

# York International:

# Study Permit Application

Information Session for Applied and Admitted  
Students



# Content



Introduction to York International



Study Permit Application Process



Major Components of your study Permit



Common reasons for refusals



IRCC online application system



IMM forms



Contact information

# YORK INTERNATIONAL



UHIP



STUDENT  
PROGRAM



IMMIGRATION  
ADVISING



GO GLOBAL

Lorem ipsum  
consectetur  
Duis aute  
reperit  
con

# MEET THE ISA TEAM



**Mayoori Malankov**

Immigration Lawyer

English, Tamil



**Don Ghafari**

RCIC

English, French,  
Arabic



**Vivian Wang**

RCIC

English, Mandarin



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English, Twi, Ewe

**ONLY a licensed person can give immigration advice**

# 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.



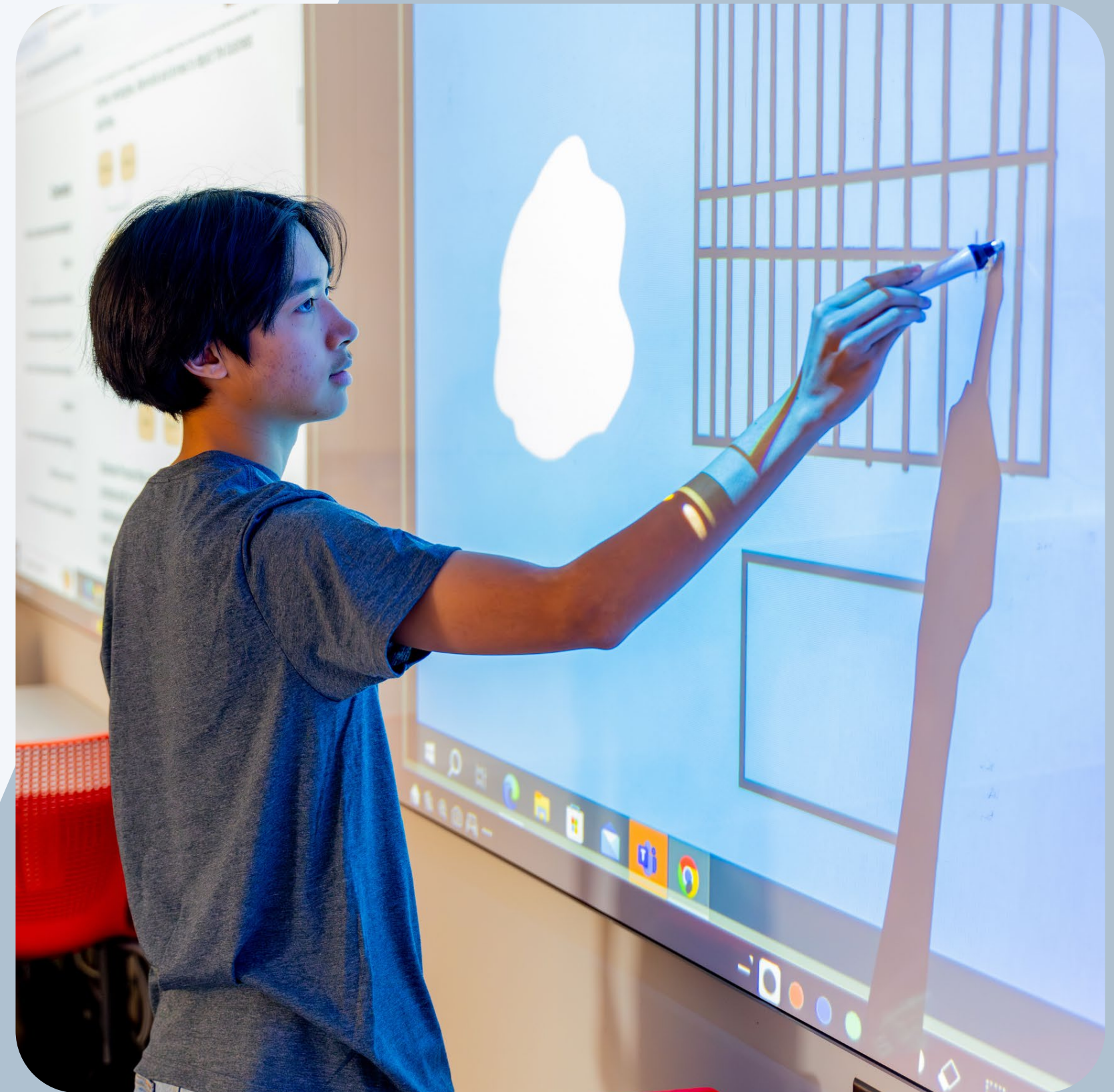
A study permit is required to study in Canada for any program that is over 6 months long unless you are a permanent resident or Canadian citizen.

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](#).

Family members who are not working or studying may apply to come as visitors.



