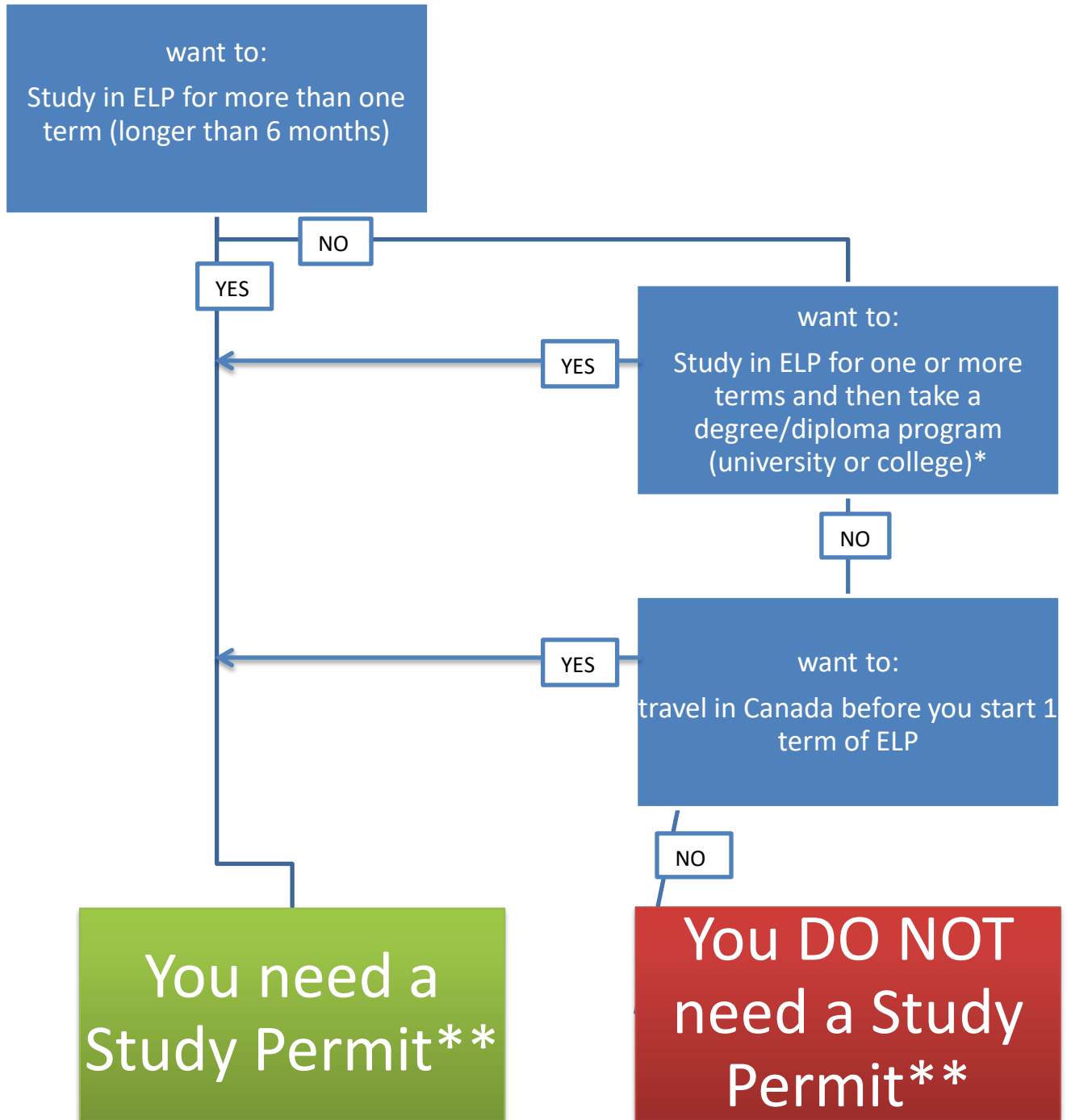


Use this chart to see if you need a Study Permit.

Do you...



\*ELP students who are only studying for one term in Academic level 5 of the ELP & have a conditional letter of acceptance to a degree/diploma program at the university, may be eligible to come to Canada as a visitor (without a study permit) & apply for a Study Permit from inside of Canada. If students would like to select this option, they should follow the instructions provided in the red section 'You DO NOT need a Study Permit' and consult an immigration advisor for additional information.

