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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.
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

HOW TO CONTACT US

- Email: 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/

Only get immigration advice from a licensed professional
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**
  - Provide general guidance/feedback for individual situations
  - 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. This is out of our scope.
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 May 2024.
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.

- If you wish to provide additional documents or update your application, you can complete an IRCC webform.

- If family members are not working or studying, they should apply to come as visitors.
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 Apply

STEP 1: Gather your documents and complete the forms

STEP 2: Complete biometrics and/or medical exam, if required

STEP 3: Monitor your IRCC account for updates, requests and a decision. You can check the current processing time through IRCC’s website.

STEP 4: Receive a final decision. If your application is approved, you will receive a letter of introduction and a passport request letter if required.
Check Your Passport Expiry Date
A study permit and visa can only be issued up to the expiry date printed on your passport
Important Concepts

Letter of Introduction (LOI)

Temporary Resident Visa

Study Permit

- Travel authorization only
- Does not confer status
- Expiry does not impact your ability to remain in Canada, but you cannot re-enter Canada with an expired visa.

- Status document
- Authorizes you to study and remain in Canada
- Must remain valid

Check expiry date!

Check the conditions to see if you can work
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
- Provincial Attestation Letter
- Admissible to Canada (no criminality, medical issues, etc.)

The officer will assess your application based on the documents you provide to substantiate the above.
# Understand The Different Study Permit Categories

<table>
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<th>REGULAR STUDY PERMIT STREAM</th>
<th>STUDENT DIRECT STREAM</th>
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<tr>
<td><strong>Processing time</strong></td>
<td>Approximately 12 weeks</td>
<td>Approximately 20 days</td>
</tr>
<tr>
<td><strong>Required documents</strong></td>
<td>• Letter of acceptance</td>
<td>• Letter of acceptance</td>
</tr>
<tr>
<td></td>
<td>• Attestation letter</td>
<td>• Attestation letter</td>
</tr>
<tr>
<td></td>
<td>• Proof of identity (e.g. passport)</td>
<td>• Proof of identity (i.e. passport)</td>
</tr>
<tr>
<td></td>
<td>• Proof of financial support of <strong>total amount</strong> of first year tuition fee + CAD $20,635</td>
<td>• Proof of financial support</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. First-year paid tuition fee receipt</td>
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<td></td>
<td></td>
<td>2. $20,635 in GIC account</td>
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<td></td>
<td></td>
<td>• Results of an in-person test of your English proficiency</td>
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<tr>
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<td>Review <a href="#">county-specific instruction guide</a> for any additional documentation requirements.</td>
</tr>
</tbody>
</table>
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 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

Check out a sample for the Letter of Explanation
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 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
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.

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**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.
Do I need a PAL?

NO, YOU DO NOT NEED A PAL IF

- You will be studying in a Masters or PhD program
- You are currently inside Canada and:
  - You are applying for an extension
  - You are studying at another institution (ie high school, university, college) and you have a valid study permit
  - You have or are the dependent of someone with a valid work permit
  - Other category of exemption

YES, YOU NEED A PAL IF

- You’re currently outside of Canada
- You are applying for a new study permit
- You will be studying in one of the following:
  - Undergraduate degree program
  - Diploma or certificate program
  - English language program (YUELI)
  - Dual degree or pathway program

Visit the Study Permit Application page to see if you need a PAL and for additional info
Provincial Attestation Letter (PAL)

**Step 1: Accept Your Offer**
Log into MyFile to view and accept your offer of admission.

**Step 2: Pay Your Non-Refundable Acceptance Deposit**
Whether or not you need a PAL to apply for a study permit, the $1,500 non-refundable acceptance deposit is required to maintain your offer. Pay your deposit within ten (10) business days of accepting your offer.