# 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.

## 01

### 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.

## 02

### 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.

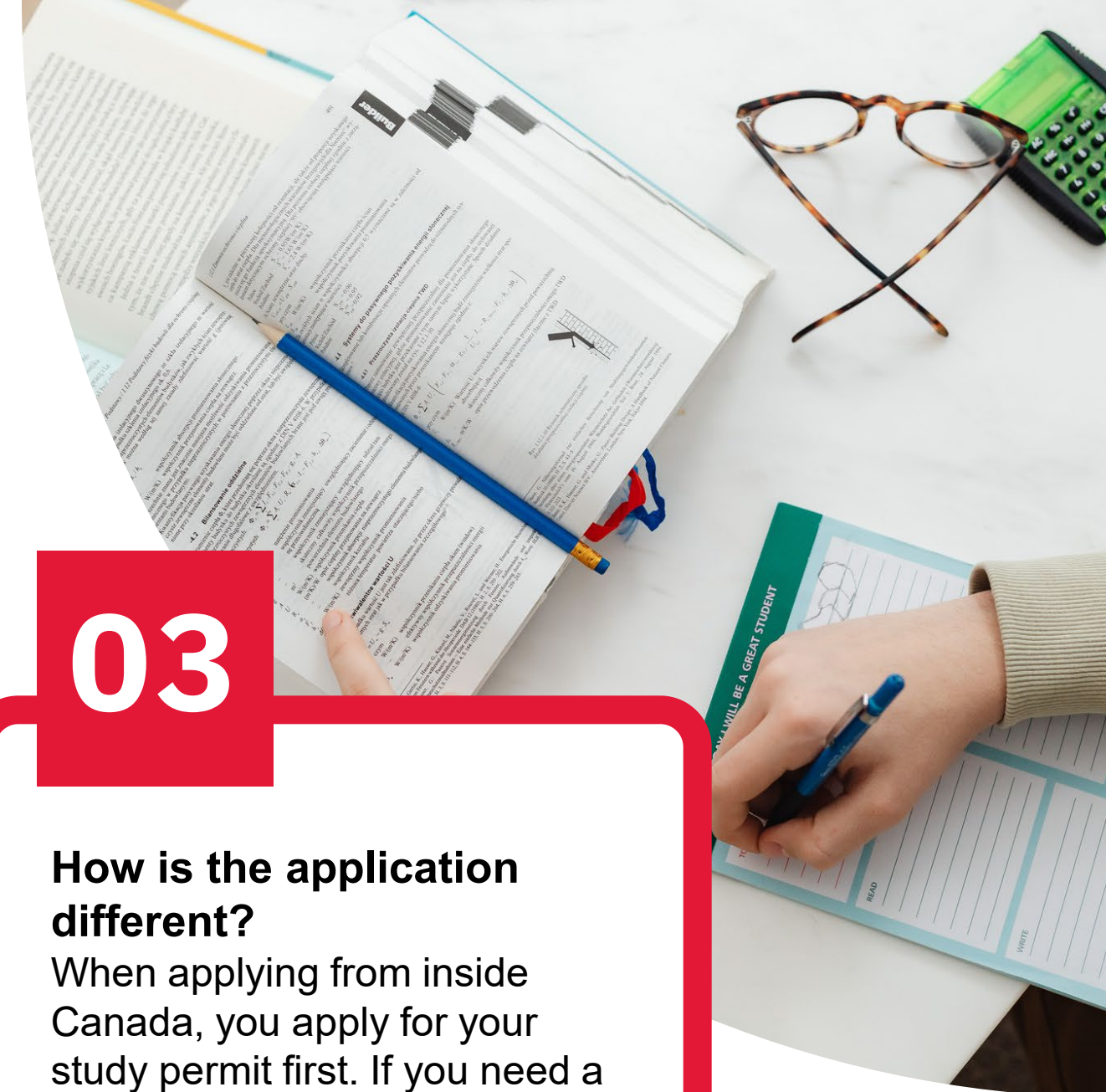
If your study permit is expiring soon or you need to change the conditions on your study permit, you **must apply** for an extension **before** your current study permit expires. You should apply as soon as you get your letter of acceptance to York.

## 03

### 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.



# Steps to Apply

**01**

**Gather your documents and complete the forms**

**02**

**Complete biometrics and/or medical exam, if required**

**03**

**Monitor your IRCC account for updates, requests and a decision. You can check the current processing time through [IRCC's website](#).**

**04**

**Receive a final decision. If your application is approved, you will receive a letter of introduction and passport request letter if required.**







# STUDY PERMIT APPLICATION PROCESS





# Important Concepts

## Letter of Introduction (LOI)

## Temporary Resident Visa

## Study Permit

Government of Canada / Gouvernement du Canada  
June 03, 2019

Unique Client Identifier: 11-0904-0874 Application Number: 5302815519



FALGUNI JITENDRA GIANCHANDANI  
3006 AL ATTAH TOWER NEAR DFC SHEKH ZAYED ROAD  
PO Box 43630  
DUBAI  
United Arab Emirates

Dear FALGUNI JITENDRA GIANCHANDANI,

Your application to study in Canada has been approved. A permit authorizing your studies will be issued to you on your arrival to Canada following an examination by an officer of the Canada Border Services Agency, subject to your compliance with the requirements of the Immigration and Refugee Protection Act and its Regulations. The officer will ask to see this letter, your passport and may request to see your supporting documents, such as the letter of acceptance from your educational institution. Do not pack these or other valuable papers in your checked luggage. You can find out more about which documents you will need to bring with you by visiting [www.cic.gc.ca/english/study/study-arriving.asp](http://www.cic.gc.ca/english/study/study-arriving.asp)

As you gather your documents, please take note of the following:

- This letter is not a passport or travel document. You will not be permitted to board your flight without your passport, even if you have this letter with you.
- This letter is not an authorization permitting you to enter or remain in Canada. An officer of the Canada Border Services Agency will make that determination upon your arrival to Canada.
- This letter is important because it contains information that will be used by the Canada Border Services Agency to issue your study permit. Please do not misplace it.

