

You can **only** apply for a study permit from within Canada if you fall under one of these categories:

- you have a valid study or work permit
- your spouse, common-law partner or parent has a valid study or work permit
- you are a minor child in primary or secondary school
- you are an exchange student or visiting student
- you completed a short-term course or study program required to be accepted at a DLI

If you currently hold visitor status and would like to apply for a study permit and you do not fit into one of the categories above, you must follow the instructions for applying for a study permit from **outside** Canada, even though you are physically in Canada. See our guide:

Apply for Initial Study Permit.

If your passport will expire soon, apply for a new passport before applying for your study permit. If you intend to work in Canada after you graduate, you will need a valid study permit when you apply for your post-graduate work permit (PGWP). Ensure you have 3 extra months after your studies officially end.

You may be required to submit biometrics for this application if you have not done so already in a previous application. This question will be asked in the questionnaire – answer "yes" or "no" based on your situation. There is a fee of \$85 for this process, and instructions will be provided.

Please note these instructions are general, and do not address specific personal situations. If you have any questions, be sure to contact NSCC International before proceeding.

Follow these steps to apply for your initial study permit online:

- 1. Create your MyCIC account using GCkey or Sign-in Partner/Log into MyCIC If you are a new user, you will need to create your MyCIC account through GCKey or Sign-in Partner at www.cic.gc.ca/english/e-services/mycic.asp.
- 1. Complete the questionnaire

Scroll down to "Start an application" and choose "Apply to come to Canada." You should not have a personal reference code at this time, so scroll down to "I do not have a Personal Reference Code," and click on:

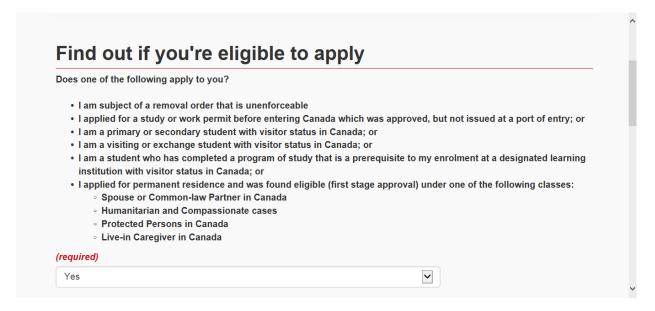
Visitor, study and/or work permit



Please note – **not all** questions are listed below. Provide answers based on what is true for you. However, you must input the following:

Determine your Eligibility	Answers
What would you like to do in Canada?	Study
How long are you planning to stay in Canada?	Temporarily – more than 6 months
What is your current country of residence?	Canada
What is your current immigration status in Canada?	Visitor

After you select "Visitor", you will be directed to a new link. Choose "Yes" for the first option, and "no" for the rest.



Have you been accepted into a Designated Learning Institution	Yes
in Canada?	

You will now see "Your results – Study permit." Click "Continue" to proceed to your document checklist. You will need to answer a few more questions.

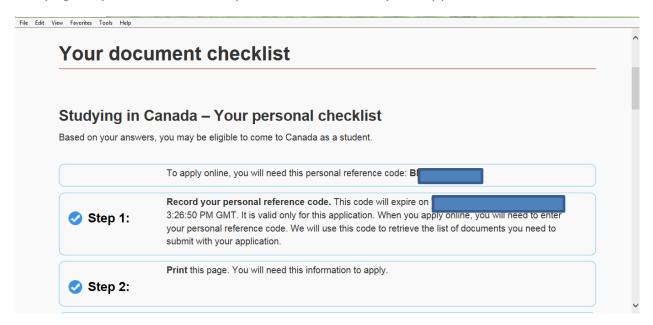
Personal Checklist	Answers
When does your status in Canada expire?	Your visitor status expiry date
Have you had a medical exam performed by a CIC authorized	Depending on your situation – if "yes,"
panel physician (doctor) within the last 12 months?	you must supply the UMI number.
Have lived in one or more designated countries or territories for	No
more than 6 months in the last year?	
Do you want to submit an application for a family member?	No
Are you giving someone access to your application?	No
There are fees associated with this application. Will you be	Yes, I will be paying my application
paying your fees or are you fee exempt?	fees.



