STUDY PERMIT INFO SESSION

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March 1, 2022
Questions?

- Place your questions into the webinar Q & A
- Please ask general questions, without revealing specific personal data
- For specific personal questions email us
- We will also provide resources via chat option
How to apply for Study Permit

Outside of Canada applications
Inside Canada applications
Study Direct Stream
Changing Institutions
Extending Study Permit

Presenter:
Sandra Pehilj RCIC
Outside of Canada applications

International students should apply for a **Study Permit** as soon as they receive an acceptance letter.

The study permit is a document issued by IRCC that allows **foreign nationals** to study at **designated learning institutions** (DLI) in Canada. Most foreign nationals need a study permit to study in Canada. Make sure you have all the documents you need before you apply. You should apply **before you travel to Canada**.

**Your study permit is not a visa.** It doesn’t let you enter Canada. You may also need a **visitor visa or an electronic travel authorization (eTA)**. If IRCC approves your study permit, they will issue one to you with your study permit.
How to apply for Study Permit

- Create “My CIC account” in www.cic.gc.ca

Immigration and citizenship

Apply to travel, study, work or immigrate to Canada, apply for citizenship, a permanent resident card or refugee protection, check the status of your application or find a form.

Services and information

**My application**
Sign in or create an account, check application status and processing times, find forms, pay fees, learn about medical and police checks, learn about representatives and protect yourself from fraud.

**Immigrate**
Find out what immigration programs you apply for or extend a work permit, learn about Canadian immigration.

**Visit**
Find out if you need a visa to visit, do business or transit through Canada, and how to extend your stay as a visitor.

**Work**
Apply for or extend a work permit, learn about work in Canada, find employment services.

**Most requested**
- Sign in or create an account to apply online
- Check your application status
- Check application processing times
- Get answers to your questions
How to apply for Study Permit

Sign in to your IRCC secure account

Your account lets you start an application, submit and pay for your application, get messages related to your application, check the status of your application and update your information.

Due to the impacts of COVID-19

- we’re experiencing processing delays
- we’re prioritizing applications from people who are exempt from travel restrictions
- depending on your application type, you may not have heard from us or seen changes in your application status
  - If you’ve had a medical exam or given biometrics, they won’t show in your account until we process them.
  - We currently have a backlog of medical exams to process, but when we do process them, you’ll see them in your account.

We’ve added information about our current processing capacity on our check your application status page.

Option 1: GCKey

Sign in with your GCKey user ID and password.

Sign in with GCKey

Option 2: Sign-In Partner

Sign in with your online Canadian banking information if you have an existing account with 1 of our partners.

Sign in with Sign-In Partner

Don’t have an account?

Register

Need Help?

How to sign in or apply online

International and Exchange Student Centre
How to apply for Study Permit

Terms and Conditions of Use

In return for the Government of Canada providing you with a GCKeys, you agree to abide by the following Terms and Conditions of Use:

- You understand and accept that you are at all times responsible for your GCKeys Username, Password and Recovery Questions, Answers and Hints. If you suspect that others have obtained them, you are responsible for revoking your GCKeys and obtaining a new one with a new Username and Password.
- You understand and accept that the Government of Canada can revoke your GCKeys for security or administrative reasons.
- You understand and accept that the Government of Canada disclaims all liability (except in cases of gross negligence or willful misconduct) in relation to the use of, delivery of or reliance upon the GCKeys service. More details can be found in our Disclaimers.

By selecting the I accept button, you are accepting the GCKeys Terms and Conditions as stated above. You can choose to not sign up for a GCKeys by selecting I decline to end this process.

I accept  I decline

Date modified: 2020-09-01
How to apply for Study Permit

Create Your Username

Your Username must contain between eight and sixteen characters, no special characters (for example: %, #, @) and may contain up to seven digits. When creating your Username, we recommend that you:

- make your Username easy for you to remember and hard for others to guess;
- avoid using personal information such as your name, Social Insurance Number (SIN), mailing address or email address;
- always keep your Username secure and do not share it with anyone.

Please select **Continue** to proceed or click **Cancel** to end the Sign Up process.

Privacy

Please keep your Username secure. For more information on how your privacy is protected, please refer to our [Personal Information Collection Statement](#).

Username Checklist

- 8-16 Characters
- No Special Character(s)
- No more than 7 digits

Date modified: 2020-09-01
How to apply for Study Permit

Create Your Password

Your Password must be between eight and sixteen characters, contain at least one upper case letter, one lower case letter and one digit, and must not contain 3 or more consecutive characters from your Username.