\*\*A Study Permit is not required if you will finish your studies by the end of the initial period authorized for your stay in Canada & you are studying less than six months. Some foreign nationals are exempt from the requirement to hold a Study Permit when attending a program that is longer than 6 months in duration. Those exempt from this requirement include foreign nationals who are family members of foreign representatives or staff members accredited by DFAIT, members of the armed forces of countries designated under the *Visiting Forces Act*, individuals who are Registered Indians in Canada, and minor children of those who are authorized to work or study in Canada (IRPR, s.188(1); IRPA, s.30(2)).

### STEP 1

#### STEP 1: Apply for admission

Apply to ELP for admission

- If accepted, you will receive a Letter of Acceptance.
- If you are planning to study for more than one term, you may wish to register for all the terms that you plan to study in ELP & get a confirmation of registration. To get a confirmation of registration, you will have to pay a \$500 tuition deposit for each term. Contact the ELP at [infoelp@uwinnipeg.ca](mailto:infoelp@uwinnipeg.ca) for more information.

Apply to degree/diploma program for admission

- If you plan to study in a degree/diploma program at the University of Winnipeg after ELP, you should apply to that program. If accepted, you will receive a conditional Letter of Acceptance.

### STEP 2

#### STEP 2: Get documents

To apply for a Study Permit, you must complete application forms and provide the following supporting documents:

- Form: Application for a Study Permit Made Outside of Canada (IMM 1294);
- Form: Family Information (IMM 5645);
- Letter of Explanation;
- A Letter of Acceptance from the ELP at the University of Winnipeg;
- A *conditional* Letter of Acceptance from the University of Winnipeg (undergraduate, graduate, or PACE program), if applicable;
- A valid passport;
- Two photos meeting IRCC specifications (or a digital photo if an online application); and
- Evidence that you have enough money to pay for your studies and to support yourself while in Canada.

The application fee for a Study Permit is \$150 CAD.

You may also need to:

- have a medical exam (<http://www.cic.gc.ca/english/information/medical/medexams-temp.asp>);
- submit an original copy of a police certificate/check (<http://www.cic.gc.ca/english/information/security/police-cert/intro.asp>);
- get your biometrics taken (<http://www.cic.gc.ca/english/visit/biometrics.asp>); and/or
- complete more forms or give extra documents.

Check the instructions for the Visa Office to which you are applying for more information about the documents you need (Under 'Apply on paper', select your country of citizenship or residence):

<http://www.cic.gc.ca/english/information/applications/student.asp>.

What type of Letter of Acceptance should I use to apply for a Study Permit?

If you are going to study in ELP for more than 1 term:

- Letter of Acceptance (required) & confirmation of registration for all terms that you plan to study in ELP (recommended)

If you are going to study in ELP for 1 term (or more) and then take a degree/diploma program:

- Letter of Acceptance (required) & confirmation of registration for all terms that you plan to study in ELP (recommended)
- Conditional Letter of Acceptance from The University of Winnipeg (Undergraduate, PACE, Graduate program) (recommended)

To get a confirmation of registration, you will have to pay a \$500 tuition deposit for each term. Contact the ELP at [infoelp@uwinnipeg.ca](mailto:infoelp@uwinnipeg.ca) for more information.

If you are going to travel in Canada before starting one term of ELP OR you are going to study for 1 term in ELP but think that you may want to study more:

- Letter of Acceptance from ELP (required)
- Detailed letter of explanation: Letter should explain why you are applying for a study permit when you have only been accepted to a program less than 6 months (i.e: I think that I would like to study longer than 6 months in Canada and understand that it is better to apply for a Study Permit outside of Canada if I think I may wish to study for a longer period).

What type of documents should I show to prove I have enough money to study in Canada?

Immigration, Refugees, and Citizenship Canada (IRCC) states that you can prove that you have enough money to support yourself in Canada by showing some of the following:

- Proof of a Canadian bank account in your name if money has been transferred to Canada;
- Proof of a student/education loan from a financial institution;
- Your bank statements for the past four months (or bank statements from a person who is providing you with money);
- Bank draft in convertible currency;
- Proof of payment of tuition and accommodation fees;
- A letter from the person or institution providing you with money; and
- Proof of funding paid from within Canada if you have a scholarship or are in a Canadian-funded educational program.

