

# Applying for a Study Permit

(Application Instructions for Students Applying from outside Canada)



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A Regulated Canadian Immigration Consultant (RCIC #R417711) pursuant to  
section 91 of the Immigration and Refugee Protection Act*

**This is not a legal document. Information may change without notice. Always refer to Canada Immigration [www.cic.gc.ca](http://www.cic.gc.ca) for the most updated information. This document was last updated on Aug. 10, 2015**

You do not require a study permit to go to school in Canada **If you wish to study in a short-term course or program.** You do not need a study permit if you plan to take a course or program in Canada that lasts six months or less. You must complete the course or program within the period authorized for your stay in Canada.

## When should I apply for my study permit?

If you are thinking about coming to Canada to study for more than 6 months, you should apply for a study permit. You should do so before you come to Canada to start your studies. It can take up to 90 business days/3 months to process a study permit application, so you're encouraged to apply early.

It is recommended that you indicate that you plan to return to your home country after your studies are complete. Do **not** apply with *dual intent*, meaning that you're applying for a study permit and to become a permanent resident at the same time.

Be aware that some countries require proof of payment before you can obtain a study permit. Your confirmation of Letter of Acceptance (LOA) from GV School will indicate your start date as well as your expected date of program completion.

Note that Citizenship and Immigration Canada will not issue your study permit past the expiration date of your passport. It's recommended that your passport be valid for the duration of your studies in Canada to avoid having to apply for another study permit part way through your studies. If you need to extend your study permit, you can apply from within Canada.

If your application is approved, any original documents, including your passport if submitted with your application, will be returned to you with a **letter of introduction** confirming the approval. The letter of introduction is not a study permit. When you arrive in Canada, you must show the letter of introduction and the temporary resident visa, if applicable, to an officer at the port of entry. The officer at the port of entry will determine whether you may enter Canada and how long you may stay. You will be issued a study permit at this time.

## How can I get my study permit?

There are two options for receiving your study permit:

### 1. Apply online

**Step1.** Create a Personal Checklist Code by answering the questions in the Come to Canada wizard at <http://www.cic.gc.ca/ctc-vac/cometocanada.asp>. Print the checklist for reference.

**Step2.** Apply online at <http://www.cic.gc.ca/english/e-services/index.asp> after creating a GCKey or Sign-in Partner login ID, and registering with MyCIC. Enter your Personal Checklist Code when prompted.

Scan and upload all supporting documentation (see below). Supporting documents should be current and original (unless it clearly states photocopies are acceptable).

Online Checklist Item	Document Description	Tips
Application form	<i>Application for a study permit made outside Canada [IMM 1294]</i> Once completed, click on the “Validate” button. This will generate a series of barcodes on page 5. When submitting your application, you must include this page which contains your unique barcodes.	Fill out the application form electronically (not by hand). * <b>Do not print the form</b> – simply validate, save and upload it in the space provided. * You will be prompted to electronically sign your application later in the online process.
Proof of means of financial support	Proof of sufficient financial support in Canada, totaling at least \$10,000 CAD. Refer to your online checklist for examples of acceptable Documentation.	* If you cannot prove that you have the min. amount, you can still submit an application but it will affect the length of your study permit
Passport or travel document	Scanned copies of all relevant passport pages	*Include the bio-data page plus any pages with stamps, visas or markings
Digital photo		* Refer to the photo specifications in your online checklist.
Letter of acceptance	1) Official GV School confirmation of Letter of Acceptance (LOA)	* Scan these documents together. Open and check your official documents. * If you are going to study at a different institution too, you must include the official Letter of Acceptance from that institution as well.
Fee	The current fee for a study permit is \$150 CAD. You must pay online using a credit card.	* CIC accepts Visa, MasterCard and American Express. If you are applying online, payment is done when you submit your application through MyCIC. <b>This is the only way to pay for an online application.</b>
Letter of explanation	Letter that explains why you are applying. The letter will inform the visa officer that you understand your options.	Scan this letter and attach it to your documentation –apply for a study permit even if you do not need one right away.

## 2. Apply by mail

**Step1.** Download the required forms from <http://www.cic.gc.ca/english/information/applications/student.asp>

**Step2.** Make sure your application is complete and include the necessary documents. Use the document checklist provided in the application kit. Consult the website of the **Canadian visa office serving the country or region where you live** to determine if you need to fill out any additional forms or provide any additional documents. **Sign and date** the application form, and be sure you include the receipt for the processing fee.

Many visa offices have specific local instructions about which documents you must submit with your application.

Application Item	Document Description	Tips
Document Checklist	Document Checklist (IMM 5483)	* Place this document on top of your application package. *You may complete the form by hand.
Application Form	<i>Application for a study permit made outside Canada [IMM 1294]</i> Once completed, click on the “Validate” button before printing. This will generate a series of barcodes on page 5. When submitting your application, you must include this page which contains your unique barcodes. <b>Print your completed form, sign and date the application (by hand) in the space provided on page 5.</b>	*Fill out the application form electronically (not by hand). *All applicants <b>must</b> complete and sign their own individual form, including persons travelling as a family. Applicants who are under the age of 18 years must have their form signed by a parent or guardian.
Fee receipt	The current fee for a study permit is \$150 CAD. <b>The visa office responsible for the country or area where you live</b> will have more information on how to pay fees for immigration applications.	* <b>Visa and consular offices cannot accept receipts for fees paid in Canada or online. They cannot accept personal cheques as payment.</b>
Photocopies of Passport	Photocopies of all relevant passport pages	
Proof of means of financial support	Proof of sufficient financial support in Canada, totaling at least \$10,000 CAD. - Refer to your online checklist for examples of acceptable Documentation.	*If you cannot prove that you have the min. amount you can still submit an application but it will affect the length of your study permit
Proof of acceptance at school(s)	1) Official current GV School confirmation of enrollment letter (LOA)	* If you have attended a different institution in the last two terms, you must include official transcripts from that institution as well.

**Letter of explanation** - 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 apply to renew your study permit from within Canada if you decide to continue studying in Canada. If you are applying for a study permit even though you do not need one, you should include a letter that explains why you are applying. The letter will inform the visa officer that you understand your options.

Other documents may be required (e.g. marriage certificate, family members’ documentation, etc.) **as per your situation**. If applying online, you will need to scan these documents.

In your home country you can find some assistance in Visa application centers (VACs) which accept applications for:

- study permits
  - work permits
  - visitor visas (temporary resident visa)
  - travel documents for permanent residents
- <http://www.cic.gc.ca/english/information/offices/vac.asp>

<b>What is the DLI number?</b>
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**Designated Learning Institution numbers:**

Study permit applications, including renewals, received (online) or postmarked (paper) must include a letter of acceptance issued by a [designated learning institution](#). You need to include the Designated

Learning Institution number (DLI #), which is the number that begins with the letter “O”, on your application form.

- GV Vancouver, DLI # O19330822902
- GV Toronto, DLI # O19517085782
- GV Calgary, DLI # O18761476312
- GV Victoria, DLI # O19319050762

***Need more advice or help with your application?***

*Please email our Regulated Canadian Immigration Consultant, Agata Rebisz, located at **Global Village**, 888 Cambie Street, and arrange for consultation in person or by phone, skype or email. [canada-visa@gvenGLISH.com](mailto:canada-visa@gvenGLISH.com)*

*We would be happy to help. The consultation charge is CND 70 per 30 minutes minimum.*



*Agata Rebisz is a member in good standing of Immigration Consultants of Canada Regulatory Council (RCIC #R417711) pursuant to section 91 of the Immigration and Refugee Protection Act.*