

# International Student Advising

# ONE-ON-ONE ADVISING WITH THE IN-HOUSE INTERNATIONAL STUDENT ADVISORS & IMMIGRATION SPECIALISTS!

- Study permit
- Temporary residence visa (TRV)
- Work on/off campus
- Co-op work permit
- Post-graduate work permit

#### VIRTUAL SERVICES

Email: <u>iadvisor@yorku.ca</u>

Website: yorkinternational.yorku.ca/international-student-advising

#### Advising:

- 1:1 Appointments
- Virtual drop-ins (no appointment needed)

Only a licensed person can give immigration advice



### Disclaimer Scope of service

As a lawyer/registered immigration consultant, we are authorized to provide immigration advice and represent individuals on Canadian immigration matters.

However, as an International Student Advisor and Immigration Specialist:

#### IN SCOPE:

- •Provide general guidance/feedback for individual situation
- Review refusals

#### **OUT OF SCOPE:**

- •In depth application review
- •Reviewing/confirming supporting documentation (i.e.: financial documents, study plan etc)
- •Confirming eligibility or admissibility

Immigration law is complex and providing accurate and comprehensive legal advice requires complete understanding of personal/immigration history  $\rightarrow$  out of scope.



# DISCLAIMER WEBINAR SLIDES

The following slides were prepared by a lawyer in compliance with section 91 of the *Immigration and Refugee Protection Act (IRPA)*.

This is **not** a legal document and does not constitute legal advice. It is for information purposes only, designed for individuals who attended the relevant information session.

Immigration information **may change without notice** and it is your responsibility to refer to <a href="Immigration">Immigration</a>, Refugees and Citizenship Canada (IRCC) for the most up-to-date information and to be sure you meet the eligibility criteria.

IRCC is the authoritative source for immigration legislation, policies, instructions and information.

The information in this presentation is current as of July 6, 2021.







Please mute your microphone and type your questions in the chat box.

- > Responsibilities on a study permit
- Working with a study permit
- Applying for a new study permit from outside of Canada to cover the remainder of your studies
  - Documents and application system
- > FAQ
- Your questions



We will share these slides with you after the presentation.



