

## STUDY PERMITS FOR INTERNATIONAL STUDENTS

A study permit is an immigration document that allows you to live and study in Canada. It is the most important document that international students get. You **MUST** have a study permit to enroll in any degree, program or course that takes more than 6 months to complete.

Your study permit gives you legal status in Canada. It also helps you apply for a Social Insurance Number (SIN) and work permits. Therefore, you should always make sure that your study permit is valid for the duration of your program of study and stay in Canada.

### Who needs a study permit?

All international students studying in Canada for more than 6 months need a valid study permit.

It is your responsibility to ensure that your study permit remains valid until you complete your program requirements.

Tip: Your study permit will expire on the date marked on the permit or 90 days after the day you complete your studies, **whichever comes first**. Your program is considered complete when you receive written confirmation of your program completion (for example, an official letter or final grades) from your registrar office.

There is additional information to review if any of the following statements apply to you:

#### **I am under 18 years old**

If you will not be 18 years old by the date you start your program you will need to find a Canadian Citizen or permanent resident who can act as your custodian/guardian. This can be an extended family member, family friend or business associate living in Ontario. There are a number of agencies in Toronto that provide custodianship services for a fee. If you are turning 18 soon, we recommend you contact the [the visa office serving your country](#) as they may waive this requirement.

#### **I am coming to GGS from a Canadian high school**

If your high school study permit is still valid, it is okay to use it to begin your post-secondary studies at the University. However, if you plan to work on or off campus you should apply as soon as possible for a new post-secondary study permit. Also, **don't forget to apply to extend the study permit at least 2-3 months before its expiry date** (see below).

#### **I am transferring to GGS from a Canadian college or university**

Your valid study permit is transferable between different Canadian universities and colleges. You must notify the [Department of Immigration, Refugees and Citizenship Canada](#) (IRCC). You must also notify IRCC if you have used an offer from another university to get your study permit. The

easiest way to do this is online with your [IRCC account](#) also called a MyCIC account. Look for the link “Transfer Schools” and submit the transfer form.

### **I am moving to the next education level at GGS**

If your study permit is still valid, you don’t need to change or apply for a new permit if you’re moving between school levels. This could be:

- primary to high school
- high school to post-secondary
- post-secondary to high school or
- any other move between school levels

If your study permit will expire, you need to [apply to extend it](#).

If your permit has already expired, you must [restore your status as a student](#) at the same time as you apply to extend your study permit. You must apply to restore your status [within 90 days of losing it](#). You can’t continue or restart your studies until you have status as a student again and we’ve extended your study permit.

### **I am a US citizen or permanent resident, or a resident of Greenland or St. Pierre and Miquelon**

You can apply for a study permit at a Canadian border, but we recommend that you apply online in your country two to three months prior to the start date of your program of study.

### **I am a student with dependents**

You can include your dependents when applying for your INITIAL study permit.

- Your spouse/partner can either apply to join you as a visitor or [you may apply for them for a spousal work permit](#).
- If you have children, you have the option of either getting them a study permit or they may apply for a visitor’s visa or an eTA and enter as visitors. However, if your dependents join you as visitors you will have to extend their stay by applying for a visitor’s record, which allows them to stay with you on a visitor’s status until you graduate. Children of international students can attend school regardless of whether they have a study permit or a visitor’s record.

When applying for an EXTENSION of your study permit you can also include your dependents.

- If you are accompanied by your spouse, you should also extend her/his stay in Canada. If your spouse has a work permit, they should extend their work permit if they entered Canada as a visitor and are currently holding a visitor’s record they have the option to either extend their stay as a visitor or they can [apply for a spousal work permit](#).
- If you have children, you should also extend their study permit if they have one. If they entered Canada as a visitor and are currently holding a visitor’s record you have the option of either extending their stay as a visitor or you can apply for them for a study permit if they are or will be attending school.

## When to apply for your INITIAL study permit (outside Canada)?

### **COVID-19 update**

---Immigration, Refugees and Citizenship Canada (IRCC) continues to accept and process applications during the COVID-19 response. However, closures of some Visa Application Centres (VACs) and visa offices mean that applying in-person or by mail may be impossible at this time. It also means that application processing times are likely to be extended. Therefore, **we strongly recommend you apply online if you can as soon as you have all the necessary documents prepared.**---

Generally, you must apply for a study permit BEFORE you come to Canada. There are [very few exceptions](#) when students can apply from within Canada or at the borders.

The study permit application process can be very time-consuming. In certain countries, it may take six to 10 weeks to process a study permit application. Check the [study permit application processing time for your country](#).

