

How To Apply For Canada Study Permit Online:

Step By Step Full Information & Form Filling

A student visa allows a foreign student to enter Canada as a student. On arrival, a study permit is issued to the student to study full/part-time at a recognized institution in Canada. The study permit is a mandatory immigration document for all those who want to study in Canada i.e. international students with the exception of those studying in a program that is LESS than 6 months.

In order to be eligible, the student must be enrolled in a program listed under [Designated Learning Institution](https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/prepare/designated-learning-institutions-list.html) (DLI) list == > <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/prepare/designated-learning-institutions-list.html>

The application process can be:

1] **Online:**

Applying online - You have to start your application [here](https://www.canada.ca/en/immigration-refugees-citizenship/services/come-canada-tool.html):

<https://www.canada.ca/en/immigration-refugees-citizenship/services/come-canada-tool.html> Then, you will have to set up a GCKey account (remember to memorize the 4 questions & answers you pick, as any time you open your account, you will be requested to answer 1 of the 4 questions you previously chose). You then have to fill out, sign, scan and upload the required forms, and also scan and add in the system all the necessary documents supporting your application.

2] **At a Port of Entry (Border)** - ONLY U.S. Citizens and permanent residents are eligible.

3] **Paper application:**

Applying on paper: you have to download, fill out, print and sign the required forms.

Take them to the closest **Visa Application Center:**

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/contact-ircc/offices/find-visa-application-centre.html> along with all the necessary documents supporting your application.

You should see a typical of the below on your online dashboard when you begin the process.

Passport:

Upload your international Passport Bio-data Page.

Scan important pages in your passport i.e. the pages with Entry and Exit Stamps for proof of travel.

Previous visa(s) to satisfy travel history if applicable. If you don't have, don't unnecessarily be worried.

Change of name as seen on Newspaper publication

Marriage Certificate

Affidavit of change of name

Letter of Acceptance:

Once you get accepted by a DLI, your admission committee will send you an Offer of Admission via email or courier. However, you might want to include any academic-related achievements here.

Transcript

Admission letter

Receipt/screenshot of deposit tuition payment

Evidence of hostel accommodation application

BSc certificate

MSc certificate

WAEC certificate

NYSC certificate [Nigerian applicant]

Relevant professional certification(s) if applicable.

TOEFL, IELTS and other English proficiency result [not required from if your last education was taught in English]

Signed Confirmation Form of your School Registration

Proof of Means of Financial Support:

Sponsors may be self/father/mother/brother/sister/uncle/cousin/inlaw/wife/husband.

If your sponsor is a business man/woman/person/self-sponsor entrepreneur then you need the following:

Sponsor 1 Documents Required (Company):

Letter of Sponsorship

Article of association and memorandum

CAC Certificate/ Company registration certificate in your country

Particulars of directors in the company

Tax Clearance Certificate

Company bank statements for the past six (4) months with adequate funds and a reference letter attached to it by the bank (bank letter head, signed and stamped).

Board Resolution Letter stating that they are fully aware of this sponsorship & approve it.

Affidavit of Support

Business invoices

Sponsor 2 Documents Required: (father/mother/brother/sister etc.)

Letter of Sponsorship

Copy of Sponsor's Letter of Employment (if employed) OR business documents like business registration (if self-employed)

Pay slips

Copy of Sponsor's Employee ID card

Copy of sponsors' international passport bio-data page and visa pages' (if available)

Statement of Account from Sponsor's salary account.

Copy of Sponsor's landed property

Copy of Approval and Survey Plan of Sponsor's landed property

Shares or Investment account Like Treasury bills (if any)

Affidavit of support/ Declaration of sponsorship

Receipts of procurement of vital assets

Valuation certificate for house property

Self-sponsor:

Full funding unconditional acceptance letter

Letter of partial tuition waiver

Letter of Teaching Assistant

Award of Study Assistantship letter

Statement of Account (Salary Account) (if any).

Employment pay slip for the past 4 months

Pension statement

Share certificate

Personal Income Tax Return

4-Month personal Statement of Account

USD Statement of Account

Euro Statement of Account

Fixed Deposit Investment Letter

Any business license in relation to your craft/profession

Appointment Letter/promotion letter (if available)

Consent letter from Managing Director/Human Resource

Employment recommendation letter from my previous company

Letters of Promotion (received from wherever you've worked)

Current Company ID card

Land/Valuable property documents if available.

