



# International Student Guide: Applying for your study permit

To study in Canada for more than 6 months, you must apply to Immigration, Refugee and Citizenship Canada (IRCC) for a study permit.

Students from many countries also need to apply for a Temporary Resident Visa (TRV) in order to enter Canada: <http://www.cic.gc.ca/english/visit/visas.asp>

**Many visa offices have specific instructions about which documents you must send with your application. Check the [list of Canadian visa offices](#) to find the office that serves your country. This will show you the procedures you must follow.**

## Processing time

The length of time to process your application varies depending on the visa office where you applied and often ranges from 4-12 weeks. For more information, see [application processing times](#).

## Application process

We recommend that you apply online or in person at a Visa Application Centre (VAC). Find the VAC closest to you: <http://www.cic.gc.ca/english/information/offices/vac.asp>

Follow these steps to apply online:

### 1. Create your MyCIC account using GCKey or Sign-in Partner/Log into MyCIC

If you are a new user, you will need to create your MyCIC account through GCKey or Sign-in Partner at [www.cic.gc.ca/english/e-services/mycic.asp](http://www.cic.gc.ca/english/e-services/mycic.asp).

### 2. Complete the 'Come to Canada' questionnaire

Click on "Apply Online" to complete the questionnaire. Refer to these answers:

Questions	Answers
What would you like to do in Canada?	Study
How long are you planning to stay in Canada?	Temporarily – more than 6 months
What is your current country of residence?	Home country or another country you are currently residing in
Have you been accepted to an approved program in Canada?	Yes
Do you intend to work off-campus?	Yes/No
Do you have a valid work or study permit and need a visa?	No
Are you an exchange student?	No - if you will receive a certificate/diploma from NSCC Yes - if you are coming to NSCC through your university
Is work an essential component of your program?	Yes - if your program has a cooperative education (co-op work placement or co-

	op work term), internship or work placement
Have you had a medical exam performed by a CIC authorized panel physician (doctor) within the last 12 months?	No Yes - if you have already done your medical
Have lived in one or more <u>designated countries or territories</u> for more than 6 months in the last year?	No
Do you want to submit an application for a family member?	No
Are you giving someone access to your application?	No
There are fees associated with this application. Will you be paying your fees or are you fee exempt?	Yes, I will be paying my application fees.
Do you have the ability to create a digital image of your documents (through scanning or taking a picture) and will you pay your application fees online using a visa, MasterCard or American Express?	Yes. If you don't have a credit card, you can purchase a pre-paid visa.

**Record your personal checklist code.** This code will expire in 60 days.

### 3. Fill in the online application form and gather supporting documentation

#### Completing the application (IMM1294E) Form, Application for a Study Permit Made outside of Canada:

1. UCI	Client ID (8-digit number), which you only have if you have had an immigration document in the past
<b>Personal Details</b>	
7. Current Country of Residence	Where you live now
8. Previous countries of residence	List countries you've lived for 6 months or more
9. Country where applying	YES if same as country of residence
<b>Contact Information</b>	
1. Current mailing address	Give as much information as possible, including your postal code
2. Resident address, same as mailing address?	If your mailing address is where you live, answer 'Yes'.
6. Email address	This is how CIC will contact you. Ensure you check this often and check your spam folder
<b>Details of Intended Study in Canada</b>	
1. a) Name of School b) Level of study c) Field or study d) Address of school	a) Nova Scotia Community College b) Choose College Certificate or diploma c) Choose a field most associated with your program or 'other' d) Write the exact address from your acceptance letter
2. a) Designated learning Institution (DLI) # b) Student ID number	a) O19091820452 b) Your student ID # is on your NSCC acceptance letter
3. Duration of expected study • From (YYYY-MM-DD) • To (YYYY-MM-DD)	• Date you will begin your program • Estimated date of program completion: your request should be 90 days after your graduation
4. The cost of my studies will be:	(for one year only)

Tuition Room & board Other	\$10,090 \$10,000 \$1000
5. Funds available for my stay (CAD)	The amount indicated should be the same amount, or less, than the proof of funds provided with your application.
6. a) In addition to a study permit, are you also applying for a work permit?	a) NO
<b>Education</b>	
Have you had any post-secondary education (including university, college or apprenticeship training)?	Answer "Yes" if you are a transfer student or have gone to college before Answer "No" if you came to NSCC directly from high school.
<b>Employment</b>	
	Enter all jobs you've had in the past 10 years
<b>Background Information #2</b>	
a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?  b) Have you ever refused any kind of visa, admission, or been ordered to leave Canada or any other country?	a) If you have studied or worked without a valid study or work permit, you will need to provide details and explanation.  b) If you were ever refused any visa, admission to Canada or any other country please indicate and briefly explain.
<b>Signature</b>	
	This form cannot be printed, signed and scanned. You only need to <b>validate</b> and save it to your desktop or on a USB and then upload.

### Supporting documents:

- You only need to submit your **original passport** if you are applying for a Temporary Resident Visa (TRV). If you are not applying for a TRV, you must submit a copy of your passport pages (only pages with stamps, visas, photos) saved as one single PDF document (less than 4MB)
- Find out if you are required to provide **biometrics** (fingerprints). You must **not** have your biometric fingerprints and photo taken before you submit your application. You can have your biometrics collected **after** you submit your application and have received a biometric instruction letter which will direct you to a list of points of service you may choose from; **or at the same time** as you are submitting your application in person at a Visa Application Centre (VAC).
- If you are not required to give biometrics, you must submit a passport sized photo (digital if you apply online and two photos with your name and birthdate written on the back if you apply at a VAC).
- Family information: you must enter information about your parents, brothers, sisters and any children on this form:  
<http://www.cic.gc.ca/english/pdf/kits/forms/IMM5645E.PDF>
- birth registration/birth certificate
- Acceptance letter from NSCC Admissions or NSCC International
- proof of financial support demonstrating at least \$22,000 (statement of balance from your bank or your parents' bank account for 4 months, student loan letter, tax records and any letters of scholarship or sponsorship)

4. **Log into MyCIC and upload the IMM 1294E form and the supporting documents.**
5. **Pay the application fee (\$150.00) and if applicable \$85 biometric processing fee.** To find out how to pay, check the website of the [Canadian visa office](#) that serves your country. Fees are often paid by certified cheque or money order.
6. **Submit the application.**  
If you apply online, once your application has been successfully transmitted, you will see a confirmation of application submission under "My Messages".

#### Additional information or documents

After the visa office receives your application, the visa office might request more information or documents. These may include the following:

- **Medical information:** In most cases, you will need a medical examination. A visa officer will send you instructions if you need one. This may add more than three months to the processing time of your application. ***It is often best to submit your medical at the time of application.*** Find more information about [medical examinations](#).
- **Security information:** If you want to study in Canada, you and any family members who come to Canada with you, and who are 18 years of age and over, may have to provide police certificates. Find more information about the [security checks](#).