

# How to Apply for a Study Permit

Information in this presentation is current as of April 28, 2026



**We acknowledge and respect the Ləkʷəŋən (Songhees and Xwsepsəm/ Esquimalt) Peoples on whose territory the university stands, and the Ləkʷəŋən and WSÁNEĆ Peoples whose historical relationships with the land continue to this day.**





# International Centre for Students (ICS)

**Hours:** 9:00am to 4:30pm (PT)  
Monday - Friday

**Phone:** +1 250 721 6361

**Email:** [icsinfo@uvic.ca](mailto:icsinfo@uvic.ca)

**Website:** <http://www.uvic.ca/ics>

**Office B202d  
Jamie Cassels Centre (JCC)  
2<sup>nd</sup> floor**

## Exchange

International exchange  
opportunities  
[goglobal@uvic.ca](mailto:goglobal@uvic.ca)

## International Student Advising

Immigration and  
settlement support  
[icsinfo@uvic.ca](mailto:icsinfo@uvic.ca)

## Global Community

Social events and  
community engagement  
[gcmentor@uvic.ca](mailto:gcmentor@uvic.ca)



**University  
of Victoria**

International Centre  
for Students



# International Student Advising

We provide information and resources on non-academic matters, including topics like:

- Immigration
- Housing
- SIN & income tax
- Identification documents
- Connecting to community

**Virtual, phone and in-person appointments**

E-mail: [icsinfo@uvic.ca](mailto:icsinfo@uvic.ca)

Phone: 250-721-6361

# Agenda

- Immigration documents
- How to apply for a study permit
  - Application overview
- Supporting documents
- Next steps



# Disclaimer

- Information shared in this recording is subject to change without notice.
- Refer to the [Immigration, Refugees and Citizenship Canada \(IRCC\) website](#) for the most up-to-date information at the time you apply.
- Please do not cite any of this information in an application.
- If you are a student in the Gustavson School of Business or in the Division of Continuing Studies, contact your International Student Adviser at [gsbimmigration@uvic.ca](mailto:gsbimmigration@uvic.ca) or [uvcsimmigration@uvic.ca](mailto:uvcsimmigration@uvic.ca)

# Canadian Immigration Documents



# Immigration documents required to study in Canada

## While you study at UVic:

- Study permit with **UVic named as the institution**
  - Blended-delivery programs will require a study permit for the **in-person/in-Canada components only**
  - Programs that are less than 50% in person are not PGWP-eligible
- Temporary resident visa (TRV) or Electronic travel authorization (eTA) (entry document)
- For more information about immigration documents, visit the International Centre for Students [website](#).

# Changing Designated Learning Institutions (DLIs)

If you applied for your current study permit with a Letter of Acceptance from another institution you will need to apply for a new study permit to attend UVic.

As part of the application, you must include a letter explaining why you're changing schools. You should submit this application as soon as possible.

- If you do not receive your new study permit in time to start studies in September or January, you will need to change your entry point. Contact your Admission Officer (UG) or graduate secretary (GR) to discuss your options.
- If you are currently holding a valid study permit to attend secondary school in Canada, you need to get a new study permit by applying to extend your current one to attend a post-secondary school. You can continue your studies at the post-secondary level while waiting for a decision on your new study permit application. If your study permit application is refused, you must stop studying immediately.
- Secondary school students, holding a visitor record will need to wait to receive their study permit before starting at UVic

# Immigration documents for accompanying family members

## Spouse/common law partner

- [Spousal Open Work Permit \(SOWP\)](#) or Visitor Record  
SOWP only available to spouses/partners of students in select programs such as master's, PhD and certain professional degree programs at the undergrad level.
- eTA or TRV

## Dependent children

- Study permit or Visitor Record
- eTA or TRV

# How to Apply for a Study Permit



# Applying for a study permit

## How to apply

Online through the [IRCC website](#)

- New students from outside Canada
- Changing institutions – students with a valid study permit can apply for a study permit for UVic from inside Canada
- Port of entry  
(Eligible applicants: US citizens & permanent residents, and residents of Greenland or St. Pierre and Miquelon).



# Study permit application overview

- Complete the questionnaire to create your document checklist
- Compile supporting documents, including completing a medical exam if required
- Pay all applicable fees and submit your application
- If you are required to give biometrics, you will need to give biometrics after receiving instructions from IRCC



# Create an IRCC Secure Account

Sign in



GCKey username and password



Canadian *Interac*® Sign-In Partner

► Not sure how to sign in?

Create an account



Register for an account



# Start an online application

| Application type ↑↓        | Application number ↑↓ | Applicant name ↑↓ | Date submitted ↓ | Current status ↑↓ | Messages ↑↓ | Action |
|----------------------------|-----------------------|-------------------|------------------|-------------------|-------------|--------|
| No data available in table |                       |                   |                  |                   |             |        |

Did you apply on paper or don't see your online application in your account? [Add \(link\) your application to your account](#) to access it and check your status online.

## Continue an application you haven't submitted

Continue working on an application or profile you haven't submitted or delete it from your account.