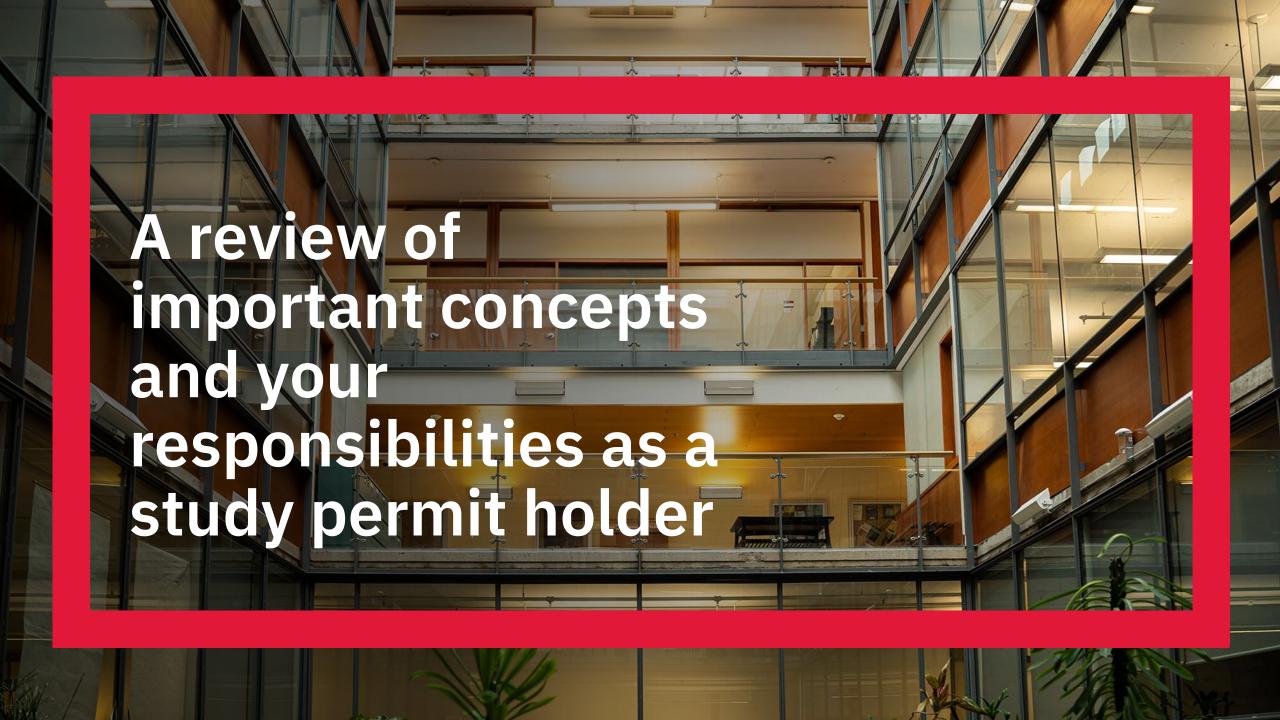
# Study Permits Learning outcomes

At the end of today's session, you will be able to:

- Summarize your responsibilities as a study permit holder
- > Explain the work limitations on a study permit for on- and off-campus work
- > State the differences between an eTA, visa and study permit
- > Identify where to get the documents you need from York to apply for a new study permit from outside of Canada to cover the remainder of your studies
- > Complete an online application for a study permit extension through your IRCC account

NOTE: There are links to important information throughout the slides, which are in red font and underlined.





# STUDY PERMIT & TRAVEL DOCUMENTS IMPORTANT CONCEPTS

#### LETTER OF INTRODUCTION



Issued to applicants outside of Canada once study permit is approved.

See here.

#### TRAVEL RESIDENT VISA OR ETA



Required to *travel* to Canada (except for US citizens). Typically issued automatically once study permit is approved (no need for separate application).

See here.

#### **STUDY PERMIT**



Issued at the Canadian border upon arrival. Confirms your temporary resident status as a *student* in Canada.

See here.



# Study permit application: Processing time

#### Study permit outside Canada

© 8 weeks <sup>9</sup>

#### Processing study permit applications for the fall 2021 semester

If you submitted your <u>complete study permit application</u> (including your biometrics and immigration medical exam) by **May 15, 2021**, you should get a decision by August 6, 2021, in time to attend the fall semester.

We'll process **complete** applications submitted after May 15, 2021, as quickly as possible—but we can't guarantee that you'll get a final decision before the fall semester begins.

Last update: May 25, 2021 Updated weekly

Note: same update provided when I checked on July 9, 2021



# Study permit application: When do I apply? COVID-19 TEMPORARY MEASURES & POLICIES

- Can I continue my program even if my application has not yet been approved?
  - IF YOU ARE OUTSIDE OF CANADA: YES
    - You do not require a study permit if you are studying online from outside Canada
    - HOWEVER, strongly encouraged to submit your application before your current study permit expires because the time that you do not have a valid study permit may not count toward PGWP eligibility

# MONITOR THE <u>IRCC COVID-19 PAGE FOR INTERNATIONAL STUDENTS</u> FOR THE MOST UP-TO-DATE INFORMATION AND UPDATES



## Your conditions as a study permit holder in Canada

As a study permit holder, there are a number of conditions you need to meet. If you don't meet these conditions, you may lose your student status and study permit. You may also have to leave Canada.

#### 3 KEY POINTS TO REMEMBER

- 1. Know your expiry dates
- 2. Be aware of your student status in each academic semester full time vs. part time studies
- 3. Work authorization as an international student



### 1. KNOW YOUR EXPIRY DATES

What is your reminder system?

Record reminder for:

- Study permit expiry date
- Visa expiry date
- Passport expiry date

Your study permit and immigration documents can only be issued up to the expiry date of your passport Renew your study permit **before** it expires – we recommend 3 months ahead of expiry



## 2. STUDENT STATUS FULL TIME VS. PART TIME STUDIES

All study permit holders must <u>actively pursue</u> their program of study, while in Canada

**Actively Pursuing Your Studies** 



- Minimum of **part-time**enrolment (\*not required if
  you are outside of Canada)
- Authorized leave <u>not</u> exceeding 150 days
- Make reasonable progress toward completion of courses in time allotted by the program



- Part-time students are NOT permitted to work on or off campus
- You may not be eligible for a post-graduation work permit if you have:
  - Part-time semesters (apart from your last term)
  - Unauthorized leaves
  - Authorized leave exceeding 150 days



### **FULL TIME STUDENT STATUS**

Undergraduate students = 9 credits per semester (not including regularly scheduled breaks as defined by your program)

OR 6 credits if you are <u>registered has having</u> a <u>permanent disability</u>.