**Step 3: Access Your Attestation Letter in MyFile**
Once York has received your deposit and the government has issued your attestation letter, it will be added to your MyFile account in the ‘Admission Letters’ section. You will receive an email alert to notify you when your PAL is available.
Provincial Attestation Letter

If you’ve already paid a portion or your full acceptance deposit – Great!
• Please pay the full amount if you haven’t already
• The Admissions team will see you’ve paid and begin the PAL process for you

If you think you may be eligible for domestic fees
• Still pay the $1500 acceptance deposit – it will be applied to your tuition fees
• Domestic fee eligibility will not be assessed in time to accept your offer
• Check your eligibility: https://sfs.yorku.ca/fees/academic-tuition-fee-categories
• Documentation must be provided, ie. copy of a parent’s work permit
• Deadline for Fall term: October 31

If you’ve received a scholarship
• Still pay the $1500 acceptance deposit – your scholarship fees will be applied to your student account in September before your tuition fees are due
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 $20,635 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.

- 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
IRCC 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
Step 1: Make sure you have what you need
- scanner or camera
- valid credit or debit card
- your documents

Step 2: Create your online account or sign in
Need help? read the instruction guide

Step 3: Answer the questions and upload your documents
Save copies of everything for your records

Step 4: Submit and pay the fees
IRCC account

Create your account or sign in:

Need help? Read the instruction guide
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 [5] entries

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</table>

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Did you apply on paper or don't see your online application in your account? Add 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 [5] entries

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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.

**Students: Transfer schools**

For approved study permit holders only. Tell us if...

**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.
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 to use 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-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)

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.

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

TIP: Click on “?” button to view additional document instructions or examples.
Provincial Attestation Letter

Find out if you're eligible to apply

Do you have a provincial attestation letter? (required)
Yes

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

Find out if you're eligible to apply

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

Find out if you're eligible to apply

Are you planning to attend a post-secondary designated learning institution? (required)
Yes

TIP: Click on “?” button to view additional document instructions or examples
Is “work” required to graduate from your program in Canada? Refer to your letter of acceptance. If it is not indicated there, then please answer 'no' to 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 every 10 years. If you are unsure, Use the Check Status Tool.
Medical exams

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

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
### Application Form(s)

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### Supporting documents

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<td>Proof of Means of Financial Support (required)</td>
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<td>Digital photo (required)</td>
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<td>Family Information (IMM5645) (required)</td>
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<td>Evidence of Work Regmt Study: Evidence of Work Requirement in Study (required)</td>
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**TIP:** Click on “?” button to view additional document instructions or examples

**Upload your Acceptance/VISA letter**

**Include an introductory letter since this section will have many documents**

**Upload the Provincial Attestation letter**

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

Optional documents

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Fees

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<th>Price (CAD) per unit</th>
<th>Total (CAD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Permit</td>
<td>1</td>
<td>$150</td>
<td>$150</td>
</tr>
</tbody>
</table>

The fee shown is an estimate based on the fees in effect on the day that this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission.

Total price (CAD) $150
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.

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

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I have been accepted at the following educational institution (Attach the original letter of acceptance).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*a) Name of School</td>
<td>York University</td>
</tr>
<tr>
<td></td>
<td>*b) My level of study will be:</td>
<td>University - Bachelor's Deg.</td>
</tr>
<tr>
<td></td>
<td>*c) My field of study will be:</td>
<td>Arts/Humanities/Social Science</td>
</tr>
<tr>
<td></td>
<td>d) Complete address of school in Canada</td>
<td>ON - Toronto - 4700 Keele Street</td>
</tr>
</tbody>
</table>

| 2 | Designated Learning Institution # (OL#) | 019361109242 |
|   | Enter York Reference # |   |

| 3 | Duration of expected study | From: 2021-09-11 To: 2025-07-31 |
|   |   | YYYY-MM-DD YYYY-MM-DD |

| 4 | The cost of my studies will be: |   |
|   | Tuition | Room and board | Other |
| 5 | Funds available for my stay | (CAD) |

| 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 5646) form.

---

**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.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>b) Have you ever been refused a visa or permit, denied entry or ordered to leave Canada or any other country or territory?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>c) Have you previously applied to enter or remain in Canada?</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*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

Letter of Explanation Sample
FAQ on the process

How long will it take?
▶ Processing times vary by country. You can check online for an estimate, 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.

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

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.

Check out our study permit FAQ page
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
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](yorkinternational.yorku.ca) regularly. Here you’ll find:
- The advising schedule
- Information sessions on various immigration topics

Visit [yorkinternational.yorku.ca](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

Scan the QR code and check the YI events calendar