

# IRCC ONLINE ACCOUNT & PHOTO SPECIFICATIONS

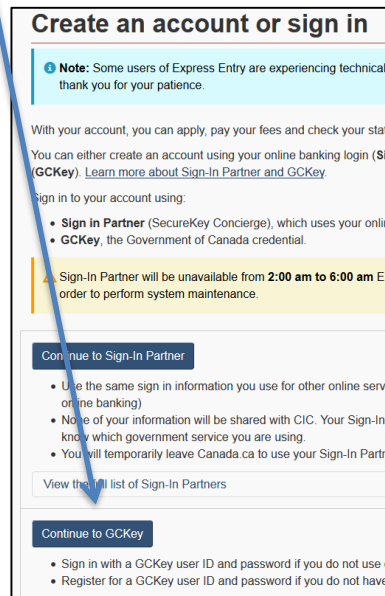
- This quick reference sheet provides information on how to create an IRCC Online Account, as well as how to meet Photo Specifications for IRCC online applications.
- In order to apply online for a Study Permit, Temporary Resident Visa, Post-Graduation Work Permit, or other IRCC immigration documents, you must first create an IRCC Online Account.

**BOOK AN APPOINTMENT TO MEET  
WITH AN IIRSS IMMIGRATION  
ADVISOR:**

E: [iirss@uwinnipeg.ca](mailto:iirss@uwinnipeg.ca) or

## STEP 1 GO TO THE IRCC WEBSITE

- Go to: [www.cic.gc.ca](http://www.cic.gc.ca).
- Select 'English'.
- You will be taken to a page that looks like this:
- Select 'My Application'.
- Select 'Sign in or create an account'.
- Select 'Continue to GCKey' at the bottom of the page (If you have an online account with the following banks, you can use the User ID and password from that account to login to your online account: BMO, CIBC, RBC, Desjardins, Tangerine, Choice Rewards, Caisses Populaires, Scotiabank, or TD. In this case, select 'Continue to Sign-In Partner').
- Under the heading 'Simple Secure Access', select 'Sign Up'.
- Select 'I Accept'.
- Create your Username. Select 'Continue'.



### TIPS FOR A USERNAME:

- Must be 8-16 characters
- May contain up to 7 digits
- Do not use special characters (% , \* , # , etc.)

## STEP 2 REGISTER FOR YOUR GCKEY

- Create a password. Re-enter your password in the 'Confirm your password' box. Select 'Continue'.
- Select a recovery question. Type the answer to the question in the 'My Recovery Answer' box.
- Write a memorable person and a memorable date. You will be asked to give the name or date when you log in to your account in the future so that it can be verified that the correct person is logging on.
- Write a hint for the memorable person and date. You will be given the hint when you log into your account.
- Select 'Continue'. On the 'GCKey Sign Up Complete'.

Select a Recovery Question: **(required)**

What is the first musical instrument I ever played?

My Recovery Answer: **(required)**

Piano

My Memorable Person: **(required)**

Ron

My Memorable Person Hint:

The person that taught me how to swim

My Memorable Date (YYYY-MM-DD): **(required)**

2000-03-15

My Memorable Date Hint:

The day I started my first job

page, select 'Continue'.

- Select 'I Accept' after reading the MyCIC Terms and Conditions.
- Enter your given name (first name), last name (family name, surname), age, and email address. Make sure to enter your information so that it matches what is written on your Study Permit.

### STEP 3: CREATE YOUR MYCIC ACCOUNT

- Select 'Continue'.
- Create 4 security questions and write down the answers to these questions.
- Remember:
  - It is better to write questions that have simple answers.
  - DO NOT write your answers in complete sentences.
  - In the future, you will need to be answer the questions exactly as you have originally answered them
- Here are examples of good questions and answers:

#### Create your security questions

Establish questions and answers

Security Question 1 (required)  
What is the name of your first pet?

Answer 1 (required)  
The name of my first pet was Alfie

Security Question 2 (required)  
What is your favourite restaurant?

Answer 2 (required)  
Elements

Security Question 3 (required)  
What is your last name?

Answer 3 (required)  
Smith

Security Question 4 (required)  
Who was the performer at the first concert you attended?