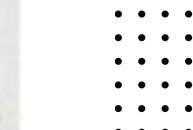
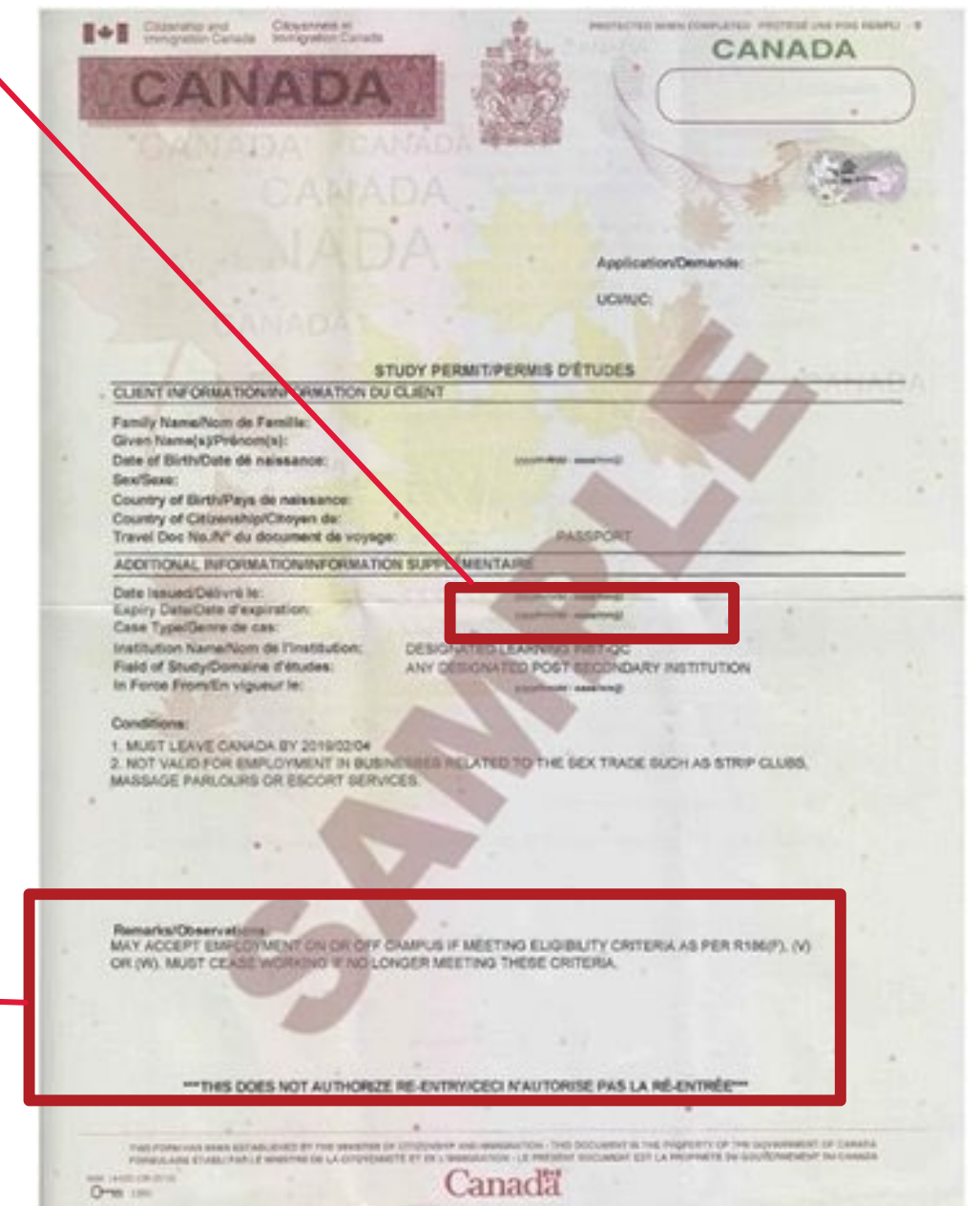
You must seek entry to Canada to obtain your study permit by 2023/07/30 (yyyy/mm/dd). Your passport must be valid beyond the period you intend to remain in Canada. If not, the validity of your study permit will not be issued beyond the expiry date of your passport, or, for United States citizens and permanent residents, the validity date of your identity document.

Note: As an international student in Canada, it is your responsibility to ensure that you continue to meet the conditions of your study permit, including the requirement to actively pursue studies. Your study permit will automatically become invalid 90 days after you complete your study program, regardless of the expiry date indicated on your study permit. For more information, please consult: <http://www.cic.gc.ca/english/study/index.asp>

