Applying for Your Study Permit

Nora Lambrecht & Lubna Ahmad
Regulated Canadian Immigration Consultants

Do I need a Study Permit?

Yes! You must apply for a study permit before coming to Canada.

- **Letter of acceptance** from the designated learning institution in Canada

- You can apply for the study permit by paper at a Visa Application Centre or online.

Note: ***Our focus in this session will be on the online application process.***

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Do I need a representative to help me apply?

No.

For forms and information check Immigration, Refugees, and Citizenship Canada (IRCC) website.

If you decide to use an immigration representative, **be careful whom you ask for advice**. For more information, see:

Who Can Represent You and Tips on Choosing an Immigration Representative.

http://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=444&top=7&_ga=2.49957295.802395138.1515432795-1398609574.1513292164

Current Temporary Resident Application Process for Visa Required Applicants (excluding eTA)

APPLICATION SUBMISSION	BIOMETRICS COLLECTION	APPLICATION ASSESSMENT	DECISION	If approved TRAVEL TO CANADA	Upon arrival BIOMETRICS VERIFICATION	ENTER CANADA
Client submits their application and pays their application and biometrics fees. This can be completed online, by mail, or in-person at a VAC.	Client receives the Biometric Instruction Letter (BIL). If the client is applying in-person, the application and biometrics collection can be completed at the same time at a VAC.	Officer conducts an assessment (including eligibility and admissibility) of the application including all documentation provided and biometric results.	Officer informs the applicant of the final decision.	If APPROVED, client will receive visa and can travel to Canada for the intended purpose. If refused, client is informed and biometrics are still valid for up to 10 years.	At Port of Entry, client may be subjected to systematic or discretionary biometric verification. Permit is issued.	Client is able to enter Canada

What does the application form look like?

IMM 1294 "[Application for Study Permit Made Outside of Canada](#)"

Note: you may need to download and save these forms on your computer or laptop before opening; complete the saved versions

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What are the main supporting documents required?

- Passport

- Letter of Acceptance from the University of Alberta

- Proof of means of financial support

- Passport digital photo

What are the main supporting documents required?

- E-Medical Form: if Immigration Medical Exam (IME) is required

- Family Information Form

- Police Clearance maybe required depending on from where and how you apply

How do I apply online?

- Go to:

https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html

- Click on "Continue to GCKey"

- Click on "Sign Up"

- Create an account or sign in
- Link your paper application to your online account
- Find application forms and guides
- Pay your fees
- Check processing times
- Check your application status
- Change my address
- Medical exams and police checks

Create an account or sign in

With your account, you can apply, pay your fees and check your status for some applications.

You can create and sign in to an account using:

- your online banking login (**Sign-In Partner**)
- a Government of Canada login (**GCKey**)

What's the difference?

- **Sign-in Partner** (SecureKey Concierge) uses your online banking information
- **GCKey** is the Government of Canada credential

Learn more about Sign-In Partner and GCKey.

> ⚠ This online service will be unavailable from **3:30 a.m. to 5:30 a.m.** Eastern time, on **Tuesday, January 16, 2018**, in order to perform system maintenance.

> ⚠ **Online applications**: After we receive your application, it may take up to 5 days for you to see it in your account. We are working to make this wait time shorter. If your application does not appear after 5 days, contact us and report a technical problem. This issue will not delay processing of your application.

Continue to Sign-In Partner

- Use the same sign in information you use for other online services (for example, online banking)
- None of your information will be shared with us. Your Sign-In Partner will not know which government service you are using.
- You will temporarily leave Canada.ca to use your Sign-In Partner

▶ View the full list of Sign-In Partners

Continue to GCKey

- Sign in with a GCKey user ID and password if you don't use a Sign-In Partner.
- Register for a GCKey user ID and password if you don't have one.

Home ➡ Sign In / Sign Up

Welcome to GCKey

Sign In

Username: **(required)**

Username

Password: **(required)**

Password

Forgot your password?

Sign In   Clear All

Simple Secure Access

A simple way to securely access Government of Canada online services.

One username.
One password.

Sign Up

Your GCKey can be used to access multiple Government of Canada online Enabled Services.

Please select **Exit** to leave the GCKey service and return to the Government of Canada online service.

Exit

Definitions	Frequently Asked Questions (FAQ)	Help

Terms and Conditions	Username	Password	Questions and Answers

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.

Create Your Username: **(required)**

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

Continue	Clear All	Cancel

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

| Terms and Conditions | Username | Password | Questions and Answers |

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.

| Continue | Clear All | Cancel |

Privacy

Please keep your Password secure. For more information on how your privacy is protected, please refer to our Personal Information Collection Statement.

Password Checklist

- 8-16 Characters
- Does not contain 3 consecutive characters from Username
- Valid characters
- Lower case letter(s)
- Upper case letter(s)
- Digit(s)
- Passwords match

My Information

Notification Information

Complete the following information so we can send you an email if there is an update to your application or message in your account.

* Email address *(required)* [   ] ❓

Preferred language of notification [English   ▾] ❓

I would like to receive monthly updates about my application ☐ ❓

[Update]   [Reset my security questions]

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 5 ⬍ 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.

Students: Transfer schools

For approved study permit holders only.Tell us if you are changing designated learning institutions. You will need your application number.

Account messages

Read messages related to your account. Messages about a submitted application are on your application status page.

You have no messages.

