



# INTERNATIONAL STUDENT CENTRE

## FAQs-Study Permit Application: Inside Canada

Before you start, please read which one of the following scenarios meet your situation?

If you are in Canada with a valid study permit	You can apply for study permit extension inside Canada before <b>it expires</b> .
If you have applied for study permit extension, or will apply soon,	It is recommended to stay in Canada till you receive the new study permit (and visa if applicable).
If your current study permit (and visa if applicable) expire after your program starts,	You may return to Canada at least one month before the expiry date and apply for study permit extension.
If you have to leave Canada and apply from your home country,	Please check the application <a href="#">processing times</a> for your country and refer to the outside-Canada tip sheet

### **I am attending the Academic English Program inside Canada, what is next?**

To study in Canada and at the University of Toronto (U of T), you need a valid study permit. You can start the program with a **valid** study permit or with maintained status (if you have submitted your application to extend your 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 program at the University. However, they have to extend their study permit before their current permit expires.

**You MUST NOT let your study permit expire.** You can apply to extend your study permit yourself and get assistance from the U of T Scarborough [International Student Centre](#).

You are expected to have a **valid study permit** or **an application for study permit extension in process** by **July 4th, 2023** - the first day of the Academic English program. If you can't meet this requirement, contact the U of T Scarborough Admissions & Student Recruitment Office or e-mail [utsc.academicenglish@utoronto.ca](mailto:utsc.academicenglish@utoronto.ca)

## How do I apply for my study permit?

### Applying from Inside Canada (Highly Recommended)

You have to **apply [online](#)** to **[extend your study permit](#)** before your high school study permit expires or as soon as you receive the offer of acceptance to the Academic English Program.

The online procedure starts with the creation of an IRCC account (or login if you already have an 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.

Once your application is approved, you will receive a notification of the approval in your IRCC account and the extended study permit will be sent to your Canadian mailing address.

**This is the best option for students who wants to stay in Canada in summer while studying and do not have plans to travel out of Canada while their application is in process.**

### 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/residence) and wait till your application is approved. When your application is approved, you will receive a Letter of Introduction. Your study permit will be issued at the border when you arrive in Canada.

**IRCC's average processing time takes minimum 10 weeks and varies from country to country, 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) in addition to the study permit?

A TRV or an eTA is different from a study permit. A Study permit is required to stay in Canada as a student, while a TRV and an ETA are travel documents used to enter Canada.

Please use this [self-assessment tool](#) to determine if you need 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](#)** once you receive your study permit. A TRV will not be issued along with the study permit. You have to apply for it separately. However, if you need an eTA, it is **automatically issued with the renewal of your study permit**.

### Outside Canada

When you apply for a study permit outside Canada, you do not need to apply separately for a TRV or an eTA. Depending on your country of citizenship, the visa officer will issue a TRV or e-TA along with your study permit.

## How early should I apply and what is the processing time?

Please click [here](#) for IRCC's average processing time. We always recommend students to apply early to avoid processing delays.

## What documents are required to apply for a study permit?

The required forms and documents are listed on IRCC [website](#). The main documents to apply for a study permit include **offer of acceptance**, **proof of financial means**, **copy of passport** and **digital photo**.

### Additional Documents

In addition to the documents listed on IRCC website, you may have to provide other information or documents (such as General Education and Employment form, family information) under the supporting documents section, depending on your country of citizenship.

## Application tips:

### -Valid passport

If your passport is expiring soon, renew it first prior to applying for your study permit.

### -Proof of means of financial support

You'll need to show you or your parents have sufficient funds to cover at least **one year of tuition fees plus \$10,000 for living expenses**, by submitting bank statements, savings account passbook, bank draft, or other documents such as employment letters or proof of income from parents (if necessary).

### -Medical Exam

Check if you need a medical exam for your study permit application:

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

Students from [designated countries](#), who has been in Canada for more than 6 months in the last year, don't have to complete a medical exam. If you require a medical exam, either complete an upfront medical exam before you submit your application (for faster processing) or wait for instructions from the visa office after you submit your application. Your own doctor cannot perform the medical exam. You must see a doctor on the list of [panel physicians](#).

### -Biometrics:

In the past 10 years, if you have not given your fingerprints and photo (biometrics) for an application to come to Canada, you are required to give your biometrics after you receive the biometrics request

letter. For more information, please visit:

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

### **- 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.

### **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 IRCC website. You can complete the application form and submit it online on your own.

IRCC treats 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>

*Disclaimer: This document was developed by a Regulated Canadian Immigration Consultant (RCIC) as per Immigration and Refugee Protection Act and its Regulations. This guide is not a legal document and the information contained may change without notice in accordance with IRCC's policies. Students, using this guide, are entirely responsible for ensuring they are following all IRCC regulations and remain responsible for checking the source website (IRCC) for any up-to-date information. Please refer to [www.cic.gc.ca](http://www.cic.gc.ca) for the most updated information.*