The following table shows the amount of money that you must prove you have access to in order to meet *minimum* financial requirements.

| Number of persons               | All provinces<br>(except Quebec)  |
|---------------------------------|---|
| Single student                  | Tuition plus \$10,000 CAD for a 12-month period (or \$833 per month)                  |
| + one family member             | \$4,000 CAD for a 12-month period (or \$333 per month)                                |
| + each additional family member | \$3,000 CAD for a 12-month period per dependent child of any age (or \$255 per month) |

Tips:

- If you can show you have more money than the required minimum, it is a good idea.
- You must show that you have the required minimum amount of money before you apply for a Study Permit. You cannot rely on working in Canada to meet the minimum amount of money required. In fact, stating that you will rely on working in Canada to pay for your expenses can be grounds for your application to be refused.
- If your program of study is greater than one year in length, IRCC must be convinced that you will have access to more money in future years to pay for your studies (i.e: the family member providing you with money is employed on an ongoing basis).
- Although not a University requirement, some students choose to pre-pay their first year of tuition fees and/or on-campus housing fees prior to applying for a Study Permit. In some cases, Canadian Visa Offices require the pre-payment of tuition and/or housing fees.
- Check with your Visa Office or Visa Application Centre for more information about financial requirements as some countries have special requirements.

What information should I put in my letter of explanation?

Your letter of explanation should include information such as:

- Why you want to study in Canada at The University of Winnipeg;
- Why you picked this specific program at The University of Winnipeg and why you think it is the best fit for you;
- What your study plans are and why you are applying for a Study Permit;
- How your studies at The University of Winnipeg will fit with your future career and/or study plans;
- How you will pay for your studies and living expenses while in Canada;
- What ties you have to your home country; and
- That you will return to your home country following the period authorized for your stay in Canada.

You may also wish to explain in your letter any unusual or unique personal circumstances related to your application.

## STEP 3

### STEP 3: Submit your application

Submit your application:

- online through the IRCC website (<http://www.cic.gc.ca/ctc-vac/getting-started.asp>);  
OR
- by paper through the Visa Application Centre in your country of citizenship or residence (<http://www.cic.gc.ca/english/information/offices/vac.asp>).<sup>1</sup>

You do not need to complete a separate application or pay an extra fee for a Temporary Resident Visa (TRV) or Electronic Travel Authorization (eTA) if you are applying for a Study Permit. You should apply for a Study Permit and if your application is approved, you will be given a Temporary Resident Visa or Electronic Travel Authorization automatically along with a Study Permit.

When should I apply for a Study Permit?

- You should apply for a Study Permit as soon as you receive your Letter of Acceptance from the English Language Program.
- Application processing times vary significantly, depending on the Visa Office to which you submit your application. For a list of processing times by Visa Office, please see the IRCC website (<http://www.cic.gc.ca/english/information/times/temp.asp>).

## STEP 4

### **STEP 4: Receive a decision on your application**

If the application is approved:

- If you need a Temporary Resident Visa (TRV), your passport will be requested and a TRV will be placed inside.
- You will receive a Letter of Introduction saying that your application has been approved. After presenting your Letter of Introduction at the Port of Entry (airport or land crossing) into Canada, you will likely be issued a Study Permit.

If your application is refused:

- You will receive a refusal letter which explains the reasons that you were not approved. In some cases, you may wish to submit a new application for a Study Permit or Temporary Resident Visa, addressing the reasons given by the Visa Office for refusing your first application. Contact the ISS Immigration Advisor for more assistance.

What length of study permit will I get?

- A study permit is usually given for the length of the ELP program for which you have shown you are registered. For example, if you show that you are registered for 2 terms of ELP, your study permit would likely be issued for 2 terms. If you show that you are registered for 1 term of ELP, your study permit would likely be issued for 1 term. If you think that you will study in ELP for 2 or more terms, it is a good idea to get a confirmation of registration for 2 or more terms so that you can get a longer study permit.