Report a problem or mistake on this page

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)

Find out if you're eligible to apply

What would you like to do in Canada? ❓

Study ▾

How long are you planning to stay in Canada?

Temporarily - more than 6 months ▾

Which country issued your passport? ❓

Please make a selection ▾

What is your current country/territory of residence? If you are presently in Canada, you should select Canada. ❓

Please make a selection ▾

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older?

Please make a selection ▾

What is your date of birth? ❓

| Select year ▾ | Select month ▾ | Select day ▾ |

◀ Save and Exit Questionnaire   Next ▶

⟳ Start Again | ✎ Modify my Answers | 🖶 Print | 💬 Report a Technical Issue | ❓ Help

Find out if you're eligible to apply

Have you visited or lived in any one of the designated countries for 6 consecutive months in the last year? ❓

Please make a selection ▾

◀ Save and Exit Questionnaire

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...

Find out if you need a medical exam

If you are applying to become a temporary resident of Canada, you must have a medical exam if you:

- want to come to Canada for more than six months, and
- have lived or travelled for six months in certain countries or territories in the year before you come to Canada.

You need a medical exam if there is a "**yes**" in the **second** column. Countries are listed alphabetically. Certain overseas locations may also be listed under the country of sovereignty, such as the United Kingdom.

Filter items [ ]   Showing 1 to 10 of 285 entries | **Show** [10 ▾] **entries**

Country/Territory ⬆⬇	Immigration Medical Exam (IME) required ⬆⬇	Medical Office ⬆⬇
Afghanistan	YES	New Delhi
Albania	NO	London
Algeria	YES	London
American Samoa	NO	Manila
Andorra, Principality of	NO	London
Angola	YES	London
Antigua and Barbuda	NO	Ottawa
Argentina	NO	Ottawa
Armenia	YES	London
Australia	NO	Manila

https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams/requirements-temporary-residents/country-requirements.html

Your online document checklist:

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

Supporting Documents

- Passport
- Letter of Acceptance
- Proof of Means of Financial Support
- Digital photo
- Request for Medical Exam
- Family Information (IMM5645)

Fees		
	Fees	
Application	Quantity	Price (CAD) per unit
Study Permit	1	$150
Biometrics Fee	1	$85

Proof of Sufficient Funds

- Funds need to cover at least one year of living expenses and tuition fees

• One year's living expenses is estimated at $10 000 for one person (at least $2000 additional to cover travel)

- More funds will be needed if you will be accompanied by your dependent family members

• An additional $4000 for spouse and $3000 for each accompanying child

Proof of Means of Financial Support Documents

- Bank statements for the past 4 months

- Letter of undertaking from parent or sponsor in addition to their bank statements, employment documents, proof of relationship, etc.

- Official letter of scholarships and awards

Proof of Means of Financial Support Documents

- Tuition payment receipts (recommended)

- Investments and/or stocks and bonds (if applicable)

- Income from rental properties (if applicable)

- If applicable, include documents confirming campus residence and a copy of the $500 receipt of your residence deposit

How can I make my application stronger?

1. **Financial Ability:**

- Include as many documents as possible

- Clearly itemize documents provided in a cover letter*

- All documents are either in English or French

- Pay your university tuition fees upfront and include the receipt with your application (recommended)…*in the event your SP application is refused you can contact the University for a refund*

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Cover Letter Example

Dear Consular Officer:

Please find the enclosed supporting financial documents. The documents are attached in the following order:

- Parent's letter of support: page 1

- Parent's bank statements: page 3

- Parent's employment letter: page 10

- Scholarship award letter: page 11

- Tuition fee payment receipt: page 12

How can I make my application stronger?

2. Study Plan:

Provide a letter of explanation which includes a clear and concise study plan and upload under "Optional Documents"

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Study Plan Details

➤ Why you wish to study in Canada in this particular program

➤ What is your overall educational goal

➤ Why you are not pursuing a similar program in home country

➤ What research have you done into studies in home country

➤ How this program enhances your employment opportunities in home country

➤ Details of education history including all relevant transcripts if applicable

➤ What ties you have to home country including supporting documents when possible

How can I make my application stronger?

3. Application Process:

- Carefully read the Instruction Guide and follow instructions

- Pay attention to detail when completing and preparing application documents

- Make sure all application forms are typed (not hand-written)

- Validate the IMM1294 form before uploading (signature not required when applying online)

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How can I make my application stronger?

- Double check your application and all supporting documents before submission

- Check [processing times](#) and apply as soon as you receive admission letter

- Contact the International Advisors at: advising@ualberta.ca for assistance

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What happens after you submit your SP application?

- You can expect to receive a "Biometrics Instruction Letter" (BIL) if you have never provided your biometrics in the past 10 years

- Check your account regularly for updates or requests for additional documents

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What can cause a delay in the processing of my application?

➢ Medical and security screening may take longer than usual

➢ If you get asked for an interview

➢ You apply by paper and communicate with Immigration Canada by mail instead of your online account

➢ You don't respond quickly to follow up requests

➢ High number of applications being processed during same period of time

What happens after your SP has been approved?

➢ Check your GCKey account regularly

➢ If approved, you will receive a "Letter of Introduction"

➢ Letter of Introduction must be presented to Immigration Border Officer in order to receive your study permit

➢ Check study permit for accuracy regarding your personal information

➢ When entering Canada, carry with you copies of all documents used in your application

Questions

advising@ualberta.ca