Search:  Showing 0 to 0 of 0 entries | Show  entries

| Application type ↑↓        | Date Created ↓ | Days left to submit ↑↓ | Date last saved ↑↓ | Action |
|----------------------------|----------------|------------------------|--------------------|--------|
| No data available in table |                |                        |                    |        |

## Start an application

Click here

### [Apply to come to Canada](#)

Includes applications for visitor visas, work and study permits, Express Entry and International Experience Canada. You will need your personal reference code if you have one.

### [Refugees: Apply for temporary health care benefits](#)

Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.

### [Citizenship: Apply for a search or proof of citizenship](#)

Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.

### [Students: Transfer schools](#)

For approved study permit holders only. Tell us if

# Determine your eligibility

## Personal Reference Code

If you have already completed the Come to Canada or the Express Entry wizard, you would have received a document checklist and/or a personal reference code, based on the answers you provided.

**\* Please enter your personal reference code to begin your application. (required)**



Continue

Cancel

## I do not have a Personal Reference Code

If you do not have a personal reference code, you may answer a series of questions to find out if you are eligible to apply for a visa and/or permit, apply for Express Entry, and begin an online application.

If you begin your application **after you have logged into your account**, you will not receive a personal reference code, as the system will save your document checklist right into your account.

Determine your eligibility and apply online:

Visitor visa, study and/or work permit



Start here

Express Entry (EE)

International Experience Canada (IEC)

# Complete eligibility questionnaire

[↺ Start Again](#)[🖨 Print](#)[💬 Report a Technical Issue](#)[? Help](#)

## Find out if you're eligible to apply

What would you like to do in Canada? (required) ?

Study

How long are you planning to stay in Canada? (required)

Temporarily - more than 6 months

Select the code that matches the one on your passport. (required) ?

IND (India)

What is your current country/territory of residence? If you are presently in Canada, you should select Canada. (required) ?

India

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? (required)

No

What is your date of birth? (required) ?

1999

June

13



Save and Exit Questionnaire

Next



# Changes to co-op work permit requirement

[Start Again](#) [Modify my Answers](#) [Print](#) [Report a Technical Issue](#) [Help](#)

## Find out if you're eligible to apply

Are you an exchange student? (required) ?

No

Is work an essential component of your studies? (required) ?

Yes

Are you a spouse, common-law partner or child of certain skilled worker or of certain full time international student that has or will have status in Canada? (required) ?

No

Are you:

- A recipient of a Commonwealth scholarship; or
- A recipient of a full bursary (covering all expenses) from the Canadian International Development Agency (CIDA), including Francophonie scholarships; or

- A participant in a Canadian aid program for developing countries? (required) ?

No

[Save and Exit Questionnaire](#)

[Next](#)

IRCC –  
Student work  
placement  
conditions

# Complete eligibility questionnaire

## Find out if you're eligible to apply

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Do you have a provincial or territorial attestation letter or meet an exception from submitting a provincial or territorial attestation letter? **(required)** ?

Yes, I have a provincial or territorial attestation letter



Save and Exit Questionnaire

Next



## Find out if you're eligible to apply

---

Which province or territory is your provincial attestation letter from? **(required)** ?

British Columbia



Save and Exit Questionnaire

Next



# Eligibility questionnaire tips

- Read the questions carefully
- Answer the questions honestly
- Use the “Modify my Answers” tab on the top of your screen to change your answers
- Your online application checklist can be saved for up to 60 days before submission
- Take screenshots of your checklist showing all documents uploaded, and the submission confirmation



# Document checklist

- Applicants from outside Canada (IMM1294)

| Application Form(s) |                                                                          |                   |                             |
|---------------------|--------------------------------------------------------------------------|-------------------|-----------------------------|
| Application Form(s) |                                                                          |                   |                             |
| Details             | Document name                                                            | Instructions      | Options                     |
| Not provided        | Application for Study Permit Made Outside of Canada (IMM1294) (required) | <a href="#">?</a> | <a href="#">Upload file</a> |

- Applicants from inside Canada (IMM5709)

| Application Form(s) |                                                                                                        |                   |                             |
|---------------------|--------------------------------------------------------------------------------------------------------|-------------------|-----------------------------|
| Application Form(s) |                                                                                                        |                   |                             |
| Details             | Document name                                                                                          | Instructions      | Options                     |
| Not provided        | Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709) (required) | <a href="#">?</a> | <a href="#">Upload file</a> |

# Document checklist

## Supporting documents

### Supporting documents

| Details      | Document name                                                          | Instructions | Options                     |
|--------------|------------------------------------------------------------------------|--------------|-----------------------------|
| Not provided | Letter of Acceptance or Letter of Enrollment / Registration (required) | ?            | <a href="#">Upload file</a> |
| Not provided | Passport (required)                                                    | ?            | <a href="#">Upload file</a> |
| Not provided | Provincial or Territorial Attestation Letter (PAL or TAL) (required)   | ?            | <a href="#">Upload file</a> |
| Not provided | Proof of Means of Financial Support (required)                         | ?            | <a href="#">Upload file</a> |
| Not provided | Proof of upfront medical exam (required)                               | ?            | <a href="#">Upload file</a> |
| Not provided | Digital photo (required)                                               | ?            | <a href="#">Upload file</a> |

## Optional Documents

### Optional Documents

| Details      | Document Name                                                                         | Instructions | Options                     |
|--------------|---------------------------------------------------------------------------------------|--------------|-----------------------------|
| Not Provided | Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257) | ?            | <a href="#">Upload File</a> |
| Not Provided | Client Information                                                                    | ?            | <a href="#">Upload File</a> |

## Fees

### Fees

| Application    | Quantity | Price (CAD) per unit | Total (CAD) |
|----------------|----------|----------------------|-------------|
| Study Permit   | 1        | \$150                | \$150       |
| Biometrics Fee | 1        | \$85                 | \$85        |

The fee shown is an estimate based on the fees in effect on the day that this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission.

