



## International Student Guide: Initial Study Permit (including work permit) from outside Canada

You need a **study permit** to attend any program at NSCC that is over 6-months in length.

**Most NSCC programs have a work component, so in addition to your study permit, you need a co-op work permit. Apply for both permits in this application by following the instructions below.**

You must apply to Immigration, Refugee and Citizenship Canada (IRCC) for a study permit **before** coming to Canada.

When your application is approved, IRCC will send you a **Port of Entry Letter** (approval letter). You will present this letter when you enter Canada, and the border officials will issue your study permit (a paper document).

To be eligible to study in Canada, you must:

- Have been accepted at a designated learning institution in Canada
- Prove that you have enough money to pay for:
  - tuition fees
  - living expenses for yourself and any family members who come with you to Canada
  - return transportation for yourself and any family members who come with you to Canada
- Be a law-abiding citizen with no criminal record and not be a risk to the security of Canada
- Be in good health and willing to complete a medical examination, if necessary
- Satisfy an immigration officer that you will leave Canada at the end of your authorized stay

Visa officers must be convinced of your intention to stay in Canada temporarily. Please review [NSCC's guide on "Refusals"](#) to understand more about what they look for.

**Many visa offices have specific instructions about which documents you must send with your application. Check the [list of Canadian visa offices](#) to find the office that serves your country to learn more about the procedures you need to follow.**

### Processing time

The length of time to process your application varies depending on the visa office where you applied. Ensure that you submit your application as early as possible, to avoid delays in coming to Canada. For more information, see [application processing times](#).

## Application process

We recommend that you apply online or in person at a Visa Application Centre (VAC). Find the VAC closest to you: <http://www.cic.gc.ca/english/information/offices/vac.asp>

### Follow these steps to apply 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](http://www.cic.gc.ca/english/e-services/mycic.asp).

#### 2. 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**

Provide these answers in the questionnaire - not all questions are listed here. Some will be answered based on your individual situation.

Questions	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?	Where you currently live
Have you been accepted to a designated learning institution?	Yes
What is your province of destination?	Nova Scotia
<b>You should now see "Your results – Students (Study permit – outside Canada, no work permit)</b> Click " <b>Continue</b> " to proceed with the questionnaire	
Are you an exchange student?	<i>If you will receive a certificate/diploma from NSCC - No</i> <i>If you are coming to NSCC through your university - Yes</i>
Is work an essential component of your program?	Yes*
<b>*Most NSCC programs have a work component. Choosing "yes" for the above question will allow you to also apply for your co-op work permit with this application. It is recommended you do this.</b>	
Have you had a medical exam performed by a CIC authorized panel physician (doctor) within the last 12 months?	Depends on your situation
Do you want to submit an application for a family member?	If you have family coming with you to Canada, choose "Yes"; if not, "No"
Are you giving someone access to your application?	No
In the past 10 years, have you given biometrics?	Depends on your situation
There are fees associated with this application. Will you be paying your fees or are you fee exempt?	Yes, I will be paying my application fees.
Do you have the ability to create a digital image of your documents (through scanning or taking a picture)	Yes
Will you pay your application fees online using a visa, MasterCard or American Express...?	Yes

**Check your answers and click "Continue". You'll see a list of steps to help you upload your documents. Read through, and click "Continue" at the bottom.**

**Be sure to record your personal checklist code.** This code will expire in 60 days.

Application Form(s)			
Application Form(s)			
Details	Document Name	Instructions	Options
Not Provided	Application for Study Permit Made Outside of Canada (IMM1294) (required)	?	<input type="button" value="Upload File"/>

  

Supporting Documents			
Supporting Documents			
Details	Document Name	Instructions	Options
Not Provided	Evidence of Work Requirement in Study (required)	?	<input type="button" value="Upload File"/>
Not Provided	Family Information Form (IMM5707) (required)	?	<input type="button" value="Upload File"/>
Not Provided	Letter of Acceptance (required)	?	<input type="button" value="Upload File"/>
Not Provided	Passport (required)	?	<input type="button" value="Upload File"/>
Not Provided	Proof of Means of Financial Support (required)	?	<input type="button" value="Upload File"/>
Not Provided	Digital photo (required)	?	<input type="button" value="Upload File"/>
Not Provided	Proof of upfront medical exam (required)	?	<input type="button" value="Upload File"/>

You will also see a list of "Optional Documents" - these are not required. IRCC will issue you a TRV (travel visa) with your study permit if one is required for your country.

### **3. Gather the documents required in the Document Checklist, and complete the forms.**

### **Completing the application (IMM1294E) Form, Application for a Study Permit Made outside of Canada**

Answer the questions as they pertain to your situation – not all are included here:

UCI	Client ID (8- or 11-digit number) - if you have previous immigration documents from Canada, you have this. If not, leave blank.
<b>Personal Details</b>	
7. Current Country of Residence	Where you live now
8. Previous countries of residence	List countries you've lived for 6 months or more



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**Caroline Lodge, RCIC # R509102**

Visit [www.cic.gc.ca](http://www.cic.gc.ca) for most up-to-date information.

