

Western International

Study Permit Application and What You Need to Know as an International Student

Presented by:
Chanra Cragg, RISIA
Sandra Pehilj, RCIC
International Student Advisor



LAND ACKNOWLEDGEMENT

Western University is located on the traditional lands of the Anishinaabek (Ah-nish-in-a-bek), Haudenosaunee (Ho-den-no-show-nee), Lūnaapéewak (Len-ahpay-wuk) and Chonnonton (Chun-ongk-ton) peoples.

These lands are connected with the London Township and Sombra Treaties of 1796 and the Dish with One Spoon Covenant Wampum.



International Student Orientation- *Save the Date!*

Western International's hybrid orientation program for all new international students will include:

- **Welcome Centre** (August 25- Sept 5)
 - *Your first stop on campus!*
- **Webinars for new students** throughout September to ensure you start strong in your first term
- **In-person social events** to help you connect with new friends and begin to build your network in Canada.



Be sure to check your email this summer for more details!

AGENDA

- Provincial attestation letter (PAL)
- Outside of Canada Applications
- In-Canada Applications (study permit extensions)
- Changing Designated Learning Institutions (DLI)
- Your responsibilities as a study permit holder
- Working in Canada

Note: This presentation contains accurate information as of the date indicated. For the most up-to-date information on visas and permits, visit [Immigration, Refugees and Citizenship Canada \(IRCC\)](#).

PROVINCIAL ATTESTATION LETTER (PAL)

The Canadian government now requires most new international undergraduate and graduate students to submit a **provincial attestation letter (PAL)** as part of the study permit process.

- Unless you meet one of the exceptions, you must submit a PAL **with** your application.
- Your PAL must be **valid** when you apply. You can't use a PAL that was issued during a previous study permit cap year.
- If your application was refused, you must get a **new** PAL before you reapply.

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/get-documents/provincial-attestation-letter.html>

WHO NEEDS A PAL AND WHO DOESN'T?

Who needs a PAL?

- Undergraduate students
- Graduate students
- Graduate diploma and certificate students
- Visiting students studying at Western for six months or longer

Who is exempt from needing a PAL?

- Exchange students studying under an exchange arrangement between their home institution and Western
- Student permit extensions at the same Designated Learning Institution (DLI) and level of study as their current study permit in Canada

Note: If you are transferring from a different DLI (high school or another post-secondary institution) or changing to a different level of study you may require a PAL and new Study Permit application.

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/get-documents/provincial-attestation-letter.html>

HOW TO GET A PAL

Future Undergraduate Students

1. Accept your offer of admission to an undergraduate program at Western.
2. Pay [your tuition deposit](#).
3. Complete the PAL request form available in the [Choose Western offer portal](#).

Once we receive confirmation that you have completed these steps, we will begin the process of issuing you a PAL.

Future Graduate Students

1. Accept your offer of admission.
2. Pay your \$2,000 tuition deposit (Master's programs only).
3. Complete the PAL request form via the [Graduate Student Web Services Portal](#).