**Total Price (CAD)** \$235

\*Upfront medical exam recommended!\*

# Supporting Documents

The background of the slide is a solid dark blue. On the right side, there are several overlapping geometric shapes: a large light blue triangle pointing downwards, a green triangle pointing upwards, and a yellow triangle pointing upwards, partially overlapping the green one.

# Gather your documents

## Mandatory Documents

- Application form ([IMM1294](#) or [IMM 5709](#))
- Passport (all marked pages)
- Letter of acceptance (LOA)
- UVic Provincial Attestation Letter (PAL) unless exempt
- Digital photo
- [Proof of funds](#)
- [Biometrics](#) (if required, the fee will appear in your payment section)

# Gather your documents continued...

## Other documents you may need

- Study plan / letter of explanation
  - [Immigration medical exam](#) (recommended!)
  - Custodianship declaration form IMM 5646 (mandatory if you are under 17)
  - Evidence of work requirement in study / Co-op letter
    - Reuse your UVic letter of acceptance
  - Family information form [imm5707]
  - Language test results
  - Police certificate/s
- Use the [IRCC instruction guide](#) as needed
  - Refer to Visa office instructions to add other required supporting documents

# Provincial attestation letter (PAL)

- Most study permit applications require a Provincial Attestation Letter (PAL).
  - One exception is degree-granting graduate program at the master's or doctoral level at a public DLI (UVic)
- Refer to the [IRCC website](#) for PAL exemptions.
- Contact [icsinfo@uvic.ca](mailto:icsinfo@uvic.ca) if you have any questions about PAL requirements.
- If you have paid your deposit, but have not received a PAL, contact [admsadmin@uvic.ca](mailto:admsadmin@uvic.ca)



2024-03-12

Student name: [REDACTED]  
Attestation ID: [REDACTED]  
Issue date/time: 2024-03-12 15:36:28  
Expiry date: 2025-01-21

Dear [REDACTED],

This provincial attestation letter confirms that you have a space within British Columbia's 2024 allocation period for study permit applications, based on the information that you provided:

**Student:**

- Student Name: [REDACTED]
- Student Date of Birth: [REDACTED]
- Student's Current Residence Address: [REDACTED]

**Study Program:**

- Designated Learning Institution (DLI) name: University of Victoria
- DLI number: O19280533442
- Program name: [REDACTED]

This provincial attestation letter is valid until 2025-01-21, or until the study permit application cap is reached.

You must include this provincial attestation letter when you submit your study permit application to Immigration, Refugees and Citizenship Canada (IRCC). **A study permit application that does not include a provincial attestation letter, or meet an exception as outlined in the Ministerial Instructions, will not be accepted for processing.** Please refer to [IRCC's web site](#) for study permit application information.

Chris Rathbone  
Assistant Deputy Minister  
Post-Secondary Policy and Programs Division  
Ministry of Post-Secondary Education and Future Skills

Ministry of Post-Secondary Education and Future Skills  
Education Quality Assurance  
<https://www3.bceqa.ca/>

Mailing Address:  
PO Box 9173 Stn Prov Govt  
Victoria BC V8W 9H7  
(250) 387-6100  
1-800-561-1818 (Toll-free in Canada/USA)  
1-800-561-1818 (Toll-free in Canada/USA)

Courier Address:  
4th Fl, 835 Humboldt St  
Victoria BC V8W 9H2  
Fax: (250) 387-4858  
Toll-free Fax: 1-866-312-3322

# IMM1294 (Outside Canada)



Government of Canada  
Gouvernement du Canada

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PAGE 1 OF 5

## APPLICATION FOR STUDY PERMIT MADE OUTSIDE OF CANADA

If you need more space for any section, print out an additional page containing the appropriate section, complete and submit it with your application.

