

**HOW TO COME TO STUDY AT THE UNIVERSITY OF WINNIPEG**

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

**STEP 2:** Find out for what immigration documents you need to apply (Study Permit, Temporary Resident Visa, and/or eTA).

**STEP 3:** Gather documents & complete application forms.

**STEP 4:** Submit application to Immigration, Refugees, and Citizenship Canada (IRCC).

**STEP 5:** Receive decision on application.

↓ **If positive**

**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.

## Study Permit & Co-op Work Permit

### 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.<sup>1</sup>

### 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.<sup>2</sup> 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.<sup>3</sup>

### 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.<sup>4</sup>

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.

### When should I apply for a Study Permit?

You should apply for a Study Permit (& Co-op Work 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 ([cic.gc.ca/english/information/times/temp.asp](https://www.cic.gc.ca/english/information/times/temp.asp)).

### How do I apply for a Study Permit?<sup>5</sup>

Submit your application online through the IRCC website ([cic.gc.ca/ctc-vac/getting-started.asp](https://www.cic.gc.ca/ctc-vac/getting-started.asp)) or by paper through the Visa Application Centre in your country of citizenship or residence ([cic.gc.ca/english/information/offices/vac.asp](https://www.cic.gc.ca/english/information/offices/vac.asp)).<sup>6</sup>

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.

**Please Note:**

- 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, submit an original copy of a police certificate/check, or provide biometrics.
- Check the instructions for the Visa Office to which you are applying for more information (Under 'Apply on paper', Select your country of citizenship or residence: [cic.gc.ca/english/information/applications/student.asp](http://cic.gc.ca/english/information/applications/student.asp)).
- If you require both a Study Permit and a Temporary Resident Visa you must 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\*.

<b>Number of persons</b>	<b>All provinces (except Quebec)</b>
Single student	Tuition plus \$10,000 CAD for a 12-month period (or \$833 per month) and money to cover transportation costs (\$2,000-5,000)
+ 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)

**Please note:**

- Showing financial means in excess of the minimum amount is often beneficial.
- Some visa offices may require financial means greater than the minimum amount listed.
- Different visa offices may have different requirements about the type of documentation that you must show to demonstrate financial means.
- 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.
- If your program of study is greater than one year in length, IRCC must be convinced that you will have access to additional funds 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. Please check with your Visa Office or Visa Application Centre for more information about this requirement.

**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;
- How your proposed studies in Canada 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.

### 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."

## Temporary Resident Visa or Electronic Travel Authorization

### What is a Temporary Resident Visa? What is an Electronic Travel Authorization (eTA)?

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. An Electronic Travel Authorization is an authorization given to people from TRV-exempt countries to enter Canada. The authorization is linked with a passport.

### Do I need a Temporary Resident Visa (TRV) or Electronic Travel Authorization (eTA)?

You may need a Temporary Resident Visa (TRV) or an Electronic Travel Authorization (eTA) in order to enter Canada, depending on your country of citizenship. To find out whether you need a TRV or eTA to enter Canada, visit IRCC's website: [cic.gc.ca/english/visit/visas-all.asp](http://cic.gc.ca/english/visit/visas-all.asp). You are exempt from the requirement to obtain a TRV or ETA if you are a US Citizen or National<sup>7</sup>.

### When should I apply for a Temporary Resident Visa or Electronic Travel Authorization?

You do not need to complete a separate application for a TRV or 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 eTA automatically along with a Study Permit.

## Submitting an application

### Where can I get information and application forms for a Study Permit and 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: [cic.gc.ca/english/study/study-how.asp](http://cic.gc.ca/english/study/study-how.asp);
- The Canadian Visa Office responsible for your country of nationality or residence: [cic.gc.ca/english/information/offices/apply-where.asp](http://cic.gc.ca/english/information/offices/apply-where.asp); and
- The Visa Application Centre responsible for your country of nationality or residence: [cic.gc.ca/english/information/offices/vac.asp?](http://cic.gc.ca/english/information/offices/vac.asp?)

### How will I know if my Study Permit, Temporary Resident Visa, 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 Co-op Work Permit. 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 or Temporary Resident Visa, addressing the reasons given by the Visa Office for refusing your first application.

### **What should I do if my application 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 ([pace.uwinnipegcourses.ca/important-information-international-students](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/TRV/eTA?**

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 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 an application is approved**

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

It is not recommended that you arrive in Canada more than 2 weeks before the start of classes. You can prepare for your arrival in Canada by making sure that you read ISS's information sheet 'Entering Canada (PACE students)': [uwinnipeg.ca/student/intl/information-for-all-students/visas-study-permits.html](http://uwinnipeg.ca/student/intl/information-for-all-students/visas-study-permits.html).

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

Yes, you can change your program of study or school. 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.<sup>8</sup>

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

In order to work as a Study Permit holder, you must have a valid Study Permit and be a full-time student. Some additional requirements must also be met: [uwinnipeg.ca/student/intl/information-for-all-students/international-student-employment.html](http://uwinnipeg.ca/student/intl/information-for-all-students/international-student-employment.html). If you choose to arrive in Canada before classes begin, you are not permitted to work until you begin full-time studies. If you do not have a Study Permit, you cannot work in Canada<sup>9</sup>. If your program includes an internship, you must obtain a Co-op Work Permit prior to starting your internship.

### **If I enter Canada on a Study Permit, will I be able to apply for an extension of my Study Permit from within Canada?**

Yes, 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. It is important that you apply for an extension before your current document expires.

### **What conditions/rules do I need to follow if I have a Study Permit?**

All individuals holding a study permit must remain enrolled at a Designated Learning Institution (DLI) and actively pursue studies in Canada. They must also follow all work regulations and any other conditions written on their 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.

## 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.

## Where can I get more information?

- Immigration, Refugees, and Citizenship Canada (IRCC) website: [cic.gc.ca](http://cic.gc.ca);
- International Student Services Immigration Advising webpage: [uwinnipeg.ca/student/intl/services-for-all-students/immigration-advising.html](http://uwinnipeg.ca/student/intl/services-for-all-students/immigration-advising.html); and
- International Student Services: [iss@uwinnipeg.ca](mailto: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, Temporary Resident Visa, or Electronic Travel Authorization 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 August 21, 2017.

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<sup>1</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>2</sup> 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)).

<sup>3</sup> 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. 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 six months or less in length and will be completed within the time you were given at the airport or border point for your visit in Canada), you should still 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 require one. For more information, please see ISS's information sheet, *Immigration Information for Visiting/Exchange Students* or contact ISS at [iss@uwinnipeg.ca](mailto:iss@uwinnipeg.ca).

<sup>4</sup> 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.

<sup>5</sup> 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](mailto:iss@uwinnipeg.ca) for more information.

<sup>6</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>7</sup> Please see the IRCC website: <http://www.cic.gc.ca/english/visit/visas-all.asp> for a full list of ETA exemptions.

<sup>8</sup> 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.

<sup>9</sup> You may be eligible to work if you have otherwise qualified for and been issued a valid work permit by IRCC. For more information, contact ISS at [iss@uwinnipeg.ca](mailto:iss@uwinnipeg.ca).