

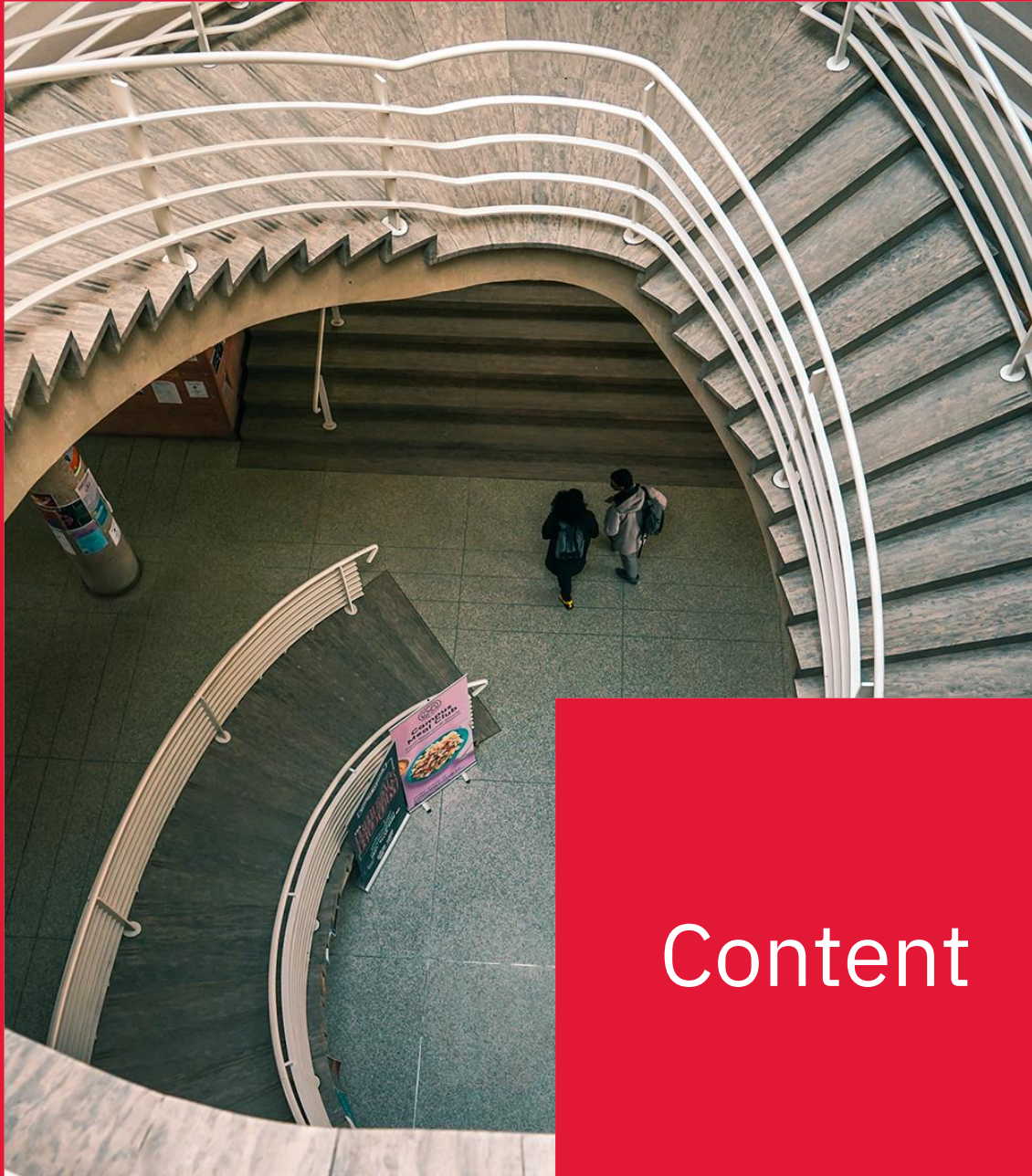
# Initial Study Permit Application

YORK INTERNATIONAL

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YORK 





# Content

- Introduction to York International
- Disclaimers
- Study permit application process
- Documents
- IRCC online application system
- IMM forms
- Refusals
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- Questions

# Introduction to York International

- York University is home to a diverse and dynamic community of over 10,000 international students, which now includes you!
- York International is a department within the University that is dedicated to supporting the needs of all international students, as well as domestic and international students who wish to study or work abroad.