Application for Study Permit Made Outside of Canada (IMM1294)

Complete, save and Upload the study permit form. You do not have to sign them manually. Just click Validate after you finish filling up the form and it will generate its own code. If you have been refused visa(s) in any country you MUST answer YES to it in a section provided for it in this very form. Failure is 5 YEARS BAN.

Digital Photo

Upload your Passport Photograph. The passport size should be between 60KB to 240KB and the dimension should be 420X540

Family Information (IMM5645)

Complete, save and Upload the family form

Schedule 1 – Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)

Complete and Upload the form.

Client Information [Letter of Explanation]

Explanation letter is very important as it assists the visa officer to understand your study and career goals. It's your way of communicating to immigration officers any supplementary information that is not on the documents uploaded and that you deem important for them to know. You have to show this in order for you to strengthen any gaps in your application.

It is recommended if you are not a high school student, i.e. if you are applying for a postgraduate degree or diploma and/or have gap years or currently employed.

I strongly advise you to put the LoE at the beginning of the PDF file. This ensures that the immigration officer reads the LoE first, and then goes on to the other documents attached to the LoE. Also, for every information you include in your LoE, **please attach proofs.**

The **theme of a SOP is geared more towards the first time visa applicants.** In this case, the applicant will more likely talk about how the advance studies is going to complement past academics and how it will brighten up the future career scope. In addition, various other topics will be addressed such as capability to finance studies & living cost, why particular program, why Canada, why particular institution etc.

The **theme of a LOE is geared more towards the re-applicants (after their visa has been rejected in past).** In this case, the applicant will start first-half of the letter by explaining what went wrong in previous applications and on what ground it was rejected. How those

issues are addressed in the present application. In the later part of the letter the usual SOP stuff goes in which explain to the officer who you are, what you do, what does your family do, what and how you went to school and what your plans are when you come to Canada and what you plan to do after you complete your studies.

Your letter of explanation should address each of the following point clearly;

1. Available funds
2. Purpose of visit/Travel History
3. Home ties
4. Economic Ties/Assets etc.

Upload all the important documents here that were not included in the other sections here.

Resume/CV

SOP – first time applicant

LOE – second time applicant

Recommendation letters from past and present employers

NYSC discharge papers

Work ID card

Employment letters

Police clearance certificate

Letter of leave of study

Passport photo

Family Picture

Letter of introduction from work

Pay slip

Manager's complementary card

Affidavit of Return

Professional/Business Certifications (if any)

Volunteer letters

Recommendation letters from job experience

Letter of support from my place of work that my Salary would not be stop for the period of study

Certificates of trainings attended

Child birth Certificate

Application to Child Care providers in Canada

Parent birth Certificate

Parent Retirement Certificate

Parent's marriage certificate

Proof of medical exam. Just upload the paper with reference code that your clinic gave you.

Home/Economic Ties: Home ties vary and the VO may assess yours depending on your profile and case

Married men/women: your wife/husband and kid(s) are already strong home tie(s)

Letter of Consent from hubby for married women

Land Document

Stock & bond which worth reasonable value.

Survey plan/building Sketch

Cars Receipt and Proof of Ownership

Social club reference letter

Deed of Gift

Will stating that you will inherit properties (Not required, but it might help if you have one)

Other documents that would strengthen your application

Proof of relationship: select as apply to the sponsor you intend using.

- Marriage certificate
- Birth certificate/affidavit of age

Note: the 2 listed above are the substantial and convincing proof. For example if your sister is married and her husband is sponsoring you. To prove relationship, your birth certificate and your sister's birth certificate comes to play, since your in-law is your sponsor, to prove that, your sister's hubby has to get (their/his) marriage certificate and his birth certificate/affidavit of age. So the key factor in proving any relationship is marriage certificate and birth certificate/affidavit of age. Anyone if applicable I didn't mention is entertained.

Biometrics Requirements

You will be required to provide your biometrics (fingerprints scanning and photograph) for first time. It expires in 10 years. The fee is \$85 per applicant and maximum \$170 for a family of 2 or more members. For more information on biometrics, check [this page](https://www.cic.gc.ca/english/visit/biometrics.asp). == > <https://www.cic.gc.ca/english/visit/biometrics.asp>

Medical Examination

If your application is successful, you would be instructed to go for Medicals at a designated Clinic in your country. More information, check [medical exams section](#): == >

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

Police Certificate

You may need to supply police certificates for any country you have resided in for a minimum of 6 consecutive months. There are specifications for each country, use [this link](#): == > <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/police-certificates/how.html> and choose your country for detailed information.