Create Your Password: *(required)*

Confirm Your Password: *(required)*

Please select **Continue** to proceed or click **Cancel** to end the Sign Up process.

Date modified: 2020-09-01
How to apply for Study Permit

Create Your Recovery Questions, Answers and Hints

Your Recovery Question, Answers and Hints are used to help you if you forget your Password. Please complete all the required fields below to continue the Sign Up process.

Select a Recovery Question: (required)
Please select a question...

My Recovery Answer: (required)

My Memorable Person: (required)

My Memorable Person Hint:

My Memorable Date (YYYY-MM-DD): (required)

My Memorable Date Hint:

Please select Continue to proceed or click Cancel to end the Sign Up process.

Privacy
Please keep your Recovery Question, Answers and Hints secure. For more information on how your privacy is protected, please refer to our Personal Information Collection Statement.

Your answers must contain at least three characters and contain no special characters (for example: %, #, @). Your hints must contain at least three characters and may contain letters, numbers and the following punctuation characters: apostrophe (’), comma (,), dash (-), period (.) and question mark (?).
How to apply for Study Permit

Create an account

Fill in all the required information and then choose the "Continue" button to create your account. We need this information to confirm who you are and to make sure:

- your information is available to you only; and
- your identity is validated on your return visits.

Create an account

Enter the following information as it appears on your passport. Use the "help" buttons to get details on where you can find this information. All fields are mandatory.

Given Name

* Last name(s) *(required)*

* Email address *(required)*

* Preferred language of notification *(required)*

Continue Cancel
How to apply for Study Permit

View the applications you submitted
Review, check the status or read messages about your submitted application.

Continue an application you haven't submitted
Continue working on an application or profile you haven't submitted or delete it from your account.

Start an application
- Apply to come to Canada
- Refugees: Apply for temporary health care benefits
- Citizenship: Apply for a search or proof of citizenship
- Students: Transfer schools

Apply to come to Canada
Includes applications for visitor visas, work and study permits, Express Entry and International Experience Canada. You will need your personal reference code if you have one.

Refugees: Apply for temporary health care benefits
Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.

Citizenship: Apply for a search or proof of citizenship
Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.

Students: Transfer schools
For approved study permit holders only. Tell us if you are changing designated learning institutions. You will need your application number.
Applying for Study Permit
Start an application

Personal checklist

Personal Reference Code
If you have already completed the Come to Canada or the Express Entry wizard, you would have received a document checklist and/or a personal reference code, based on the answers you provided.

* Please enter your personal reference code to begin your application. *(required)*

Continue  Cancel

I do not have a Personal Reference Code
If you do not have a personal reference code, you may answer a series of questions to find out if you are eligible to apply for a visa and/or permit, apply for Express Entry, and begin an online application.

If you begin your application after you have logged into your account, you will not receive a personal reference code, as the system will save your document checklist right into your account.

Determine your eligibility and apply online:

Visitor visa, study and/or work permit
Express Entry (EE)
International Experience Canada (IEC)
Eligibility Questionnaire

Find out if you're eligible to apply

What would you like to do in Canada? (required)
- Study

How long are you planning to stay in Canada? (required)
- Temporarily - more than 6 months

Select the code that matches the one on your passport. (required)
- Please make a selection

What is your current country/territory of residence? If you are presently in Canada, you should select Canada. (required)
- Please make a selection

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? (required)
- Please make a selection

What is your date of birth? (required)
- Select year
- Select month
- Select day

Save and Exit Questionnaire

Next

Important: This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. Read the full notice
Application and supporting documents

Application Form(s)
Application for Study Permit Made Outside of Canada (IMM1294)

Supporting Documents
- Passport
- General Education and Employment Form
- Proof of Means of Financial Support
- Digital photo
- Family Information (IMM5645)
- Letter of Acceptance

Fees
<table>
<thead>
<tr>
<th>Application</th>
<th>Quantity</th>
<th>Price (CAD) per unit</th>
<th>Total (CAD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Permit</td>
<td>1</td>
<td>$150</td>
<td>$150</td>
</tr>
</tbody>
</table>
Study Permit application documents

### Acceptance letter
- Issued by Western University
- Conditional acceptance and prerequisite courses
- If you’ve been conditionally accepted, this means you need to take prerequisite courses. For example, these might be English as a second language courses. You must complete these before you can start your main study program.
- If this is the case, IRCC will only issue your study permit for the length of those courses plus 1 year. Once you’re accepted into your main program, you’ll need to apply for a new student permit to extend your stay as a student.

