

APPLYING FOR A STUDY PERMIT (OUTSIDE OF CANADA)

General

What is a Temporary Resident Visa?

A Temporary Resident Visa (TRV) is the official document showing you meet the requirements to enter Canada. The TRV is a sticker that is pasted into your passport by Immigration, Refugees, and Citizenship Canada (IRCC). It is a separate document from a Study Permit.

Do I need 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 IRCC's website: <http://www.cic.gc.ca/english/visit/visas-all.asp>.

Do I need an Electronic Travel Authorization?

Some students exempt from obtaining a Temporary Resident Visa (TRV) for entering or re-entering Canada will be required to obtain an Electronic Travel Authorization (ETA) prior to (re-) entering Canada by air. If you are issued a Study Permit (or Letter of Introduction) from a visa office outside of Canada, you will be automatically issued an ETA. Also, if you are exempt from the requirement to obtain an ETA if you:

- are required to hold a Temporary Resident Visa to enter Canada; or
- are a US National¹.

For more information about the ETA, please visit:
<http://www.cic.gc.ca/english/visit/eta.asp>.

What is a Study Permit?

A Study Permit is the official document issued by Immigration, Refugees, and Citizenship Canada (IRCC) 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.²

Do I need a Study Permit?

If you will be studying in Canada for more than 6 months, either at one or more schools, you must obtain a Study Permit.³

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 qualify for a Study Permit. The University of Winnipeg is a Designated Learning Institution (DLI) and our DLI number is: O19147986012.

What is a Co-op Work Permit and do I need one?

If you plan to complete an internship placement as part of your studies in PACE, you must obtain a Co-op Work Permit before the start of your internship. A Co-op Work Permit is the official document issued by Immigration, Refugees, and Citizenship Canada (IRCC) that authorizes you to complete an approved internship placement as part of your course of studies.⁴ You can apply for a Co-op Work Permit inside or outside of Canada. However, it is recommended that you apply for a Co-op Work Permit at the same time that you are applying for a Study Permit.

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

Immigration, Refugees, and Citizenship Canada (IRCC) 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 IRCC staff person. If your application is approved your SP or TRV will be issued by IRCC.

HOW TO COME TO CANADA

STEP 1: Receive Letter of Acceptance to the University of Winnipeg.

STEP 2: Find out for what documents you need to apply. See 'General'.

STEP 3: Gather application documents & complete forms. See 'Applying for a Study Permit/Temporary Resident Visa'.

STEP 4: Submit application to Immigration, Refugees, and Citizenship Canada (IRCC). See 'Applying for a Study Permit/Temporary Resident Visa'.

STEP 5: Receive decision on application.



If approved

STEP 6: Arrive at entry point to Canada with required documents. See 'How Can I Get Ready to Come to Canada'.

STEP 7: Enter into Canada and begin studies at The University of Winnipeg.

Applying for a Study Permit/Co-op Work Permit

When should I apply for a Study Permit?

You should apply for a Study Permit as far in advance as possible, as soon as you receive your Letter of Acceptance from The University of Winnipeg. 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 (or more) to be processed. For a list of processing times by Visa Office, please see the IRCC website (<http://www.cic.gc.ca/english/information/times/temp.asp>).

How do I apply for a Study Permit?⁵

You can submit your application online through the IRCC website or by paper through the Visa Application Centre or Canadian Visa Office responsible for your country of nationality or residence.⁶

To apply for an initial Study Permit, you must complete a number of forms and provide the following supporting documents:

- Form: Application for a Study Permit Made Outside of Canada (IMM 1294);
- Form: Family Information (IMM 5645);
- A Letter of Acceptance from The University of Winnipeg;
- A valid passport;
- Two photos meeting IRCC specifications;
- Evidence that you have enough money to pay for your studies and to support yourself while in Canada; and
- Letter of Explanation for a Study Permit.