Processing Time

Depending on your country (from where you will apply), processing times for a Study Permit can vary tremendously. The processing times from your country can be found [here](#) == > <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html> Select "Visiting, studying, working temporarily", then "Study Permit", then the country from where you will apply.

When you are done uploading all document. It takes you to the Review page. Click on CONTINUE, Now you're at the payment page. Use your bank cards activated for foreign exchange transactions.

Now that your application has been completed, always watch out for any message in your CIC account. They usually they notify you via your email of any pending message in your CIC account so always check your email

VITAL NOTE:

1) Install PDF software such as Adobe or Foxit on your device and Make use of internet explorer browser to fill forms

2) If you are unemployed for more than 1 year but have productive activity which may have connection to your intended program and background, you should endeavor to explicitly explain this in your LOE/SOP and provide evidence by means of documents available. Or if you are out of service and idle for less than one year, endeavor to at least explain something meaningful you have been doing with your time.

3) If you are currently serving (NYSC) for those in Nigeria: include

- Call-up letter.
- Nysc ID card.
- PPA letter.
- Discharge certificate if you are done serving.
- NYSC statement of account if possible. Make sure you explain to the VO that you are serving your father-land (Nigeria) and it is mandatory for every graduate in Nigeria.

4) Take note that the maximum file size is only 4 MB, which means you will combine multiple documents into one file and compress it using PDF and JPG file formats to submit your application. Make sure you use a good scanner or camera to scan your documents. You can also download Cam Scanner app on Android playstore.

Tested 3 Ways To Shrink Document To Required 4mb:

Make sure you do not over compress your documents so it will be visible enough for the visa officer.

a) Copy and Paste all document into a Microsoft word after scanning. Save the document as PDF format in other to get a lower size pdf document. If at the end you shrink to pdf and you still have a larger size pdf, then please download a pdf compressor www.pdfcompressor.org to compress it

b) Scan to JPEG, paste on word document and save to PDF web publisher. To do this click save as PDF and check the web check box.

c) Scan as PDF. (Not all printers do this, only big printers). Scanning your documents directly as pdf reduce the size. Scanning as image or picture is quite heavy and even when you save as PDF it is bigger than if you had scanned to pdf directly. Use ilovepdf.com to compress files (it's the best PDF compressing tool. it reduced smaller than others. It also allows you an opportunity to choose the quality of the document you want)

5) **Apply Early** – it looks suspicious to visa officers to see applications made months after the date on the Letter of Acceptance. They question if the applicant is really serious about studying if they waited many weeks or months to apply for the study permit after getting accepted by an institution in Canada. Apply for the study permit within one to two weeks from date on Letter of Acceptance

6) **Be Very Thorough In Answering All Questions In The Application** – don't assume that CIC will not find out previous travel history. The USA's immigration department and CIC share all your information so if you had a visa to the USA rejected or if you and your parents were deported when you were a child, put that information in your application and explain it. Don't hide anything! CIC will find out and if they don't find it out from you, they will likely reject your application.

7) **Don't Leave Gaps In Your Study, Travel And Employment History** – for example, if you list in your employment history a job that ended two years ago and don't explain what you have been doing since then, it creates doubt about you in the mind of the visa officer. In your employment and education history, list everything you have done including periods of unemployment.

8) **Explain where the money to pay for your study and travel overseas is coming from clearly.** If your parents are paying for your expenses, you need to explain what your parents do to earn income and show where the money is coming from. You need to submit proof of their employment income not just a letter from them saying they will pay the expenses. Your or their record of employment, income tax returns showing employment income are examples of proof of income.

9) **Double Check Everything In Application** – CIC says many times students type or write a mistake in their email address and then CIC cannot contact them. Sometimes a 0 (Zero) looks like an O, so check what you wrote carefully. Double check that your email address is correct. Don't wait for CIC to send you an email with an update, log into your MYCIC account to check for messages from CIC.

10) **Don't change your phone number while your application is under review.** CIC may try to call you and if you have changed your number and they cannot reach you they will reject your application.

11) Study permit application fee for both visa (CAD\$ 150) & biometrics (CAD\$ 85) is CAD\$ 235 approximately. You need a MasterCard or Visa to pay fees online.

12) Use this link to verify your Canada visa online:

<https://services3.cic.gc.ca/ecas/authenticate.do>