Apply for a study permit as soon as you receive a letter of acceptance and proof of admission from The Glenn Gould School.

We recommend that you apply two to three months before the start date of your program of study.

## When to apply for a study permit EXTENSION (inside Canada)?

If your initial study permit will expire before you complete your degree requirements, you should apply for an extension two to three months before the expiry date of your current permit. You can apply either on paper or online. We highly recommend that you apply online as it is faster and more secure than paper applications.

## How to apply

We HIGHLY recommend you apply online through the IRCC website. Online applications can be processed faster and are more secure than paper applications. A paper application can take more than three months to process.

**First, be sure you are eligible to apply for a study permit.** Answer a series of questions in the [Come to Canada assessment tool](#). The tool will generate a personal reference code that looks similar to **QK4350881372**. The code is located at the top of the page. Record your personal reference code for later use.

### **APPLY ONLINE**

To apply online, follow these steps:

1. Have all your [required forms and documents](#) collected and completed.
2. [Sign up for an account](#) with Immigration Refugees and Citizenship Canada (IRCC) or [log in to your account if you already have one](#).
3. Enter your personal reference code.
4. Continue to the application page where you need to upload the completed form(s) and scanned copies of required documents. **Tip:** It is usually sufficient to upload

what ever the IRCC system asks you to upload. However, it is also recommended that you upload any relevant documents under the “client information” tab.

5. Proceed to the payment page and pay the CDN \$150 application fee with a valid credit card.
6. Submit your application.

## APPLY ON PAPER

To apply on paper for your INITIAL study permit, follow the steps below:

1. [Download the application package](#) specific to the visa office serving your country of citizenship/residence. The package includes the application guide and all the forms you need to fill out.
2. Fill in the forms, validate (click the button that says validate) and sign those that require a signature.
3. Pay your application fees. The application fee is CDN \$150. You can either [pay online and print the receipt](#) or you can pay at the [Visa Application Centre \(VAC\)](#) serving your country of citizenship/residence.
4. Submit your application in-person or by mail to a [VAC](#) serving your country of citizenship/residence. Note that if you apply on paper at a [VAC](#), you must also pay the VAC services fees.

The IRCC no longer accepts paper applications for study permit extensions; you must apply for an extension online.

Once you have submitted your study permit application, if you’re between 14 and 79 years old, you probably **need to give your fingerprints and photo (biometrics)**. You only need to give your biometrics once every 10 years to make repeat trips to Canada easier.

- **You must pay the biometrics fee when you submit your application.** Otherwise you may experience delays.
- Get this done **as soon as you get the letter** from IRCC that tells you to give biometrics.
- You have **30 days** to do this from the date on the letter.

Find out [who needs to give](#), [how to give](#), and [where to give your biometrics](#).

## Once your study permit is APPROVED

### For your INITIAL Study Permit

If your application is approved, the visa office serving your country of residence/citizenship will issue you a **Letter of Introduction and a visa or an eTA** (if applicable). Do not book travel to Canada until you've received your Letter of Introduction. **Present your Letter to the border officer when you enter Canada to get the hard copy of your study permit.**

If you require a **Temporary Resident Visa** (TRV or Entry Visa), you will be asked to submit your passport to be stamped with a visa.

If you require an **electronic Travel Authorization** (eTA), you don't have to submit your passport. An eTA will be issued to you automatically. Your eTA number and expiry date will be included in the Letter of Introduction.

## For your Study Permit EXTENSION

If your application for extension is approved your extended study permit will be mailed to the address that you provided when applying. If your application is refused, you will be provided with instructions about what you should do.

## NOTES AND REMINDERS

A **study permit is not a travel document** and does not authorize entry or re-entry into Canada. With the exception of American citizens, international students ALSO need to have either a Temporary Resident Visa (TRV or Entry Visa) or an electronic Travel Authorization (eTA) [depending on your country of citizenship](#)/residence.

**eTA:** If you are from a [visa-exempt country](#), you will be issued an eTA automatically once your study permit application is approved.

**TRV:** If you plan to travel outside of Canada and your original TRV is set to expire before the expiry date of your new study permit, renew your TRV. Please keep in mind that there are two kinds of TRV: **multiple entry** and **single entry**. A multiple entry visa is what all visa applicants are automatically considered for. IRCC will review your application and issue you a visa depending on your situation.

While valid, a **multiple entry visa** will let you travel to Canada for six months at a time as many times as you want. It will be valid for up to 10 years or one month before your passport expires, whichever is shorter. You must arrive in Canada on or before the expiry date on your visa.