The University will not contact the Visa Office or Canadian Consulate in order to speed up the processing of your application or advocate for the approval of your Study Permit application. Also, The University will not submit an application to IRCC on your behalf.

## STEP 5

### **STEP 5: Come to Canada & begin your studies**

After presenting your Letter of Introduction at the Port of Entry (airport or land crossing) into Canada, you will likely be issued a Study Permit.

How can I get ready for coming to Canada?

- Get all of the required immigration documents (Letter of Introduction, if required; TRV, if required; ETA, if required, Passport, etc.)<sup>2</sup>;
- Gather all of the recommended supporting documents (i.e.: Proof of Financial Means, Proof of Acceptance or Enrolment, etc.); and

- Read ISS's information sheet 'Entering Canada': <http://www.uwinnipeg.ca/student/intl/information-for-all-students/visas-study-permits.html>

### Working in Canada

- You can work on-campus in Canada, if you:
  - Are a full-time student in the ELP at The University of Winnipeg; and
  - Hold a valid Study Permit.<sup>3</sup>
- As an ELP student, you are not allowed to work off-campus.<sup>4</sup>
- Before beginning work you will need to obtain a Social Insurance Number (SIN).
  - Sometimes, ELP students are issued study permits that DO NOT have the correct words on them to get a SIN. This means that you may not be able to work in Canada OR may have to go through an extra process to get a SIN. It is recommended that you do not plan to work in Canada immediately after you arrive.

### Extending Status in Canada

- If you get a Study Permit from outside of Canada, and enter Canada on that Study Permit, you should be able to apply for future extensions of your Study Permit through an IRCC office in Canada.



### GENERAL INFORMATION

What is Immigration, Refugees, and Citizenship Canada (IRCC)?

- Immigration, Refugees, and Citizenship Canada (IRCC) is part of the Canadian government and is the organization to which you will submit an application to come to Canada.

What is a Study Permit?

- A Study Permit is a piece of paper from Immigration, Refugees, and Citizenship Canada (IRCC). You need a study permit if you want to study for more than 6 months in Canada. A Study Permit looks like this:

What is a Designated Learning Institution?

- A Designated Learning Institution (DLI) is a school in Canada that a student must be accepted at before they can get a Study Permit. The University of Winnipeg is a Designated Learning Institution (DLI) and our DLI number is: O19147986012.



What is a Temporary Resident Visa (TRV) or Electronic Travel Authorization (eTA)?

- These are documents that give you permission to enter Canada. You will need a TRV or eTA to enter Canada. To find out which document you need, see this webpage: <http://www.cic.gc.ca/english/visit/visas.asp>
- A Temporary Resident Visa looks like this:



## How do I apply for a Temporary Resident Visa (TRV) or Electronic Travel Authorization (eTA)?

Page 6: YOU NEED  
A STUDY PERMIT

- If you are applying for a Study Permit, a TRV or eTA will be given automatically if your study permit application is approved.

## I have not decided if I want to study for 1 term or many terms. Should I apply for a Study Permit?

- If you are not sure whether or not you want to study for one term or more terms, you may want to apply for a Study Permit before you come to Canada because in most situations, your first study permit must be applied for at a visa office outside of Canada<sup>5</sup>.

## Where can I get more information?

- General Information: <http://www.uwinnipeg.ca/student/intl/visas-study-permits.html>.
- Immigration, Refugees, and Citizenship Canada (IRCC) website at: [www.cic.gc.ca](http://www.cic.gc.ca)
- Employment/Working in Canada: <http://www.uwinnipeg.ca/student/intl/international-student-employment.html>
- Contact an Immigration Student Advisor: [iss@uwinnipeg.ca](mailto:iss@uwinnipeg.ca)

DISCLAIMER: This document does not constitute legal advice, and should not be relied upon as a source of legal advice. It is a reference sheet designed to provide information on Immigration, Refugees, and Citizenship Canada's (IRCC) requirements for individuals coming to study in Canada and describes existing requirements under the *Immigration and Refugee Protection Act* and the regulations made under that Act in general terms. IRCC's regulations, policies and procedures are subject to change and may change without notice. For the most current information, please visit IRCC's website ([www.cic.gc.ca](http://www.cic.gc.ca)). This reference sheet was prepared by a Regulated Canadian Immigration Consultant in good standing with the ICCRC. It is accurate as of January, 2019.

