As of June 1, 2014, international post-secondary students may only study at designated learning institutions. The University of Victoria is such an institution, and our designated learning institution # is O19280533442.

It is your responsibility to obtain the correct documents from Immigration, Refugee and Citizenship Canada (IRCC) and to abide by their conditions. We have provided the information below so that you may familiarize yourself with IRCC’s rules and procedures for international students. For the most current and complete information, refer to the Immigration, Refugee and Citizenship Canada website.

Who Needs a Study Permit

To study at the University of Victoria, you will need to successfully apply for a study permit before you travel to Canada. If you are already in Canada, then you need a valid study permit before you can begin classes at the University of Victoria. The only exceptions to the study permit requirement are if you:

- plan to take a course or program that lasts six months or less;
- are auditing a course;
- are a family member or staff member of a foreign representative to Canada accredited by the Department of Foreign Affairs, Trade and Development Canada, and your embassy in Canada has confirmed that you do not need a study permit;
- are a member of a foreign armed force under the Visiting Forces Act; or
- are a citizen of another country who has Registered Indian status in Canada.

Please note that if you complete a short-term course or program without a study permit, then you may not be able to apply for a study permit from within Canada if you subsequently enrol in another course or program that cannot be completed within the original period of your authorized stay.

For example, if you have been conditionally accepted into a four-year academic program at the University of Victoria upon the successful completion of a five-month English as a Second Language (ESL) course, then you should apply for a study permit for the entire duration of your studies, including the ESL course.

If you intend on participating in a distance learning program, including e-learning, correspondence, or internet courses, then you do not need a study permit. This includes if you are currently in Canada as a foreign worker or a visitor. However, please note that some University of Victoria distance learning programs include an in-Canada portion. If the overall course or program of study is greater than six months, then you will need a study permit.
study permit for the in-Canada portion, even if the in-Canada portion is less than six months. All students with significant distance learning components to their studies are strongly encouraged to speak to an Immigration Advisor as to the impact this may have on their future ability to work in Canada and/or reside permanently in Canada.

A student who intends to come to the University of Victoria for a course or program that lasts six months or less and who wants to be able to work on campus also requires a study permit. This includes exchange students and visiting students who will study at the University of Victoria for only one term.

More information about whether you need a study permit to study in Canada can be found on the Immigration, Refugee and Citizenship Canada website.

Please note that students who do not need a study permit must still meet the requirements to enter Canada. More information can be found on the Immigration, Refugee and Citizenship Canada website.

Applying for a Study Permit from Outside Canada

We recommend applying for a study permit as soon as you receive your University of Victoria letter of acceptance.

Instructions and requirements for a study permit application can be found on the Immigration, Refugee and Citizenship Canada website.

You can submit your study permit application by applying online, applying through a Visa Application Center abroad, or by mailing it to the appropriate visa office. More details about these three options are found below. Processing times can be found on the Immigration, Refugee and Citizenship Canada website.

General Requirements to Apply for a Study Permit

In general, to obtain a study permit, you will need to demonstrate that you:

- have been accepted into a program of study by the University of Victoria;
- have enough money to pay for your tuition fees, living expenses for yourself and any family members who come with you to Canada, and return transportation for yourself and any family members who come with you to Canada, Please refer to Immigration, Refugee and Citizenship Canada website for more guidance on demonstrating financial sufficiency;
- are a law-abiding citizen with no criminal record and will not be a risk to the security of Canada;
• are in good health and willing to complete a medical examination, if necessary; and

• will leave Canada at the end of your authorized stay. This is a very subjective requirement, and can include demonstrating that you have family member(s) in your country of origin, that you have significant employment prospects and/or assets in your country of origin, and that you have a previous history of complying with the law.

It is important to note that the requirements can vary dramatically depending on your country of origin and visa post receiving your application, so it is important to check the Immigration, Refugee and Citizenship website to determine the documentary requirements applicable to you.

Students from certain countries require a temporary resident visa to enter Canada. The list of countries can be found on the Immigration, Refugee and Citizenship Canada website. For outside Canada applications, if the application for a study permit is approved, then a temporary resident visa will be issued automatically. No separate application for the temporary resident visa is required. Students from certain countries also need to provide biometric information before they can enter Canada. The list of countries, and detailed instructions, can be found on the Immigration, Refugee and Citizenship Canada website.

*Important note: as of a yet-to-be determined date in Early Fall 2016, most foreign nationals who are exempt from the requirement to obtain a Temporary Resident Visa (“TRV”) to enter Canada will be required to obtain an electronic Travel Authorization (“eTA”) before they travel to Canada by air. Note the new eTA requirement date represents an extension of the previously announced March 15, 2016 coming-into-force date. As of August 1, 2015 eTAs are being automatically issued with successful applications for a new Canadian study permit made overseas and all successful applications for a new Canadian work permit. Please see our document on eTAs to see whether you or your family member will require an eTA prior to entering Canada.

Once your study permit application is approved you will be issued a letter of introduction to provide at a Canadian port of entry. You must present this letter when entering Canada to obtain your study permit. If you forget to present the letter, and are in Canada with a letter of introduction but without a study permit, then you must contact Immigration, Refugee and Citizenship Canada at 1-888-242-2100 so they can assess the situation and provide instructions.