Graduate Students & School of Continuing
Studies = Defined by your program

Taking "time off" studies"

If you are in a situation where you need to take a semester or more away from school due to any reason, please contact your ISA immediately at iadvisor@yorku.ca



### 3. WORK AUTHORIZATION

#### **ON-CAMPUS WORK**

- > Have a valid study permit
- Have a valid social insurance number (SIN)
- > Study permit conditions allow
- Full-time student (apart from final semester)
- No limit on number of hours
- Authorization ends once you complete your program, regardless of the expiry date on your study permit

#### **OFF-CAMPUS WORK**

- > Same as on campus plus:
- Enrolled in a post-secondary program that is at least 6 months long and leads to a degree, diploma or certificate
- Must not work more than the authorized hours:
  - 20 hours/week in a regular academic session
  - Full-time during an academic break (e.g. reading week, Winter closure) IF you were a full-time student before and after the break

#### Conditions:

- 1. MUST LEAVE CANADA BY 2022/07/31
- 2. NOT VALID FOR EMPLOYMENT IN BUSINESSES RELATED TO THE SEX TRADE SUCH AS STRIP CLUBS, MASSAGE PARLOURS OR ESCORT SERVICES.
- 3. MAY ACCEPT EMPLOYMENT ON OR OFF CAMPUS IF MEETING ELIGIBILITY CRITERIA AS PER R186(F), (V) OR (W). MUST CEASE WORKING IF NO LONGER MEETING THESE CRITERIA.





# STUDY PERMIT EXTENSION HOW?

- IRCC will not issue immigration documents beyond the validity of your passport
- "A study permit extension" application refers to applicants who are *inside Canada*
- For applicants outside Canada: you must apply for a new study permit to cover the remainder of your studies, OR enter Canada before current permit expires to initiate extension application
- Must apply online
  - Use current IRCC account or create new account





# **Study Permit Extension: prepare your documents**

All applicants will need the following:

1. Confirmation of current enrolment

2. Proof of Financial Support

3. Passport and Digital Photo

Always check the local visa application centre's requirements. Additional documents may be required depending on where you are applying from.



## Documents you will need

All applicants will need the following:

- <u>Customized confirmation of enrolment</u> (**NOT** letter of acceptance)
- Proof of means of financial support
- Letter of explanation

Always check the <u>local visa application centre's</u> requirements. Additional documents may be required depending on where you are applying from.



# How long will it take?

Processing times fluctuate and vary by country. Check online for current times:

https://www.canada.ca/en/immigration-refugeescitizenship/services/application/check-processingtimes.html



# Prepare your documents: confirmation of current enrolment

As you are a current student, you should be providing *proof of enrollment*, <u>not</u> a letter of acceptance and this letter should confirm (1) your enrolment for the next academic session (2) your expected graduation date.

- 1. Visit this website: <a href="https://registrar.yorku.ca/program/letters">https://registrar.yorku.ca/program/letters</a>
- 2. Under the tab "undergraduate student", select "I need a special or customized confirmation letter that is not available from MyCreds.ca at this time"
- 3. Complete the "Letter and Document Verification Request" form and select the option "Student Visa Extension Application" on the form.
- 4. Email the form to <a href="mailto:yuverify@yorku.ca">yuverify@yorku.ca</a>
- 5. The letter will take about two weeks to prepare. Once it is prepared, you will receive a link to pay for the letter, which costs about \$25.00.
- 6. Once payment is confirmed, you will be emailed a copy of the letter.



# Prepare your documents: proof of financial support

- > As in when you first applied for a study permit, you must prove that you can still support yourself, and the family members who come with you, while you are in Canada.
- > You should be prepared to demonstrate the ability to fund at least one full year of tuition and a **minimum** of \$10,000 for one year of living expenses



# Proof of means of financial support

Just like you did for your initial study permit application, IRCC wants to see that you have enough money to pay at least the first year of tuition, daily living expenses and return airfare.