### Financial resources
- You must prove that you can support yourself, and the family members who come with you, while you are in Canada.
- **Required amount** is tuition fee plus $10,000 minimum for living expenses for one person.
- **You can prove your funds with**
  - proof of a Canadian bank account in your name, if you’ve transferred money to Canada
  - Guaranteed Investment Certificate (GIC) from a participating Canadian financial institution
  - your bank statements for the past 4 months
  - a bank draft that can be converted to Canadian dollars
  - a letter from the person or school giving you money or

### Biometrics, Medical and other requirements
- **Biometrics**
  - Normally, you need to give biometrics if you apply for
    - a visitor visa
    - a work or study permit (excluding US nationals)
    - permanent residence
    - refugee or asylum status
    - an extension of your stay in Canada, known as a visitor record (as of December 3, 2019)
    - a work or study permit extension (as of December 3, 2019)

- **Medical Exam** may be required in some circumstances.
- Check the [visa office instructions](#) for your country or region for local requirements.

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Western International

International and Exchange Student Centre
Temporary Resident Visa (TRV)

Most people need a valid temporary resident visa (TRV) in your passport in order to travel to and re-enter Canada.

Your study permit authorizes you to study and remain in Canada.

If you are a citizen of a visa-exempt country, you must have a valid electronic Travel Authorization (eTA) and a passport to travel to and re-enter Canada. An eTA is valid for 5 years. You do not need a visa.

You can apply for a new TRV in your passport from within Canada AFTER you receive your new study permit.
Letter of Introduction

Citizenship and Immigration Canada
June 09, 2016

Unique Client Identifier: [Your Universal Client ID] Application Number: [Your Application Number]

[Your Name]
[Your Address]

Dear [Your Name],

Your application to study in Canada has been approved. A permit authorizing your studies will be issued to you on your arrival to Canada following an examination by an officer of the Canada Border Services Agency, subject to your compliance with the requirements of the Immigration and Refugee Protection Act and its Regulations. The officer will ask to see this letter, your passport and may request to see your supporting documents, such as the letter of acceptance from your educational institution. Do not pack these or other valuable papers in your checked luggage. You can find out more about which documents you will need to bring with you by visiting www.cic.gc.ca/english/study/study-arriving.asp

As you gather your documents, please take note of the following:

- **This letter is not a passport or travel document.** You will not be permitted to board your flight without your passport, even if you have this letter with you.

- **This letter is not an authorization permitting you to enter or remain in Canada.** An officer of the Canada Border Services Agency will make that determination upon your arrival to Canada.

- **This letter is important** because it contains information that will be used by the Canada Border Services Agency to issue your study permit. Please do not misplace it.

You must seek entry to Canada to obtain your study permit by 2018/03/21 (yyy/mm/dd). Your passport must be valid beyond the period you intend to remain in Canada. If not, the validity of your study permit will not be issued beyond the expiry date of your passport, or, for United States citizens and permanent residents, the validity date of your identity document.

**Note:** As an international student in Canada, it is your responsibility to ensure that you continue to meet the conditions of your study permit, including the requirement to actively pursue studies. Your study permit will automatically become invalid 90 days after you complete your study program, regardless of the expiry date indicated on your study permit. For more information, please consult:

http://www.cic.gc.ca/english/study/index.asp
Study Direct Stream

Depending on where you live, you may be able to get your study permit faster through the Student Direct Stream (SDS).

- IRCC will try to process most SDS applications within **20 calendar days**. However, some applications may take longer.

- To get faster processing, students must
  - give their biometrics as soon as possible
  - meet all the eligibility requirements
SDS Eligibility Requirements

**Countries**

- To be eligible for faster processing through the Student Direct Stream, you must:
- be a legal resident living in 1 of the following countries:
  - Antigua and Barbuda, Brazil, China, Colombia, Costa Rica, India, Morocco, Pakistan, Peru, Philippines, Senegal, Saint Vincent and the Grenadines, Trinidad and Tobago, Vietnam

**Requirements**

- have an acceptance letter from a post-secondary designated learning institution
- live outside of Canada when you apply
- have proof you have paid your tuition for your first year of study
- have a Guaranteed Investment Certificate (GIC) of CAN$10,000

**Requirements**

- Language tests results - a score of 6.0 or higher in each skill (reading, writing, speaking and listening) on the International English Language Testing System (IELTS)
- get a medical exam before you apply (if you need one)
- get a police certificate before you apply (if you need one)
- Any additional documents
Requesting letter for SDS

- To place an order for this letter you must:
  - Have accepted your offer of admission
  - You must have paid at least your 1\textsuperscript{st} installment of tuition (use last year’s amount if this year’s fees are not yet available)