A **single entry visa** lets you travel to Canada only one time. For instance, you may only be eligible for a single entry visa if:

- you are eligible for a fee-exemption and the purpose of your entry to Canada is limited (such as, for an official visit by a foreign national)
- you are taking part in a one-time special event in Canada
- there are approved country-specific procedures or guidelines in place.

In most cases, once you have left Canada, you will need a new visa to enter Canada again.

You won't need a new visitor visa to return to Canada if you are travelling directly to the United States (including its Territories and Possessions) or St. Pierre and Miquelon.

The application for a TRV renewal is similar to the study permit extension. You should log-in to your IRCC account and answer the questionnaire the same way you did when you were applying for the study permit. The system will give you the option to "Apply for a Study Permit" and another option to apply for a "Temporary Resident Visa". You should proceed with the Temporary Resident Visa option.

**If you have a Social Insurance Number (SIN):** Once you receive your study permit extension you will need to renew your [SIN](#). You should apply for your SIN in person at a [Service Canada Office](#). Below you will find a list of the Service Canada Offices that are close to The Glenn Gould School:

- 25 St. Clair Ave. East, Toronto, Ontario
- 559 College Street, Suite 100, Toronto, Ontario

- 100 Queen Street West, Floor 1, Toronto, Ontario

Additional offices and locations can be found on the [Service Canada website](#). There is no fee for getting your SIN and in most cases the SIN will be given to you when you apply for it.

Please note that your SIN will have the same expiry date as your study permit. This means that **you need to renew your SIN whenever you extend your study permit or apply for a new work permit.**

## What happens if ... ?

There is additional information to review if any of the following statements apply to you:

### **My study permit has expired**

Your initial study permit is usually valid until its expiry date. After that date, the IRCC will consider your immigration status to be “Implied” or “Out of Status”.

#### **A. IMPLIED STATUS**

Implied Status means that you applied for your extension prior to the expiry date on your initial study permit and that you may legally remain in Canada until a decision is made on your application for extension of your study permit.

There are two types of implied status: **Type One** and **Type Two**. If you are waiting for a decision on your immigration status, you should be aware of which type of implied status you have, as it will affect your legal responsibilities.

**Type One Implied Status:** You are an international student with a post-secondary study permit and have applied for an extension of your study permit before it expires. Under Type One Implied Status, you may continue your studies in Canada. Additionally, if the original permit allows you to work while in Canada, you may continue your employment. **The right to continue to study and/or work during Implied Status is only valid if you remain in Canada while the application is processed.**

**Type Two Implied Status:** You are an international student who has applied to change the type of permit that you hold. For example, if you have a work permit and apply for a study permit, you are allowed to remain in Canada while awaiting a decision on your permit change. However, you are not allowed to study until you receive the hard copy of your study permit.

#### **B. OUT OF STATUS AND RESTORATION OF STATUS**

**If your study permit expires and you have not submitted an application to extend, you will be considered Out of Status.** You will need to apply for a Restoration of Status no more than 90 days after the expiration of your study permit. In this situation, you will be required to pay an additional fee to restore your student status, as well as the regular processing fee for the study permit extension. The total fee for a restoration of status application is \$350 (CAD).

**Note that you are not allowed to study or work until a decision is made on your Restoration of Status application.** Also, a Restoration of Status application can only be

processed if you remain in Canada. If you leave the country, your application may be cancelled and you will have to submit a new application to the closest Canadian consulate/embassy or application centre serving your country.

### **I want to study AND work in Canada**

**Degree students:** International students enrolled full time in a degree program are eligible to work on-campus as many hours as they want, off-campus a maximum of 20 hours/week during the academic year and full-time during scheduled breaks. Please visit our Work permits page for more information.

**Non-degree students:** Exchange and visiting students may work on-campus if enrolled in full time studies but they are not allowed to work off-campus. Detailed information about the eligibility and conditions related to on and off-campus employment can be found on our Work permits page.

### **I am under (academic) suspension**

Usually a study permit remains valid during suspension and in most cases suspended students are allowed to come back using the same Study Permit and TRV/eTA (if applicable).

However, the study permit DOES NOT ALLOW suspended students to stay or work in Canada. The study permit is an immigration document that **requires an international student to be actively enrolled in a program of study**. The immigration regulations state that a Study Permit becomes automatically invalid 90 days from the date a student officially stops studying.

Suspended students usually have three options:

1. Enroll in [another approved institution](#) and inform the government that they have changed institutions. This can be done online after creating an IRCC account.
2. Leave Canada within 90 days.
3. Change status by applying for an extension of a stay as a visitor which requires a detailed explanation of why a student wants to stay in Canada.