Always check the <u>local visa application centre's</u> requirements. Additional documents may be required depending on where you are applying from.



### $\mathsf{TIP}$

Source of funds must be *clear and sufficient*.

E.g. If parental support, include a letter from your parents and proof of financial resources



# What is accepted as proof of financial support?



### TIP

Source of funds must be *clear and sufficient*.

E.g. If parental support, include a letter from your parents and proof of financial resources

- Your bank statements from Canadian or overseas bank with a stamp
- Bank statements of your parents/sponsor from a Canadian or overseas bank for the past 3-4 months
- Proof of employment for yourself/your parents/sposor
- Proof of business ownership for yourself/your parents/sponsor
- Guaranteed Investment Certificate (GIC) from a participating Canadian financial institution
- proof of a student/education loan from a bank
- 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.

If the balance(s) of any of the documentation above is in foreign currency, provide a screenshot of the <u>Bank of Canada currency converter</u> result (if your currency is not listed, <u>use xe.com</u>.



# Can I say I will pay for my studies by working in Canada?

You must be able to prove that you can afford to study in Canada without working.

While you *may* be eligible to work during your studies, **you cannot count on this income to support your education**. For eligible full-time students, the work authorization is meant to provide you with valuable work experience and is not meant to fund your education.



# **Letter of explanation**

Include a letter of explanation to let the IRCC officer know that you are <u>a current student</u> at York University <u>and</u> to explain why you are applying for a study permit extension from outside of Canada.

There is no slot to upload this letter in the "required" documents section of your application. Rather, it is under "optional" documents, under a slot titled "Client Information." (Screenshot of the document checklist is in the following slides where you will see what is meant here).



# Letter of explanation ... continued.

The letter should contain:

- Your name
- Your full address
- Your UCI number

#### Dear IRCC:

My name is [insert your full name]. I am currently a student at York University, enrolled in the [name of your program]. I am applying for a study permit to cover the remainder of my studies and I am applying from outside of Canada because I returned here due to COVID-19.

Attached, I have included my confirmation of enrolment letter, which confirms that I am currently enrolled and my expected graduate date of [insert expected graduation date]. I have also included an unofficial transcript (this is the only version of the transcript available through the University at this time) which confirms my courses and grades to date.

Thank you.



# What if I can't provide a document due to COVID-19?

If you can't provide a document due to COVID-19 service disruptions (e.g. medical exam, police certificates), you can still apply.

You must include a letter of explanation in place of the document outline why you can't provide the document.

You will need to provide all required documents before a final decision on your application can be made.



# IRCC online application platform: preview & navigation tips



### **IRCC** account

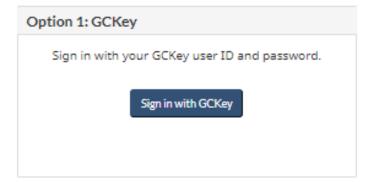


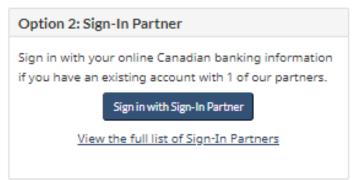
Home > Immigration and citizenship > My immigration or citizenship application

#### Sign in to your IRCC secure account

Your account lets you start an application, submit and pay for your application, get messages related to your application, check the status of your application and update your information.

Need help signing in or applying online?





# Don't have an account? Register

#### Create your online account or sign in

https://www.canada.ca/en/immigrationrefugeescitizenship/services/application/account.html

Need help? <u>read the instruction guide</u>



View the appli	cations you subm	nitted					
Review, check the status or read messages about your submitted application.							
Search: Showing 0 to 0 of 0 entries   Show 5 ventries							
Application type 11	Application number 11	Applicant name ↓↑	Date submitted <b>↓</b>	Current status 11	Messages ↓↑	Action	
		No data avai	lable 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 o	Showing 0 to 0 of 0 entries   Show 5 ventries					
Application type ↓↑	Date Created <b>↓</b>	Days left to	o submit 👭	Date last saved ↓	Î μ	Action	
		No data avai	lable in table				

#### 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 personate reference code if you have one.

#### interini i ederal i realiti i

### 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.

## <u>Citizenship: Apply for a search or proof of citizenship</u>

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

Students: Transfer schools

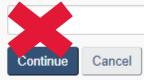
For approved study permit holders only Tell us if



#### Personal Reference Code

If you have already completed the Come to Canada or the Express Entry wizard, you would have code, based on the answers you provided.

