

Western International

Study Permit Application from Outside Canada

November 2024



AGENDA

- Outside of Canada Applications
- Change DLI from outside Canada
- Letter of Introduction, Study Permit, TRV, eTA
- Your responsibilities as a study permit holder

OUTSIDE OF CANADA APPLICATIONS

- International students should start preparing their **Study Permit** application 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.

RECENT CHANGES ON SP APPLICATIONS

- As of 8:30 am ET on **January 22, 2024**, new SP applications (except those who are exempt) are required to include a **provincial attestation letter (PAL)**. Without this PAL, SP applications will be returned with a full refund to the student.
- For **2024**, international students need to demonstrate a minimum of **\$20,635** (equal to 75% of LICO) + first year of tuition and travel costs for proof of financial support in their study permit applications. Moving forward, minimum financial requirement for new study permit applications will be increased and will be adjusted annually to reflect LICO accordingly.

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/get-documents.html>


HOW TO GET A PAL

If you require a PAL, follow the steps below:

- Accept your offer via OUAC
- Pay your \$1000 tuition deposit
- Complete the PAL Request Form
- Download your PAL from choose.uwo.ca


APPLY ONLINE: IRCC PORTAL

Sign in

 Sign in to the IRCC Portal

or

Get an invite code to create an account

 Get invite code

Already have an invite code? [Create your IRCC portal account](#)

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/portal-application-process-study.html>

APPLY ONLINE: IRCC PORTAL

Start an application

[Apply to visit, study or work in Canada as a temporary resident](#)

[Make a new refugee claim or continue a claim made to the Canada Border Services Agency \(CBSA\)](#)

Citizenship

[Download Citizenship e-Certificate](#)

View the applications you submitted

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

APPLY ONLINE: IRCC PORTAL

<	Purpose	Personal details	Application	Activities	Security questions	Medical history	Family information	Contact >
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Apply to visit, study or work in Canada as a temporary resident

* I want to apply for a: **(required)**

- study permit
- transit visa or temporary special measures
- visitor visa or super visa
- work permit
- not sure

* What exactly do you want to apply for? **(required)**

- A study permit to study for less than 6 months
- A study permit to study for more than 6 months
- A visitor visa to study without a study permit for less than 6 months

* Tell us more about what you'll do in Canada. Include dates. **(required)**

APPLY ONLINE: IRCC PORTAL

Supporting documents

Status	Document name	Add or change file
Not uploaded	> Transcript (proof)	No file chosen <input type="button" value="Add file"/>
Not uploaded	> Letter of acceptance	No file chosen <input type="button" value="Add file"/>
Not uploaded	> Passport/travel document	No file chosen <input type="button" value="Add file"/>
Not uploaded	> Funds (proof)	No file chosen <input type="button" value="Add file"/>

Optional documents

Status	Document name	Add or change file
Not uploaded	> Consent personal information	No file chosen <input type="button" value="Add file"/>
Not uploaded	> Additional documents	No file chosen <input type="button" value="Add file"/>

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.**
- **Provincial Attestation Letter (PAL), [if applicable*](#)**

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 \$20,635 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
 - proof of funding paid from within Canada

Biometrics, Medical and other requirements

- **Biometrics**-Normally, you need to give biometrics **once every 10 years** 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.

CHANGE DLI FROM OUTSIDE CANADA

- **If your study permit application is still in progress**

You can change your DLI by submitting a new Letter of Acceptance using the IRCC [web form](#).

- **If your study permit application has been approved**

And you change your DLI, you must submit a new SP application with a new LOA. You must also pay all the fees for the new application.

Note: If you already have a valid study permit, you do not need to apply for a new study permit if you change your DLI.

LETTER OF INTRODUCTION

 Citizenship and Immigration Canada / Citoyenneté et Immigration Canada

June 09, 2016

Unique Client Identifier: [Your Universal Client ID]



[Your Name]
[Your Address]

Application Number: [Your Application Number]



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 (yyyy/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 PERMIT

- Authorizes you to study and stay in Canada
- May include specific conditions that may authorize you to work on- and/or off-campus
- Usually valid for the period of your academic program plus 90 days.
- **Review the information on the permit before you leave the border officer**
- If you need to study longer, you can apply for an extension of your Study Permit from within Canada.

