



## International Student Guide: Apply for your initial 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 **before** coming to Canada.

Here's how it works – you complete your application, and if approved, IRCC will send you a **Letter of Introduction** (approval letter). You will present this letter when you enter Canada, and the border officials will issue your study permit (a paper copy).

To be eligible to study in Canada, you must:

- Have been accepted at a designated learning institution in Canada
- Prove that you have enough money to pay for:
  - tuition fees
  - living expenses for yourself and any family members who come with you to Canada
  - return transportation for yourself and any family members who come with you to Canada
- Be a law-abiding citizen with no criminal record and not be a risk to the security of Canada
- Be in good health and willing to complete a medical examination, if necessary
- Satisfy an immigration officer that you will leave Canada at the end of your authorized stay

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?	Where you currently live
Have you been accepted to an approved program in Canada?	Yes
Do you intend to work off-campus?	Yes/No – depending on your intention
Do you have a valid work or study permit and need a visa?	No
Are you an exchange student?	<i>If you will receive a certificate/diploma from NSCC - No If you are coming to NSCC through your university or college - Yes</i>
Is work an essential component of your program?	<i>If your program has a work or internship component - Yes</i>
Have you had a medical exam performed by a CIC authorized panel physician (doctor) within the last 12 months?	Depends on your situation
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?	Dependent on your situation (see below for information on family members)
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.

**Be sure to 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	If same as country of residence - Yes
<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 IRCC will contact you. Ensure you check your email often, including 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)	<ul style="list-style-type: none"> <li>• Date you will begin your program</li> <li>• Estimated date of program completion: your request should be 90 days after your graduation</li> </ul>
4. The cost of my studies will be: Tuition Room & board Other	(for one year only) \$10,390 \$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) If you need a co-op work permit, you can choose "Yes" – <b>your LOA must indicate the work term</b>
<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>	You don't need to print and sign the form – instead, click " <b>Validate</b> " and then save this version (the last page should be a bar code). This is the version that you will upload online.

## Supporting documents:

- If you require a Temporary Resident Visa (TRV), you will need to submit your **original passport** to the VAC . If you do not need a TRV, you must submit a **copy** of your passport (all pages with stamps, visas, photos) saved as one single PDF document
- *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; or **two photos** with your name and birthdate written on the back if you apply at a VAC).
- *Family Information (IMM 5645)* you must enter information about your parents, brothers, sisters and any children on this form; write **Not Applicable** if you do not have siblings or children
- Birth registration/birth certificate
- Acceptance letter from NSCC
- 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](#).

## Family members:

It may be possible for your family members to live with you in Canada while you study. In most cases, “family” includes spouses, common-law/conjugal partners, and dependent children. If your family members enter Canada without you, they may be admitted on visitor status for up to six months. Family members most often apply to come initially as visitors; however, your spouse/common-law partner may work if you have a study permit.

Family members must complete their own application forms. However, you may submit your applications together online or at a Visa Application Centre (VAC) and use one payment receipt for the total amount.

Your spouse or common-law partner and children must meet all of the requirements for temporary residence in Canada. They may need to pass a medical examination in advance.

If you are accompanied by family members while attending NSCC you must ensure your dependents and/or spouse have all the required immigration documents. It is recommended that your dependents obtain a **Visitor Permit (Record)** upon entering Canada. This document will allow your dependents and/or spouse to renew their visitor status online.

To ensure that family members travelling without you are admitted to Canada as visitors for the same length as your study permit, send them copies of your study permit, TRV (if you have one) and passport. They can present these to the authorities at the Canadian port of entry (airport or border crossing).

## Minor Children in Canada:

Children who will be attending pre-school or Grade Primary (under 6 years of age) do not need a study permit.

School-age children (19 years of age or younger) do not require study permits, but study permits can make the immigration process run more smoothly, especially if your child enters Canada without a parent, and allows you to extend your child’s TRV here instead of travelling back to your home country.