Do you have the ability to create a digital image of your documents (through scanning or taking a picture) and will you pay your application fees online using a visa, MasterCard or American Express?

Yes. If you do not have a credit card, you can purchase a pre-paid visa.

You should now see your **Document Checklist.** Your personal reference code is at the top of the page – you will need to input this to continue your application online.



Note the documents required, and the fee (\$150).





## 2. Fill in the online application form and gather supporting documentation.

## Completing the application (IMM5709) Form:

1. UCI	Client ID (if you have one)	
3. I am applying for one or more of the	Apply for a study permit for the first time or extend my	
following:	study permit	
Pers	sonal Details	
7. Current Country of Residence – Canada		
• Status	• Visitor	
From (YYYY-MM-DD)	The very first day you arrived in Canada (your first study assembly in canada (your	
To (VVVV MM DD)	first study permit issuance date)	
To (YYYY-MM-DD)  Contact	Your visitor status expiry date  ct Information	
Current mailing address	The address where your document will be mailed – it	
1. Current maining address	can be the same or different from your resident address	
2. Resident address, same as mailing address?	If your mailing address is where you live, answer 'Yes'.	
Comir	ng into Canada	
1. Date & place of your original entry to	Date & place of your very first entry to Canada	
Canada		
2. The original purpose of coming to Canada	Study	
3. Date & place of your most recent entry to	If you have recently travelled outside of Canada, this is	
Canada (if not the same as original entry)	the date and place of your most recent return to	
1 If applicable provide the decument	Canada.	
4. If applicable, provide the document number	If you have a paper visitor record, input this document number; otherwise, leave blank	
	ended Study in Canada	
2. Designated Learning Institution (DLI) #	019091820452	
3. My program and level of study will be:	Diploma of xxx program or Certificate of xxx program	
4. Duration of expected study	Date of completing the application	
• From (YYYY-MM-DD)	Estimated date of program completion: your	
To (YYYY-MM-DD)	request should be 90 days after your graduation	
5. The cost of my studies will be:	Indicate the fees for one year only	
Tuition	, ,	
Room & board		
Other		
6. Funds available for my stay (CAD)	The amount indicated should be the same amount, or	
	less, as the proof of funds provided with your	
7 a) In addition to a study normit are year	application.	
7. a) In addition to a study permit, are you also applying for a work permit?	Depending on your situation – if you are applying for a co-op work permit, choose "yes"	
also applying for a work permit:	co op work permit, choose yes	
Education		
Have you had any post-secondary education	Answer 'Yes" if you are a transfer student or have gone	
(including university, college, or apprenticeship	to college/university	
training)?	Answer 'No' if you came to NSCC directly from high	
	school.	
Employment		
'Current occupation/Activity'	Your current activity is "Student." Enter information	
	first, then include past employment.	
	Please note: It is not necessary to enter your part-time	
	work on or off campus.	



Background Information		
<ul> <li>a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?</li> </ul>	<ul> <li>a) If you have studied or worked without a valid study or work permit, you will need to provide details and explanation.</li> </ul>	
b) b) Have you ever refused any kind of visa, admission, or been ordered to leave Canada or any other country?	<ul> <li>b) If you were ever refused any visa, admission to Canada or any other country please indicate and briefly explain.</li> </ul>	
Signature	You do not need to print and sign the form – instead, click "Validate" and then save this version (the last page should be a bar code). This is the version that you will upload online.	

## Scan these supporting documents:

- digital photo (420x540 pixels)
- passport pages (all pages with stamps, visas, photos) saved as one single PDF document
- confirmation of enrolment letter from NSCC Registrar's Office this letter also works as confirmation of your work term/co-op requirement
- proof of financial support (statement of balance from your bank)
- 3. Upload the IMM 5709 form and supporting documents.
- 4. Pay the application fee (\$150.00) with a credit card (VISA, MasterCard, American Express).

Make sure you see the official receipt on the screen.

## Submit the application.

Once your application has been successfully transmitted, you will see a confirmation of application submission under "My Messages."

