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**Frequently Asked Questions**

**Study Permits & Temporary Resident Visas**

**General**

**What is a Temporary Resident Visa?**

A Temporary Resident Visa (TRV) is the official document showing you meet the requirements to enter Canada. It is a sticker that is the approximate size of a passport page which has been pasted into your passport by Citizenship and Immigration Canada (CIC) authorities. It is a separate document from a Study Permit.

**Who needs a Temporary Resident Visa?**

You may need a Temporary Resident Visa (TRV) in order to enter Canada, depending on your country of citizenship. People from many (but not all) countries require a TRV before they will be allowed to enter Canada. To find out whether or not you need a TRV to enter Canada, visit [CIC’s website](http://www.cic.gc.ca/english/visit/visas-all.asp).

**What is a Study Permit?**

A Study Permit is the official document issued by Citizenship and Immigration Canada (CIC) that allows you to study in Canada. Most students who are planning to study for more than 6 months in Canada must apply for and be issued a Study Permit before arriving in Canada.[[1]](#footnote-1)

Note: All undergraduate students must present their original Study Permit to International Student Services (ISS) upon arrival. The University of Winnipeg requires ISS to keep current records of this information to ensure your eligibility to study in Canada at The University.

**Who needs a Study Permit?**

If you will be studying for more than 6 months in Canada (at one school or at more than one school), you must have a Study Permit.[[2]](#footnote-2) You do not need a Study Permit to participate in programs that are shorter than 6 months as long as you can complete the program within the period of time that you were initially authorized to stay in Canada.[[3]](#footnote-3) If you meet these requirements, , it may be possible for you to come to Canada as a temporary resident without getting a Study Permit.

**What if I am studying for less than 6 months and come from a visa exempt country?**

If you are planning to study in a program which is less than 6 months in duration and are coming from a country whose citizens do not require a Temporary Resident Visa (TRV) to enter Canada, you may be eligible to enter Canada without need for a Study Permit or a TRV. You must still demonstrate at the Port of Entry that you will leave Canada by the end of the period authorized for your stay, have sufficient funds to support yourself and pay for your studies, and hold a valid identification document (i.e.: Passport). You must also establish that you are not inadmissible[[4]](#footnote-4) to Canada.

**What is Citizenship and Immigration Canada (CIC)?**

Citizenship and Immigration Canada (CIC) is a department of the Canadian federal government which is responsible for many immigration matters. When you submit an application for a Temporary Resident Visa (TRV) or Study Permit (SP), your application is assessed by a CIC staff person. If your application is approved, your SP or TRV would be issued by a CIC staff person.

**Applying for an initial Study Permit/Temporary Resident Visa**

**When should I apply for a Study Permit or Temporary Resident Visa?**

You should apply for a Study Permit as far in advance as possible. Application processing times vary significantly, depending on the Visa Office to which you submit your application. An application may take between two weeks and six months to be processed. If you only require a Temporary Resident Visa, you should apply for a visa two to three months before you wish to enter Canada.[[5]](#footnote-5) For a list of processing times by Visa Office, please see the [CIC website](http://www.cic.gc.ca/english/information/times/temp.asp).

**Where can I get information and application forms for a Study Permit or Temporary Resident Visa application?**

Study Permit and Temporary Resident Visa information and application packages can be obtained from:

* The [Citizenship and Immigration](http://www.cic.gc.ca/) website.
* The [Canadian Visa Office](http://www.cic.gc.ca/english/information/offices/apply-where.asp) responsible for your country of nationality or residence.
* The [Visa Application Centre](http://www.cic.gc.ca/english/information/offices/vac.asp?utm_source=slash-vac&utm_medium=short-url&utm_campaign=generic) responsible for your country of nationality or residence.

**How do I Apply for a Study Permit?[[6]](#footnote-6)**

To apply for an initial Study Permit, you must complete a number of forms such as the *Document Checklist* (IMM 5483), *Application for a Study Permit Made Outside of Canada* (IMM 1294), and *Family Information* (IMM 5645) forms. Depending on your personal circumstances, you may need to complete additional forms.

In addition to these application forms, you will need to submit the following documents with your application:

* A Letter of Acceptance from The University of Winnipeg;
* A valid passport;
* Two photos meeting CIC specifications; and
* Evidence that you have enough money to pay for your studies and to support yourself while in Canada.

