

## **STUDY PERMIT TUTORIAL: How to apply for an initial study permit**

*Step-by-step instructions, required documents, and other important information about applying for your study permit.*

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### **Overview of the process**

Step 1: When to apply

Step 2 – Determine where and how you will submit your application

Step 3 – Gather your required documents

Step 4 – Additional Documents

Step 5 – Fill out the application Form

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### **1. When to Apply**

**Apply as soon as you get accepted to CBC** and have received your Letter of Acceptance. You must apply for your initial study permit from **outside of Canada** and it must be approved **before** you come to Canada.

*If you are a U.S. citizen or permanent resident, or a resident of Greenland or St. Pierre and Miquelon, you have the option to apply upon entry into Canada.*

[Check current estimated processing times](#)

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### **2. Determine where and how you will submit your application**

Submit your application either **online** (preferred) or **by mail** to the visa office that is responsible for the country or region where you live.

Most study permit applications can now be submitted online. Visit the [IRCC website](#) for eligibility details and application instructions.

**US Citizens:** If you are a citizen or permanent resident of the USA, you have the option of submitting your application upon your arrival at a Canadian port of entry (e.g. your airport of arrival or land crossing into Canada).

If you are applying at the border

Only US citizens or permanent residents, and residents of Greenland or St. Pierre and Miquelon can apply at the border.

If you are eligible for this option, follow the same steps as [applying by paper](#) to create your document checklist and bring your completed application form and supporting documents (including proof of citizenship, a secondary piece of official identification, your official letter of acceptance from CBC, application fee and proof of sufficient funds) with you.

Be sure to check if you need a medical exam, custodianship, or biometrics in advance.

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### 3. Gather your required documents

Read the [Application Guide](#) and collect the necessary [Forms](#) and [Documents required](#)

The IRCC website provides the resources you will need to apply for your documents. Please note that to apply for a study permit, you will typically require the following items:

#### Biometrics

Most study permit applicants are required to provide fingerprints and have their photograph taken as part of their application. To find out if you need to meet this requirement, visit the [IRCC website](#).

*American citizens, those who have provided biometrics in the past 10 years, as well as [certain individuals](#) are exempt from providing biometrics.*

If you are required to give your biometrics, you must pay a biometrics fee at the time of application. After you have submitted your study permit application and paid the biometrics fee, you will receive instructions on how to give your biometrics at an official collection point. Visit the [IRCC website](#) for details of where you can give biometrics.

#### Valid Passport

Your passport must be valid during the period of your academic program in Canada. If it will expire before the end of your studies, start the process to **renew six months before the expiry date** as your study permit will not be issued past your passport's expiry date!

#### Letter of Acceptance

Include your CBC letter of acceptance (also known as an admission letter; sent to you via mail or e-mail) in your application for a Study Permit. Even if your offer has admission conditions that you still have left to complete, you may use your conditional Letter of Acceptance for your study permit application. We do not recommend that you wait to meet the conditions before applying, as 'full acceptance' letters are not generally issued.

#### Proof of financial support

You must prove you have enough money to pay for your tuition and living expenses for at least one year. If your spouse and/or children are accompanying you, you will need to show adequate funds to support them as well.

For more information regarding proof of financial support, including a list of acceptable documents, please visit the [IRCC website](#).

#### ***GUIDELINES FOR PREPARING YOUR FINANCIAL SUPPORT DOCUMENTS:***

- Any financial documents that are not in your own name should be accompanied by proof that you have access to the funds shown.
  - For example, if you are including a copy of your parents' bank statement and/or proof of your parents' employment as evidence of financial support, you should also attach a signed letter from your parents confirming they will be supporting you during your studies.
  - It is also helpful to include proof of your relationship with the person funding you.
- The source and history of the funds must be clear enough for an officer to understand.
  - Large deposits made to accounts without evidence of the origin of the funds may not be considered as reliable evidence of your ability to afford studies in Canada.
  - If the balance(s) in any of the documentation is in foreign currency, provide a screenshot of the [Bank of Canada currency converter](#) result (if your currency is not listed, use [xe.com](#)).
- Funds must be readily accessible to you.
  - Proof of assets such as property ownership may be included with your application; however, these should not be seen as a replacement for more accessible funding sources (e.g. bank accounts, employment, etc.)
  - Proof of funding from CBC (in the form of a scholarship or bursury) may be included as evidence of financial support. However, because these funds have not been disbursed to you yet, we recommend you avoid relying *solely* on funding offered by the University for your study permit application. Please ensure you are showing additional sources of readily available financial support as well.