|                                                                                                                                                                                                                                                              |                                  |                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Validate</b>                                                                                                                                                                                                                                              |                                  | <b>Clear Form</b>                                                                                                                             |
| 1 UCI                                                                                                                                                                                                                                                        | 2 *I want service in             | OFFICE USE ONLY<br>Validated                                                                                                                  |
| <b>PERSONAL DETAILS</b>                                                                                                                                                                                                                                      |                                  |                                                                                                                                               |
| 1 Full name<br>*Family name (as shown on your passport or travel document)                                                                                                                                                                                   |                                  | Given name(s) (as shown on your passport or travel document)                                                                                  |
| 2 a) Have you ever used any other name (e.g. Nickname, maiden name, alias, etc.)? <input type="checkbox"/> *No <input type="checkbox"/> *Yes                                                                                                                 |                                  | b) Family name<br>Given name(s)                                                                                                               |
| 3 *Sex                                                                                                                                                                                                                                                       | 4 Date of birth<br>*YYYY *MM *DD | 5 Place of birth<br>*City/Town *Country or Territory                                                                                          |
| 6 *Citizenship                                                                                                                                                                                                                                               |                                  |                                                                                                                                               |
| 7 Current country or territory of residence:                                                                                                                                                                                                                 |                                  |                                                                                                                                               |
| Country or Territory                                                                                                                                                                                                                                         | Status                           | Other                                                                                                                                         |
|                                                                                                                                                                                                                                                              |                                  |                                                                                                                                               |
| 8 Previous countries or territories of residence: During the past five years have you lived in any country or territory other than your country of citizenship or your current country or territory of residence (indicated above) for more than six months? |                                  |                                                                                                                                               |
| Country or Territory                                                                                                                                                                                                                                         | Status                           | Other                                                                                                                                         |
|                                                                                                                                                                                                                                                              |                                  |                                                                                                                                               |
| 9 Country or territory where applying: Same as current country or territory of residence? <input type="checkbox"/> *No <input type="checkbox"/> *Yes                                                                                                         |                                  |                                                                                                                                               |
| Country or Territory                                                                                                                                                                                                                                         | Status                           | Other                                                                                                                                         |
|                                                                                                                                                                                                                                                              |                                  |                                                                                                                                               |
| 10 a) Your current marital status                                                                                                                                                                                                                            |                                  | b) If you are married or in a common-law relationship: Provide the date on which you were married or entered into the common-law relationship |
|                                                                                                                                                                                                                                                              |                                  |                                                                                                                                               |

## DETAILS OF INTENDED STUDY IN CANADA

|                                                                                                                   |                |                                                                               |  |                                                       |                       |
|-------------------------------------------------------------------------------------------------------------------|----------------|-------------------------------------------------------------------------------|--|-------------------------------------------------------|-----------------------|
| 1 I have been accepted at the following educational institution (Attach the original letter of acceptance).       |                |                                                                               |  |                                                       |                       |
| *a) Name of School                                                                                                |                | *b) My level of study will be:                                                |  | c) My field of study will be:                         |                       |
| d) Complete address of school in Canada                                                                           |                |                                                                               |  |                                                       |                       |
| *Province                                                                                                         |                | *City/Town                                                                    |  | *Address                                              |                       |
| 2 a) Designated Learning Institution # (O#)                                                                       |                | b) My Student ID # is:                                                        |  | 3 Duration of expected study                          | *From *To             |
|                                                                                                                   |                |                                                                               |  |                                                       | YYYY-MM-DD YYYY-MM-DD |
| 4 The cost of my studies will be:                                                                                 |                | 5 *Funds available for my stay (CAD)                                          |  | 6 *a) My expenses in Canada will be paid by: b) Other |                       |
| *Tuition                                                                                                          | Room and board |                                                                               |  |                                                       |                       |
| 7 If you have been issued a Provincial Attestation Letter (PAL)/Territorial Attestation Letter (TAL) provide the: |                | 8 If you have been issued a Quebec Acceptance Certificate (CAQ), provide the: |  |                                                       |                       |
| Document Number                                                                                                   |                | Expiry Date (YYYY-MM-DD)                                                      |  | Certificate Number                                    |                       |
|                                                                                                                   |                |                                                                               |  | Expiry Date (YYYY-MM-DD)                              |                       |
| If you are less than 17 years of age, you must fill out the Custodian Declaration (IMM 5646) form.                |                |                                                                               |  |                                                       |                       |

# IMM5709 (Inside Canada)



Government of Canada  
Gouvernement du Canada

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PAGE 1 OF 5

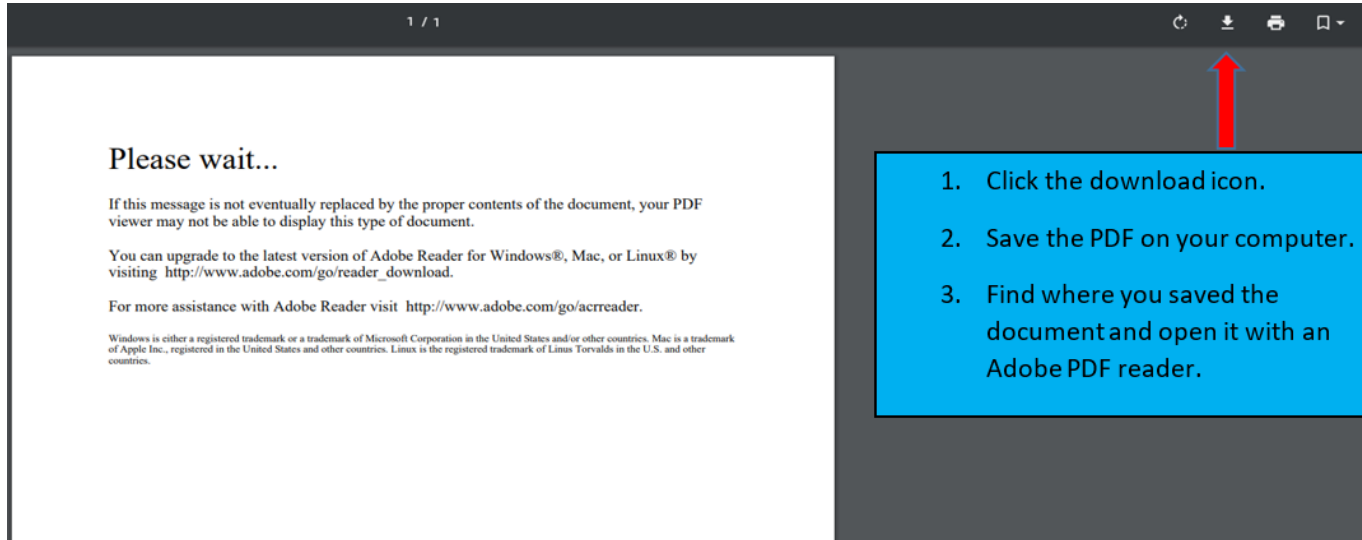
## APPLICATION TO CHANGE CONDITIONS, EXTEND MY STAY OR REMAIN IN CANADA AS A STUDENT

