

Western International

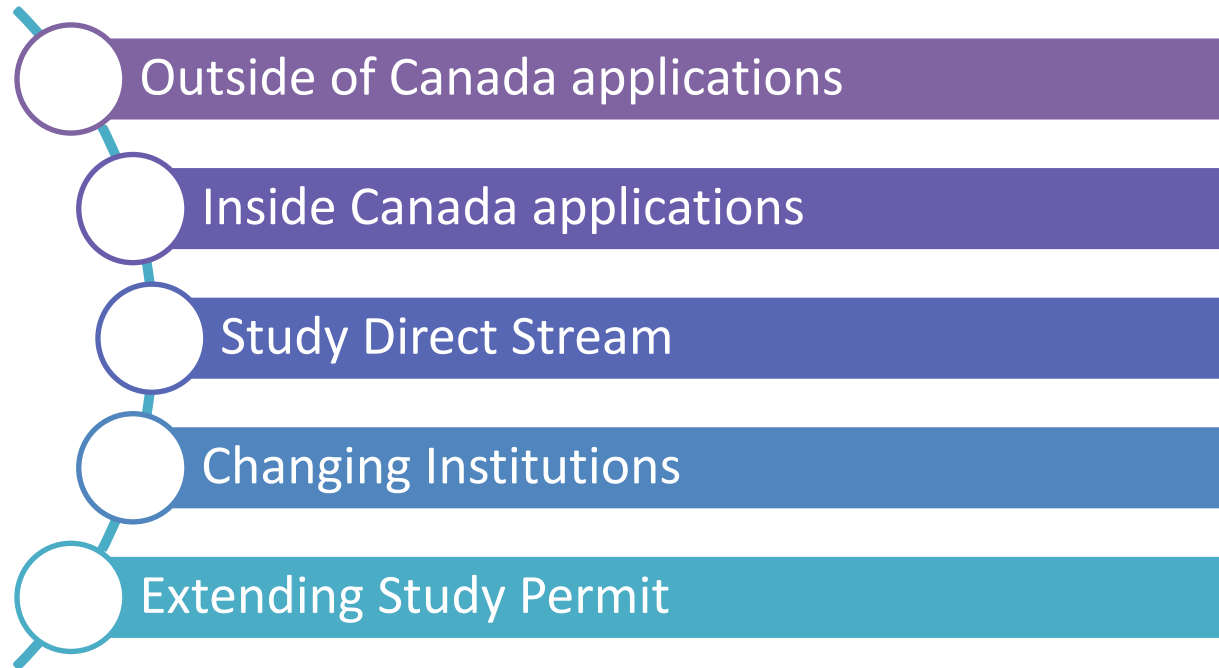
Immigration Session

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international.uwo.ca |
#globalwesternu

How to apply for Study Permit



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

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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.

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Most requested

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- [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. New

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

How to apply for Study Permit

View the applications you submitted

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

Search: Showing 0 to 0 of 0 entries | Show entries

Application type ↑↓	Application number ↑↓	Applicant name ↑↓	Date submitted ↓	Current status ↑↓	Messages ↑↓	Action
No data available in table						

Did you apply on paper or don't see your online application in your account? [Add \(link\) your application to your account](#) to access it and check your status online.

Continue an application you haven't submitted

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

Search: Showing 0 to 0 of 0 entries | Show entries

Application type ↑↓	Date Created ↓	Days left to submit ↑↓	Date last saved ↑↓	Action
No data available in table				

Start an application

[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 \(IMM1294\)](#)

(Opens a new window)

Supporting Documents

[Passport](#) ?

[General Education and Employment Form](#) ?

[Proof of Means of Financial Support](#) ?

[Digital photo](#) ?

[Family Information \(IMM5645\)](#) ?

[Letter of Acceptance](#) ?

Fees

Fees

Application	Quantity	Price (CAD) per unit	Total (CAD)
Study Permit	1	\$150	\$150

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.