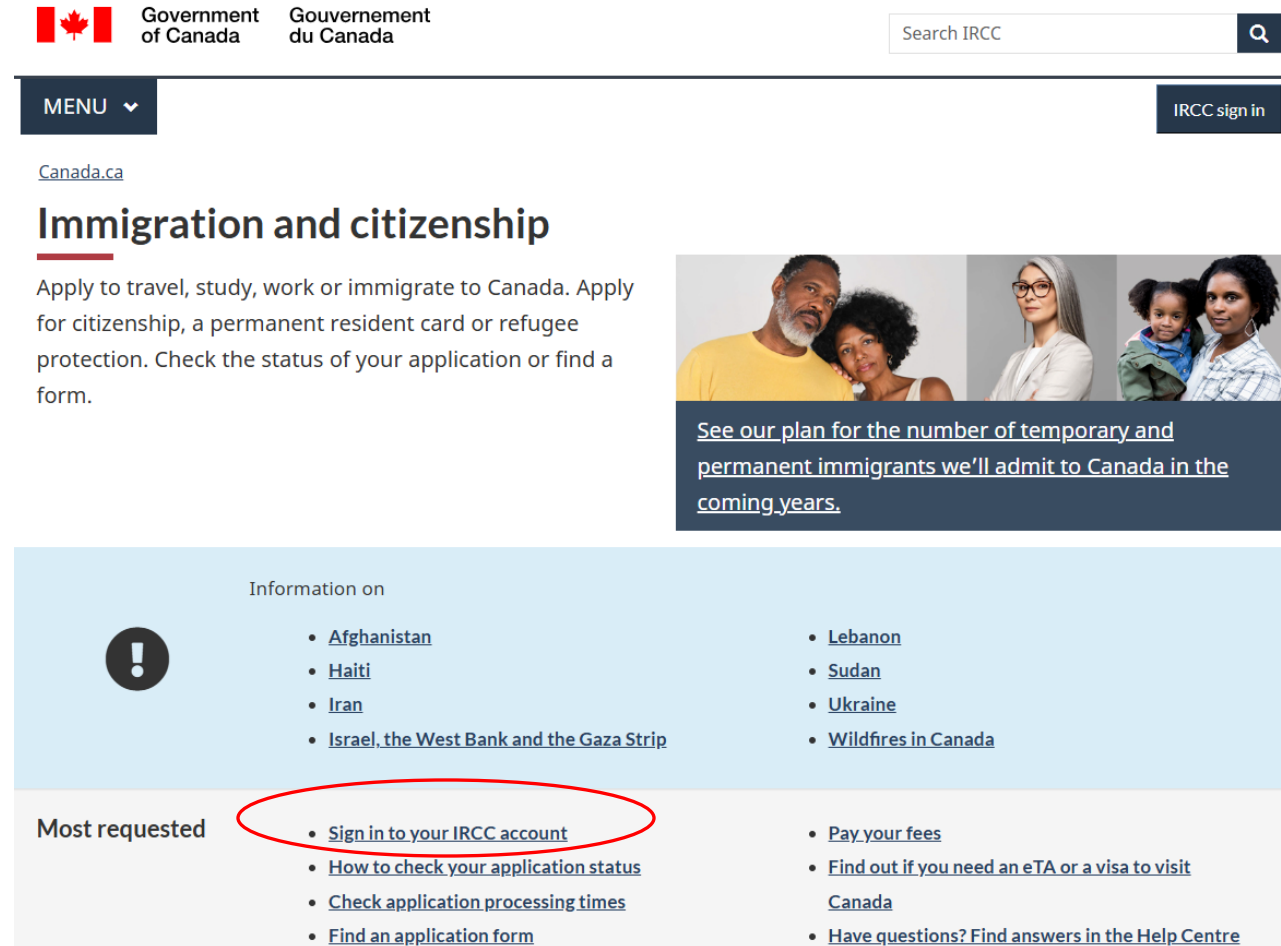
[Learn More about PALs for future graduate students.](#)

OUTSIDE OF CANADA APPLICATIONS

- International students should apply for a **Study Permit** as soon as they receive an acceptance letter and a PAL (if required).
- The study permit is a document issued by IRCC that allows foreign nationals to study at designated learning institutions (DLI) in Canada. Most foreign nationals need a study permit to study in Canada. Make sure you have all the documents you need before you apply. You should apply **before you travel to Canada**.
- **Your study permit is not a visa.** It doesn't let you enter Canada. You may also need a visitor visa or an electronic travel authorization (eTA). If IRCC approves your study permit, they will issue one to you with your study permit.

APPLY FOR A STUDY PERMIT

Step 1:
Go to ircc.canada.ca



The screenshot shows the IRCC website homepage. At the top, there is a navigation bar with the Canadian flag, the text "Government of Canada" and "Gouvernement du Canada", a search bar labeled "Search IRCC", and an "IRCC sign in" button. Below the navigation bar is a "MENU" dropdown. The main content area features the heading "Immigration and citizenship" with a sub-heading "Canada.ca". The text below the heading reads: "Apply to travel, study, work or immigrate to Canada. Apply for citizenship, a permanent resident card or refugee protection. Check the status of your application or find a form." To the right of this text is a photograph of a diverse group of people. Below the photograph is a dark blue box with white text: "See our plan for the number of temporary and permanent immigrants we'll admit to Canada in the coming years." Below this is a light blue section titled "Information on" with a warning icon. It contains two columns of links: "Afghanistan", "Haiti", "Iran", "Israel, the West Bank and the Gaza Strip", "Lebanon", "Sudan", "Ukraine", and "Wildfires in Canada". Below this is a "Most requested" section with two columns of links: "Sign in to your IRCC account" (circled in red), "How to check your application status", "Check application processing times", "Find an application form", "Pay your fees", "Find out if you need an eTA or a visa to visit Canada", and "Have questions? Find answers in the Help Centre".