*Check expiry date!*



*Check the conditions to see if you can work*



# **GATHER THE REQUIRED DOCUMENTS**



# Check Your Passport Expiry Date



**A study permit and visa can only be issued up to the expiry date printed on your passport**

# Study Permit Streams

	REGULAR STUDY PERMIT	Francophone Minority Communities Student Pilot
<b>Processing time</b>	Approximately 15 weeks	Approximately 10 weeks
<b>Required documents</b>	<ul style="list-style-type: none"> <li>• Letter of acceptance</li> <li>• Attestation letter</li> <li>• Proof of identity (e.g. passport)</li> <li>• Proof of financial support of total amount of first year tuition fee + CAD \$20,635</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of acceptance to an FMCSF program.</li> <li>• Proof of identity (e.g. passport)</li> <li>• Receipt of Payment for First Year's Tuition Fees.</li> <li>• Proof of financial support in accordance with requirements for <a href="#">Group A</a> (i.e. GIC..)</li> <li>• TCF/TEF results CLB 5</li> </ul>
<b>Other documents</b>	<ul style="list-style-type: none"> <li>• Letter of acceptance</li> <li>• Attestation letter</li> <li>• Proof of identity (e.g. passport)</li> <li>• Proof of financial support of total amount of first year tuition fee + CAD \$20,635</li> </ul>	Review <a href="#">county-specific instruction guide</a> for any additional documentation requirements.



Students applying under the FMCSF must notify Glendon's admissions team.



## 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).

A spouse or common law partner who meets the eligibility criteria may apply for an open work permit.

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



# Major Components of Your Study Permit Application



1

LETTER OF ACCEPTANCE

2

PROOF OF FINANCIAL  
ABILITY

3

STUDY PLAN/LETTER OF  
EXPLANATION

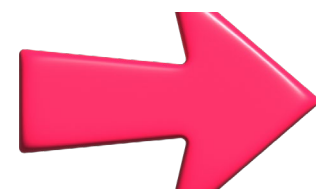
4

PROVINCIAL ATTESTATION  
LETTER (PAL)

# 1 LETTER OF ACCEPTANCE

- 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. 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
  - Provincial Attestation Letter

[Link to MyFile](#)





# 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:

- Decision letter
- Acceptance/visa letter
- Provincial Attestation letter
- Proof of payment receipts

**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



**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.

## 2 PROOF OF FINANCIAL ABILITY

### Do I need to provide proof of paid tuition?

Check your local visa office instructions.

- 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.

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

- You can make a deposit of any amount and a payment receipt will be added to your MyFile in 4-5 working days **from the date the payment is received**.
- 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.



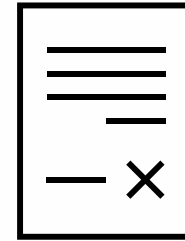
## REGULAR study permit



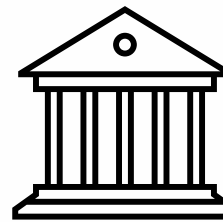
You should be prepared to demonstrate the ability to fund (liquid funds) one full year of cost in Canada including:

- Your first year of tuition fees as indicated on your letter of acceptance
- Travel expenses to get to and from Canada, and
- Minimum cost-of-living (CAD \$20,635)

## FMCSF Study permit



Proof of **paid** tuition for first year of studies at Glendon- York University



\$20,635 Guaranteed Income Certificate.

Students traveling with their dependants will require additional funds. Please refer to [Group A](#) financial requirements.

# 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.

Check out a sample for the  
Proof of Financial Support



# 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.





# Proof of Financial Ability



**Write a brief summary confirming that you meet the eligibility requirement for having sufficient fund**

*Example: 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.*

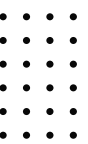
## A list of the documents you are providing and a brief description

Example:

1. Bank statements from November 2023 – April 2024, 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

## What documents can be used as a proof:

- Your/ your parents/sponsor **bank statements** from Canadian or overseas bank with a stamp
- A letter from York that proves you are receiving **scholarship** or award.
- Proof of **employment** for yourself/your parents/sponsor
- Proof of **business ownership**/income for yourself/your parents/sponsor
- Proof of ownership of **properties** for yourself/your parents/sponsor
- Proof of any other type of income, stock, dividend etc. for yourself/your parents/sponsor



## What is a study plan?

- A study plan is like a **cover letter of 1-2 pages**
- To establish that your true intention is to seek a permit to study in Canada
- 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.
- You should be specific, factual and practical in your study plan.

Check out a sample for the Letter of Explanation







# 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?

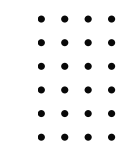
- Sworn affidavits can help

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



# 4 PROVINCIAL ATTESTATION LETTER

## Step 1: Accept Your Offer

## Step 2: Pay Your Non-Refundable Acceptance Deposit

Pay your deposit within 10 business days of accepting your offer.

Whether or not you need a PAL to apply for a study permit, the **\$2,000 non-refundable acceptance** deposit is required to maintain your offer.

## Step 3: Access Your Attestation Letter in MyFile

MYFILE

Hi Sai Krishna Srujan Kuriseti,

[Main Page](#)

**Admission Letters**

[Application Status](#)

**Letter**

[Provincial Attestation Letter](#)

[Payment Receipt](#)

[Scholarship](#)

[Decision Letter](#)

[Acceptance/MISA letter](#)

[Supporting Documents](#)

# School of Continuing Studies - PAL

## Step 1: Accept Your Offer

If you have received an offer letter but have not yet accepted it, we advise you to accept your offer letter

## Step 2: Pay Your Non-Refundable Acceptance Deposit

Paying your deposit allows you to be registered and will ensure that you are issued a PAL, if eligible.

