



INTERNATIONAL STUDENT CENTRE

FAQs-Study Permit Application: Outside Canada

*Please note if you have a valid high school study permit (& visa if applicable) and you are either in Canada or you are planning to return prior to the expiry date of your documents to extend your permit inside Canada, please check the in-Canada tip sheet.

I am attending the Academic English Program, what is next?

To study in Canada at the University of Toronto (U of T), generally you need to have a valid study permit for **post-secondary institution (University)**.

When you are admitted to U of T, **you must apply for your study permit from your home country** as soon as you receive the offer of acceptance form the Academic English Program. You cannot travel to Canada before your application is approved.

You are expected to have a valid study permit and to be in Canada 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.

How do I apply for my study permit?

You have to apply **online** for a **new study permit** in your home country (country of citizenship/residence). **IRCC's average processing time takes minimum 10 weeks and varies from country to country, please plan ahead to submit your application on time.**

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.

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.

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.

When you apply for a study permit outside Canada, you do not need to apply separately for a TRV or an e-TA. 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 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/documents (such as General Education and Employment form, family information) depending on your country of citizenship in your IRCC account.

You may also 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 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 your 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 (in 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>

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:

- 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.

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.

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 for the most updated information.