The application fee for a Study Permit is \$150 CAD. Depending on your personal circumstances, you may need to complete additional forms or provide additional documents with your application. You may also be required to undergo a medical exam performed by an IRCC panel physician or submit an original copy of a police certificate/check.

If you require both a Study Permit and a Temporary Resident Visa you should submit an application for a Study Permit. 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.

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 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 (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 (*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.

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

Number of persons	All provinces (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)

In many cases, demonstrating financial means in excess of the minimum amount is beneficial. Stating that you plan to work in Canada in order to pay for your tuition/living expenses **cannot** be used to satisfy the officer that you will have sufficient funds. 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.

*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. Please check with your Visa Office or Visa Application Centre for more information about this requirement as well as whether there are any additional supporting documentation, specific to your country, which may be required.

What information should I put in my letter of explanation for a Study Permit?

Your letter of explanation should include information such as:

- Why you want to study in Canada;
- How your proposed studies in Canada 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.

Do I need a Medical Exam and/or Police Check?

If you need to complete and pass an immigration medical examination, it will be indicated on the document checklist form provided by the Visa Office OR IRCC will send you instructions regarding how to do so after you submit your application for a Study Permit.⁷ If you are over 18 years of age, you may also need to provide IRCC with a police certificate, showing that you do not have a criminal record. Upon receipt of your application for a Study Permit, IRCC will tell you if you need to obtain a police certificate.⁸

How do I apply for a Co-op Work Permit?

If you require a Co-op Work Permit (COWP), you may submit an application for a Co-op Work Permit at the same time as your application for a Study Permit (SP), including the COWP application in the same envelope as the SP application (if sending your application by paper) or in the same online application (if submitting an application digitally). There is no additional application fee required for a Co-op Work Permit.

To apply for a Co-op Work Permit, you must complete a number of forms and provide the following supporting documents:

- Form: Application for a Work Permit Made Outside of Canada (IMM1295E)
In the 'Details of Intended Work In Canada' section, in response to question:
#1 Select 'Other'
#2 a) and b) Enter 'N/A' for Not Applicable
#3 Province: Select 'MB'; City/Town: Select 'Winnipeg'; Address: Enter 'N/A'
#4 job Title: Enter 'Internship'; Description of duties: Enter 'Not applicable'
#5 Duration of expected employment: Enter dates of internship as provided in your Letter of Acceptance
#6 Leave blank

- Letter of Explanation for a Co-op Work Permit

The Letter of Explanation for a Co-op Work Permit might include information similar to the following: "Along with my application for a Study Permit, I am submitting an application for a Co-op Work Permit. According to R205(c) (i)(i.1), a work permit may be issued to foreign nationals intending to perform work that is an essential and integral part of a post-secondary academic program offered by a DLI. My Letter of Acceptance from the University of Winnipeg clearly states that an internship placement is an integral part of my program, forming no more than 50% of the total of my studies. The LMIA exemption code for this work permit is C32."

Where can I get information and application forms for a Study Permit and/or Co-op Work Permit application?

Study Permit and Co-op Work Permit information and application packages can be obtained from:

- The Immigration, Refugees, and Citizenship Canada (IRCC) website: <http://www.cic.gc.ca/english/study/study-how.asp>;
- The Canadian Visa Office responsible for your country of nationality or residence: <http://www.cic.gc.ca/english/information/offices/apply-where.asp>; and
- The Visa Application Centre responsible for your country of nationality or residence: <http://www.cic.gc.ca/english/information/offices/vac.asp?>

How will I know if my Study Permit, Temporary Resident Visa (TRV), and/or Co-op Work Permit application is approved?

If you have been approved for a Temporary Resident Visa, the Temporary Resident Visa will be placed directly in your passport. If your application for a Study Permit is approved, IRCC will issue you a Letter of Introduction. 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 and a Co-op Work Permit (if applicable). If your application is refused outside of Canada, you will be given a refusal letter which explains the reasons that you were not granted a TRV, Study Permit, or Co-op Work Permit. In some cases, you may wish to submit a new application for a Study Permit, addressing the reasons given by the Visa Office for refusing your first application.