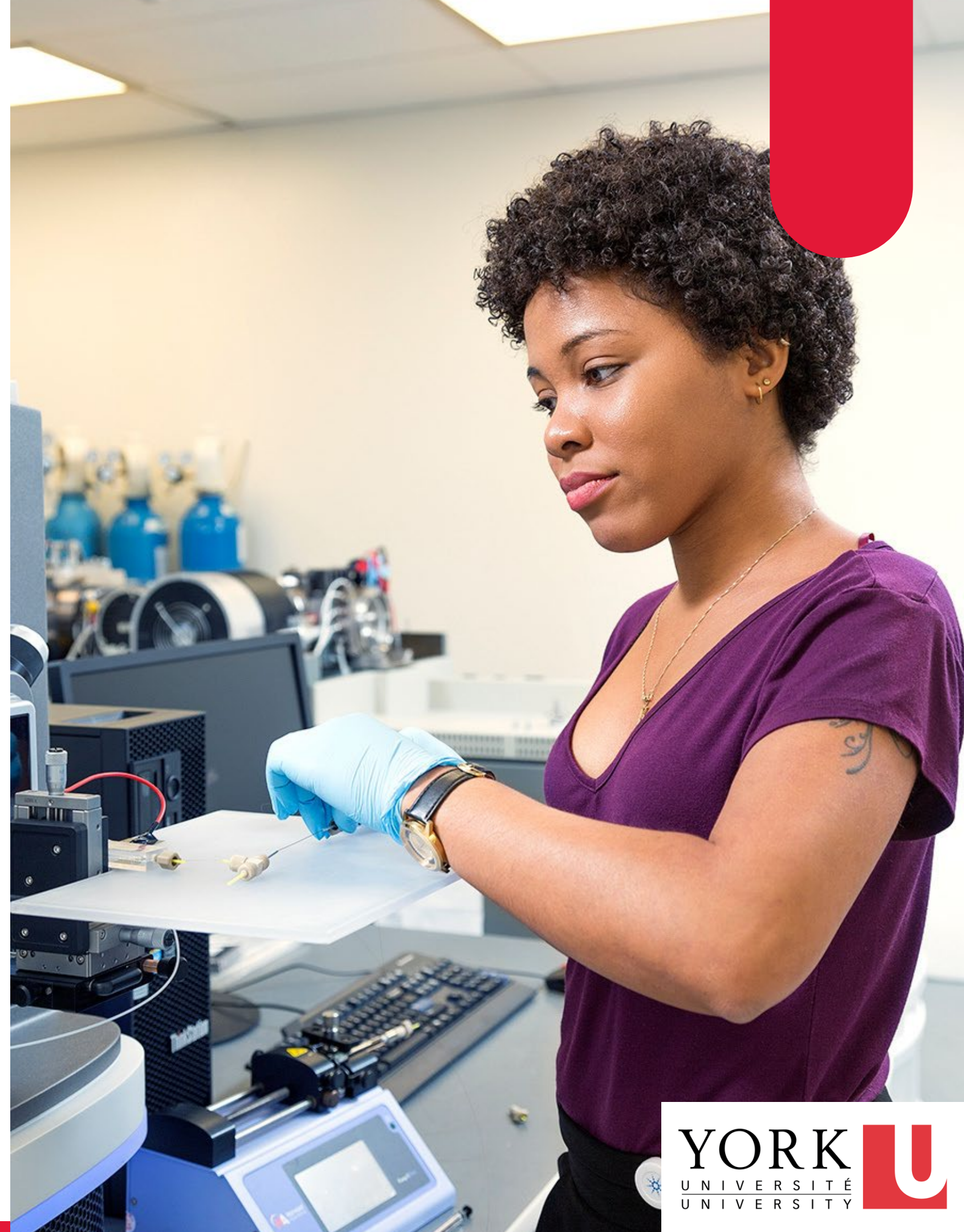
## Step 3: Access Your Attestation Letter in MyFile

The PAL will become available in [MyFile](#) within 3-5 business days following the successful receipt of your deposit and the request form.

Please be advised that a student number and date of birth are required to log into [MyFile](#)

- Once logged into [MyFile](#), please navigate to the “Admissions Documents” link on the lefthand sidebar.
- If there is no link to the PAL then the letter has not yet been processed by the Ministry and is not yet available — please check back within 24-72 hours

**Contact** [regscs@yorku.ca](mailto:regscs@yorku.ca) and fill out this [request form](#) if you have any questions about PAL.



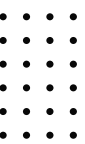


# Do I need a PAL?



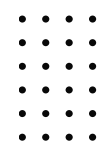
## Yes, you need a PAL if

- 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



## 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
  - You are applying under the FMCSP



Visit the Study Permit Application page to see if you need a PAL and for additional info



# 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

## Fall/Winter Session

- October 31: deadline for a reassessment of a complete fall/winter session.
- January 31: deadline for a reassessment of a winter term only.

## Summer Session Deadline

- June 30: deadline for a reassessment of a complete summer session.

