

**Studying in Canada Guide**

**General Information**

Once you have received your official letter of acceptance from The University of Winnipeg, you will likely need to apply for and obtain a Study Permit (SP) from Citizenship and Immigration Canada (CIC) before you can come to Canada to study. Most foreign nationals who have been accepted by an educational institution to study in Canada require Study Permits before they begin studying. If, however, the course of study you will be completing is less than six months in duration, a SP will not likely be required.[[1]](#footnote-1)

In addition, you may require a Temporary Resident Visa (TRV) to enter Canada, depending on your country of citizenship.[[2]](#footnote-2) 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 at: [www.cic.gc.ca/english/visit/visas-all.asp](http://www.cic.gc.ca/english/visit/visas-all.asp).

You may also need to complete and pass an immigration medical examination before coming to Canada to study. Whether or not you need to complete an immigration medical examination before CIC will issue your Study Permit will depend upon where you have been residing in the year before you enter Canada as a student and how long you plan to study in Canada.[[3]](#footnote-3) If you need to complete and pass an immigration medical examination before coming to Canada, CIC will send you instructions regarding how to do so after you submit your application for a SP.[[4]](#footnote-4) In addition, if you are over 18 years of age, you may also need to provide CIC with a police certificate, showing that you do not have a criminal record, before CIC will issue a SP to you. Upon receipt of your application for a SP, CIC will advise you if you need to obtain a police certificate, and provide you with instructions on what to do.[[5]](#footnote-5)

**Processing Times and Application Fees**

As it can take some time to obtain a SP and, if necessary, a TRV, as well as to complete and pass an immigration medical examination and obtain a police certificate, if required, it is recommended that you apply for your SP and/or TRV as soon as you receive your official letter of acceptance from The University of Winnipeg. To find out the current processing times for SP or TRV applications, please visit the CIC website: <http://www.cic.gc.ca/english/inFORMation/times/temp.asp>.

You can apply for a SP and/or TRV from the Visa Application Centre (VAC), Visa Office, Canadian High Commission, Embassy or Consulate responsible for the country or region in which you are currently residing. In order to locate the office closest to you, please see CIC’s website at: <http://www.cic.gc.ca/english/information/offices/index.asp>. Staff at the office through which you are applying should be able to advise you of any additional or local requirements you may need to meet in order to obtain a SP.

The processing fee applicable for a SP is currently $150 CDN, regardless of whether or not your application for a SP is approved. The processing fee applicable for a TRV is $100 CDN.[[6]](#footnote-6) Please note that processing fees, as well as other requirements, may be subject to change.

**Applying Online**

You may also apply for your SP and/or TRV online. To apply online you must have access to a scanner or camera to create electronic copies of your documents for uploading and have a valid credit card (Visa, MasterCard, and American Express) with which to pay the application fees. Follow these steps to complete an online application:

1. Complete an eligibility questionnaire on the CIC website at: [www.cic.gc.ca/ctc-vac/getting-started.asp](http://www.cic.gc.ca/ctc-vac/getting-started.asp)
   1. Click on the box entitled “Start my application”;
   2. You will then be asked a series of questions. Answer the questions in accordance with your personal information.
   3. Once you have submitted all your answers, CIC’s computer program will inform you whether or not you may be eligible to apply online. If eligible, a personal document checklist will be created for you. This personal document checklist includes:
   * a link to the “Application for Study Permit Made Outside Canada”;
   * a link to the application guide to assist you in completing the application;
   * a list of the supporting documents you must provide electronically;
   * information on the required application fees; and
   * a personal document checklist code (an alphanumeric code that begins with two letters, followed by a series of numbers. The personal document checklist code is valid for 60 days.).
   1. Print the screen with the personal document checklist code, as you will need the code when the time comes to submit your application online. If you do not complete your online application within 60 days, you will have to start your online application over again.
2. Gather all of the documents required for your application as indicated in your personal document checklist. You should also contact the Visa Office in your country of residence to see whether or not any additional supporting documentation, specific to your country, may be required.
3. Create a GCKey and My CIC account. Please refer to the enclosed quick reference sheet entitled “CIC Online Applications: GCKey, MyCIC and Photo Specifications” for guidance on how to do this.
4. Enter your personal document checklist code when logged into your MyCIC Account. You can then:

* upload your application form(s);
* upload the documents on your personal document checklist;
* pay your fees; and
* submit your application to CIC.

**Supporting Documents**

Based on the requirements stipulated by Citizenship & Immigration Canada (http://www.cic.gc.ca), you will likely need to submit the following documents in support of your application, regardless of whether or not you are applying online or on paper:

* **Proof of Acceptance:** Original Offer of Acceptance letter from The University of Winnipeg.
* **Proof of Identity:** A valid passport or travel document and two recent passport-size photographs.
* **Proof of Financial Support:** You will need to have evidence that you have sufficient funds, or a reliable source of such funds, to cover the cost of tuition and living expenses for the duration of your program.

**Proof of Financial Support**

Citizenship and Immigration Canada ([www.cic.gc.ca](http://www.cic.gc.ca)) states that you can prove that you have sufficient funds 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;
* bank draft in convertible currency;
* proof of payment of tuition and accommodation fees (*if you choose this option, you can print an official tuition receipt from your Web Advisor account)* 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.

You should also contact the Visa Application Centre in your country of residence to see whether or not any additional supporting documentation, specific to your country, may be required.