## UNIVERSITY HEALTH INSURANCE PLAN



## PROGRAMMING



## GO GLOBAL



## INTERNATIONAL STUDENT ADVISING





# International Student Advising

## WHAT WE DO

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



**Only get immigration advice from a licensed professional**

## HOW TO CONTACT US

- › **Email:** [iadvisor@yorku.ca](mailto:iadvisor@yorku.ca)
- › **Advising options:**
  - Virtual drop-ins
  - In-person drop-in at 200 York Lanes
  - 1:1 appointments upon invitation for special circumstances
- › **Check the YI events calendar for times and dates:** <https://yorkinternational.yorku.ca/calendar/>

# Disclaimer on scope of service

- As licensed immigration professionals, we are authorized to provide immigration advice and represent individuals on Canadian immigration matters.
- However, as International Student Advisor and Immigration Specialists:


In scope	Out of scope
<ul style="list-style-type: none"><li>• Provide general guidance/feedback for individual situations</li><li>• Review refusals</li></ul>	<ul style="list-style-type: none"><li>• In-depth application review</li><li>• Reviewing/confirming supporting documentation (i.e. financial documents, study plan, etc.)</li><li>• Confirming eligibility or admissibility</li></ul>

- Immigration law is complex and providing accurate and comprehensive legal advice requires complete understanding of personal/immigration history. This is out of our scope.

# Disclaimer on webinar slides

- › The following slides were prepared by a licensed immigration professional 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 York international students.
- › Immigration information **may change without notice** and it is your responsibility to refer to [Immigration, 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 these slides is current as of March 2, 2023.**

A photograph of a modern, multi-story building with a glass facade, partially obscured by green trees in the foreground. The building has a grid-like window pattern. The sky is blue with light clouds. The entire image is framed by a thick red border.

# Study permit application process

## Quick tips

- A study permit is required for any program that is over 6 months long unless you are a permanent resident or Canadian citizen.
- Put your best foot forward with your first application. Ensure you include all mandatory and supporting documents.
- Don't underestimate the importance of this application. Decisions are up to the discretion of the officer. Nobody can guarantee a result for you.
- Continue to [monitor the COVID-19 situation](#). Be aware that processing times and decisions may be impacted.
  - Currently there are additional requirements for travellers from China, Hong Kong and Macao
- If you wish to provide additional documents or update your application, you can complete an [IRCC webform](#).



# Your responsibilities on a study permit

- While studying in Canada, you must:
  - Be enrolled and actively pursuing studies
  - Make progress towards completing your program
  - Respect any conditions listed on your study permit
  - Stop studying if you no longer meet the requirements and
  - Leave Canada at the end of your authorized stay
  
- Depending on your case, there may be conditions on your study permit such as:
  - If you're allowed to work in Canada
  - If you're allowed to travel within Canada
  - The date you must stop studying

# Working in Canada as an international student

## › Work on/off campus

- If your study permit has the condition allowing you to work on/off campus
- You must be a full-time student and have a valid study permit
- You must have a Social Insurance Number (SIN)
- You can start working once you start your courses
- For off-campus work, the maximum is 20 hours per week during a regular academic session

## › Work as a co-op/intern student

- If your study program has a required co-op component, you may be eligible to apply for a co-op work permit which would allow you to work full-time in your placement for up to 50% of your total study program and as approved by your co-op program office.

## › Post-graduation work permit

- After graduating, you may be eligible to apply for a PGWP of up to 3 years (depending on program length). To maintain eligibility, you must be a full-time student throughout your program (exception for final term which can be part-time).

# Applying from inside Canada

## Who can apply from inside Canada?

- Only some people can [apply from inside Canada](#). Notably:
  - Ukrainians
  - minor children in secondary school
  - If you, your parent or your spouse has a valid study/work permit
- If you are not eligible to apply from inside Canada, you should apply from outside Canada and wait for approval before making travel plans.

## I have a study permit. Can I continue using it?

- Check the expiry date and the conditions.
- If your study permit isn't expiring soon and you have the conditions to work on/off campus on your study permit, you can continue to use it. You must [update your DLI online](#) before you start your courses at York.
- If your study permit is expiring soon or you need to change the conditions on your study permit, you **must apply** for an extension **before** your current study permit expires. You should apply as soon as you get your letter of acceptance to York.

## How is the application different?

- When applying from inside Canada, you apply for your study permit first. If you need a new visa, you will apply for it after you receive your new study permit.
- The IMM forms and the document checklist may look different for those applying from inside Canada.



**If you apply from inside Canada while on visitor or worker status, you CANNOT start studying until your study permit is approved.**

## Steps to applying

1. Gather your documents and complete the forms
2. Complete biometrics and/or medical exam, if required
3. Monitor your IRCC account for updates, requests and a decision
4. Receive a final decision. If your application is approved, you will receive a letter of introduction and if required, a visa/eTA.