***Please Note: If any of your documents are not in English or French, they must be accompanied by:***

- the English or French official translation; and
- an [affidavit](#) from the person who completed the translation

**Certified Translators in British Columbia**

- [Society of Interpreters and Translators of British Columbia](#)
- [MOSAIC](#)
- [S.U.C.C.E.S.S.](#)

## 4. Additional Documents

Consult the [instructions provided by the Canadian visa office](#) serving the country or region where you live to determine if you are required to provide additional requirements, forms or documents

Depending on your specific circumstances, you may need one or more of the following documents:

### Medical Examination

A medical examination is required if you have resided or stayed temporarily for **six or more consecutive months** in a [designated country or territory](#) in the year preceding your application. If this is a requirement for you, start the process early. Medical examinations may take several months to process. If your medical examination result has expired, you must allow enough time

to obtain a new one before returning to Canada. The Canadian representative from your home country will inform you of the procedures, and you should familiarize yourself with the requirements before leaving your home country.

For more information about medical examination requirements, please visit the [IRCC website](#).

### Letter of Explanation

A letter of explanation is a good way to describe additional factors or include additional documents (see template below). It could include:

- Issues you would like to clarify or that the officer might find useful
- Supporting documents, screenshots, or any other proof to support your explanation
- Additional employment history if you have run out of space in your application

### Custodianship Declaration Forms (*Impacts students under the age of 19 only*)

Students under 19 years of age may also require custodianship declaration forms certifying that they will have a legal custodian in Canada. Please see [Studying in Canada as a Minor](#) for further details.

### Other documents

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## **5. Fill out the application form**

Visit the [IRCC website](#) to begin filling out your application.

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## **6. Get your study permit**

If your application is approved, IRCC will email you a **Letter of Introduction**.

Print and present this letter to the border officer when you enter Canada. The border officer will then issue your study permit (a piece of paper).

Do not book travel until you have received your Letter of Introduction!

### Wondering if you need a visa to enter Canada?

Depending on your country of citizenship, you may require a Temporary Resident Visa (TRV) or an Electronic Travel Authorization (eTA) to enter Canada. To see if you require a TRV or eTA, please visit the [IRCC website](#).

The visa officer will process your application for a TRV or eTA at the same time as your study permit. You do not need a separate application.

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## **7. Arriving in Canada**

### Preparing to arrive

**Be sure to bring the following:**

1. **Letter of Introduction / POE Letter** (i.e. your study permit approval letter)
2. **CBC Letter of Acceptance**
3. **Proof of finances** (could be the documents provided in your application, recent is best)
4. **CBC Confirmation of Enrolment Letter** from [myCBC](#) under the “Academics” section under CBC Resources

Pack with care - there are some [things you must declare or cannot bring to Canada](#)

*If you are a U.S. citizen or permanent resident, or a resident of St. Pierre and Miquelon, and will apply for your study permit at the airport or border crossing, print your application form, and bring supporting documents with you.*

**When you arrive in Canada**

You need to get your study permit when you **first enter Canada**. For example, if you arrive in Toronto then take another flight to Vancouver, you must get your study permit in Toronto. If you have connecting flights, try to schedule a layover for a few hours to allow time for immigration.

1. **Answer questions on the electronic Primary Inspection Kiosk**
2. **Present your kiosk receipt to an officer**
  - i. Let them know you need a study permit, then the officer will direct you to immigration
3. **Pick up your checked luggage** (if applicable)
4. **Proceed to immigration and present your Letter of Introduction**
5. **Check your study permit before you leave the officer’s desk**
  - i. Confirm all personal information and conditions are correct. If they are not, notify the officer
  - ii. If you are eligible to work on-campus or off-campus, ensure your study permit includes conditions reflecting your ability to work.

*If you arrive by car, there are no kiosks. Answer the officer’s questions, let them know you need a study permit, then proceed to secondary examination for your study permit.*