



OFFICE OF THE REGISTRAR

## Completion Letter for Post-Graduate Work Permit (PGWP) Uploaded to MyCreds™ - Undergraduate International Students only

This is to request a verification of graduation for the purposes of applying for a post-graduate work permit only. Official letters confirming a student's graduation eligibility will be emailed to a student's @mun.ca email address by the Registrar's Office.

**Processing Time:** Approximately two business days once an official confirmation of graduation is confirmed by the Registrar's Office.

**Submission of form:** Completed forms can be submitted to the Registrar's Office either in person or emailed to [registrar@mun.ca](mailto:registrar@mun.ca) from your @mun.ca email account.

**Fee:** \$15 per letter, paid within MyCreds™

Inquiries can be directed to [registrar@mun.ca](mailto:registrar@mun.ca), phone 709 864 4445 or in person at A-2003.

### Student Information

MUN Student ID Number	First (Given) Name	Last (Family) Name
Telephone	@mun.ca email	

### PGWP Letter Requirements

Program of Study:		
Degree	Major	
Scheduled Completion Date (indicate year):		
Fall Semester – December 20 ____	Winter Semester – April 20 ____	Spring Semester – August 20 ____
Special Requirements for Letter:		

### Delivery and Payment

Your Post-Graduate Work Permit letter will be issued to you via MyCreds™. An email will be sent to your @mun.ca account when your letter has been uploaded. Payment for your document can be made via credit card within MyCreds™.

Memorial uses MyCreds™, a Canadian digital credential platform, to issue academic documents. The credential platform provides fast and easy access to your academic documents allowing you to easily send them to academic institutions, employers, government offices and more.

Your [MUN login](#) is required to access your Memorial University documents.

### Authorization

Student Signature	Date (Month/Day/Year)
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**Personal Information and Protection of Privacy:** The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 c M-7). It is needed for, and will be used to update, your student record. If you have questions about the collection and use of this information, contact the Associate Registrar, Registration and Enrolment Services at 709 864 4445.