## When does your passport expire?

- IRCC cannot issue documents beyond the validity of your passport. If your passport is expiring, you should renew it.

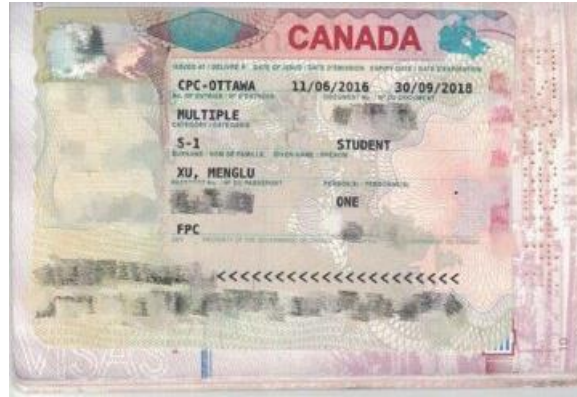
# Important concepts

## LETTER OF INTRODUCTION



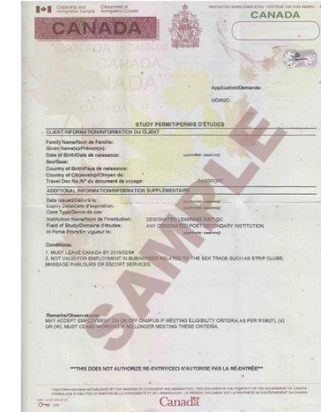
- Also called a port of entry letter, this is issued to applicants outside Canada once study permit is approved.

## TRAVEL DOCUMENT



- Depending on your nationality, you will need either a TRV (visa) or an eTA to *travel* to Canada (exception for US citizens). Your travel document is typically issued once your study permit is approved – there's no need for a separate application from outside Canada.
- Find out if you need a visa.

## STUDY PERMIT



- Confirms your temporary resident status as a student in Canada. You must maintain a valid study permit to be able to study in Canada.
- If you applied from outside Canada, it will be issued at the border.
- What to expect after you apply for a study permit.

## What if I have accompanying family members?

- Your spouse/common-law partner and/or dependant children may apply to accompany you to Canada.
- Their applications can be made together with yours or separately after your study permit is approved.
- Minor children intending to study in Canada should apply for a study permit (no letter of acceptance is required).
- Spouses are eligible to apply for an open work permit.
- If your accompanying family members are not working or studying, they should apply to come as visitors.

# How will my application be assessed?

- Study permit eligibility requirements:
  - Acceptance to a designated learning institution (DLI)
  - Genuine temporary resident
  - Financial ability to fund tuition, living expenses and travel costs
  - Admissible to Canada (no criminality, medical issues, etc.)
  
- The officer will assess your application based on the documents you provide to substantiate the above.



# FAQ on the process

## How long will it take?

- Processing times vary by country. You can check online for an estimate, but due to a COVID-19 backlog, these times may not be accurate. [Check processing times](#).
- If you are a legal resident in a country with the [Student Direct Stream](#), you may be eligible to apply through SDS for faster processing.

## Do I have to apply online? Can I apply at the border or on paper?

- US citizens, US permanent residents and residents of Greenland or St. Pierre & Miquelon are eligible to apply at the border. However, we recommend you apply online and wait for approval before travelling to Canada.
- We recommend all applications be made online, even if you're eligible not to.

## Can I start studying while I wait for a decision?

- For those in Canada, you can only study if you had a valid study permit and applied for an extension **before expiry**.
- For those outside Canada, if you do not get a decision by the time your classes start, we recommend you [request a deferral](#). Be mindful of the [tuition refund deadlines](#).

## What sources should I use for information?

- Use only [IRCC's website](#), official Government of Canada information or information provided by a licensed immigration professional.

## Should I hire a legal representative to assist with my study permit application?

- You are not required to, however there are considerable benefits to hiring a licensed representative who is experienced in this particular area of immigration law, including:
  - Familiarity with the study permit application process
  - Knowledge about how to proactively address common reasons for refusal
- [Find out if your representative is authorized](#). (lawyer, immigration consultant, paralegal)
- [How to choose an immigration representative](#).

# Documents

# Application forms

- › IMM 1294: Application for a study permit made outside of Canada
- › IMM 5705 / 5645: Family information form
- › Schedule 1, if applicable

# Mandatory supporting documents

- Study plan / Letter of explanation
- Letter of acceptance from York
  - Recommended: proof you have accepted your offer and paid deposit
- Proof of financial ability
- Medical exam, if applicable
- Valid passport (check the validity)
- Visa photo
- Any forms or other documents required by your visa office

## What language should my supporting documents be in?

- All documents must be in English or French. If they are translated, you must provide the translation, a certified photocopy of the original and an affidavit from the person who completed the translation.