Government of Canada / Gouvernement du Canada

Search IRCC

IRCC sign in

MENU

Canada.ca

Immigration and citizenship

Apply to travel, study, work or immigrate to Canada. Apply for citizenship, a permanent resident card or refugee protection. Check the status of your application or find a form.

See our plan for the number of temporary and permanent immigrants we'll admit to Canada in the coming years.

Information on

- [Afghanistan](#)
- [Haiti](#)
- [Iran](#)
- [Israel, the West Bank and the Gaza Strip](#)
- [Lebanon](#)
- [Sudan](#)
- [Ukraine](#)
- [Wildfires in Canada](#)

Most requested

- [Sign in to your IRCC account](#)
- [How to check your application status](#)
- [Check application processing times](#)
- [Find an application form](#)
- [Pay your fees](#)
- [Find out if you need an eTA or a visa to visit Canada](#)
- [Have questions? Find answers in the Help Centre](#)

APPLY FOR A STUDY PERMIT

Step 2:
Select the right account -
IRCC Secure Account
(GC Key or Sign-In Partner)

[Sign in to your existing account](#)

You don't have an account

We have many accounts you could sign in to.

To get to the right account sign-in page, tell us what your application is for.

Visitor visa

Express Entry

Study permit


Work permit (including post-graduation, IEC and extensions)


Another application (study extension, immigration, citizenship and more)

APPLY FOR A STUDY PERMIT

Step 3:
Sign in or Create an account

Sign in


 **GCKey username and password**

 **Canadian *Interac*® Sign-In Partner**

▶ Not sure how to sign in?

or

Create an account

 **Register for an account**

APPLY FOR A STUDY PERMIT

Step 4: Start an application

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.

Personal Reference Code

If you have already completed the Come to Canada or the Express Entry wizard, you would have received a document checklist and/or a personal reference 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 apply for a visa and/or permit, apply 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 personal reference code, as the system will save your document 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)

APPLY FOR A STUDY PERMIT

Step 5: Determine your eligibility

Find out if you're eligible to apply

What would you like to do in Canada? *(required)* ?

Please make a selection

How long are you planning to stay in Canada? *(required)*

Please make a selection

Select the code that matches the one on your passport. *(required)* ?

Please make a selection

What is your current country/territory of residence? If you are presently in Canada, you should select Canada. *(required)*

?

Please make a selection

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? *(required)*

Please make a selection

What is your date of birth? *(required)* ?

Select year

Select month

Select day


Save and Exit Questionnaire


Next

PAL REQUIREMENT

Step 5: Determine your eligibility

Do you have a provincial or territorial attestation letter or meet an exception from submitting a provincial or territorial attestation letter?

(required) 

Please make a selection 

Please make a selection

Yes, I have a provincial or territorial attestation letter

Yes, I meet an exception from submitting a provincial or territorial attestation letter

Next 

APPLY FOR A STUDY PERMIT


Step 6: Continue with your study permit application

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 

APPLY FOR A STUDY PERMIT

Step 7: Upload required documents and submit application (document checklist is personalized based on answers)

Application Form(s)

Application for Study Permit Made Outside of Canada (IMM1294)

(Opens a new window)

Supporting documents

Letter of Acceptance or Letter of Enrollment / Registration ?

Passport ?

General Education and Employment Form ?

Provincial or Territorial Attestation Letter (PAL or TAL) ?

Proof of Means of Financial Support ?

Digital photo ?

Family Information (IMM5645) ?