- To request a SDS letter, you need to log in to Student Centre using your Western User ID and Password

  - SDS for Newly Accepted Students can be requested under Official Western Letters for Visa purposes
  - It is recommended that you use GlobalPay (Western Union) to make your payment
Requesting letter for SDS

Note: the fees for the 2022-2023 academic year are not yet available. The fees found at Western tuition fees are applicable for the 2021-2022 academic year.
In Canada Applications
You can apply for Study Permit from within Canada if you are in Canada and

- you have a valid study or work permit
- your spouse, common-law partner or parent has a valid study or work permit
- you’re a minor child in primary or secondary school
- you’re an exchange student or visiting student
- you completed a short-term course or study program required to be accepted at a DLI
- you or your spouse, common-law partner or dependent child has a temporary resident permit (TRP) valid for 6 months or more

- you’re being sponsored to immigrate and you already applied for permanent residence
- you or your spouse, common-law partner or dependent child are subject to an unenforceable removal order
- you’re the spouse, common-law partner or dependent child of:
  - an athlete on a team based in Canada
  - a member of the media
  - a member of the clergy
  - military personnel on duty in Canada or
  - an accredited foreign representative
Apply for an extension of your study permit

Apply at least 30 days before your current study permit expires

Check your passport! It must be valid

Apply online

Wait for Approval letter in your account

Wait for your SP to be mailed to you

Maintained Status
You are authorized to remain in Canada under “maintained status” and continue your activities as long as you apply to extend your stay before it expires

Additional documents request letter or rejection letter
Document Checklist

- Application to Change Conditions, Extend My Stay or Remain in Canada as a Student [IMM 5709]
- Passport (biographic data and any pages with a visa/stamp)
- Letter for visa purposes (issued within the past 30 days) from Student Central and/or Letter of acceptance
- Transcripts and/or proof of completion of prerequisite studies (if applicable)
- Proof of Financial Support (one year tuition + living expenses, i.e., $10,000 + proof of tuition payment)
  - Bank Portfolio
  - Letter of support from other source, e.g., bank statements from family members, scholarship proof
  - Letter for visa purposes or Statement of Account from Student Central showing tuition paid
- Digital photo
- Optional Documents: Client Information
- Application fees: $150.00
Changing your DLI #

You must notify Immigration, Refugees, and Citizenship Canada (IRCC) if you change or transfer to a different Designated Learning Institution (DLI) in Canada.

Example:
How to Change Your DLI #

You’ll need:

- an online account (www.cic.gc.ca)
- your study permit number
- your new school’s DLI number
- your new Student ID
- your start date at your new school
### Study Permit holders must comply with SP conditions

<table>
<thead>
<tr>
<th>Study at a Designated Learning Institution (DLI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• You must hold a study permit if you are in a program of 6+ months</td>
</tr>
<tr>
<td>• Students may study without a study permit if the program is under 6 months in duration</td>
</tr>
<tr>
<td>• If you change your DLI, you must notify IRCC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actively pursue your program of study</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Remain enrolled and make reasonable and timely progress towards completing your program</td>
</tr>
<tr>
<td>• You do not need to notify IRCC if you wish to change your program of study</td>
</tr>
<tr>
<td>• DLI’s are required to report on students status twice a year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Comply with the conditions on your study permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Study permits may authorize on-campus employment if you are a full-time student</td>
</tr>
<tr>
<td>• Off-campus employment is only allowed for students enrolled in programs of at least 6 months and leading to a degree, diploma or certificate</td>
</tr>
</tbody>
</table>

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Western International

International and Exchange Student Centre
Check your Study Permit...

One of the common conditions/remarks on your study permit may indicate:

- “may accept employment”
- “may work”
- “are eligible to work”
IESC Immigration Services

iesc.uwo.ca

iesc@uwo.ca

519-661-2111 ext. 89309

Drop-ins or appointments

Workshops

International and Exchange Student Centre
International Student Advising

• Book appointments with an International Student Advisor at: iesc.uwo.ca/remote/appointment.html
• Immigration Services iesc.uwo.ca/visas
• Presentations on Study Permits, Post Graduation Work Permit, and more can be found at iesc.uwo.ca/remote/resources.html
• Immigration workshops events.westernu.ca/
• Covid-19 FAQ iesc.uwo.ca/COVID-19-FAQs.html
• Financial Assistance iesc.uwo.ca/finaid
• Spouse and Family Support iesc.uwo.ca/student_life/your_family
• iWellness Website iwellness.uwo.ca
• Email us iesc@uwo.ca
Thank you for spending this time with us today!