# What is a study plan?

- A study plan is like a cover letter (1-2 pages) for your application and helps to establish that your true intention is to seek a permit to study in Canada and not for some other reason. We recommend all students write a study plan for their application.
- The purpose of your study plan is to demonstrate to IRCC that you are a **genuine student** and that you have **sufficient ties to your home country/residence**.
- Since a study permit is an application for temporary residence, you must satisfy the officer that you will leave Canada once you have completed your studies/at the end of your authorized stay. IRCC has a wide range of decision making power to decide what will be factored into this analysis.
- You should be specific, factual and practical in your study plan.
- Check your [local visa office requirements](#) for any specific instructions regarding the study plan, such as questions you need to answer, a format you must follow or a page/word limit.

# Guiding questions for the study plan

## GENUINE STUDENT

- Why do you want to study at York University?
- Why this step in your education journey is logical/beneficial?
- Why can't you do it in your home country or neighbouring countries?
- How your studies will help your employment prospects (provide proof where possible e.g. letter from an employer who will hire you on your return)?

## TIES TO HOME COUNTRY/RESIDENCE

- What aspects of your life bind you to your home country?
- Why would you want to or need to return home after your stay in Canada?
- Do you have family, family obligations, social relationships at home?
  - Sworn affidavits can help
- Do you have an existing business or employment you will return to? Property or assets? Have you paid bonds to your government or scholarship funders to guarantee your return?
  - Provide documentation
- What is your career potential? Are your skills in high demand?
  - Provide statistics from a reputable source, such as your government or a letter from a potential employer

# Where do I get my letter of acceptance to York?

- › You can find it in [MyFile](#).
- › Verify your LOA includes tuition, start date, the DLI#, [etc.](#)
- › Letters of acceptance are issued **once**.
- › Under “application status,” will be confirmation that you accepted your offer.
- › Under “supporting documents” will be a list of the documents you need to upload and a separate column indicating whether the documents were received by York. You can screenshot this page and include it to as part of the proof you have cleared your admissions conditions.
- › Under “admissions letters,” you’ll find important documents:
  - Proof of payment receipts
  - Decision letter
  - Acceptance/visa letter

MYFILE [Logout](#)

Hi Abdulsabur Haruna,

▶ [Main Page](#)

[Application Status](#)

[Supporting Documents](#)

[Address Details](#)

[Apply for Housing](#)

[Book/Manage My Enrolment Appointment](#)

[Admission Letters](#)

**Welcome to York University's Application Portal (MyFile)**

Within MyFile, there's everything you need regarding your application to YorkU.

Read on to understand what you'll find in the tabs in the left navigation bar:

**Application Status:** You will find the status of your application including admission decisions.

**Scholarship:** Upon admission, if you are eligible for an undergraduate admission scholarship it will be listed here.

**Supporting Documents:** If your application requires supporting information, use this screen to upload the documentation to each requirement. Have a question about these documents? Please visit our [Applied Page](#) for more information.

**Address Detail:** A list of your current address information.

**Housing:** Upon admission, use this tab to apply to a university residence.

**Book/Manage My Enrolment Appointment:** Upon admission, and once you have accepted your offer, use this screen to book your academic advising appointment.

**Admission Letters:** Find all your official admission notifications from the Office of Admissions including decision letters and missing document letters.

**Transfer Credit Supplemental Form:** Upon admission, this is available to undergraduate students who have been identified as eligible for transfer credits.

Interested in studying at [Glendon](#)? Vous souhaitez étudier à [Glendon](#)?

Visit our [Applied Page](#) for answers to common questions, definitions and processing timelines.

# What if my letter of acceptance is conditional?

- If you have a conditional letter of acceptance, you can and should still apply for a study permit. “Full acceptance” letters are not generally issued.
- What do I write in my study plan?
  - Confirm whether or not you have a prerequisite course
  - Explain that you have submitted all documents requested by the University to finalize your admission e.g. transcripts, etc. (If you cannot do this explain why and state when you will provide them)
  - Attach a screenshot of the “supporting documents” page from your MyFile
- **Student Direct Stream:** SDS in some countries (e.g. India, Philippines) require an unconditional letter of acceptance. In this case, you should apply through the regular stream.
- **ESL and prerequisites:** If you must complete a prerequisite course or program before you begin your studies, your study permit will typically be valid for up to 1 year after completing your prerequisite. Even if your prerequisite program is short, you should apply for a study permit from outside Canada and wait for approval before travelling.