American citizens and permanent residents do not need to apply to Immigration, Refugee and Citizenship Canada in advance for a study permit and can apply while entering Canada at the port of entry.

Applying 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 for payment.

Prior to submitting a specific application you will need to create a MyCIC account. This can be done on the Immigration, Refugee and Citizenship Canada website.

First, you will need to decide if you want to access your MyCIC account using a GCKey or a Sign-In Partner.

A GCKey is an electronic credential (a username and password) that allows you to securely access the Government of Canada’s online services.

A Sign-In Partner is an organization that has partnered with Immigration, Refugee and Citizenship Canada to enable their customers to use online banking credentials to access the Government of Canada’s online services. Sign-In Partners currently include:

- BMO Financial Group;
- CHOICE REWARDS MasterCard;
- Scotiabank;
- TD Canada Trust; and
- Tangerine.

Next, you will need to accept the MyCIC terms and conditions, enrol for a MyCIC account and create four security questions. Be sure to record your answers to these questions because you will be asked to provide them every time you access your MyCIC account.

Your MyCIC account homepage will be divided into three sections. You can apply for your study permit in the “What would you like to do today?” section. MyCIC requires that you complete numerous questions, after which you will be provided with a customized document checklist for submitting your application. Follow the instructions to upload your application form and supporting documents, review your application, pay the fee and submit your application.

Applying Through a Visa Application Centre

The Immigration, Refugee and Citizenship Canada website contains a helpful chart for determining which visa office will process your application. Click the appropriate city link on the chart to find a list of Visa Application Centre(s) responsible for servicing that visa office.

Visa application centres can:

- answer questions in local languages and make sure that applications are complete;
• transmit application documents and passports to the visa office securely;
• return passport and decision documents securely;
• offer a tracking service;
• schedule interviews and provide application photographs and photocopies for a fee; and
• collect biometric information.

Applying by Mail to a Visa Office

The Immigration, Refugee and Citizenship Canada website contains a helpful chart for determining which visa office will process your application. It is becoming increasingly less common for applicants to submit applications directly to visa posts, as Immigration, Refugee and Citizenship Canada has made it clear that it prefers that applicants submit applications either online or through Visa Application Centers.

Please note that students from certain countries need to provide biometric information before they can enter Canada. The list of countries, and detailed instructions, can be found on the Immigration, Refugee and Citizenship Canada website. If you are from a country whose citizens are required to provide biometrics, then you cannot apply by mail to a visa office. You must apply either online or through a Visa Application Center.

Students Transferring from Another Canadian Post-Secondary Institution to UVic

Please note that if you applied for a study permit on or after June 1, 2014, and you intend to transfer schools, then you must notify Immigration, Refugee and Citizenship Canada via your MyCIC account when you are transferring from one designated learning institution to another, even if it is at the same level of study.

You do not need to apply to change the conditions of your study permit, but you must apply to extend your stay in Canada as a student before your current study permit expires. Processing times can be found on the Immigration, Refugee and Citizenship Canada website.

Students Transferring from a Canadian High School to UVic

If you are an international student attending a Canadian secondary school and you intend on commencing post-secondary studies at the University of Victoria, then you must apply to
change the conditions of your study permit. Processing times can be found on the Immigration, Refugee and Citizenship Canada website.

You must receive your new study permit before you can commence your studies at the University of Victoria.

Applying for a Study Permit from Within Canada

Certain individuals may apply for a study permit from within Canada and obtain their study permit without having to appear at a Canadian port of entry. These include:

• International students without a study permit who are studying at preschool, primary school, or high school.
• Visiting and exchange students studying at a designated learning institution.
• Foreign nationals who have completed a course or program of study that is a prerequisite to enrolling at a designated learning institution. In such cases you must provide Immigration, Refugee and Citizenship Canada with your University of Victoria letter of acceptance, plus confirmation from the prerequisite institution that you completed your studies.
• Foreign nationals who currently have a valid work permit or study permit.
• International students whose authorization to engage in study in Canada without a study permit is set to expire within 90 days.
• Foreign nationals and their family members who are subject to unenforceable removal orders, or who have temporary resident permits valid for six months. Please note that temporary resident permits are distinct from temporary resident visas, and pertain to a narrow class of individuals.
• In-Canada permanent resident applicants who have received first-stage approval under the Spouse or Common-Law Partner Class or the Live-in Caregiver Class, protected persons, and Humanitarian & Compassionate applicants.

Processing times can be found on the Immigration, Refugee and Citizenship Canada website.

If none of the above apply to you then you should refer to the instructions here.

Confirming Your Study Permit Contains Necessary Notation Re: Work

When you successfully receive your study permit and if you are enrolled in a program that allows you to work while a student, you should ensure that your study permit clearly states that you “may accept employment” or “may work” in Canada.