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



#### 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 y Express Entry, and begin an online application.

If you begin your application after you have logged into your account, you will not receive a pe checklist right into your account.

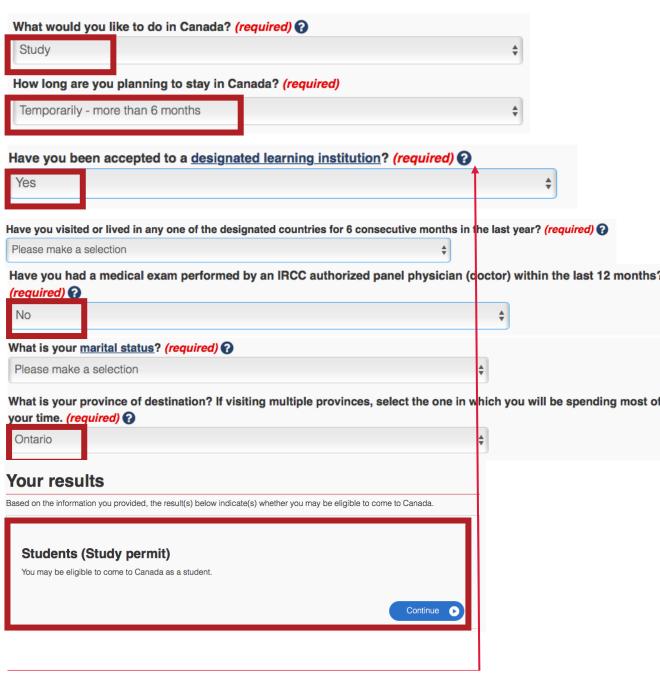
#### Determine your eligibility and apply online:

Visitor visa, study and/or work permit

Express Entry (EE)

International Experience Canada (IEC)

TIP: Click on "?" button to view additional document instructions or examples



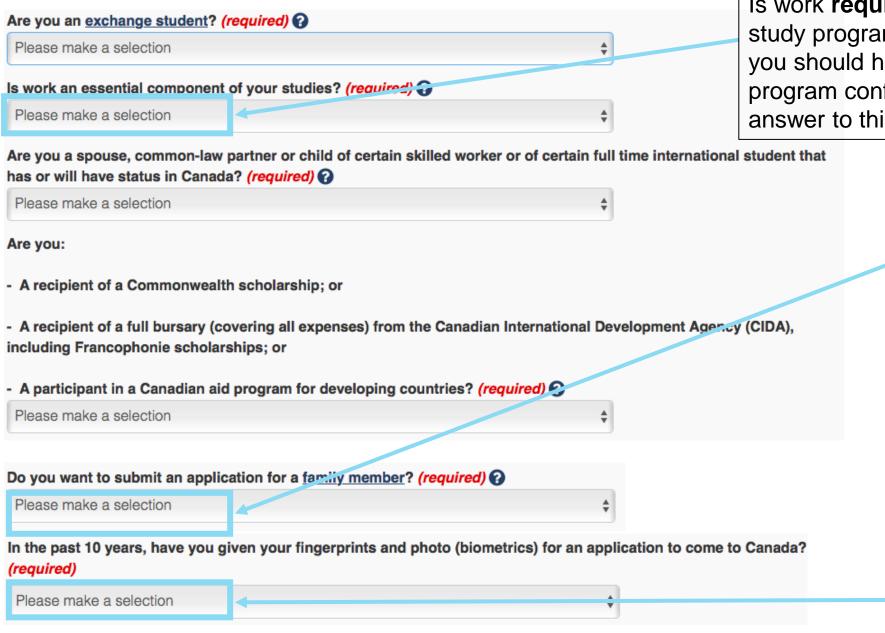
# Have you lived in a designated country or territory for more than six months in the last year?

If you're applying to become a temporary resident of Canada, you must have a medical exam if you:

- want to come to Canada for more than 6 months and
- have lived or travelled for 6 months in certain countries or territories in the year before you come to Canada
- Answer "yes" if indicated as required on the list below.