If you need more space for any section, print out an additional page containing the appropriate section, complete and submit it with your application.

| Validate                                                                                                                                                                                                                                                                                                                            |                                     | Clear Form                                                                                                                                     |                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 1 UCI                                                                                                                                                                                                                                                                                                                               | 2 * I want service in               | OFFICE USE ONLY<br>Validated                                                                                                                   |                        |
| 3 I am applying for one or more of the following:<br><input type="checkbox"/> * Apply for a study permit for the first time or extend my study permit<br><input type="checkbox"/> * Restore my status as a student<br><input type="checkbox"/> * Get a new temporary resident permit (for inadmissible applicants only)             |                                     |                                                                                                                                                |                        |
| PERSONAL DETAILS                                                                                                                                                                                                                                                                                                                    |                                     |                                                                                                                                                |                        |
| 1 Full name<br>* Family name (as shown on your passport or travel document)                                                                                                                                                                                                                                                         |                                     | Given name(s) (as shown on your passport or travel document)                                                                                   |                        |
| 2 a) Have you ever used any other name (e.g. Nickname, maiden name, alias, etc.) ?<br>b) If you answered "yes" to question 2a), please provide the name (e.g. Nickname, maiden name, alias, etc.)<br>Family name                                                                                                                    |                                     | * No <input type="checkbox"/> * Yes <input type="checkbox"/><br>Given name(s)                                                                  |                        |
| 3 * Sex                                                                                                                                                                                                                                                                                                                             | 4 Date of birth<br>* YYYY * MM * DD | 5 Place of birth<br>* City/Town                                                                                                                | * Country or Territory |
| 6 * Citizenship                                                                                                                                                                                                                                                                                                                     |                                     |                                                                                                                                                |                        |
| 7 Current country or territory of residence:                                                                                                                                                                                                                                                                                        |                                     |                                                                                                                                                |                        |
| Country or Territory                                                                                                                                                                                                                                                                                                                | Status                              | Other                                                                                                                                          | From To                |
| Canada                                                                                                                                                                                                                                                                                                                              |                                     |                                                                                                                                                | YYYY-MM-DD YYYY-MM-DD  |
| 8 a) Previous countries or territories of residence: During the past five years have you lived in any country or territory other than your country of citizenship or your current country or territory of residence (indicated above) for more than six months?<br>b) If you answered "yes" to question 8a), please provide details |                                     |                                                                                                                                                |                        |
| Country or Territory                                                                                                                                                                                                                                                                                                                | Status                              | Other                                                                                                                                          | From To                |
|                                                                                                                                                                                                                                                                                                                                     |                                     |                                                                                                                                                | YYYY-MM-DD YYYY-MM-DD  |
|                                                                                                                                                                                                                                                                                                                                     |                                     |                                                                                                                                                | YYYY-MM-DD YYYY-MM-DD  |
| 9 * a) Your current marital status                                                                                                                                                                                                                                                                                                  |                                     | b) (If you are married or in a common-law relationship) Provide the date on which you were married or entered into the common-law relationship |                        |
|                                                                                                                                                                                                                                                                                                                                     |                                     | Date                                                                                                                                           |                        |
| c) Provide the name of your current Spouse/Common-law partner<br>Family name                                                                                                                                                                                                                                                        |                                     | YYYY-MM-DD<br>Given name(s)                                                                                                                    |                        |

# Completing your application form

## Downloading an IRCC application form



# Letter of acceptance

Subject: Admission offer - Welcome to UVic!



University of Victoria  
Undergraduate Admissions

December 06, 2022

FName LName

Dear PREFName,

On behalf of the University of Victoria, I'm pleased to offer you conditional admission to begin studies in September 2023. Congratulations on this achievement!

Here are the details of your admission offer from:

## Admission summary

- Student Number: V01XXXXXX
- Entry Term: September
- Faculty: Social Sciences
- Program: Undeclared
- Year: 1

This offer is conditional upon you achieving the minimum standards (courses and grades) as outlined below in the conditions of admission section. It is your responsibility to ensure that all conditions of your admission have been met and that your required documents arrive in our office by the deadline indicated in the application checklist, or this offer will be withdrawn.

In addition to your admission summary, this email contains important information about your next steps. Be sure to read everything carefully so that you don't miss the deadlines and can keep your offer.