## Conditional letters of acceptance

When successful completion of a prerequisite course or program is required before admission into a program of study, the DLI may issue a conditional letter of acceptance to a foreign national. This letter should be submitted when the applicant applies to enter Canada as a temporary resident.

When the completion of a prerequisite program, such as English as a second language (ESL) or French as a second language (FSL), is a condition for enrolment in a subsequent program, officers issue a study permit for the length of the prerequisite program plus 1 year.

Students who successfully complete their prerequisite program will then need to apply for a new study permit and demonstrate they have completed the admission requirements.

Missions overseas should still take into consideration the bona fides and available funds for the main program, should the prerequisite be passed, before issuing the travel document for the prerequisite study program.



**Note:** Foreign nationals who have been issued a study permit for a prerequisite program are not eligible to work off campus in Canada until they begin their main program of study.



# Budgeting for your education

- As part of your study permit application, you will need to show that you have sufficient funds to support yourself (and any accompanying family members) while you are in Canada.
- Take time to sit down with your family to discuss your finances.
  - What costs will you have: flights, tuition, housing, food, books, health insurance, entertainment, etc?
  - Where will your funds be coming from?
  - How often will funds be sent to you?
  - What if there is an emergency, inflation or currency conversions are not in your favour?
- Note that while you may be eligible to work while you are in Canada, it is meant to provide you with valuable work experience to boost your resume. You must be able to support yourself without relying on work in Canada.
- While there are some scholarships and bursaries available to international students, these will also not fund your entire education.

# Proof of financial ability

- IRCC wants to see that you have strong proof of financial support. Insufficient proof is one of the most common reasons for refusal.
- Your letter of acceptance will indicate:
  - The cost of tuition for one year
  - Books/personal expenses
  - Residence/meal plans
  - Health care
- You should be prepared to demonstrate the ability to fund (liquid funds) one full year of tuition, return airfare and a **minimum** of \$10,000 for your first year of living expenses (additional if accompanying family members)
- Sources of funds must be **clear, sufficient** and **reliable**.
  - If your funds are being provided by a parent or family member, they must provide proof of *where* the funds are coming from e.g. letter of employment, proof of business ownership, bank statements, etc. Additionally, it is important that your sponsor provides a letter (preferably notarized) explaining how they will support your studies in Canada.
  - **Third party funds** (funds from anyone other than yourself or your parents): not preferred. They will be assessed on a case-by-case basis.

# Tips for financial support section

- We recommend you provide as much documentation as possible – not just meet the minimum.
- Since you will be providing a lot of documents, we also recommend you write a cover letter for this section listing all the documents you are submitting with your application. This letter should include:
  - Your name, date of birth and UCI number (if you have one)
  - The title “Proof of Funds and Financial Support”
  - A brief summary confirming that you meet the eligibility requirement for having sufficient funds
    - The funds required for me to study and live in Canada are approximately [amount]. This amount is based on an estimated cost of tuition for one year [amount] as indicated in my letter of acceptance and [amount] for living expenses. Below is a list of documents proving that I have sufficient financial funds to cover these costs.
  - A list of the documents you are providing and a brief description
    - 1. Bank statements from November 2022 – April 2023, of my father, [name] (Balance: CAD \$)....pages 1-10
    - 2. Proof of property ownership for my mother, [name].....pages 11-13
    - 3. Proof of employment for my [spouse/father/mother]....pages 13-16
    - 4. Proof of funding from York University [e.g. graduate student funding/scholarship]....page 17
- Check your [local visa requirement instruction guide](#) for specific financial documentation that is required.

# Do I need to provide proof of paid tuition?

- Check your [local visa requirement instruction guide](#). You may be required to prepay tuition.
- Even if you are not required to prepay tuition, it can help strengthen your application if you do. Paying tuition fully or partially can lend credibility to the fact that you are a genuine student, with genuine intentions to study in Canada. Depending on how much you pay upfront, it can also help to demonstrate to IRCC that you have the financial means to afford your education and living expenses in Canada.

## What documents do I need to show paid tuition?

- You can [make a deposit](#) of any amount using one of the two methods listed and a payment receipt will be added to your [MyFile](#) in 4-5 working days from the payment receipt. Your deposit will be posted to your student account and applied toward your fees when they are due.
- Proof of paid tuition **can include** a receipt from your bank confirming that the payment was submitted to York University.