## IF YOU DO NOT NEED A STUDY PERMIT: STUDY WITHOUT A STUDY PERMIT

### STEP 1

#### STEP 1: APPLY FOR ADMISSION

##### Apply to ELP for admission

- If accepted, you will receive a Letter of Acceptance.

### STEP 2

#### STEP 2: Find out if you need a Temporary Resident Visa (TRV) or Electronic Travel Authorization (eTA) to enter Canada.

- To come to Canada, you will probably need to apply for and get a TRV or eTA.
- To find out if you need a TRV ('Visa') or eTA, go to this website and select your country of citizenship: <http://www.cic.gc.ca/english/visit/visas-tool.asp>.
- You will be applying to come to Canada to study as a 'visitor'.



- A TRV looks like this: 

### STEP 3

#### STEP 3: Get documents

If you are applying for an Electronic Travel Authorization (eTA), you will need:

- A valid passport;
- A valid email address; AND
- An accepted method of payment such as credit card, visa debit, etc.

The application fee is \$7 CAD.

If you are applying for a Temporary Resident Visa (TRV) or 'Visa', you will need:

- Form: *Application for Temporary Resident Visa* (IMM 5257);
- Form: *Family Information* (IMM 5645);
- Letter of explanation;
- A Letter of Acceptance from The University of Winnipeg;
- A valid passport;
- Two photos meeting IRCC specifications (or a digital photo if an online application);
- Proof of Financial means; and
- Photocopy of return ticket/travel itinerary (optional).

The application fee is \$100 CAD.

You may also need to:

- have a medical exam (<http://www.cic.gc.ca/english/information/medical/medexams-temp.asp>);



- submit an original copy of a police certificate/check (<http://www.cic.gc.ca/english/information/security/police-cert/intro.asp>);
- get your biometrics taken (<http://www.cic.gc.ca/english/visit/biometrics.asp>); and/or
- complete more forms or give extra documents.

Check the instructions for the Visa Office to which you are applying for more information about the documents you need (Under 'Apply on paper', Select your country of citizenship or residence):

<http://www.cic.gc.ca/english/information/applications/visa.asp>

What type of documents should I show to prove I have enough money to study in Canada?

Immigration, Refugees, and Citizenship Canada (IRCC) states that you can prove that you have enough money to support yourself in Canada by showing some of the following:

- Proof of a Canadian bank account in your name if money has been transferred to Canada;
- Proof of a student/education loan from a financial institution;
- Your bank statements for the past four months (or bank statements from a person who is providing you with money);
- Bank draft in convertible currency;
- Proof of payment of tuition and accommodation fees\*;
- A letter from the person or institution providing you with money; and
- Proof of funding paid from within Canada if you have a scholarship or are in a Canadian-funded educational program.

The following table shows the amount of money that you must prove you have access to in order to meet *minimum* financial requirements\*.

| Number of persons               | All provinces<br>(except Quebec)  |
|---------------------------------|---|
| Single student                  | Tuition plus \$10,000 CAD for a 12-month period (or \$833 per month)                  |
| + one family member             | \$4,000 CAD for a 12-month period (or \$333 per month)                                |
| + each additional family member | \$3,000 CAD for a 12-month period per dependent child of any age (or \$255 per month) |

Tips:

- If you can show you have more money than the required minimum, it is a good idea.
- Although not a University requirement, some students choose to pre-pay their tuition fees and/or on-campus housing fees prior to applying for a Study Permit. In some cases, Canadian Visa Offices require the pre-payment of tuition and/or housing fees.
- Check with your Visa Office or Visa Application Centre for more information about financial requirements as some countries have special requirements.

What information should I put in my letter of explanation?

Your letter of explanation should include information such as:

- Why you want to study in Canada;
- Why you picked this specific program at The University of Winnipeg and why you think it is the best fit for you;
- What your study plans are;

- How your studies at The University of Winnipeg will fit with your future career and/or study plans;
- How you will pay for your studies and living expenses while in Canada;
- What ties you have to your home country; and
- That you will return to your home country following the period authorized for your stay in Canada.