But first, let's celebrate your success: [go to your offer page!](#)

Sincerely,

Admission Officer



University of Victoria  
Undergraduate Admissions

PO Box 3025 STN CSC  
VICTORIA BC V8W 5P2  
Canada  
Tel +1-250-721-8121  
Web [www.uvic.ca](http://www.uvic.ca)

## Letter of Acceptance (LOA)

2022/12/07

Congratulations on your admission to the University of Victoria for your postsecondary studies! The information below is being provided to assist you in applying for a study permit and should be submitted to [Immigration, Refugees and Citizenship Canada \(IRCC\)](#) as soon as possible. We look forward to you joining us on campus soon.

## PERSONAL INFORMATION

|                              |                                 |
|------------------------------|---------------------------------|
| Family Name:                 | Student's full mailing address: |
| Given Names:                 |                                 |
| Date of Birth: 2005/03/30    |                                 |
| Student ID Number: V01XXXXXX |                                 |

## INSTITUTIONAL INFORMATION

|                                                       |                                     |
|-------------------------------------------------------|-------------------------------------|
| Designated Learning Institution Number: 01829533442   | Institution's full mailing address: |
| Type of School/Institution: Public university         | University of Victoria              |
| Telephone Number: +1-250-721-8121                     | Undergraduate Admissions            |
| Fax Number: N/A                                       | PO Box 3025 STN CSC                 |
| Website: <a href="http://www.uvic.ca">www.uvic.ca</a> | VICTORIA BC V8W 3P2                 |
|                                                       | Canada                              |
| Name of contact:                                      | Name of alternate contact:          |
|                                                       | Admissions                          |

## PROGRAM INFORMATION

|                                                             |                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Academic status: Full-time                                  | Field/Program of Study: Faculty of Social Sciences - Undeclared                                                                                                                                                                                                        |
| Hours of instruction per week: N/A                          | Type of training program: Academic                                                                                                                                                                                                                                     |
| Level of study: Undergraduate                               | Estimated tuition fee for the first academic year:                                                                                                                                                                                                                     |
| Exchange Program: No                                        | Tuition/ancillary fees vary by program and range from \$28,978 to \$33,050. These fees are effective as of May 1, 2022. Tuition is subject to an increase each May. Refer to <a href="http://www.uvic.ca/loa">www.uvic.ca/loa</a> for the most up-to-date information. |
| Scholarship/Teaching assistantship/Other financial aid: N/A | Fees prepaid: No (\$750 acceptance deposit only)                                                                                                                                                                                                                       |
| Length of Program:                                          | Internship/work practicum: N/A                                                                                                                                                                                                                                         |
| Term of Admission: First Term: Sep - Dec 2023               |                                                                                                                                                                                                                                                                        |
| Program start date: 2023/09/06                              |                                                                                                                                                                                                                                                                        |
| Length of studies: Until May 2028                           |                                                                                                                                                                                                                                                                        |
| Other relevant information:                                 | Expiry Date for this Document: 2023/09/15                                                                                                                                                                                                                              |
| Level of Entry: Year 01                                     |                                                                                                                                                                                                                                                                        |

# Proof of funds

Minimum funds (tuition, living expenses, and transportation) needed for **at least one year** to support yourself as a student (and family members who come with you)

## Full-time tuition

- Refer to the letter of acceptance for tuition fee information
- Use UVic's tuition fee estimator
  - [Undergrad](#)
  - [Grad](#)



## Living expenses

- CAD \$22,895 for a single student
- Costs to transport you and your family to Canada and back home
- Explain how you plan to pay for the full duration of your studies

Refer to the [IRCC website](#) for the most updated funding requirements for you and your accompanying family

# Proof of funds

## Documentation

### As per IRCC, you can prove your funds with:

- proof of a Canadian bank account in your name, if you've transferred money to Canada
- a Guaranteed Investment Certificate (GIC) from a participating Canadian financial institution
- proof of a student or education **loan** from a bank
- your bank statements for the past 4 months
- a bank draft that can be converted to Canadian dollars
- proof you paid tuition and housing fees
- a letter from the person or school giving you money, or
- proof of funding paid from within Canada, if you have a scholarship or are in a Canadian-funded educational program

# Study plan

**Note: Refer to the specific visa office instructions for requirements. A study plan is highly recommended even if not required by the visa office. Some guiding questions to draft your one-page study plan:**