9. Country where applying	If same as country of residence - Yes
National Identity Document	You may or may not have one. if you have one issued by your country, input the details
<b>Contact Information</b>	
Current mailing address	Give as much information as possible
Resident address, same as mailing address?	If your mailing address is where you live, answer 'Yes'.
6. Email address	This is how IRCC will contact you
<b>Details of Intended Study in Canada</b>	
1. a) Name of School b) Level of study c) Field or study d) Address of school	Nova Scotia Community College Choose College Certificate or diploma Choose a field most associated with your program or 'other' Write the exact address from your acceptance letter
2. a) Designated learning Institution (DLI) # b) Student ID number	a) O19091820452 b) Your student ID # is on your NSCC acceptance letter
Duration of expected study From (YYYY-MM-DD) To (YYYY-MM-DD)	Date you will begin your program Estimated date of program completion – add 90 days to allow for additional applications
The cost of my studies will be: Tuition Room & board Other	(for one year only) \$11,690 \$10,000 \$1000
Funds available for my stay (CAD)	The amount indicated should be the same amount, or less, than the proof of funds provided with your application.
<b>Education</b>	
Have you had any post-secondary education (including university, college or apprenticeship training)?	Answer 'Yes' if you are a transfer student or have gone to college before Answer 'No' if you came to NSCC directly from high school.
<b>Employment</b>	
	Enter all jobs you've had in the past 10 years
<b>Background Information #2</b>	
a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?  b) Have you ever refused any kind of visa, admission, or been ordered to leave Canada or any other country?	If you have studied or worked without a valid study or work permit, you will need to provide details and explanation.  If you were ever refused any visa, admission to Canada or any other country please indicate and briefly explain.
Signature	You don't need to print and sign the form – just click "Validate" to generate an extra page with bar codes. Upload this version.

### Supporting documents:

- If you require a *Temporary Resident Visa (TRV)*, you will eventually need to submit your **original passport** to the VAC.
- Passport information – scan/copy all pages of your passport with stamps or information (including bio page)
- *Biometrics (fingerprints)* If you have not provided biometrics already, you will need to do so. After you submit your application, you will receive a biometric instruction



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Visit [www.cic.gc.ca](http://www.cic.gc.ca) for most up-to-date information.

letter which will direct you to a list of points of service you may choose from; **or at the same time** as you are submitting your application in person at a Visa Application Centre (VAC).

- If you are not required to give biometrics, you must submit a passport sized photo (**digital** if you apply online; or **two photos** with your name and birthdate written on the back if you apply at a VAC).
- *Family Information* (IMM 5645) you must enter information about your parents, brothers, sisters and any children on this form; write **Not Applicable** if you do not have siblings or children
- *"Evidence of Work Requirement in Study"* – upload your letter of acceptance from NSCC here, as well as for the *"Letter of Acceptance"* (use it twice)
- *Proof of financial support* demonstrating at least \$23,000 CAD (statement of balance from your bank or your parents' bank account for 4 months, student loan letter, tax records and any letters of scholarship or sponsorship)
- *"Client Information"* – this is where you can upload **a letter of explanation**, if there is any extra information you would like to share with IRCC

#### 4. Upload the IMM 1294E form and the supporting documents.

5. **Pay the application fee (\$150.00) and if applicable \$85 biometric processing fee.** If you are not paying online, check the website of the [Canadian visa office](#) that serves your country for payment options.

#### 6. Submit the application.

If you apply online, once your application has been successfully transmitted, you will see a confirmation of application submission under "My Messages".

### Additional information or documents

After the visa office receives your application, the visa office might request more information or documents. These may include the following:

**Medical information:** In most cases, you will need a medical examination. A visa officer will send you instructions if you need one. ***It is best to submit your medical at the time of application***, although please note this may add time to the process. *Find more information about [medical examinations](#).*

**Security information:** If you want to study in Canada, you and any family members who come to Canada with you, and who are 18 years of age and over, may have to provide police certificates. *Find more information about the [security checks](#).*

## Family members:

It may be possible for your family members to live with you in Canada while you study. In most cases, "family" includes spouses, common-law/conjugal partners, and dependent children. If your family members enter Canada without you, they may be admitted on visitor status for up to six months. They may need to pass a medical examination in advance. Each family member requires an eTA or TRV, depending on the situation.

If you are accompanied by family members while attending NSCC you must ensure your dependents and/or spouse have all the required immigration documents. It is recommended that your dependents request a **Visitor Record** upon entering Canada. This document will allow your dependents and/or spouse to renew their visitor status online.

To ensure that family members travelling without you are admitted to Canada as visitors for the same length as your study permit, send them copies of your study permit, TRV (if you have one) and passport. They can present these to the authorities at the Canadian port of entry (airport or border crossing).

## Minor Children in Canada: (Under the age of 19 in Nova Scotia)

Children who will be attending pre-school or Grade Primary (under 6 years of age) do not need a study permit.

If your children will accompany you to Canada with the intent to study at a Canadian school, they must apply for a study permit before coming to Canada. They do not require a letter of acceptance for this application, as long as one or both parents hold a study or work permit.

Please view further information provided by IRCC on studying in Canada as a minor:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/prepare/minor-children.html>

## Travelling with Minor Children

*"Border services officers are on alert for children who need protection and check very carefully for missing or runaway children. They may question you about children who come with you to Canada or question a child who travels alone. Make sure you have the proper documents with you."*

If you are travelling with your minor children without your spouse, you must present the following documents:



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Visit [www.cic.gc.ca](http://www.cic.gc.ca) for most up-to-date information.

- A copy of the child's birth certificate
- A letter of authorization signed by the parent who is not travelling, containing their address and telephone number, in English or French if possible
- A photocopy of the non-accompanying parent's signed passport or national identity card

Please view further information provided by IRCC on travelling with minor children:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/minor-children-travelling-canada.html>