# Do I need to do an upfront medical exam?


- [Find out if you need a medical exam](#)
- If you have lived in a designated country or territory for over 6 months or plan to work in certain fields (mostly jobs in the medical field or working with children/elderly), you will need to do a medical exam.
- Depending on your [country specific requirements](#), you may be required to do this medical upfront.
- Even if you are not required to do the medical upfront, you may be able to do it upfront to so that processing can be faster.
- [Find a panel physician.](#)

# What about biometrics (fingerprints and photo)?

- Biometrics for visas, study permits and work permits are valid for 10 years. If you are not sure if/when you've given them in the past, you can use the [biometrics check status tool](#).
- Due to COVID-19, some people may be exempt from giving biometrics. [Check to see if you are exempt from giving biometrics](#).

Steps if you must give biometrics:

1. Pay the \$85 fee with your application
2. Get an instruction letter
3. [Book an appointment](#)
4. Give your biometrics



# Online application system

## Quick tips

- Use “?” button to view additional instructions or examples
- Merge together and upload all additional documents under “client information”
  - Study plan, financial support cover letter, etc.
- Check your letter of acceptance and passport for information. Make sure to copy exactly.
- Ensure your forms are complete, accurate and validated. If there isn't enough space on the form, attach an extra sheet. There is no need to print/sign your application if you are applying online.
- Answer truthfully, especially for the background information questions. Provide explanations for any “yes” answers.
- Take screenshots: once documents are uploaded, submission page, “successfully submitted” page
- Be sure to check your spam/junk mail for correspondence from IRCC and regularly check your online account





## 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?**

### Option 1: GCKey

Sign in with your GCKey user ID and password.

Sign in with GCKey

### Option 2: Sign-In Partner

Sign in with your online Canadian banking information if you have an existing account with 1 of our partners.

Sign in with Sign-In Partner

[View the full list of Sign-In Partners](#)

**Don't have an account?**

Register

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

## View the applications you submitted

Review, check the status or read messages about your submitted application.

Search:  Showing 0 to 0 of 0 entries | Show  entries

Application type ↑↓	Application number ↑↓	Applicant name ↑↓	Date submitted ↓	Current status ↑↓	Messages ↑↓	Action
No data available 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 of 0 entries | Show  entries

Application type ↑↓	Date Created ↓	Days left to submit ↑↓	Date last saved ↑↓	Action
No data available 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 personal reference code if you have one.

### [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.

### [Citizenship: Apply for a search or proof of citizenship](#)

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)*



Continue

Cancel

## 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 you are eligible for Express Entry, and begin an online application.

If you begin your application after you have logged into your account, you will not receive a pre-arrival 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)

What would you like to do in Canada? *(required)* ?

Study

How long are you planning to stay in Canada? *(required)*

Temporarily - more than 6 months

Have you been accepted to a designated learning institution? *(required)* ?

Yes

Have you visited or lived in any one of the designated countries for 6 consecutive months in the last year? *(required)* ?

Please make a selection

Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months? *(required)* ?

No

What is your marital status? *(required)* ?

Please make a selection

What is your province of destination? If visiting multiple provinces, select the one in which you will be spending most of your time. *(required)* ?

Ontario

### Your results

Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.

#### Students (Study permit)

You may be eligible to come to Canada as a student.

Continue

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

Are you an **exchange student**? *(required)* ?

Please make a selection

Is work an essential component of your studies? *(required)* ?

Please make a selection

Are you a spouse, common-law partner or child of certain skilled worker or of certain full time international student that has or will have status in Canada? *(required)* ?

Please make a selection

Are you:

- A recipient of a Commonwealth scholarship; or
- A recipient of a full bursary (covering all expenses) from the Canadian International Development Agency (CIDA), including Francophonie scholarships; or
- A participant in a Canadian aid program for developing countries? *(required)* ?

Please make a selection

Do you want to submit an application for a **family member**? *(required)* ?

Please make a selection

In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada? *(required)*

Please make a selection

Is work **required** to graduate from your study permit in Canada? See your letter of acceptance. If not indicated there, then answer « no » for this question.

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](#)

# Medical exams

Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months? *(required)* ?

Please make a selection

- › Yes? Provide proof of your medical exam
- › No? You'll be asked the question below

Have you lived in a designated country or territory for more than six months in the last year? *(required)* ?