You will be required to pay an application fee of $150 CAD. In addition to the documents listed above, you may be asked to provide further documentation, depending on your personal circumstances. You may be required to undergo a medical exam performed by a CIC panel physician or submit an original copy of a police certificate/check**.** You can submit your application online or by paper to the Visa Office responsible for your country of citizenship or residence.[[7]](#footnote-7)

Individuals who require both an initial Study Permit and a Temporary Resident Visa must submit an application for a Study Permit. If their application is approved, they will be issued a Temporary Resident Visa along with a Study Permit. In this case, you are not required to complete a separate application or pay an additional fee for a Temporary Resident Visa.

**How do I apply for a Temporary Resident Visa (TRV)[[8]](#footnote-8)?**

If you do not require a Study Permit but need a TRV, you must submit an application for a Temporary Resident Visa online or by paper to the Visa Office responsible for your country of citizenship or residence. You must complete a number of forms for the application, including the *Application for Temporary Resident Visa* (IMM 5257) form. You may be required to submit additional forms, depending on your personal circumstances.

You will also need to submit the following documents with your application:

* A Letter of Acceptance from The University of Winnipeg;
* A valid passport;
* Two photos meeting CIC specifications;
* Proof of Financial support; and
* Photocopy of return ticket/travel itinerary.

 You will be required to pay an application fee of $100 CAD. In addition to the documents listed above, you may be asked to provide further documentation, depending on your personal circumstances. For example, you may be required to undergo a medical exam performed by a CIC panel physician or submit an original copy of a police certificate/check.

**How will I know if my Study Permit and/or Temporary Resident Visa application is approved?**

Regardless of whether or not your application is approved or refused, you will be contact by the Visa Office responsible for your country of citizenship or residence. If you have been approved for a Study Permit, the Canadian Visa Office will issue you a Study Permit or give you a Letter of Introduction which you must present to a Border Services Officer at your Port of Entry (airport or land crossing) into Canada. If you have been approved for a Temporary Resident Visa, the Visa Office will place the Temporary Resident Visa directly in your passport.

If your application has been refused, you will be given a document which explains the reasons for refusal. 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.

If you have already made a payment for tuition fees to the University and wish to have these fees refunded, you must contact ISS (or the ELP, PACE, or Graduate Studies office) in writing before the start of the term and withdraw from all of your classes. You may be asked to provide a copy of the refusal letter that you received from the visa office with your application for a refund.

If, for any reason, you need to change the date that you will be starting your studies, make sure to inform your program office contact in ELP, PACE, or Graduate Studies. If you are an undergraduate student, you can tell The University that you wish to change your start date by completing the [Change Start Term form](https://ww2.uwinnipeg.ca/index/intl-change-start-term).

**Renewal**

**How do I extend my Study Permit?**

To renew your Study Permit while in Canada you can submit an application for renewal online or by paper. We recommend that you apply to renew your Study Permit 3-5 months prior to expiry. The application fee for a Study Permit renewal is $150 CAD. To renew your Study Permit, you must complete the application form, *Application to Change Conditions, Extend my Stay or Remain in Canada as a Student* (IMM5709), and include proof of means of financial support, a copy of your Passport and Study Permit, a digital photo, and Letter of Enrolment from The University of Winnipeg. Depending on your personal circumstances, you may be required to submit additional forms or documentation.

If your Study Permit (SP) has expired and you have not yet applied for a renewal of your SP, you must stop attending classes immediately. You may be able to have your status as a SP holder restored, but in order to be eligible, you must apply within 90 days of the day that your SP expires. The processing fees for an application to restore your status will be $150 + $200 = **$350 CAD.** There is no guarantee your application will be approved by Citizenship and Immigration Canada (CIC), and you must not study or work (if your study permit authorizes you to work in Canada) until your application has been approved.

**How do I apply for a new Temporary Resident Visa?**

If your Temporary Resident Visa (TRV) has expired or it was valid for only one entry AND you plan to leave and re-enter Canada, you need to apply for a new TRV. We recommend that you apply for a new TRV at least two months prior to your planned departure from Canada if your existing TRV has expired. Although not required, we recommend that you have a valid TRV when travelling to the USA. This will help avoid any unnecessary confusion. The application fee for a TRV is $100 CAD and the application can be submitted online or by mail either inside or outside of Canada. Not all foreign nationals require a TRV in order to enter Canada. Please see ‘Who needs a Temporary Resident Visa?’ for more information.

