residency</u> (IRCC)

Considering the different processing times and the requirement to obtain professional experience, it can take up to three years to become a permanent resident in Québec after completing your program.

QUESTIONS

If you have a specific question for your situation, please contact us after the workshop and include your ÉTS permanent code in your message : international@etsmtl.ca

Ministère de l'Immigration, de la Francisation et de l'Intégration (MIFI) +1 (514) 864-9191 from 8 AM to 4:30 PM (EST)

Immigration, Refugees and Citizenship Canada – IRCC webform





A PART IN COMMENT

Thank you for providing us with your **feedback**!