Canada Citizenship and Immigration Canada / Citoyenneté et Immigration Canada

PROTECTED WHEN COMPLETED / PROTÉGÉ UNE FOIS REMPLI - B

CANADA

SCARBOROUGH ON CANADA

Application/Demande: S

UCI/IUC:

STUDY PERMIT/PERMIS D'ÉTUDES

CLIENT INFORMATION/INFORMATION DU CLIENT

Family Name/Nom de Famille:
Given Name(s)/Prénom(s):
Date of Birth/Date de naissance: (yyymmdd-aaaa)mmj
Sex/Sexe: FEMALE
Country of Birth/Pays de naissance: CHINA, PEOPLE'S REPUBLIC OF
Country of Citizenship/Citoyen de: CHINA, PEOPLE'S REPUBLIC OF
Travel Doc No./N° du document de voyage: PASSPORT

ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE

Date Issued/Déjà délivré le: 2013/05/07 (yyymmdd-aaaa)mmj
Expiry Date/Date d'expiration: 2017/07/30 (yyymmdd-aaaa)mmj
Case Type/Genre de cas: 30
Institution Name/Nom de l'institution: OTHER UNIVERSITY ONT.
Field of Study/Domaine d'études: ANY POST SECONDARY
In Force From/En vigueur le: 2013/05/07 (yyymmdd-aaaa)mmj

Conditions:

1. MAY ACCEPT EMPLOYMENT ON THE CAMPUS OF THE INSTITUTION AT WHICH REGISTERED IN FULL-TIME STUDIES.
2. MUST LEAVE CANADA BY

Remarks/Observations:

THIS DOES NOT AUTHORIZE RE-ENTRY/CECI N'AUTORISE PAS LA RÉ-ENTRÉE

THIS FORM HAS BEEN ESTABLISHED BY THE MINISTER OF CITIZENSHIP AND IMMIGRATION - THIS DOCUMENT IS THE PROPERTY OF THE GOVERNMENT OF CANADA
FORMULAIRE ÉTABLI PAR LE MINISTRE DE LA CITOYENNETÉ ET DE L'IMMIGRATION - LE PRÉSENT DOCUMENT EST LA PROPRIÉTÉ DU GOUVERNEMENT DU CANADA

FORM 14023 (06-2012)
Canada

TEMPORARY RESIDENT VISA (TRV) AND ETA

- Most people need a valid temporary resident visa (TRV) in their passport in order to travel to and re-enter Canada.
- TRV usually expires on the same date as your study permit expires.
- You can apply for a new TRV from within Canada AFTER you extend your study permit.



Electronic Travel Authorization (ETA)

- Issued to citizens of visa-exempt countries
- Is required to travel to and re-enter Canada
- Valid for up to 5 years

Note: U.S. citizens and lawful permanent residents of the US do not require TRVs or eTAs.

INTERNATIONAL STUDENTS

- YOUR RESPONSIBILITIES AS A STUDY PERMIT HOLDER

Study at a Designated Learning Institution (DLI)

- You must hold a study permit if you are in a program of 6+ months
- Students may study without a study permit if the program is under 6 months in duration
- **If you change your post-secondary school, you must notify IRCC. You don't need to change or apply for a new study permit if your study permit is valid.**

Actively pursue your program of study

- Remain enrolled and make reasonable and timely progress towards completing your program
- **You do not need to notify IRCC or change your study permit if you wish to change your program at the same DLI**
- DLIs are required to report on students status twice a year

Comply with the conditions on your study permit

- Study permits may authorize on-campus employment if you are a full-time student
- Off-campus employment is only allowed for students enrolled in programs of at least 6 months and leading to a degree, diploma or certificate



STUDENT ADVISING

International Student Advising Appointments

- iesc.uwo.ca/appointment

Drop-In Support

- In person Monday to Friday 1- 4 pm, IGAB 2nd floor
- Virtual Immigration FAQ on select Fridays 9:30 - 10:30 am

Workshops & Information Sessions

events.westernu.ca/events/iesc

Office Hours & Reception

- Monday to Friday, 9:00 am - 4:00 pm
- **Phone:** 519-661-2111 ext. 89309
- **Email:** iesc@uwo.ca