You need a medical exam if there is a "yes" in the second column. Countries are listed alphabetically. Certain overseas locations may also be listed under the country of sovereignty, such as the United Kingdom. Filter items Showing 1 to 10 of 284 entries | Show 10 ventries **Immigration Medical** Exam (IME) Medical Country/Territory ↑ ↓ required ↑ ↓ Office ↑ ↓ Afghanistan YES New Delhi Albania NO London Algeria YES London American Samoa NO Manila Andorra, Principality of NO London Angola YES London Antigua and Barbuda NO Ottawa Argentina NO Ottawa Armenia YES London Australia NO Manila

FIND OUT IF
YOU NEED A
MEDICAL EXAM



Is work **required** to graduate from your study program in Canada? If yes, then you should have a letter from your program confirming this. If no, the answer to this question is « no ».

Answer **YES** if your spouse and/or children wish to accompany you to Canada and apply for a permit at the same time

You only need to give biometrics once in every 10 years. If you are unsure, Use the Check Status Tool

\*IRCC has granted an automatic extension for applicants outside Canada until the nearest collection centre reopens.

#### **Application Form(s)**

Details	Document Name	Instructions	Options	
Not Provided	Application for Study Permit Made Outside of Canada (IMM1294) (required)	0	Upload File	

Application Form(s)

#### **Supporting Documents**

Supporting Documents							
Details	Document Name	Instructions	Options				
Not Provided	Passport (required)	0	Upload File				
Not Provided	Letter of Acceptance (required)	0	Upload File				
Not Provided	General Education and Employment Form (required)	0	Upload File				
Not Provided	Proof of Means of Financial Support (required)	0	Upload File				
Not Provided	Digital photo (required)	0	Upload File				
Not Provided	Family Information (IMM5645) (required)	0	Upload File				

TIP: Click on "?" button to view additional document instructions or examples

Recommended to upload current study permit along with passport

DO NOT upload your letter of acceptance. Instead, you will upload your confirmation of enrolment letter.

Upload your letter of explanation and other supporting documentation here



#### **Optional Documents**

Details

Document Name

Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)

Not Provided

Client Information

Options

Upload File

Upload File

# Filling out the IMM 1294 form

- Use the information from your passport (i.e. exact spelling of name)
- > Use the information found in your letter of acceptance (i.e. program start date, length, and York University's DLI # O19361109242)
- National ID: not all countries have this
- > Employment history: employment is not mandatory. You must complete at least one line and can use your education instead.
- Link to guide to help you: <a href="https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5269-applying-study-permit-outside-canada.html">https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5269-applying-study-permit-outside-canada.html</a>



# **Study Permit Application IMM 1294 E**

#### **Duration of expected study:**

From: type in the date that you will submit the application

To: Type the date of your estimated completion **plus** 90 days. E.g. if you are completing your studies in August 2021, you will enter November 2021.

#### **Cost of studies:**

"Tuition" → for one year of studies →
"Room and board" → typically \$10,000
"Other" → typically \$5,000

#### 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 wi	*c) My field of study will be:		
York University	University - Bachelor's Deg. ▼ Arts/			▼ Arts/Humanitie	rts/Humanities/Social Science▼	
d) Complete address of school in Canada						
*Province   *City/Town	*Addre	ess				
ON Toronto	) Keele Street					
2 a) Designated Learning Institution # (O#) b) My Student ID # is:				3 Duration of	*From	*To
019361109242 Enter York R	Referenc	ce #		expected	2021-09-11	2025-07-31
		- "		study	YYYY-MM-DD	YYYY-MM-DD
4 The cost of my studies will be: 5 *Funds available	for my stay	6		enses in Canada will be pa	id b) Other	
*Tuition Room and board Other (CAD)			by:			
					•	
If you are less than 17 years of age, you must fill out the Custodian Declaration (IMM 5646) form.						

The amount you indicate in "Funds available for my stay (CAD)" should match the total amount of funds you are showing as proof.

E.g. if you have a combination of \$30,000 in your bank account, \$5,000 from your scholarship, and \$33,040 from your parents, you would indicate \$63,540.