The following table, copied from CIC’s website, shows the minimum amounts that you will need to demonstrate you have in order to meet financial requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| **Number of persons** |  | **All provinces except Quebec** | **Quebec** |
| Single student |  | Tuition plus $10,000 for a 12-month period (or $833 per month) | Tuition plus $11,000 for a 12-month period (or $917 per month) |
| + one family member |  | $4,000 for a 12-month period (or $333 per month) | $5,100 more for a person 18 years of age or older for a 12-month period (or $425 per month)  $3,800 more for a person under 18 years of age for a 12-month period (or $317 per month) |
| + each additional family member |  | $3,000 for a 12-month period per dependent child of any age (or $255 per month) | $5,125 more for a person 18 years of age or older for a 12-month period (or $427 per month)  $1,903 more for a person under 18 years of age for a 12-month period (or $159 per month) |

**Working Off Campus in Canada**

When you receive you Study Permit, you may notice that it contains remarks that allow you to work off campus, provided you meet certain eligibility criteria. As of 01 June 2014, if you are:

* a full time student;
* enrolled at a Designated Learning Institution, such as The University of Winnipeg; and
* in a post-secondary academic, vocational or professional training program that is six months or more in duration and leads to a degree, diploma or certificate;

Your Study Permit may contain remarks that state that you can work off campus for up to 20 hours per week during periods where you are attending classes, and full time during regularly scheduled academic breaks between sessions, such as winter holidays, reading week, or the spring/summer terms, if you are not attending classes during these terms (*Immigration and Refugee Protection Regulations,* section 186 (*v*)).

Persons who are enrolled as students in the English Language Program (ELP), or visiting or exchange students are not eligible to work off campus, and therefore, Study Permits issued to these individuals will not contain remarks that allow them to work off campus.

**Entering Canada**

After receiving your SP, and if applicable your TRV, you should ensure that you bring the following documents with you to enter Canada:

* A valid passport or travel document (it is recommended that your passport or travel document be valid for at least six months following the date that you enter Canada. You will not be issued a SP or a TRV that exceeds the maximum length of your passport).
* The letter of introduction from the visa office that you received when your Study Permit was approved (this letter contains your Study Permit reference number).
* A valid Temporary Resident Visa (if required).
* A copy of the letter of acceptance from the school at which you are permitted to study.
* Proof that you have enough money to support yourself during your stay in Canada.
* Letters of reference or any other documents recommended by the visa office where you applied.

Carry these items and all other valuable papers, cash and travellers’ cheques with you at all times. You may not be allowed into Canada if any of your documents are missing or if any of the information on your application or letters of reference is incorrect. Possession of these documents does not guarantee entry. All persons must establish that they meet all the requirements of the *Immigration and Refugee Protection Act* and *Immigration and Refugee Protection Regulations* before being authorized to enter Canada.

**More Information**

For more information, please visit the Citizenship and Immigration (CIC) website @ [www.cic.gc.ca/english/index.asp](http://www.cic.gc.ca/english/index.asp)

***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 Citizenship and Immigration Canada's (CIC’s) process for applying for a student permit outside 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. This reference sheet was prepared by an immigration lawyer in good standing with the Law Society of Manitoba. Revised 14 August 2014.***

1. While you do not require a Study Permit if you are coming to Canada to attend a course or program of studies that is of six months’ duration or less (i.e. if your course or program will be completed within six months), you should be prepared to show your letter of acceptance, valid passport and proof that you have the funds necessary to support yourself during your course of study to Canada Border Service Agency (CBSA) officials at the airport or border when you arrive in Canada.

   In some cases, you may wish to apply for a Study Permit even if you do not need one right away. There are benefits to having a Study Permit, even if you do not require one. If you have a valid Study Permit, you can:

   * work on campus at the college or university at which you are registered as a full-time student; and
   * apply to renew your Study Permit from within Canada, if you decide to continue studying in Canada.

   If you decide that you want to continue your studies in another program after you complete your short-term course or program, you are generally required to apply through a Canadian visa office outside Canada for a Study Permit if you do not already have one. There are, however, some exceptions to this rule. As of 01 June 2014, certain 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 apply through a visa office outside Canada to do so. Persons who may be eligible to do so include:

   * individuals who are studying at the preschool, primary or secondary level in Canada;
   * visiting or exchange students; and
   * students 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 (*Immigration and Refugee Protection Regulations*, section 215(1)(*f*)).

   If you are applying for a Study Permit outside of Canada, even though you do not need one, you should include a letter that explains why you are applying. [↑](#footnote-ref-1)
2. A Temporary Resident Visa (TRV) is the official document showing you meet the requirements to enter Canada. It is a separate document from your Study Permit. 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. [↑](#footnote-ref-2)
3. CIC stipulates that anyone living or travelling in certain countries or territories for more than six months in the year preceding their entry to Canada must complete and pass an immigration medical examination before they enter Canada, if they plan to come to Canada for more than six months. For a list of the relevant countries or territories, please see CIC’s website at: [www.cic.gc.ca/english/information/medical/dcl.asp](http://www.cic.gc.ca/english/information/medical/dcl.asp). [↑](#footnote-ref-3)
4. For more information on immigration medical examination requirements, please see CIC’s website at: [www.cic.gc.ca/english/information/medical/medexams-temp.asp](http://www.cic.gc.ca/english/information/medical/medexams-temp.asp). [↑](#footnote-ref-4)
5. For more information on obtaining a police certificate, please see CIC’s website at: [www.cic.gc.ca/english/information/security/index.asp](http://www.cic.gc.ca/english/information/security/index.asp). [↑](#footnote-ref-5)
6. If you require both an initial Study Permit and a Temporary Resident Visa, you must submit an application for a Study Permit and the required documents for a Study Permit application. If your application is approved, you 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. [↑](#footnote-ref-6)