

Applying for a Study Permit Outside Canada

Web site

www.cic.gc.ca

Please refer to the website for all official information. This paper is provided to assist you in the study permit/visa process. If you have any questions, I will try my best to answer them (Donna at dgrunder@pearsoncollege.ca).

You may require a **temporary resident visa***. A **temporary resident visa** is an official document issued by a visa office abroad, which is placed in your passport to show that you have met the requirements for admission to Canada as a temporary resident. If you require a temporary resident visa it is not necessary to make a separate application or pay a separate fee; an officer will issue it at the same time as the documentation necessary for your entry to Canada as a student. At the end of this document are the exceptions to the **temporary resident visa**.

You must have a letter confirming that you have been accepted by an educational institution **before** you apply for a study permit (which is in the approval package)

Before You Apply

- Read all the instructions carefully before you begin to complete the application forms.
- Gather all of the necessary documents.
- Photocopy the blank forms and use one as a working copy. Keep the working copy for your records.
- Fill in the forms carefully and completely.
- Sign and date your application forms.
- Verify acceptable methods of payment with the office where you submit your application.

What are the requirements I must meet?

You must show the officer that you meet the requirements of the Canadian *Immigration and Refugee Protection Act and Regulations* and that you will be in Canada for a temporary stay. You must also:

- satisfy an officer that you will leave Canada at the end of your studies
- have been accepted by an educational institution (the approval letter is sufficient for this);
- prove that you have enough money during your stay in Canada to pay for:
 - tuition fees (in the financial letter we have attached);
 - living expenses for yourself (in the financial letter we have attached); and
 - return transportation for yourself (return flight information);
- be law abiding and have no record of criminal activity;
- not be a risk to the security of Canada;
- produce any additional documents requested by the officer to establish your admissibility;
- complete a medical examination (this will be done in your home country), if required.

What documents do I need to apply for a study permit?

Complete the application form, and include the documents listed below.

1. Proof of acceptance

2. Proof of identity

- a valid passport or travel document that guarantees re-entry to the country that issued it (citizens and permanent residents of the United States, St. Pierre and Miquelon, and Greenland)

do not require a passport but do require proof of status and citizenship such as a national identity card or an alien registration card); and

- two recent passport size photos for you and each accompanying family member (the name and date of birth of the person should be written on the back of each photo).

3. Proof of financial support

- in the financial letter

How to Complete Your Application

Application for a Study Permit (IMM 1294)

1. Print your name under the applicant section and provide the information requested for each of your family members. You must provide details about each of your family members and indicate whether they will be accompanying you to Canada. If you have more than three family members, photocopy the first page of the application before you start completing it. Make enough copies to fill in details about all your family members. Print all names as they appear on the passport or identity document. Do not use initials.
2. Provide your current mailing address, telephone number, and fax number. All correspondence will be sent to this address.

Note: If you wish to authorize a Canadian representative to receive correspondence concerning your application, indicate their address in this box and on the form *Use of a representative* (IMM 5476).

3. Provide your residential address if different from your mailing address.
4. Provide the name of your present job. Briefly describe your position.
5. Print the name and address of your present employer or school.
6.
 - a) Provide details of your immigration status in the country in which you are applying- this may be temporary resident, student, worker, permanent resident or citizen.
 - b) Print the expiry date of your temporary status in the country where you are making your application.
7. Provide the full name and complete address of the educational institution you will be attending while in Canada. Attach an original letter of acceptance from the educational institution.
8. Provide the name of your course and its level. (International Baccalaureate Diploma Program)
9. Provide the date your course in Canada will start and the date it will finish. (August 27, 2016 to May 19, 2018)
10. Provide the total cost of your education and living expenses while in Canada. (in the financial letter)
11. Provide details of funds available to you while in Canada. Indicate who will be paying your expenses or if you will be receiving a **scholarship**. Attach financial letter.
12. Each question must be answered for each applicant. Place an "X" in the yes or no box. If you

answer “yes” to any of these questions, give the name of the person with an explanation in the space provided. If you need more space use a separate sheet.

13. You must sign and date the application. Failure to do so will result in it being returned to you.

Paying the fees

Required Fees

You **must** pay a processing fee when you submit an application for a study permit. The processing fee is \$125.00 per person.

Note: You may be required to pay fees in local currency.

Make sure that you are eligible to apply before you pay your fees and that you provide all the information requested before you submit your application. **The processing fee will not be refunded**, regardless of the final decision on your application. For example, a determination that you are not eligible for a study permit is considered as “processing” and the fee will not be refunded. If you apply again, you will have to pay another processing fee.

What Happens Next?

- Your application will be reviewed to ensure it has been completed correctly and contains all of the required documents for processing.
- After reviewing your application, an officer will decide if an interview is necessary. If so, the officer will inform you of the time and place.
- If your application is approved, you will receive a letter of introduction confirming the approval. This letter is not your study permit. **When you arrive in Canada, you must show this letter to a Canadian officer at the Port of Entry. The officer will determine whether you may enter Canada and how long you may stay. You will be issued a study permit at this time. You must leave Canada on or before the date on your study permit, set by the officer or have your status extended by an officer in Canada.**
- If you move or change your address, telephone or fax number before your application has been processed, you must advise us of this new information by contacting the visa office where you submitted your application

*Temporary Resident Visa Exemptions

***Persons who do not require a visa to visit Canada include:**

*Subject to change at any time

- citizens of Andorra, Antigua and Barbuda, Australia, Austria, Bahamas, Barbados, Belgium, Botswana, Brunei Darussalam, Cyprus, Denmark, Finland, France, Republic of Germany, Greece, Iceland, Ireland, Israel (National Passport holders only), Italy, Japan, Liechtenstein, Luxembourg, Malta, Mexico, Monaco, Namibia, Netherlands, New Zealand, Norway, Papua New Guinea, Portugal, Republic of Korea, St. Kitts and Nevis, St. Lucia, St. Vincent, San Marino, Singapore, Solomon Islands, Spain, Swaziland, Sweden, Slovenia, Switzerland, United States, and Western Samoa.