You may also wish to explain in your letter any unusual or unique personal circumstances related to your application.

---

## STEP 4

### **STEP 4: Submit your application**

If you are applying for an eTA, you can submit your application online:

<http://www.cic.gc.ca/english/visit/eta-start.asp>

When should I apply for an eTA?

- You must apply for an eTA in order to board your flight.
- Although an eTA usually takes only minutes to be processed, it is a good idea to apply for an eTA a few weeks before you plan to travel just in case your application needs extra processing or in case you experience technical issues.

If you are applying for a TRV, you can submit your application:

- online through the IRCC website (<http://www.cic.gc.ca/ctc-vac/getting-started.asp>);  
OR
- by paper through the Visa Application Centre in your country of citizenship or residence (<http://www.cic.gc.ca/english/information/offices/vac.asp>).

When should I apply for a TRV?

- A few months before you plan to travel to Canada & after you have received your Letter of Acceptance from the English Language Program.
  - Application processing times vary significantly, depending on the Visa Office to which you submit your application. For a list of processing times by Visa Office, please see the IRCC website: <http://www.cic.gc.ca/english/information/times/temp.asp>.
- 

## STEP 5

### **STEP 5: Receive a decision on your application**

If you have applied for an eTA and the application is approved:

- You may be notified within minutes of the approval. However, additional processing is sometimes required. The eTA will be linked with your passport so there is no need to carry any additional documentation with you to prove that you have a valid eTA.

If you have applied for a TRV and the application is approved:

- IRCC will ask for your passport and a TRV will be placed inside.

If you have applied for a TRV and the application is refused:

- You will receive a refusal letter which explains the reasons that you were not approved. In some cases, you may wish to submit a new application for a Temporary Resident Visa, addressing the reasons given by the Visa Office for refusing your first application. Contact the ISS Immigration Advisor for more assistance.

The University will not contact the Visa Office or Canadian Consulate in order to speed up the processing of your application or advocate for the approval of your application. Also, The University will not submit an application to IRCC on your behalf.

# STEP 6

## STEP 6: Come to Canada & begin studies

How can I get ready for coming to Canada?

- Apply for and get all of the required immigration documents (TRV, if required; ETA, if required, Passport, etc.)<sup>6</sup>;
- Gather all of the recommended supporting documents (i.e.: Proof of Financial Means, Proof of Acceptance or Enrolment, etc.); and
- Read ISS’s information sheet ‘Entering Canada’:

<http://www.uwinnipeg.ca/student/intl/information-for-all-students/visas-study-permits.html>.

### Working in Canada

- As you will be coming to Canada as a visitor, you CANNOT work in Canada.<sup>7</sup>

### Extending Status in Canada

- If you wish to travel after your ELP studies, it may be possible to apply for an extension of your visitor status.
- If you want to study longer in Canada, you will need to apply for and be given a Study Permit before you can study more. In most cases, you must apply for this study permit through a visa office outside of Canada. In order to study with visitor status, you must finish your studies within the period of time you were *initially* allowed to stay upon entry to Canada and study no longer than 6 months.


# ?

## GENERAL INFORMATION

What is Immigration, Refugees, and Citizenship Canada (IRCC)?

- Immigration, Refugees, and Citizenship Canada (IRCC) is part of the Canadian government and is the organization to which you will submit an application to come to Canada.

What is a Study Permit?

- A Study Permit is a piece of paper from Immigration, Refugees, and Citizenship Canada (IRCC). You need a study permit if you want to study for more than 6 months in Canada. A Study Permit looks like this: 

What is a Designated Learning Institution?

- A Designated Learning Institution (DLI) is a school in Canada that a student must be accepted at before they can get a Study Permit. The University of



I have not decided if I want to study for 1 term or many terms. Should I apply for a Study Permit?

- If you are not sure whether or not you want to study for one term or more terms, you may want to apply for a Study Permit before you come to Canada because in most situations, your first study permit must be applied for at a visa office outside of Canada<sup>8</sup>.
- ELP students who are only studying for one term in Academic level 5 of the ELP & have a conditional letter of acceptance to a degree/diploma program at the university, may be eligible to come to Canada as a visitor (without a study permit) & apply for a Study Permit from inside of Canada. If students would like to select this option, they should follow the instructions provided in the red section of this document, 'You DO NOT need a Study Permit', and consult an Immigration Student Advisor for additional information.