## If you've received a scholarship

- Still pay the \$2,000 acceptance deposit – your scholarship fees will be applied to your student account in September before your tuition fees are due

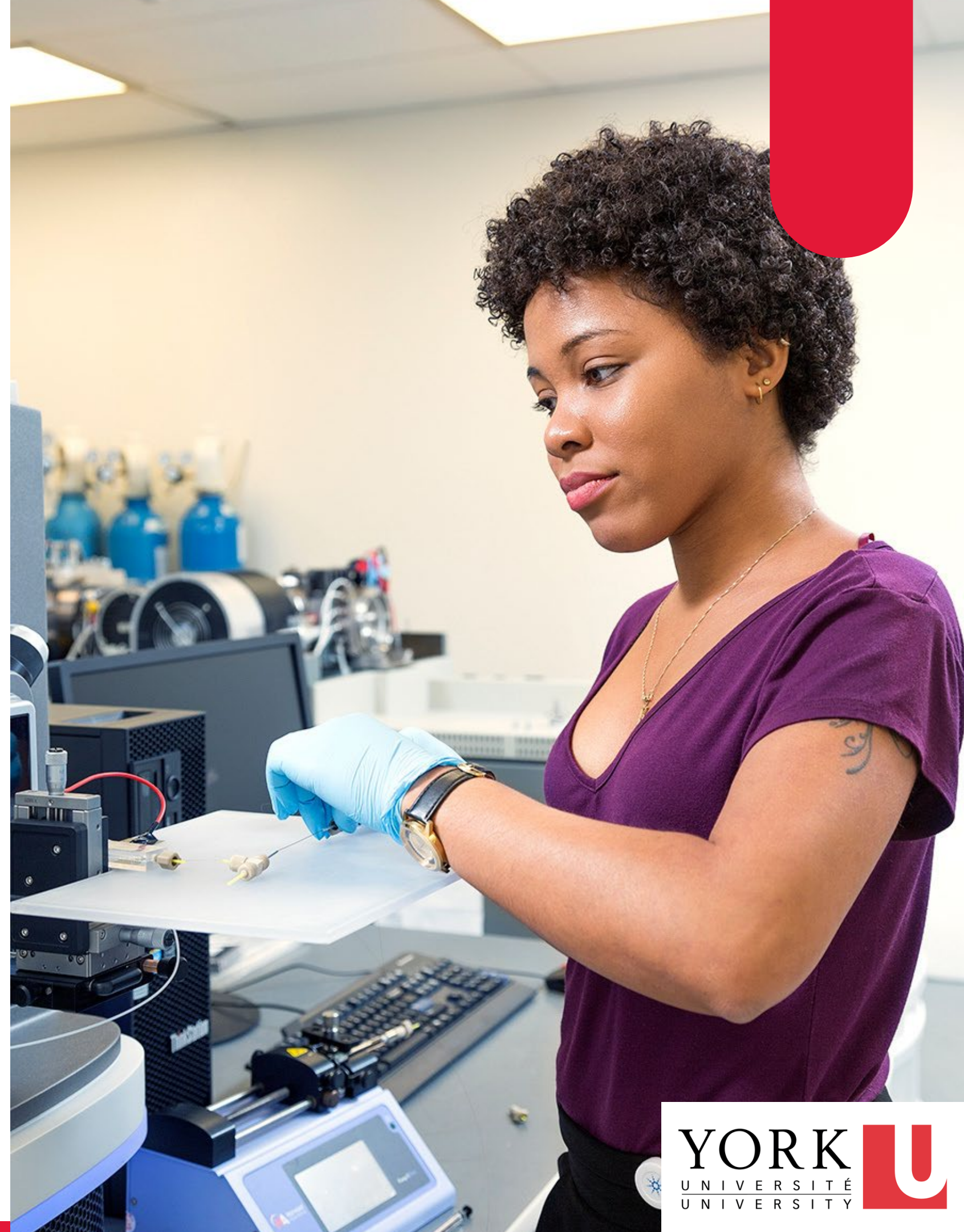


## Other documents

- Medical exam – if required, it is highly recommended to complete this upfront
- Valid passport (check the expiry date, try to ensure you have at least 4 years remaining before expiry)
- Visa photo
- Biometrics
  - 14 years old and up
  - Not required if completed in the last 10 years
  - Pay the \$85 fee with your application and instructions to complete biometrics will follow
- 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.



# 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](#)

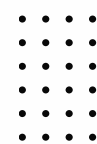


## Step 3: Answer the questions and upload your documents

Save copies of everything for your records



## Step 4: Submit and pay the fees





MENU

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?**

### 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.

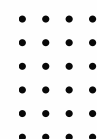
[Sign in with Sign-In Partner](#)

[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

Choose this option

## 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

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

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



# Provincial Attestation Letter

## Find out if you're eligible to apply

Do you meet an exception from submitting a provincial/territorial attestation letter? (required) ?

No

## Find out if you're eligible to apply

If you do not meet an exception, have you been issued a provincial/territorial attestation letter from a provincial or territorial authority?

(required) ?

Yes

## Find out if you're eligible to apply

Which province or territory is your provincial attestation letter from? ?

Province/Territory (required)

Ontario

## Find out if you're eligible to apply

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

Yes

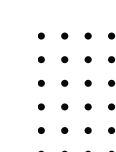
## Find out if you're eligible to apply

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

Yes

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

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

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.