# Study Permit Application IMM 1294 E

#### **BACKGROUND INFORMATION**

Answer truthfully (i.e.: Background questions)

Provide explanations for any "yes" answers

2	a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?	<b>√</b> No	Yes			
	b) Have you ever been refused a visa or permit, denied entry or ordered to leave Canada or any other country or territory?	<b>√</b> No	Yes			
	c) Have you previously applied to enter or remain in Canada?					
	*d) If you answered "yes" to question 2a), 2b) or 2c), please provide details.					
	In January 2018, I came to Canada on a visitor visa, and stayed for 3 weeks.					



# Study Permit Application Summary

#### **SUMMARY**

- -Application Form [IMM1294] a few tips
- Ensure forms are complete and accurate
  - If not enough space on forms, attach an extra sheet
- Required information will be on your Offer of Admission
  - Duration of studies, DLI #, tuition, etc
  - DLI#: O19361109242
- Answer truthfully (i.e.: Background questions)
  - Provide explanations for any "yes" answers
- Validate form once completed. No need to print/sign your application if applying online.



# How do I sign my online application?

You have to type in your name and answer a security question to submit your application. **This is your electronic signature. Do not** print out your application form to sign it.

#### To sign your online application:

#### 1) Type your name in the boxes.

Your given name and last name must be **exactly** the same as on your application form. If you're under the age of 18, your parent or guardian must sign your form for you.



#### 2) Answer the security question.

This will be one of the four security questions you created when you registered your <u>account</u>. You must answer exactly as you did when you created them.

Source: <a href="https://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=740">https://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=740</a>



# Can you help me with system issues?

#### I CAN'T LOG IN TO MY IRCC ACCOUNT!

If you are trying to sign in and you keep getting sent back to the homepage, try the following:

- 1. Try another browser
- 2. Try clearing cache
- 3. Try another device

#### I CAN'T ACCESS THE IMM FORM!

You need Abode Reader to open the IMM form. If you don't have Abode, you can download it online for free.

It is not possible to open the IMM forms in a browser. You must download it, save it to your computer and then open the file from the saved location.



# Application for study permit outside of Canada for continuing students: After you apply

Your study permit and SIN number will expire at the same time

You can only apply to renew your SIN <u>after</u> your new study permit application is processed <u>and</u> after you come to Canada to receive the study permit

 Once you receive your new study permit, you can prepare and submit the application to renw your SIN number <u>online</u>



# What if I have academic questions?

### For questions related to:

- •enrolling in courses
- •program and degree requirements;
- degree options: major, minor, certificates;
- Peer Mentoring and study groups; and
- •information and referrals to academic and campus services and resources
- •understanding Faculty legislation and policies, the petition process, and academic standing

Contact your Academic Advisor: <a href="https://advising.students.yorku.ca/">https://advising.students.yorku.ca/</a>

# **Need immigration help?**

**USEFUL WEBSITES** 

# MEET AN INTERNATIONAL STUDENT ADVISOR

**EMAIL** 







York International:

https://yorkinternational.yorku.ca/

Book an appointment:

https://yorkinternational.yorku.ca
/international-student-advising/

iadvisor@yorku.ca

IRCC:

https://www.canada.ca/en/immigration-refugees-citizenship.html

Drop-in (no appointment required):

https://yorkinternational.yorku.ca /calendar/



### **Useful Links to Bookmark!**

York International Calendar (Register for York International events, including immigration workshops and drop-in virtual advising) <a href="https://yorkinternational.yorku.ca/calendar/">https://yorkinternational.yorku.ca/calendar/</a>

York Quarantine Information Page <a href="https://yorkinternational.yorku.ca/york-quarantine-information/">https://yorkinternational.yorku.ca/york-quarantine-information/</a>

IRCC info page on COVID-19 and International Students <a href="https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/students.html">https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/students.html</a>

Immigration, Refugees and Citizenship Canada (IRCC) <a href="https://www.canada.ca/en/immigration-refugees-citizenship.html">https://www.canada.ca/en/immigration-refugees-citizenship.html</a>

IRCC Help Centre <a href="http://www.cic.gc.ca/english/helpcentre/index-featured-can.asp">http://www.cic.gc.ca/english/helpcentre/index-featured-can.asp</a>

IRCC Program Delivery Instructions (officer manuals) – Study Permits <a href="https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits.html">https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits.html</a>

Hiring an Authorized Representative

https://www.canada.ca/en/immigration-refugees-citizenship/services/immigration-citizenship-representative/choose.html