What should I do if my Study Permit is refused and I decide not to come to Canada or I want to delay my studies?

If you have already made a payment for tuition fees to the University and wish to apply to have some or all of these fees refunded because you no longer plan to come to Canada, you must contact the PACE office in writing before the start of the term. You may be asked to provide a copy of the refusal letter that you received from IRCC with your application for a refund. For more information, refer to PACE's Tuition Payment Information Policy (<http://pace.uwinnipegcourses.ca/important-information-international-students>).

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 PACE.

Can The University contact the Visa Office to speed up the processing of my application or to help me get a Study Permit?

No, 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. IRCC is a government body which makes independent decisions based on Canadian immigration law, regulations, and policies and each student is responsible for submitting their own application to IRCC.

After the approval of an application

How can I get ready for coming to Canada?

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

- obtain all of the required immigration documents (Letter of Introduction, if required; TRV, if required; ETA, if required, Passport, etc.);
- 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 (PACE Students)': [update link when available](#).

Can I change my program of study or school once in Canada?

Yes, you can change your program of study or school even if your Study Permit lists a specific institution and was issued for a specific program of study. However, if your Study Permit was issued after June 1, 2014, you must notify IRCC that you have changed your school by completing a form online. In some cases, you may also need to apply to change the conditions on your Study Permit before changing schools or programs of study. Please note that international students are only allowed to study in Canada at Designated Learning Institutions.⁹

Can I work anywhere if I have a Study Permit?

If you are a full-time student and have a valid Study Permit, you may be eligible to work on or off-campus. If your program includes an internship, you must obtain a Co-op Work Permit prior to starting your internship. For more information on work regulations, please see ISS's Employment webpage: <http://www.uwinnipeg.ca/student/intl/information-for-all-students/international-student-employment.html>.

Where can I get more information?

- Immigration, Refugees, and Citizenship Canada (IRCC) website: www.cic.gc.ca;
- International Student Services Immigration Advising webpage: <http://www.uwinnipeg.ca/student/intl/services-for-all-students/immigration-advising.html>; and
- International Student Services: iss@uwinnipeg.ca or 204-786-9469.

DISCLAIMER: This information sheet does not constitute legal advice, and should not be relied upon as a source of legal advice. It is a resource designed to provide general information to PACE students on Immigration, Refugees, and Citizenship Canada's (IRCC) 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. 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. This resource was produced by a Regulated Canadian Immigration Consultant in good standing with the Immigration Consultants of Canada Regulatory Council. Revised March 21, 2017.

¹ Please see the IRCC website: <http://www.cic.gc.ca/english/visit/visas-all.asp> for a full list of ETA exemptions.

² 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)).

³ 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)).

⁴ In order to be eligible for a Co-op Work Permit you must have a valid study permit or be approved for a Study Permit and your intended employment must:

- be an essential part of a postsecondary academic, vocational or professional training program at a Designated Learning institution.;
- be certified as part of the academic program by a responsible academic official of the institution; and
- not form more than 50 percent of the total program of study.

⁵ 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.

⁶ 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*.

⁷ Individuals planning to come to Canada for more than six months and who have been 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 will be allowed to enter Canada. For a list of the relevant countries or territories, please see IRCC's website at: www.cic.gc.ca/english/information/medical/dcl.asp. For more information on immigration medical examination requirements, please see IRCC's website at:

www.cic.gc.ca/english/information/medical/medexams-temp.asp.

⁸ For more information on obtaining a police certificate, please see IRCC's website at: www.cic.gc.ca/english/information/security/index.asp.

⁹ To find out which educational institutions qualify as Designated Learning Institutions, please see IRCC website at: <http://www.cic.gc.ca/english/study/study-institutions-list.asp>. All primary and secondary schools in Canada are automatically designated as DLIs although they do not appear on the list.