Fees

Fees

Application	Quantity	Price (CAD) per unit	Total (CAD)
Study Permit	1	\$150.00	\$150.00
Biometrics Fee	1	\$85.00	\$85.00

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) \$235.00

STUDY PERMIT APPLICATION DOCUMENTS

Acceptance letter

- Issued by Western University
- **Conditional acceptance and prerequisite courses**
 - If you've been conditionally accepted, this means you need to take prerequisite courses. For example, these might be English as a second language courses. You must complete these before you can start your main study program.
 - If this is the case, IRCC will only issue your study permit for the length of those courses plus 1 year. Once you're accepted into your main program, **you'll need to apply for a new student permit to extend your stay as a student.**
- **Provincial Attestation Letter (PAL), [if applicable*](#)**

Financial resources

- You must prove that you can support yourself, and the family members who come with you, while you are in Canada.
- **Required amount** is tuition fee plus **\$20,635** minimum for living expenses for one person.
- **You can prove your funds with**
 - proof of a Canadian bank account in your name, if you've transferred money to Canada
 - Guaranteed Investment Certificate (GIC) from a participating Canadian financial institution
 - your bank statements for the past 4 months
 - a bank draft that can be converted to Canadian dollars
 - a letter from the person or school giving you money or
 - proof of funding paid from within Canada

Biometrics, Medical and other requirements

- **Biometrics**-Normally, you need to give biometrics **once every 10 years** if you apply for a study permit (excluding US nationals)
- **Medical Exam** may be required in some circumstances.
- Check the [visa office instructions](#) for your country or region for local requirements.

LETTER OF INTRODUCTION

 Citizenship and Immigration Canada / Citoyenneté et Immigration Canada

June 09, 2016

Unique Client Identifier: [Your Universal Client ID]



[Your Name]
[Your Address]

Application Number: [Your Application Number]



Dear [Your Name],

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

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 2018/03 /21 (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>

STUDY PERMIT

- Authorizes you to study and stay in Canada
- May include specific conditions that may authorize you to work on- and/or off-campus
- Usually valid for the period of your academic program plus 90 days.
- **Review the information on the permit before you leave the border officer**
- If you need to study longer, you can apply for an extension of your Study Permit from within Canada.

Canada Citizenship and Immigration Canada / Citoyenneté et Immigration Canada

PROTECTED WHEN COMPLETED / PROTÉGÉ LORSQU'IL EST REMPLI - B

CANADA

SCARBOROUGH ON CANADA

Application/Demande: S

UCI/IUC:

STUDY PERMIT/PERMIS D'ÉTUDES

CLIENT INFORMATION/INFORMATION DU CLIENT

Family Name/Nom de famille:
Given Name(s)/Prénom(s):
Date of Birth/Date de naissance: (yyyy/mm/dd - aaaa/mm/aa)
Sex/Sexe: FEMALE
Country of Birth/Pays de naissance: CHINA, PEOPLE'S REPUBLIC OF
Country of Citizenship/Citoyen de: CHINA, PEOPLE'S REPUBLIC OF
Travel Doc No./N° du document de voyage: PASSPORT

ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE

Date Issued/Déjà délivré le: 2013/05/07 (yyyy/mm/dd - aaaa/mm/aa)
Expiry Date/Date d'expiration: 2017/07/30 (yyyy/mm/dd - aaaa/mm/aa)
Case Type/Genre de cas: 30
Institution Name/Nom de l'institution: OTHER UNIVERSITY ONT.
Field of Study/Domaine d'études: ANY POST SECONDARY
In Force From/En vigueur le: 2013/05/07 (yyyy/mm/dd - aaaa/mm/aa)

Conditions:

1. MAY ACCEPT EMPLOYMENT ON THE CAMPUS OF THE INSTITUTION AT WHICH REGISTERED IN FULL-TIME STUDIES.
2. MUST LEAVE CANADA BY

Remarks/Observations:

THIS DOES NOT AUTHORIZE RE-ENTRY/CECI N'AUTORISE PAS LA RÉ-ENTRÉE

THIS FORM HAS BEEN ESTABLISHED BY THE MINISTER OF CITIZENSHIP AND IMMIGRATION - THIS DOCUMENT IS THE PROPERTY OF THE GOVERNMENT OF CANADA
FORMULAIRE ÉTABLI PAR LE MINISTRE DE LA CITOYENNETÉ ET DE L'IMMIGRATION - LE PRÉSENT DOCUMENT EST LA PROPRIÉTÉ DU GOUVERNEMENT DU CANADA

FORM 1402S (06-2012)

Canada

TEMPORARY RESIDENT VISA (TRV) AND ETA

Temporary Resident Visa (TRV)

- Most people need a valid temporary resident visa (TRV) in their passport in order to travel to and re-enter Canada.
- TRV usually expires on the same date as your study permit expires.
- You can apply for a new TRV from within Canada AFTER you extend your study permit.

