

FAQs- Study Permit Application

I am attending the Summer Academic English Program at U of T Scarborough, what is next?

To study at the University of Toronto (U of T), you need a valid study permit. You can start your program of study at U of T with your valid high school study permit. Students transitioning from high school to post-secondary institution (University) do not need to change their high school study permit to post-secondary study permit before starting their study program at the university.

You MUST NOT let your study permit expire. You may apply to extend your study permit yourself or you can get assistance from the U of T Scarborough International Student Centre - utsc.utoronto.ca/utscinternational/contact

You must have your valid study permit by **July 2, 2020** - the first day of the Academic English program. If you do not think that you will have your study permit by that date, contact the University of Toronto Scarborough Admissions & Student Recruitment or e-mail utsc.academicenglish@utoronto.ca

How do I apply for my study permit?

For faster processing time and convenience, **apply online**. The online procedure starts with the creation of your IRCC account followed by a questionnaire (15 to 20 questions) and step-by-step instructions to get you to the application package and online submission page. Please visit: <https://www.canada.ca/en/services/immigration-citizenship.html>

Applying from Inside Canada (Recommended)

If you are currently in Canada and have a valid high school study permit that is valid for at least 6 months, you can start your study at U of T Scarborough with it. If your high school study permit is going to expire in the next 3 months, you can begin your study at U of T Scarborough with it and apply to extend (renew) it immediately. It is recommended that you apply online to [extend \(renew\) your study permit inside Canada](#) as soon as you receive your offer of admission to U of T. In this case, you have to stay inside Canada and wait till the extended study permit is sent to your Canadian mailing address.

This is the best method for students who do not have immediate plans to travel out of Canada while their applications are in process. Please note that processing times for study permit application vary and may take up to 3 months (subject to change).

Applying from Outside Canada

If you have immediate plans to travel and cannot wait inside Canada for your application to be processed, you have to apply **online** for a [new study permit](#) in your home country (country of citizenship). Processing time varies from 1 to 3 months based on the country of citizenship. Please plan ahead to submit your application on time.

Do I also need to apply for a Temporary Resident Visa (TRV) or electronic Travel Authorization (e-TA)?

A TRV or an eTA is different from a study permit. A Study permit is required to stay in Canada while a TRV and an ETA are used to enter Canada. **A valid TRV or eTA is not needed when you are in Canada. But it is required when you are traveling to Canada.**

Depending on your [country of citizenship](#), you need either a visa or an eTA to travel to Canada in addition to a valid study permit.

Inside Canada

If you apply for extension of the study permit inside Canada, you may apply for a [TRV](#) or an [e-TA](#) once you receive your study permit. A TRV or an e-TA will not be issued along with the study permit. You have to apply for it separately.

You have the option to apply **online** for a TRV or an eTA inside Canada or from your home country once you receive a valid study permit.

Outside Canada

When you apply for a study permit outside Canada, you do not need to apply separately for a TRV or eTA. You will be issued a TRV or eTA and a letter of introduction confirming the approval of your study permit. Your study permit will be issued at the Port of Entry (POE) on arrival to Canada.

What is the processing time?

Apply early. Check the application processing times on the Citizenship and Immigration Canada (CIC) website: <http://www.cic.gc.ca/english/information/times/temp/students.asp>

Do I need an agent to apply for my study permit?

No. All the forms and information that you need to apply for a study permit are available for **free** on CIC website. You can complete the application form and submit it on your own.

Visa offices treat applicants equally, whether they use a representative/agent or not. If you decide to use a paid agent/representative, **be careful whom you ask for advice.**

For more information on who can represent you, please visit:
<http://www.cic.gc.ca/english/information/representative/rep-who.asp>

How can the Visa Application Center (VAC) help with my study permit application outside of Canada?

You can apply for your study permit yourself or via Visa Application Centers (VAC) outside Canada. To find the closest VAC to your hometown, please visit: <http://www.vfsglobal.ca/Canada/>

VACs can:

- provide information on application forms, process and fees in local languages
- make sure that applications are complete
- transmit application documents and passports to the visa office
- return passport and decision documents securely
- offer an online tracking service
- schedule interviews and provide application photographs and photocopies for a fee
- provide access to a computer to apply online at VAC computer stations

VACs do not:

- play a role in the decision making process
- provide any visa-related advice to the applicants

All decisions on applications are made by visa officers at the visa office. VACs also do not represent the Government of Canada.

What documents are required to apply for study permit?

The required forms and documents are listed on the Citizenship and Immigration Canada (CIC) website: <http://www.cic.gc.ca/english/study/study.asp>

Additional information or documents

In addition to the documents listed on CIC, you may have to provide other information/documents (such as General Education and Employment form, family information) depending on your country of citizenship.

Check the website of the visa office or VAC responsible for your country for local requirements. <http://www.cic.gc.ca/english/information/offices/index.asp>

Application tips:

-Valid passport

If your passport is expiring soon, renew it at least 6 months prior to applying for your study permit.

-Proof of means of financial support

You'll need to show you can cover the cost of one year in Canada including school tuition plus CAD\$10,000 (for living expenses) by submitting a bank statement, savings account passbook, bank draft, or other proof that indicates you or your parents have sufficient funds.

Biometrics:

In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada? If not, you are required to give this; Please visit

<https://www.canada.ca/en/immigration-refugees-citizenship/campaigns/biometrics/facts.html>

-Medical Exam

Students, who have been in Canada for more than 6 months within the past 12 months at the time of the application, do not have to undergo a medical exam.

Those who have undergone a medical exam within the past 12 months by a CIC-designated doctor will be requested to provide a receipt or a letter of explanation (if the receipt is lost).

Check if you need a medical exam in advance:

<http://www.cic.gc.ca/english/information/medical/medexams-temp.asp>

- Proof of custodianship (if applicable)*

Notarized custodian declaration forms signed by parents and a custodian in Canada.

*Who is a Custodian?

Students **younger than 17 years of age** who come to Canada to study and who are not accompanied by a parent or legal guardian must be cared for by a responsible adult in Canada. This person is known as a custodian and must be a Canadian citizen or permanent resident of at least 19 years of age.

In some cases, a custodian **may** also be required for students **between 17 and 18 years of age**. This will be at the discretion of the visa officer. If you need one, a visa officer will contact you.

Legal arrangements must be made to give the custodian in Canada permission to act in place of a parent. Please see the "Studying in Canada - Minors" page for more information and required forms: <http://www.cic.gc.ca/EnGLish/study/study-minors.asp>

No UTSC staff member or department may be your custodian.

It is your responsibility to find a custodian who can be an extended family member, family friend or business associate living in Ontario. Alternatively, there are companies that provide such services for a fee.

This document is prepared by Joseph Unufegan (RCIC#: 508924), the International Immigration Student Advisor, at U of T Scarborough. This information may change without notice. This document was last updated on February 25, 2020. Please refer to www.cic.gc.ca for the most updated information.