Please make a selection

- › A “designated” country or territory is one where a medical exam is required
- › In the last year, if you have lived in one of these places for over 6 months, you need a medical. [Find out if you need a medical exam](#)

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  entries

Country/Territory	Immigration Medical Exam (IME) required	Medical 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

# Sample document checklist

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"/>

Application Form(s)

Supporting Documents			
Supporting Documents			
Details	Document Name	Instructions	Options
Not Provided	Passport (required)	?	<input type="button" value="Upload File"/>
Not Provided	Letter of Acceptance (required)	?	<input type="button" value="Upload File"/>
Not Provided	General Education and Employment Form (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	Family Information (IMM5645) (required)	?	<input type="button" value="Upload File"/>

Optional Documents			
Optional Documents			
Details	Document Name	Instructions	Options
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	<input type="button" value="Upload File"/>
Not Provided	<b>Client Information</b>	?	<input type="button" value="Upload File"/>

Will only appear if you answered « yes » to the question «Is work an essential component of your studies »

Upload your letter of explanation/study plan and other supporting documentation here

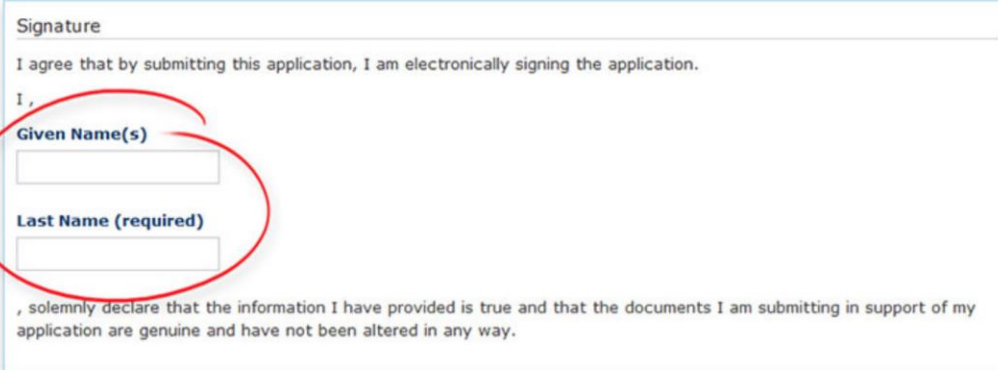
# How do I sign my online application?

- You have to type 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.



Signature

I agree that by submitting this application, I am electronically signing the application.

I,

**Given Name(s)**

**Last Name (required)**

, solemnly declare that the information I have provided is true and that the documents I am submitting in support of my application are genuine and have not been altered in any way.

## 2) Answer the security question.

This will be one of the four security questions you created when you registered your [account](#). You must answer exactly as you did when you created them.