Electronic Travel Authorization (ETA)

- Issued to citizens of visa-exempt countries
- Is required to travel to and re-enter Canada
- Valid for up to 5 years

Note: U.S. citizens and lawful permanent residents of the US do not require TRVs or eTAs.



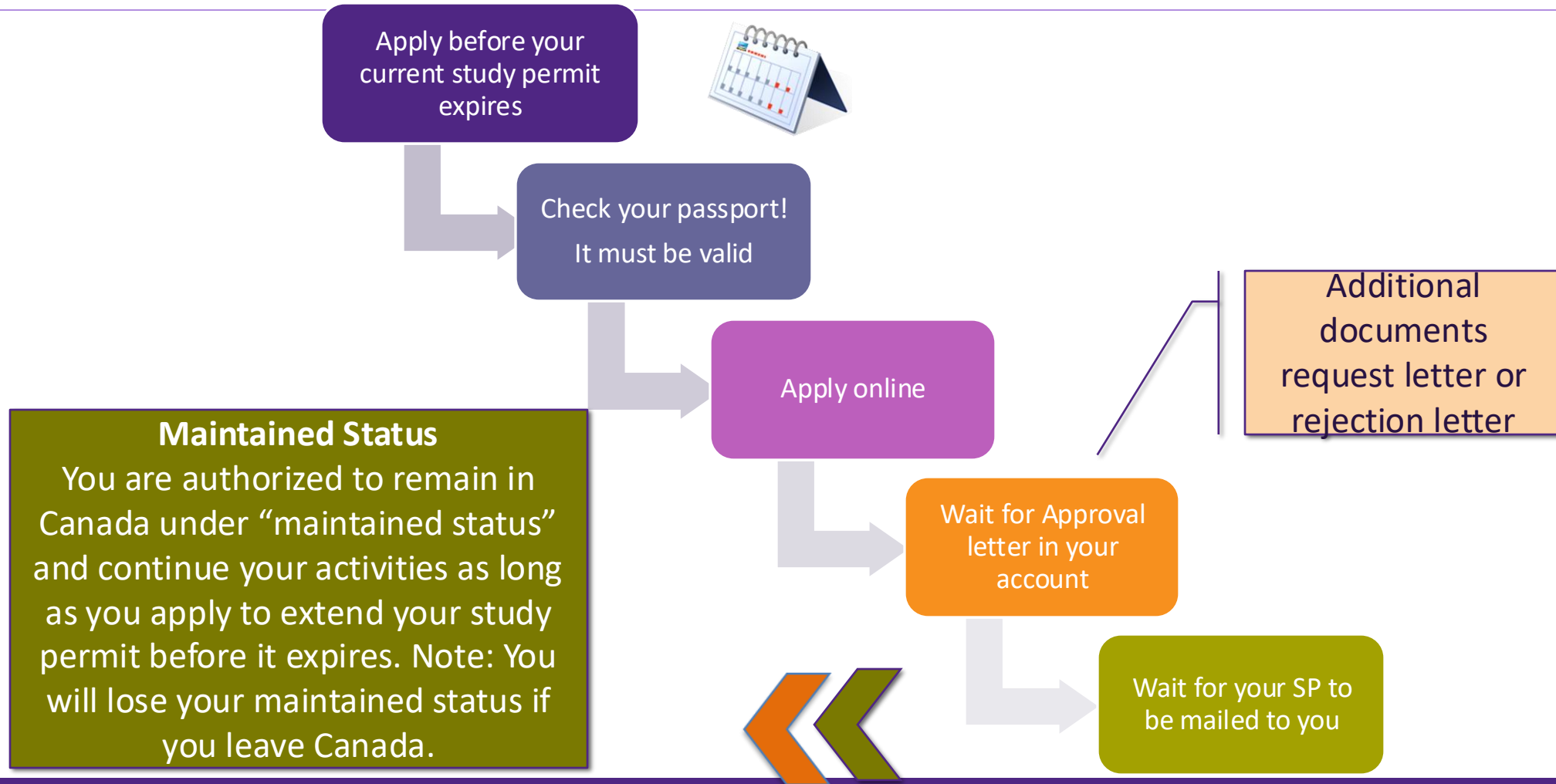
IN CANADA APPLICATIONS

You can apply for Study Permit from within Canada if you are in Canada and one of these applies:

- you have a valid study or work permit
- your spouse, common-law partner or parent has a valid study or work permit
- you're an exchange student or visiting student
- you completed a short-term course or study program required to be accepted at a DLI

Note: For more information, please visit the [IRCC website](#).

APPLY TO EXTEND YOUR STAY IN CANADA AS A STUDENT



HOW TO APPLY TO EXTEND YOUR STUDY PERMIT

Sign in to your IRCC Secure Account, start an application, select Study Permit (in Canada) to continue

Your results

Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.

Study Permit (in Canada)

You may be eligible to extend your stay in Canada as a student

Continue

Temporary Resident Visa

You will need a temporary resident visa to return to Canada.

If you are working or studying in Canada, your temporary resident visa may expire at the same time as your work or study permit. If your work or study permit is expiring soon, please renew your study or work permit first. Once your study or work permit is approved, you may apply for your temporary resident visa.

Continue

DOCUMENT CHECKLIST

Upload required documents and submit application (document checklist is personalized based on answers)

Application Form(s)
Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709)

Supporting documents
Letter of Acceptance or Letter of Enrollment / Registration ?
Passport ?
Proof of Means of Financial Support ?
Digital photo ?
Proof of Provincial or Territorial Attestation Letter (PAL or TAL) Exception ?

PAL or TAL, if required

Fees

Fees

Application	Quantity	Price (CAD) per unit	Total (CAD)
Study Permit	1	\$150.00	\$150.00

CHANGING YOUR DLI