To apply for a new TRV from within Canada, you must complete the application form, *Application for Temporary Resident Visa Made Outside of Canada* (IMM5257), and include proof of means of financial support, a copy of your passport and study permit, a digital photo, a recent academic transcript, and a Letter of Enrolment from The University of Winnipeg. Depending on your personal circumstances, you may be required to submit additional forms or documentation.

**Other**

**Can I change courses or schools?**

Yes, you can change courses or schools even if your Study Permit lists a specific institution. However, if your Study Permit was issued after June 1, 2014, you must notify Citizenship and Immigration Canada that you have changed your institution by completing a form through your MyCIC Account.

**What is the difference between a ‘single’ and ‘multiple’ entry Temporary Resident Visa?**

A single entry TRV is valid for one entry into Canada. A multiple entry TRV is valid for an unlimited number of entries into Canada as long as your TRV has not expired. To find out what type of TRV you hold, simply look at your TRV and the ‘No. of Entries’ column. If ‘one’ is written, you have a single entry TRV. If ‘multiple’ is written, you have a multiple entry TRV.

**Can I work anywhere if I have a Study Permit?**

Your eligibility to work depends on your student status. If you do not hold a Study Permit, you are not eligible to work on-campus or off-campus. For more information on work regulations, please see our [Employment webpage](http://www.uwinnipeg.ca/student/intl/international-student-employment.html).

**How can I get ready for coming to Canada?**

You can prepare for your arrival in Canada by making sure that you have:

* Obtained all of the required immigration documents (Study Permit if required, TRV if required, Passport, etc.);
* Gathered all of the recommended supporting documents (i.e.: Proof of Financial Means, Proof of Acceptance or Enrolment, etc.);
* Read all of [Citizenship and Immigration Canada’s helpful tips](http://www.cic.gc.ca/english/study/study-arriving.asp) on arriving at a Port of Entry in Canada;
* **Read the Canadian Border Agency’s** [travel tips](http://www.cbsa.gc.ca/travel-voyage/kwte-qatf-eng.html) **and** [customs regulations](http://www.cbsa.gc.ca/publications/pub/bsf5082-eng.html#s2x1) **; and**
* **Read ISS’s information sheet on arriving at the** [Port of Entry](http://www.uwinnipeg.ca/student/intl/docs/Immigration/Arriving%20at%20a%20Port%20of%20Entry%20August%2C%202014.pdf)**.**

**Where can I get more information?**

For more information on Study Permits, Temporary Resident Visas, and other immigration related topics, please visit the [Citizenship and Immigration website](http://www.cic.gc.ca/english/index.asp). You may also view our [Immigration Advising](http://www.uwinnipeg.ca/student/intl/immigration-advising.html) webpage for more information on additional resources and supports available.

DISCLAIMER: This webpage does not constitute legal advice, and should not be relied upon as a source of legal advice. It is a webpage designed to provide general information on Citizenship and Immigration Canada's (CIC’s) process for applying for a Study Permit or Temporary Resident Visa outside of Canada and describes existing requirements under the Immigration and Refugee Protection Act and the regulations made under that Act in general terms. CIC’s regulations, policies and procedures are subject to change and may change without notice. For the most current information, please visit CIC’s website. The material on this page was produced by a Regulated Canadian Immigration Consultant in good standing with the Immigration Consultants of Canada Regulatory Council. Revised October 21, 2014..

1. 1 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*)). [↑](#footnote-ref-1)
2. 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))). [↑](#footnote-ref-2)
3. International students who are studying in an undergraduate program at The University of Winnipeg are required to hold a Study Permit, regardless of how long they plan to study, unless they have been admitted as a visiting/exchange student for one term. This is because all undergraduate programs at The University are considered to be 3 or 4 year programs. [↑](#footnote-ref-3)
4. 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> [↑](#footnote-ref-4)
5. 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*. [↑](#footnote-ref-5)
6. Please note that individuals applying for a Study Permit or Temporary Resident Visa from inside of Canada must follow different procedures from those listed in this section. Please contact ISS at iss@uwinnipeg.ca for more information. [↑](#footnote-ref-6)
7. As stated previously, 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*. [↑](#footnote-ref-7)
8. Please note that individuals applying for a Temporary Resident Visa from inside of Canada must follow different procedures from those listed in this section. Please contact ISS at iss@uwinnipeg.ca for more information. [↑](#footnote-ref-8)