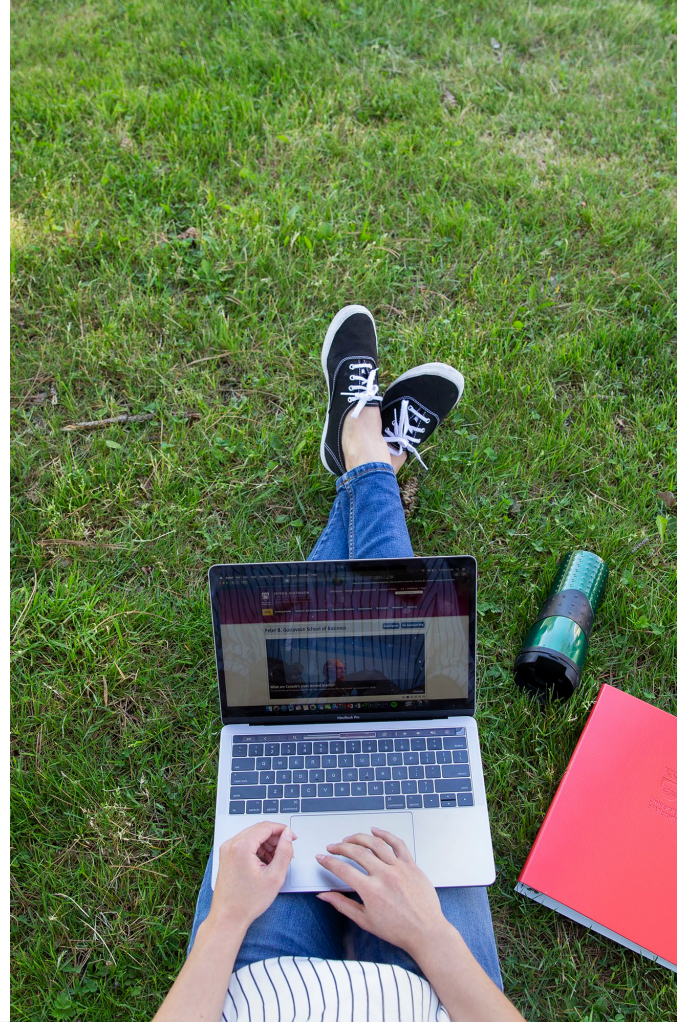
- Why did choose your study program at UVic?
- What is your overall educational or career goal?
- Why are you not pursuing a similar program in your country of residence or of citizenship?
- What research have you done into studies in your country of residence or of citizenship?
- How will this program enhance your employment opportunities in your home country or other countries?
- What ties do you have to your country of residence or citizenship?

**What's next?**

The background of the slide is a dark blue field. On the right side, there are several large, overlapping triangles in lighter shades of blue, green, and yellow, creating a dynamic, geometric pattern.

# What to expect next

- **Requests from IRCC**
  - Biometrics instruction letter (if applicable)
  - Medical exam (if applicable)
  - Passport request (for applicants from TRV-required countries)
- **Estimated processing time**
- **Planning your travel**



June 09, 2016

Unique Client Identifier: [Your Universal Client ID]



[Your Name]

[Your Address]

Application Number: [Your Application Number]



## POE Letter Sample

Dear [Your Name],

Your application to study in Canada has been approved. A permit authorizing your studies will be issued to you on your arrival to Canada following an examination by an officer of the Canada Border Services Agency, subject to your compliance with the requirements of the *Immigration and Refugee Protection Act* and its Regulations. The officer will ask to see this letter, your passport and may request to see your supporting documents, such as the letter of acceptance from your educational institution. Do not pack these or other valuable papers in your checked luggage. You can find out more about which documents you will need to bring with you by visiting [www.cic.gc.ca/english/study/study-arriving.asp](http://www.cic.gc.ca/english/study/study-arriving.asp)

As you gather your documents, please take note of the following:

- **This letter is not a passport or travel document.** You will not be permitted to board your flight without your passport, even if you have this letter with you.
- **This letter is not an authorization permitting you to enter or remain in Canada.** An officer of the Canada Border Services Agency will make that determination upon your arrival to Canada.
- **This letter is important** because it contains information that will be used by the Canada Border Services Agency to issue your study permit. Please do not misplace it.

You must seek entry to Canada to obtain your study permit by 2018/03/21 (yyyy/mm/dd). Your passport must be valid beyond the period you intend to remain in Canada. If not, the validity of your study permit will not be issued beyond the expiry date of your passport, or, for United States citizens and permanent residents, the validity date of your identity document.

**Note:** As an international student in Canada, it is your responsibility to ensure that you continue to meet the conditions of your study permit, including the requirement to actively pursue studies. Your study permit will automatically become invalid 90 days after you complete your study program, regardless of the expiry date indicated on your study permit. For more information, please consult:

<http://www.cic.gc.ca/english/study/index.asp>

# Outside Canada - Port of entry (POE) Letter of introduction

- You will receive this letter if your study permit application is approved.
- This letter is not your study permit.
- Show this letter to the Canada Border Services Agency Officer at the POE when you arrive in Canada to get your study permit.

# Outside Canada - Entry documents

|                                           |                         |
|-------------------------------------------|-------------------------|
| <b>For officer use</b>                    |                         |
| <b>TYPE:</b> Permit - SP / Permis - PE    | <b>Document number:</b> |
| <b>Validity (YYYY/MM/DD):</b> /31         |                         |
| <b>Must enter Canada by (YYYY/MM/DD):</b> |                         |

If you are from a country/territory which **requires** a temporary resident visa (TRV) (<http://www.cic.gc.ca/english/visit/visas.asp>), you have also been issued a visa. This visa has been affixed in your passport, and is valid for multiple visits to Canada until it expires. If you obtain a new passport before your visa expires, you will need to apply for a new visa. You may do so by visiting [www.cic.gc.ca/english/information/applications/visas.asp](http://www.cic.gc.ca/english/information/applications/visas.asp).

Other than United States citizens, if you are from a country/territory which does **NOT** require a temporary resident visa (<http://www.cic.gc.ca/english/visit/visas.asp>), and you are a permanent resident of the United States, you have also been issued an Electronic Travel Authorization (eTA). Your eTA is valid for multiple visits to Canada, until (yyyy/mmdd). Your eTA number is (yyyyymmdd) and is linked to the passport you used when you applied to study in Canada. If you obtain a new passport before (yyyy/mmdd), you will need to apply for a new eTA by visiting [www.canada.ca/eTA](http://www.canada.ca/eTA).