Starting **November 8, 2024**, you must be enrolled in the designated learning institution (DLI) named on your study permit. To change DLIs, you need to get a new study permit. You may not begin your studies at Western University until you have received a study permit that authorizes studies at Western University.

If your study permit application is still in progress

- you can change your DLI by submitting a new Letter of Acceptance and a PAL letter (if needed) using the [IRCC web form](#).

Changing DLI from outside Canada

- If your study permit application has been approved and you change your DLI, you must submit a new SP application with a new LOA and a new PAL letter (if needed). You must also pay all the fees for the new application.

Changing DLI from inside Canada

- If you are transferring from a different DLI (high school or another post-secondary institution), you need to get a new study permit by applying to extend your current one.

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/get-documents/provincial-attestation-letter.html>

INTERNATIONAL STUDENTS

- YOUR RESPONSIBILITIES AS A STUDY PERMIT HOLDER

Study at a Designated Learning Institution (DLI)

- You must hold a study permit if you are in a program of 6+ months
- Students may study without a study permit if the program is under 6 months in duration

Actively pursue your program of study

- Remain enrolled and make reasonable and timely progress towards completing your program
- You **do not** need to notify IRCC or change your study permit if you wish to change your program at the same DLI
- DLIs are required to report on students status to IRCC

Comply with the conditions on your study permit

- Study permits may authorize on-campus employment if you are a full-time student
- Off-campus employment is only allowed for students enrolled in programs of at least 6 months and leading to a degree, diploma or certificate

WORK ON CAMPUS (WITHOUT A WORK PERMIT)

You can work on campus if you:

- ✓ Are a full-time student at a DLI
 - ✓ Or if you are a part-time student in your last term **and** you were a full-time student up until your last term
- ✓ Have a valid study permit
- ✓ Have a SIN

Note: Your study permit must have a condition that says you are allowed to work on-campus and you must have started your study program.

How many hours can I work on campus?