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 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 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 Barmuda, 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 your 1st year 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

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

Additional documents
request letter or
rejection letter

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



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

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 DLI, you must notify IRCC

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 if you wish to change your program of study
- DLI's 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

Check your Study Permit...

Canada Citizenship and Immigration Canada / Citoyenneté et Immigration Canada

PROTECTED WHEN COMPLETED / PROTÉGÉ UNE FOIS REMPLI

CANADA

DD200 [REDACTED]

F31 [REDACTED]

Application/Demande: S30 [REDACTED]

UCI/UC: 950 [REDACTED]

STUDY PERMIT/PERMIS D'ÉTUDES

CLIENT INFORMATION/INFORMATION DU CLIENT

Family Name/Nom de Famille: [REDACTED]

Given Name(s)/Prénom(s): [REDACTED]

Date of Birth/Date de naissance: 1992/ [REDACTED] (YYYYMMDD - AAAA/MM/DD)

Sex/Sexe: [REDACTED]

Country of Birth/Pays de naissance: [REDACTED]

Country of Citizenship/Citoyen de: [REDACTED]

Travel Doc No./N° du document de voyage: [REDACTED] PASSPORT

ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE

Date Issued/Déjà délivré le: 2016/ [REDACTED] (YYYYMMDD - AAAA/MM/DD)

Expiry Date/Date d'expiration: 2017/ [REDACTED] (YYYYMMDD - AAAA/MM/DD)

Case Type/Genre de cas: 30

Institution Name/Nom de l'institution: DESIGNATED LEARNING INST-ON

Field of Study/Domaine d'études: ANY DESIGNATED POST SECONDARY INSTITUTION

In Force From/En vigueur le: 2016/ [REDACTED] (YYYYMMDD - AAAA/MM/DD)

Conditions:

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

10/4 14(00) (00-9172)
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Canada

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

- *“may accept employment”*
- *“may work”*
- *“are eligible to work”*

Working ON CAMPUS

- Hold a **valid Study Permit** with working conditions
- **Maintain full-time** status at the designated learning institution (DLI)
- Get a **Social Insurance Number (SIN)** from Service Canada
- There is no limit in number of hours to work on campus

Working off campus

- ❑ Hold a **valid Study Permit** with working conditions
- ❑ **Maintain full-time** status at the designated learning institution (DLI)
- ❑ Get a **Social Insurance Number (SIN)** from Service Canada
- ❑ You can work up to **20 hours** per week during the academic year and full-time during scheduled breaks.
- ❑ Undergraduate students at Western have scheduled break during the summer. Graduate students are enrolled in three academic terms and have no scheduled break.
- ❑ To work full time in the summer, you must be full-time student in a program before and after the scheduled break.

Co-op WORK PERMIT

- ❑ Some students at Western may have work as a requirement of their degree
- ❑ If internship, co-op, practicum, placement, experiential learning is an “essential part of your program of study”

You will need to apply for co-op work permit (CWP)

- ❑ Western University will be indicated as your employer
- ❑ CWP cannot be used for working off campus in jobs that are not part of the academic position approved by your academic department

Working after graduation

- Students don't need a job offer to apply for work permit
 - The PGWP is not employer specific
 - You can work anywhere in Canada
 - The job does not need to be related to your degree

To be eligible to apply for PGWP, students need to:

- Have completed all program requirements in program of study, approved for PGWP, that lasted at least eight months at a DLI
- CONTINUOUSLY studied FULL-TIME in Canada with the exception of part-time only in the final academic session

PGWP eligibility

- Received written confirmation from Western that you have met the requirements for completing your academic program
- Received official transcript. Unofficial transcript from DLI's website may be accepted
- You **MUST** hold a valid study permit when you apply for the work permit if you plan to start working under R186(w)

Permanent Residency

- ❑ Express Entry System (CEC, FSW)
- ❑ Ontario Immigrant Nominee Program –
Master's Graduate Stream, PhD Stream or
OINP International Students with Job Offer

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

IESC Immigration Services



iesc.uwo.ca



iesc@uwo.ca



519-661-2111 ext. 89309



Drop-ins or appointments



Workshops