If you are a United States citizen, you are **not** required to obtain an eTA or a TRV. United States citizens who do not have a passport may obtain their United States birth certificate or certificate of naturalization. United States permanent residents entering Canada from the United States may present their alien resident "green" card instead of a passport.

In some provinces or territories, students must also have for public health insurance. You must ensure that you and any dependents have adequate health care insurance or financial resources to cover possible contingencies. Further information is available from the ministry of health of the province or territory in which you intend to study.

For information on what to bring and do while you are in Canada, visit [www.canada.ca/travel](http://www.canada.ca/travel).

Sincerely,

Embassy of Canada  
Visa Section

[www.cic.gc.ca](http://www.cic.gc.ca)

- Temporary Resident Visa (TRV) or
- Electronic Travel Authorization (eTA)

Refer to [IRCC website](http://www.ircc.gc.ca) for details



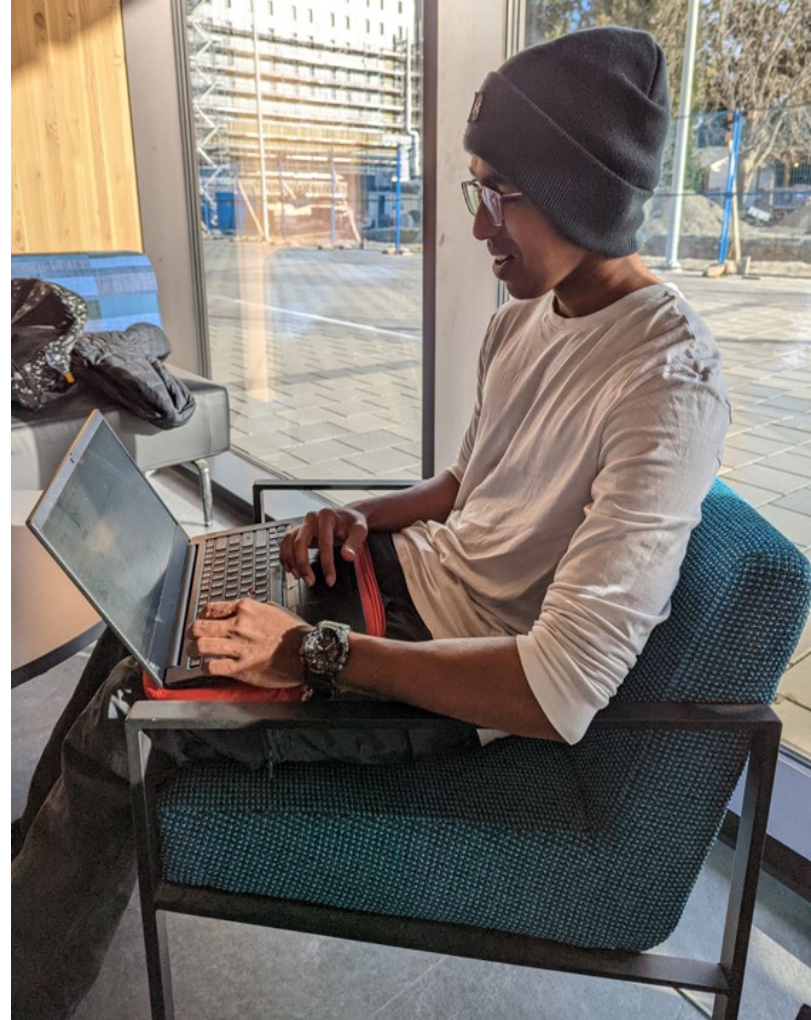
- Status document: allows you to stay in Canada and engage in a program of study

4. MAY ACCEPT EMPLOYMENT ON OR OFF CAMPUS IF MEETING ELIGIBILITY CRITERIA AS PER R186(F),  
(A) OR (W). MUST CEASE WORKING IF NO LONGER MEETING THESE CRITERIA.

# Work while you study

- Full-time enrolment at a DLI during regular terms
- Employment remarks on your study permit
- You have started your UVic program
- A valid Social Insurance Number (SIN)

ICS webpage: [Working in Canada](#)



# Questions?

## **Admission (including entry point change / deferral)**

- Undergraduate students: [Admission Assistant](#)
- Graduate students: Supervisor or department secretary

## **Academic and program planning**

- Undergraduate students: [Academic Adviser](#)
- Graduate students: [Graduate Adviser / Graduate Secretary](#)

## **Immigration and settlement: [Contact us!](#)**

# International Centre for Students (ICS)

**Hours: Monday-Friday,  
9:00am-4:30pm (PT)**

**Phone: +1 250 721 6361**

**Email: [icsinfo@uvic.ca](mailto:icsinfo@uvic.ca)**

**Website: [www.uvic.ca/ics](http://www.uvic.ca/ics)**

**Immigration drop-in hours**

**(virtual, phone or in person):**

**Monday-Friday, 1:30-3:30pm (PT)**





**Thank you and  
welcome to  
UVIC**



Questions?