IMM forms

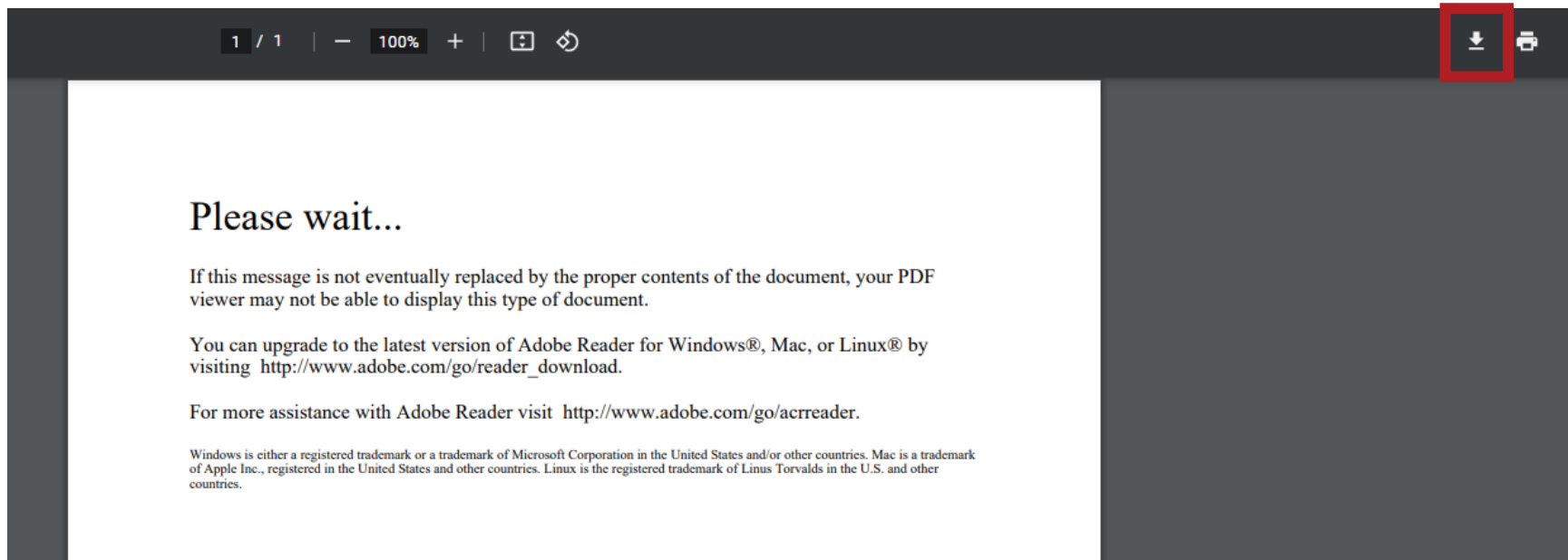


# Filling out the IMM 1294

- Download the form to your computer and open it using Adobe Acrobat Reader
- Use the information from your passport and letter of acceptance i.e. exact spelling
- National ID: optional
- Employment history: employment is not mandatory. You must complete at least one line and can fill in your most recent education details instead.
- Refer to the [guide to help you complete the form](#)

# Download current form(s)

- Download the applicable form(s) by putting your cursor over the document name. You'll see a note that says, "Open in a new window." This indicates that a form can be downloaded.
- If you see a "Please wait..." message when you're downloading a form:
  - Click on the download arrow at the top right to save the file onto your computer and open it with Adobe Reader
  - If you do not see the arrow, move your cursor to the top of the screen and it will appear.



**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 York University		* b) My level of study will be: University - Bachelor's Deg. ▼		*c) My field of study will be: Arts/Humanities/Social Science ▼	
d) Complete address of school in Canada					
*Province ON ▼	*City/Town Toronto ▼	*Address 4700 Keele Street			
2 a) Designated Learning Institution # (O#) O19361109242		b) My Student ID # is: Enter York Reference #		3 Duration of expected study ▶	*From 2021-09-11
					*To 2025-07-31
4 The cost of my studies will be:			5 *Funds available for my stay (CAD)		
*Tuition	Room and board	Other	6 *a) My expenses in Canada will be paid by: b) Other		
If you are less than 17 years of age, you must fill out the Custodian Declaration (IMM 5016) form.					

See letter of acceptance

See letter of acceptance

Must **match** the total amount of funds you are showing as proof

- e.g. If you have a combination of \$20,000 in your bank account, \$500 from a scholarship and \$53,000 from your parents, you would indicate \$73,500

- You must answer the background questions truthfully and provide an explanation for any “yes” answers.

<b>2</b>	a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
	b) Have you ever been refused a visa or permit, denied entry or ordered to leave Canada or any other country or territory?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
	c) Have you previously applied to enter or remain in Canada?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
	*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.		

# Refusals

# What should I do if I receive a refusal?

- We hope this doesn't happen to you. We host these sessions so that you can make a strong application and proactively address some common reasons for refusal.
- Make sure to “put your best foot forward” in your first application.
- If you are concerned about a refusal or have had refusals in the past, you may want to hire a legal representative to help you with your application.
- Should you receive a refusal, please connect with an international student advisor. We will need to see your refusal letter to provide advice on next steps.

# Common reasons for refusal

- › Unclear and/or insufficient financial documents
- › Unreasonable studies
- › Not satisfied you will leave at the end of your stay

Other reasons:

Your proposed studies are not reasonable in light of one or more of: your qualifications, previous studies, missing marksheets, academic record, level of establishment, language abilities, or your future prospects and plans.

You have not satisfied me that you would leave Canada at the end of your stay. In reaching this decision, I considered several factors, including:

- travel history
- immigration status in country of residence
- family ties in Canada and in country of residence
- length of proposed stay in Canada
- purpose of visit
- employment prospects in country of residence
- current employment situation
- personal assets and financial status.
- your history of having contravened the conditions of admission on a previous stay in Canada

# Contact information



# What if I have admissions questions?

- For questions related to:
  - Admission requirements
  - Academic upgrade for students who do not meet admission requirements
  - Application deadlines
  - Documentation required
  - Language proficiency requirements
  - Credit transfer
  - Deferral questions
  - Scholarships and bursaries
- Most information is available online.
  - Visit [YorkU Future Students](#)
  - Check [MyFile](#) for updates and documents
- Can't find the information you are looking for?
  - Email [intlenq@yorku.ca](mailto:intlenq@yorku.ca)

# 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
  - 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](#)

# Need immigration help?



Bookmark and check the [YI events calendar](#) regularly. Here you'll find:

- The drop-in advising schedule (virtual and in-person)
- Information sessions on various immigration topics
- In-person immigration workshops where you can get real-time support as you make an application to IRCC



Visit [yorkinternational.yorku.ca](http://yorkinternational.yorku.ca) for information and guides to help you.



Email us at [iadvisor@yorku.ca](mailto:iadvisor@yorku.ca)


- Always include your student number in all communications with York
- Expect a delayed response due to the high volume of inquiries, especially at peak times





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# Questions