- **Unlimited** number of hours from immigration perspective
- **Note:** No more than an average of 10 hours per week for graduate students. Please contact your Program if you would like to work on campus for more than 10 hours/week.

<https://grad.uwo.ca/administration/regulations/4.html>

WORK OFF CAMPUS (WITHOUT A WORK PERMIT)

You can work off campus if you:

- ✓ Are a full-time student at a DLI
 - ✓ Or if you are a part-time student in your last term **and** you were a full-time student up until your last term
- ✓ You are enrolled in a post-secondary program that leads to a degree, diploma or certificate and that is at least 6 months long
- ✓ Have a valid study permit
- ✓ Have a SIN

Note: Your study permit must have a condition that says you are allowed to work off-campus and you must have started your study program.

How many hours can I work off campus?

- **During school terms**
 - You can work up to **24** hours per week.
- **During scheduled breaks**
 - You can work full-time.
 - Must be a full-time student both before and after the break.

NOTE: Graduate programs at Western don't have summer breaks.

CO-OP WORK PERMIT

Some students at Western may have work as a requirement of their degree.

- If internship, co-op, practicum, placement, experiential learning is an “essential part of your program of study”, you will need to apply for co-op work permit (CWP) with a co-op letter
- Western University will be indicated as your employer
- CWP cannot be used for working off campus in jobs that are not part of the academic position approved by your academic department

WORKING IN CANADA AFTER GRADUATION

Post Graduation Work Permit (PGWP) is a “one-time” gift for international students to gain Canadian work experience.

- You do not need a job offer to apply
- You can work for any employer
- You can work anywhere in Canada
- You can work at any jobs
- The job does not need to be related to your degree

PGWP ELIGIBILITY

To be eligible to apply for PGWP, students need to:

- Have completed all program requirements in program of study, approved for PGWP, that lasted at least eight months at a DLI
- CONTINUOUSLY studied FULL-TIME in Canada with the exception of part-time only in the final academic session
- Received written confirmation from Western that you have met the requirements for completing your academic program
- Received official transcript. Unofficial transcript from DLI's website may be accepted
- MUST hold a valid study permit when you apply for the work permit from inside Canada or if you plan to start working under R186(w)

Note: As of **November 1, 2024**, there are language requirements for most students. If you graduated from a university program that is not degree oriented, or from a college or other non-university program, you must also have graduated in an [eligible field of study](#).

PERMANENT RESIDENCY

Students can book an appointment with a RCIC at Western International to discuss on Express Entry and Permanent Residency pathways.

- Express Entry System (CEC, FSW)
- Ontario Immigrant Nominee Program – Masters Graduate Stream, PhD Graduate Stream

INTERNATIONAL STUDENT SERVICES

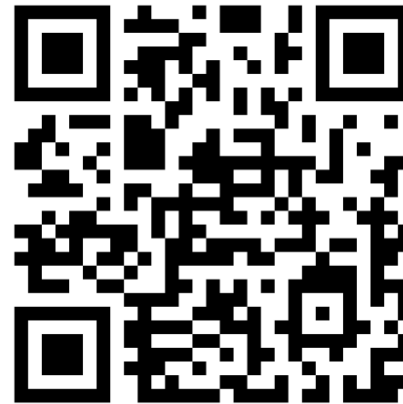
Drop-In Support

- In person Monday to Friday
1- 4 pm, IGAB 2nd floor
- Ask an Advisor Virtual
Every Friday 9:30-10:30 am on Zoom

Office Hours & Reception

- Monday to Friday
8:30 am - 4:30 pm
- **Phone:** 519-661-2111 ext. 89309
- **Email:** iss@uwo.ca

Advising Appointments



Workshops & Information Sessions



As of March 17, the International & Exchange Student Centre (IESC) will be renamed Western International Student Services! You can find us at iss@uwo.ca (now) and our updated website will be international.uwo.ca/student-services (March 17!)

International Student Orientation- *Save the Date!*

Western International's hybrid orientation program for all new international students will include:

- **Welcome Centre** (August 25- Sept 5)
 - *Your first stop on campus!*
- **Webinars for new students** throughout September to ensure you start strong in your first term
- **In-person social events** to help you connect with new friends and begin to build your network in Canada.



Be sure to check your email this summer for more details!