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

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

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

You only need to give biometrics once every 10 years. If you are unsure, Use the [Check Status Tool](#)

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



## Find out if you're eligible to apply

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

## Find out if you're eligible to apply

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 ▼

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](#)

Filter items  Showing 1 to 10 of 284 entries | Show  entries

Country/Territory <span>↑↓</span>	Immigration Medical Exam (IME) required <span>↑↓</span>	Medical Office <span>↑↓</span>
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



# Sample Document Checklist

## Application Form(s)

### Application Form(s)

Details	Document name	Instructions	Options
Not provided	Application for Study Permit Made Outside of Canada (IMM1294) (required)	?	Upload file

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

## Supporting documents

### Supporting documents

Details	Document name	Instructions	Options
Not provided	Letter of Acceptance or Letter of Enrollment / Registration (required)	?	Upload file
Not provided	Passport (required)	?	Upload file
Not provided	Provincial Attestation Letter/Territorial Attestation Letter (required)	?	Upload file
Not provided	Proof of Means of Financial Support (required)	?	Upload file
Not provided	Digital photo (required)	?	Upload file
Not provided	Family Information (IMM5645) (required)	?	Upload file
Not provided	Evidence of Work Reqmnt Study: Evidence of Work Requirement in Study (required)	?	Upload file
Not provided	Proof of upfront medical exam (required)	?	Upload file

**Include an introductory letter since this section will have many documents and Acceptance/VISA letter**

**Upload your Passport**

**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

Most students require this form.

### Optional documents

Details	Document name	Instructions	Options
Not provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	Upload file
Not provided	Client Information	?	Upload file

Space to upload a cover letter/explanation letter and/or supporting documents

## Fees

### Fees

Application	Quantity	Price (CAD) per unit	Total (CAD)
Study Permit	1	\$150	\$150

Fees for the application for study permit

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**



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.

**How 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)**

I, \_\_\_\_\_, 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



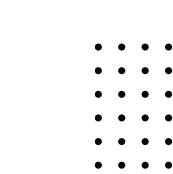
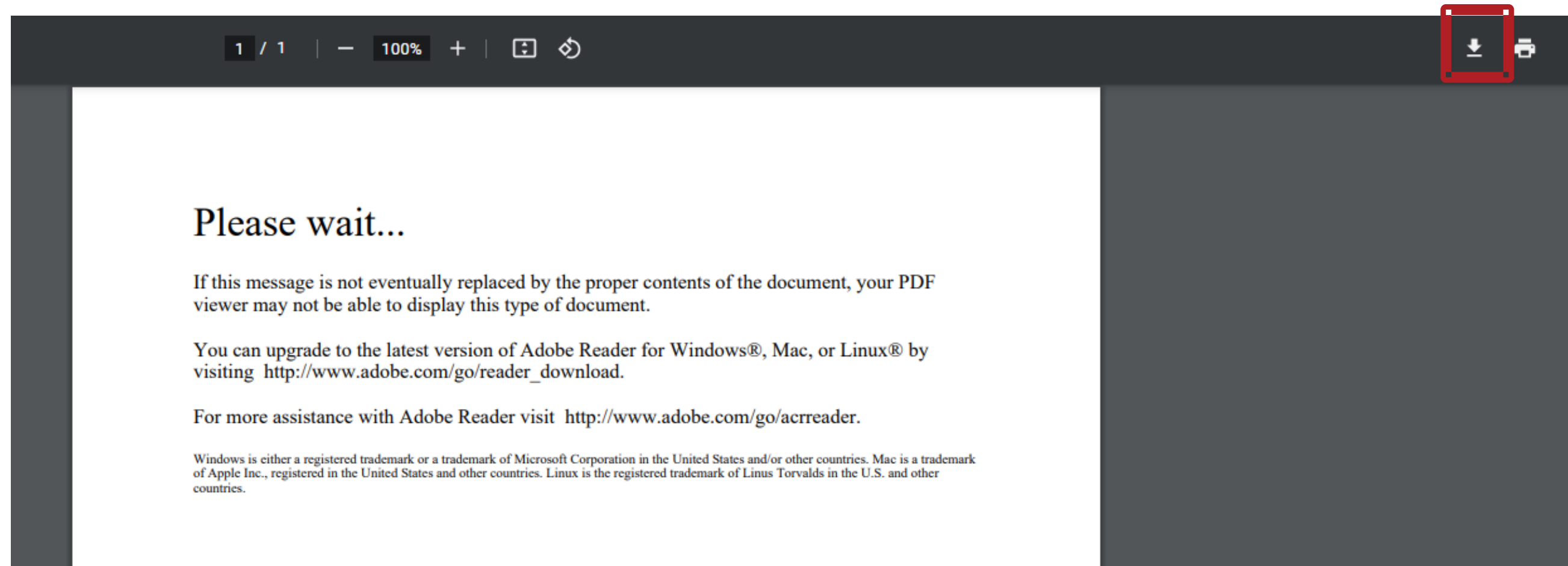


# Download current form(s)

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.





# IMM1294e



See letter of acceptance

## 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 St, North York, ON M3J 1P3		

**2** \*a) Designated Learning Institution # (O#)  
019361109242

b) My Student ID # is:  
Enter York Reference #

**3** Duration of expected study

*From 2025-09-02 YYYY-MM-DD	*To 2029-07-31 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

**7** If you have been issued a Provincial Attestation Letter (PAL)/Territorial Attestation Letter (TAL), provide the:

Document Number	Expiry Date (YYYY-MM-DD)

**8** If you have been issued a Quebec Acceptance Certificate (CAQ), provide the:

Certificate Number	Expiry Date (YYYY-MM-DD)

If you are less than 17 years of age, you must fill out the Custodian Declaration (IMM 5646) form.

See letter of acceptance

Input the information on your Provincial Attestation Letter and its expiration date.