➤ Answer 4 (required)  
U2

➤ Here are examples of questions and answers that may not be ideal:

- Avoid writing your answers in a complete sentence.
  - Avoid making a security question to which the answer may change
  - Avoid a security question containing your personal details which may be easily known.
  - Your answer must be at least three letters and not contain any numbers.
- After creating four security questions and answers successfully, you will be taken into your online account. You can now begin your online application by clicking the button 'Visitor visa, study and/or work permit' under the heading 'What would you like to do today?'.

#### TIPS FOR CREATING SECURITY QUESTIONS:

- Choose questions that are easy for you to remember but that would be hard for other people to guess.
- AVOID using personal information such as your birthdate or address.
- Think of security questions that have answers that will not change (i.e.: Your favorite restaurant may change, but the name of your first pet will not change).
- Write some of your login information in a safe place so that you can find it later.

#### Create your security questions

Establish questions and answers

Security Question 1 (required)  
What is the name of your first pet?

Answer 1 (required)  
Alfie

Security Question 2 (required)  
In what town did you grow up?

Answer 2 (required)  
Arborg

Security Question 3 (required)  
What is your favorite winter sport?

Answer 3 (required)  
Hockey

Security Question 4 (required)  
Who was the performer at the first concert you attended?

➤ Answer 4 (required)  
Bon Jovi

Continue Logout of MyCIC

### PHOTO SPECIFICATIONS

- You will usually be asked to provide one (1) digital photograph of yourself with your online application.
- Your photographs must comply with the specifications below. If the photographs do not meet the specifications, you will have to provide new photographs before your application can be processed.



#### Requirements:

- The face must be square to the camera with a neutral expression, neither frowning nor smiling, with the mouth closed.
- The photographs must be clear, well defined and taken against a plain white or light-coloured background.
- If the photographs are digital, they must not be altered in any way.
- You may wear non-tinted prescription glasses as long as your eyes are clearly visible. Make sure that the frame does not cover any part of your eyes. Sunglasses are not acceptable.
- A hairpiece or other cosmetic accessory is acceptable if it does not disguise your normal appearance.

- If you must wear a head covering for religious reasons, make sure your full facial features are not obscured.

**Specifications:**

- The frame size must be at least 35 mm x 45 mm (1 3/8" x 1 3/4").
- The photographs must show the full front view of the head, with the face in the middle of the photograph, and include the top of the shoulders.
- The size of the head, from chin to crown, must be between 31 mm (1 1/4") and 36 mm (1 7/16").
- Crown means the top of the head or (if obscured by hair or a head covering) where the top of the head or skull would be if it could be seen.

**File Format:**

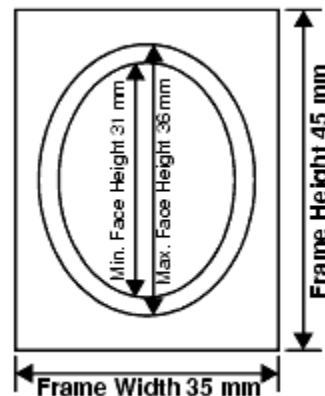
- The file may be submitted in JPEG or JPEG2000 format.

**File Size:**

- The final size of the image should be ideally 240 kB (kilobytes), but not less than 60 kB.
- If an existing photo is being scanned, the minimum resolution must be 600 pixels per inch.
- Digital dimensions are often expressed in pixels or DPI (dots per inch). The physical dimensions in pixels must be at least 420 x 540.

**Colour:**

- The image must be in color (24 bits per pixel) in sRGB colour space, which is the common output for most digital camera.



*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, & Citizenship Canada's (IRCC) process for creating a GCKey and an IRCC online account, as well as for meeting photo specifications. This document may describe existing requirements under the Immigration and Refugee Protection Act and the regulations made under that Act in general terms. It is recommended that students contact Immigration, Refugees, & Citizenship Canada's (IRCC) or an IRSS immigration advisor to review their specific case. IRCC Regulations, policies, and procedures may change without notice. For the most current information, please visit the IRCC Website at [www.cic.gc.ca](http://www.cic.gc.ca) or contact the Call Centre at 1.888.242.2100. This document was approved by a Regulated Canadian Immigration Consultant to be used in conjunction with personalized immigration advising by students currently registered at The University of Winnipeg. For appointments with an IRSS immigration advisor, contact IIRSS: (204) 786-9469; [iirss@uwinnipeg.ca](mailto:iirss@uwinnipeg.ca) – Revised May 2019.*

