



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.

As of Jan 22, 2024, study permit applications require a Provincial Attestation Letter (PAL).

- Once admitted, you are required to pay a non-refundable deposit to confirm that you are accepting an admission offer.
- You must complete the consent form NSCC provides allowing NSCC to request a PAL on your behalf.
- The Province of Nova Scotia will only provide you with one PAL, so please take note of the expiry date on your letter.

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). This is when you can also receive the Co-op Work Permit – be sure to ask for it if you applied and it is not offered.

In this guide:

- Eligibility for a study permit
- Information about processing the permit application
- How to apply (step-by-step, how to answer questionnaire and complete form)
- Additional Information and Documents
 - Medical and security requirements
 - Family Members
- Financial Support (**new for 2024**)

To be eligible to study in Canada, you must:

- Be 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 complete a medical examination, if required



Last updated May 13, 2024

Caroline Lodge, RCIC # R509102

Visit <https://ircc.canada.ca> for most up-to-date information.

- Prove to 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 Study Plan Guide for support in presenting your study plan.

<https://www.nsc.ca/international-students/docs/immigration/nsc-study-plan.pdf>

While studying in Canada you must:

- make progress towards completing your program.
- respect any conditions listed on your study permit.
- stop studying if you no longer meet the requirements.

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: <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/contact-ircc/offices/find-visa-application-centre.html>

Follow these steps to apply online:

1. Create or login into your IRCC account using GKey or Sign-in Partner:

If you are a new user, you will need to create your IRCC account:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>

2. Get an "invite code" to use the IRCC portal

Scroll down to "**Start an Application**" – you will see an option to apply using the IRCC Portal. Click on this link.

Start an application

[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.

If you're applying for a study permit, we encourage you to [apply using the IRCC Portal](#).

Fill in the form to create a portal account and receive an invite code.

Then follow the steps to complete the form and upload your documents.

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

Study permit

Get the right documents

You need these documents to apply for a study permit:

- [proof of acceptance](#)
- [a provincial attestation letter from the province or territory where you plan to study](#)
- [proof of identity](#)
- [proof of financial support](#)

You may also need

- [a letter of explanation](#)
- [a medical exam](#)

Please use the link below to learn more about each document:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/get-documents.html>

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

****Download the form directly from the Document Checklist, to ensure you are using the current version.**

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.
Personal Details	
7. Current Country of Residence	Where you live now
8. Previous countries of residence	List countries you've lived for 6 months or more
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
Contact Information	
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
Details of Intended Study in Canada	
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
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. The minimum amount for 1 person is CAN\$20,635. If you have additional family members coming with you, please consult the information below to determine how much funds you require.
Education	
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.
Employment	
	Enter all jobs you've had in the past 10 years
Background Information #2	
a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?	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.

b) Have you ever refused any kind of visa, admission, or been ordered to leave Canada or any other country?	
Signature	You do not need to print and sign the form – just click “Validate” to generate an extra page with bar codes. Upload this version.

Proof of financial support – you must demonstrate at least \$23,000 CAD (statement of balance from your bank account for 4 months, student loan letter, tax records and any letters of scholarship or sponsorship)

Use this link to determine the amount required for your situation:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/get-documents/financial-support.html>

Other 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 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)
- *“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



Last updated May 13, 2024

Caroline Lodge, RCIC # R509102

Visit <https://ircc.canada.ca> for most up-to-date information.

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.

Medical Exam Requirement for Work:

Depending on your job and/or your NSCC Programs, you may be required to provide medical exam results for your work permit. If your job or NSCC program is in any of the fields below, or if you have lived in a designated country before coming to Canada, you may need to complete a medical exam:

- agriculture related fields
- public health
- health sciences (e.g., health care workers, clinical laboratory workers)
- education (ECE, primary or secondary)

Use the link below to find out if you need a medical exam:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medicalexams/requirements-temporary-residents.html>

The exam must be conducted by an IRCC-approved panel physician.

If you apply before coming to Canada, the doctor will send the full results to IRCC. Ask the doctor for a copy of your medical exam report ('e-medical') as you may need it for further applications.

**You can also view our International Student Guide: Co-Op Work Permit – Requirement for Medical Exam*

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.



Last updated May 13, 2024

Caroline Lodge, RCIC # R509102

Visit <https://ircc.canada.ca> for most up-to-date information.

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:

- 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>