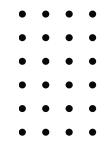
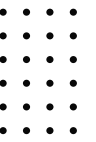
Must **match** the total amount of funds you are showing as proof  
• e.g. If you have a combination of \$20,000 in your bank account, \$500 from a scholarship and \$53,000 from your parents, you would indicate \$73,500





<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.		

**You must answer the background questions truthfully and provide an explanation for any "yes" answers.**



# COMMON REFUSAL REASONS



# Unclear and/or insufficient financial documents

Write a cover letter that includes:

- 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
- *Example: The funds required for me to study and live in Canada are approximately\_\_\_\_\_. This amount is based on an estimated cost of tuition for one year \_\_\_\_\_ as indicated in my letter of acceptance and \_\_\_\_\_ 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
  - *Example:*
    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 office instruction](#) guide for specific financial documentation that is required.





## Not satisfied you will leave at the end of your stay

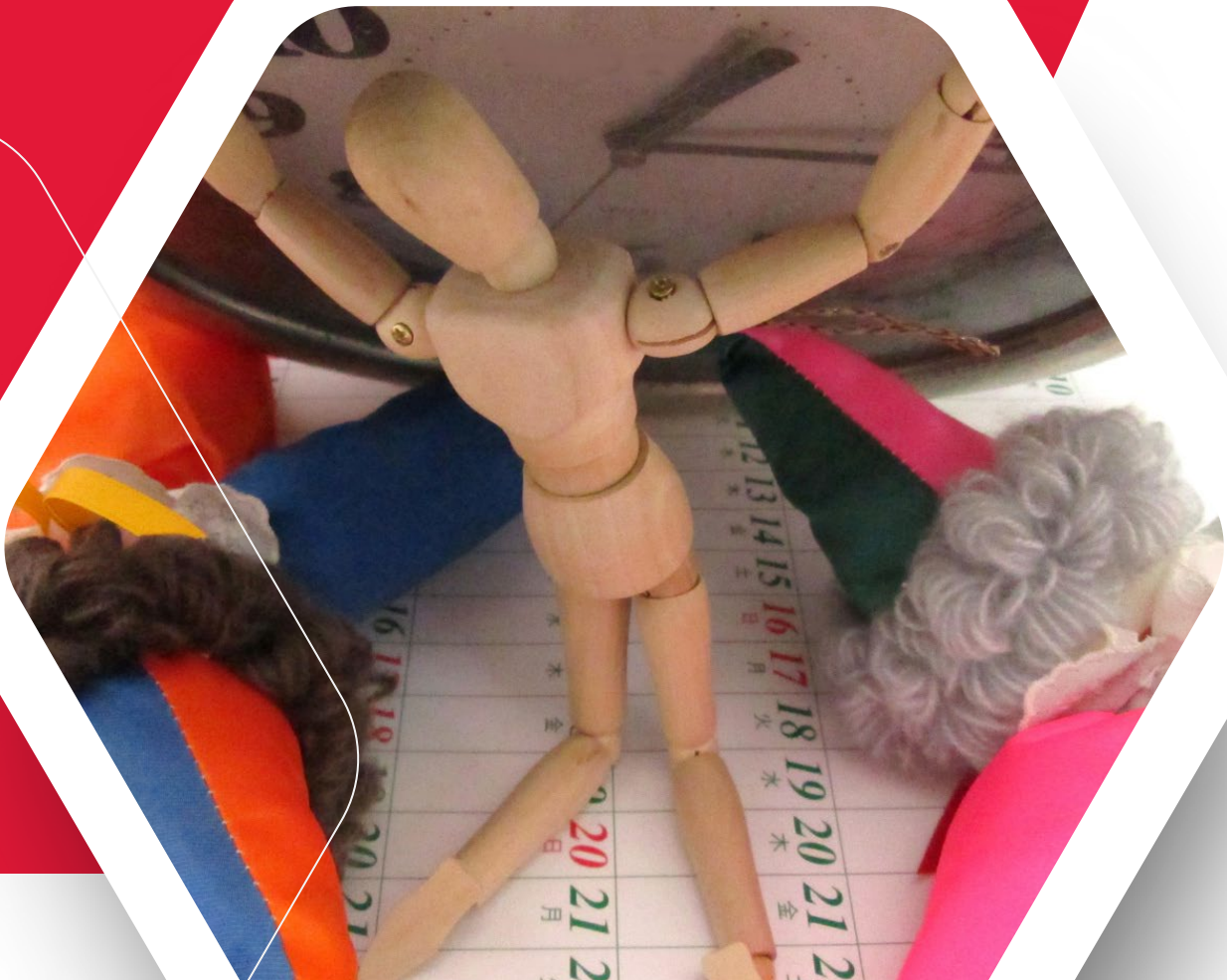
- What aspects of your life bind you to your home country?
- Why would you want to or need to return home after your stay in Canada?
- Do you have family, family obligations, social relationships at home? (Sworn affidavits can help)
- Do you have an existing business or employment you will return to? 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)



## Unreasonable studies

### How to prove that you are a 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)?



## What should I do if I receive a refusal?

## How to prove that you are a genuine student?

- Should you receive a refusal, please **connect with an international student advisor**.
- We will need to see your **refusal letter** and **GCMS notes** to provide advice on next steps.
- 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.





# CONTACT INFORMATION





# 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.



[Visit YI for information and guides to help you.](#)



Check YI immigration resource page for application guides



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

Always include your student number in all communications with York