Where can I get more information?

- General Information: <http://www.uwinnipeg.ca/student/intl/visas-study-permits.html>.
- Immigration, Refugees, and Citizenship Canada (IRCC) website at: [www.cic.gc.ca](http://www.cic.gc.ca)
- Employment/Working in Canada: <http://www.uwinnipeg.ca/student/intl/international-student-employment.html>
- Contact an Immigration Student Advisor: [iss@uwinnipeg.ca](mailto:iss@uwinnipeg.ca)

DISCLAIMER: This document does not constitute legal advice, and should not be relied upon as a source of legal advice. It is a reference sheet designed to provide information on Immigration, Refugees, and Citizenship Canada's (IRCC) requirements for individuals coming to study in Canada and describes existing requirements under the *Immigration and Refugee Protection Act* and the regulations made under that Act in general terms. IRCC's regulations, policies and procedures are subject to change and may change without notice. For the most current information, please visit IRCC's website ([www.cic.gc.ca](http://www.cic.gc.ca)). This reference sheet was prepared by a Regulated Canadian Immigration Consultant in good standing with the ICCRC. It is accurate as of January, 2019.

---

<sup>1</sup> US Nationals, US Citizens, residents of Greenland/St.Pierre & Miquelon and people who have been lawfully admitted to the US for permanent residence are eligible to apply for a Study Permit at a Port of Entry. For more information, please see ISS's information sheet, *Applying for a Study Permit at a Port of Entry*.

<sup>2</sup> You must not be inadmissible in order to enter Canada. If you are 'inadmissible', it means that you are not allowed to enter Canada. There are many different reasons that someone might be inadmissible. For example, if someone has had a criminal conviction, lied on an immigration application, or has a serious medical condition he or she could be inadmissible and not eligible to enter Canada. To find out more about inadmissibility, please see this information page: <http://www.cic.gc.ca/english/information/inadmissibility/index.asp>.

<sup>3</sup> See section 186(f) of the IRPR.

<sup>4</sup> As ELP students are not enrolled in an academic, vocational or professional post-secondary program that leads to a degree, diploma or certificate they are not eligible to work off-campus. For more information about working off-campus without a work permit, please see section 186(v) of the IRPR.

<sup>5</sup> Some individuals who have entered Canada as visitors may apply to switch their status from that of a visitor to that of a Study Permit holder from inside of Canada, without having to leave the country to do so (IRPR, s. 215(1) and s. 215(2)). As of June 1, 2014, these individuals include those who are studying at the preschool, primary or secondary level in Canada, visiting or exchange students, and those who have completed a course or program of study that is a prerequisite to their enrolling at a designated learning institution, such as the University of Winnipeg (IRPR, s. 215(1)(f)).

<sup>6</sup> You must not be inadmissible in order to enter Canada. If you are 'inadmissible', it means that you are not allowed to enter Canada. There are many different reasons that someone might be inadmissible. For example, if someone has had a criminal conviction, lied on an immigration application, or has a serious medical condition he or she could be inadmissible and not eligible to enter Canada. To find out more about inadmissibility, please see this information page: <http://www.cic.gc.ca/english/information/inadmissibility/index.asp>.

<sup>7</sup> As visiting ELP students do not hold a study permit, they are not eligible to work in Canada, unless holding other work authorization. are not enrolled in an academic, vocational or professional post-secondary program that leads to a degree, diploma or certificate they are not Please see section 186(v) of the IRPR.

<sup>8</sup> Some individuals who have entered Canada as visitors may apply to switch their status from that of a visitor to that of a Study Permit holder from inside of Canada, without having to leave the country to do so (IRPR, s. 215(1) and s. 215(2)). As of June 1, 2014, these individuals include those who are studying at the preschool, primary or secondary level in Canada, visiting or exchange students, and those who have completed a course or program of study that is a prerequisite to their enrolling at a designated learning institution, such as the University of Winnipeg (IRPR, s. 215(1)(f)).