PLEASE NOTE THIS INFORMATION WAS PREPARED AND PROVIDED BY LARLEE ROSENBERG, BARRISTERS & SOLICITORS. IT IS GENERAL INFORMATION, AND SHOULD NOT BE CONSTRUED AS LEGAL ADVICE OR REPRESENTATION.
If you notice an error on your study permit, such as the omission of the condition allowing you to work, or a condition that “this permit does not allow the holder to engage in off campus employment,” you can correct your study permit by submitting a request to amend your study permit.

**Accompanying Family Members**

An accompanying family member is a spouse, common-law partner, dependent child, or dependent grandchild who plans to accompany you to Canada.

Dependent children and grandchildren must be under the age of 19.

It is generally recommended, though not required, that your accompanying family members apply for their immigration documents at the same time that you apply for your study permit.

**Applying for a Family Member’s Temporary Resident Visa**

If your accompanying family member is from a country whose citizens require a temporary resident visa to enter Canada, then they must apply for one (unless they are also applying for a study permit or work permit outside Canada, in which case a temporary resident visa will be issued automatically). The list of countries, and detailed application instructions, can be found on the Immigration, Refugee and Citizenship Canada website.

If you and your accompanying family member are outside Canada it is recommended that you apply for their study permit at the same time that you submit your initial study permit application. Refer to the instructions here.

If you are already in Canada with a valid study permit, and your accompanying family member is outside Canada, they can submit a temporary resident visa application by mailing it to the appropriate visa office, applying online, or applying through a visa application centre abroad. Processing times can be found on the Immigration, Refugee and Citizenship Canada website.

*Important note: as of a yet-to-be determined date in Early Fall 2016, most foreign nationals who are exempt from the requirement to obtain a Temporary Resident Visa (“TRV”) to enter Canada will be required to obtain an electronic Travel Authorization (“eTA”) before they travel to Canada by air. Note the new eTA requirement date represents an extension of the previously announced March 15, 2016 coming-into-force date. As of August 1, 2015 eTAs are being automatically issued with successful applications for a new Canadian study permit made overseas and all successful applications for a new Canadian work permit. Please see [this page](#) for more information.*
Applying for a Family Member’s Open Work Permit

If you qualify for, or already have, a valid study permit then your spouse or common-law partner may apply for an open work permit.

If you and your spouse or common-law partner are outside Canada it is recommended that you apply for their open work permit at the same time that you submit your initial study permit application. Refer to the instructions here.

If you are already in Canada with a valid study permit, and your spouse or common-law partner is outside Canada, they can submit an open work permit application by mailing it to the appropriate visa office, applying online, or applying through a visa application centre abroad. Processing times can be found on the Immigration, Refugee and Citizenship Canada website. In certain circumstances, your spouse or common-law partner can apply for an open work permit while entering Canada at the port of entry.

Should your spouse or common-law partner choose to enter Canada as a visitor, and later wish to apply for an open work permit, they can apply for an open work permit from within Canada. Processing times can be found on the Immigration, Refugee and Citizenship Canada website.

Your spouse or common-law partner’s open work permit will be valid for the same period as your study permit. Information about possible occupational restrictions is available on the Immigration, Refugee and Citizenship Canada website. The most important restriction is that if your spouse or common-law partner wants to work in child care, primary or secondary school teaching, or a health services field occupation, then he/she will need to complete a medical examination.

After graduation you may be eligible for a post-graduation work permit. In order for your spouse or common-law partner to continue to be eligible for an open work permit you must provide evidence that you are working in an occupation that is classified by the Government of Canada as skilled, which is any occupation that falls under National Occupational Classification 0, A, or B.

Applying for a Family Member’s Study Permit

Minor children (under the age of 19) who are already in Canada accompanying a parent who is permitted to study or work may study in Canada without a study permit at the pre-school, primary, and secondary levels. This applies to children who enter Canada as visitors before...
they are school aged and then become school aged, as well as to children who are already school aged when their parents are applying to enter Canada as students and/or workers.

It is advisable to obtain a letter of acceptance from the minor child’s educational institution, although for minor children who are accompanying family members included in their parent’s study or work permit application, a letter of acceptance will not be necessary. It should be noted that it is the current practice of Immigration, Refugee and Citizenship Canada to request a letters of acceptance with all in-Canada study permit extensions.

Your accompanying family member (spouse, common law partner or dependent child) will require a study permit if they are planning to enroll in post-secondary studies for a period of more than six months.

If you and your accompanying family member are outside Canada it is recommended that you apply for their study permit at the same time that you submit your initial study permit application. Refer to the instructions here (link to the Applying for a Study Permit from Outside Canada section above).

If you are already in Canada with a valid study permit, and your accompanying family member is outside Canada, they can submit a study permit application by mailing it to the appropriate visa office, applying online, or applying through a visa application centre abroad. Processing times can be found on the Immigration, Refugee and Citizenship Canada website.

Should your accompanying family member choose to enter Canada as a visitor, and later wish to apply for a study permit, they might be able to apply for a study permit from within Canada. Refer to the instructions here.

Please note that immigration information on this website was prepared and provided by Larlee Rosenberg, Barristers & Solicitors. It is posted here to provide information only, and should not be construed as legal advice or representation.