

Immigration and Employment



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Applying for your Study Permit

Outside of Canada

Applying for Your Initial Study Permit (Outside of Canada)

Who Needs a Study Permit?

International students who wish to study in Canada, must have a valid Study Permit to study in Canada.

However, there are some exceptions:

- If you are planning to take a course or program in Canada with a duration of **six months or less**, you do not need a Study Permit (e.g., exchange students here for only one semester). You must complete the course or program within the period authorized for your stay in Canada.

You should apply for a Study Permit before you come to Canada if you think you may want to continue your studies after you complete the short-term course or program. If you do not have a valid Study Permit and want to continue your studies, you will have to obtain your initial Study Permit **from outside of Canada**.

Even if you may not need a Study Permit, there are benefits to having one. A valid Study Permit allows you to:

- Work part-time on the campus at which you are registered as a full-time student
- Apply to renew your Study Permit from within Canada, if you decide to continue studying in Canada

When Should I Apply for my Study Permit?

Apply early! Apply for your Study Permit as soon as you receive your acceptance letter from Western. It can take weeks or months to process an application to study in Canada. Contact the Canadian visa office (embassy, high commission, or consulate) in your country (<http://www>

cic.gc.ca/english/information/offices/apply-where.asp) to find out about application procedures.

DID YOU KNOW that you can view processing times on the Citizenship and Immigration Canada's website? <http://www.cic.gc.ca/english/information/times/temp.asp>

How Do I Apply for My Initial Study Permit?

You must apply for a Study Permit while you are in your country, or the country where you reside legally. Canadian immigration laws do not allow you to make an initial Study Permit application from within Canada.

Application forms and Instructions Guides can be downloaded from the Citizenship and Immigration Canada (CIC) website (<http://www.cic.gc.ca/english/information/applications/student.asp>).

A list of documents required to apply for your Study Permit can be found on the CIC website: <http://www.cic.gc.ca/english/study/study-how-documents.asp>

In addition to the forms on the CIC website, make sure to consult the website of the Canadian Visa Office where you will submit your Study Permit application to determine the following:

- If any additional forms are required
- If you need to provide them with any additional documents (e.g., medical examination results, police certificates/certificate of good conduct, etc.)
- How to pay the application fees

IMPORTANT: Check your application form and documents thoroughly to ensure that your application is complete and signed.

IMPORTANT

All international students planning on studying at The University of Western Ontario for more than six months must have a valid Study Permit that will allow them to study at a Post-Secondary institution.

Applying for your Study Permit

Outside of Canada

Custodianship

Citizenship and Immigration Canada (CIC) requires that international students under the age of eighteen have a Canadian citizen act as a custodian. The University of Western Ontario is not able to take on this responsibility. It is the responsibility of the student's family to satisfy this requirement. There is a requisite Custodianship Declaration form which must be completed and submitted with your Study Permit application. <http://www.cic.gc.ca/english/pdf/pub/custodian-parent.pdf>

Online Application Process

As of May 1, 2011, Citizenship and Immigration Canada launched an electronic application process for citizens of certain countries who meet very specific criteria. Students who meet the criteria can now apply for their initial Study Permit online (<http://www.cic.gc.ca/english/e-services/study-outside.asp>). If you are not a citizen of the 14 countries listed, please continue to follow the standard procedure detailed above to apply for a new study permit.

Once Your Study Permit is Approved

If your Study Permit application is approved:

- The Canadian visa office will issue you a **Letter of Introduction** confirming the approval. This letter is **not** your Study Permit. Make sure to bring this letter with you to show to immigration officials when you enter Canada. You will then be issued a Study Permit at the Canadian Port of Entry.
- A Temporary Resident Visa (TRV) will be included in your passport if you are from one of the countries listed at this site: <http://www.cic.gc.ca/english/visit/visas.asp>. Check the Temporary Resident Visa (if applicable) in your

passport, and note the date by which you must enter Canada, and how many times you can enter Canada. Unless you are a citizen of a country that is exempt from this requirement, you must have a valid TRV when you arrive in Canada.

If you are from one of the countries listed on the Citizenship and Immigration Canada's list (See: <http://www.cic.gc.ca/english/visit/visas.asp>), the Visa Officer will process your application for a **Temporary Resident Visa** (an entry visa that permits you to travel to and enter Canada) as well as a Study Permit. A separate application fee is not needed. (Please refer to the Section on *Temporary Resident Visa* for more details).

U.S. Citizens

If you are a citizen of the **U.S.A.**, **Greenland**, or **St. Pierre and Miquelon**, you can apply for your Study Permit at a Canadian Port of Entry (airport or land border crossing). Complete the Study Permit application form in advance and prepare the required documents to present to the Canadian immigration officials when you arrive at the Canadian Port of Entry.

If you are not a U.S. Citizen, do not leave for Canada until you have been issued the letter of introduction and TRV (if applicable).

Temporary Resident Visa (TRV)

A Temporary Resident Visa (TRV) gives you the permission to travel to and enter Canada. Citizens of specific countries (see <http://www.cic.gc.ca/english/visit/visas.asp>) require a TRV to enter Canada. It is recommended that you request a multiple-entry TRV which allows you to leave (e.g., for visits home, academic conferences, etc.) and re-enter Canada multiple times. When you receive a TRV, a visa officer will place a sticker in your passport which you will then present to officials when you enter Canada. The TRV will have an expiry date by which you must enter Canada. Temporary Resident Visas cannot be issued in Canada. You must apply for one at a Canadian visa office outside of Canada. For a list of the Canadian visa offices abroad visit <http://www.cic.gc.ca/english/information/offices/missions.asp>.

When you apply for your initial Study Permit, your TRV (should you require one) will be processed at the same time without any additional application cost.

Applying for your Study Permit

Students Currently in Canada

International Students Currently in Canada

International students changing institutions within Canada may be required to apply for a new Study Permit.

Students Who Have Just Completed High School in Canada

If you studied in a secondary school (i.e., high school) in Canada and will be attending Western, you will need to apply for a new Study Permit that allows you to study at a "post-secondary" institution. If you do not have a valid Study Permit, you cannot begin your studies at Western until you obtain a valid Study Permit for post-secondary studies.

For information on how to apply to change the terms and conditions of your Study Permit, please visit our website at: <http://www.sdc.uwo.ca/int/visa/index.html?sp#extend>.

Students Transferring from Another Canadian University or College

On January 31, 2005, CIC introduced a new policy for international students in post-secondary studies in Canada. These students can now transfer between programs of study and institutions (for example, university to college) without applying for a change to the conditions of their Study Permit. They can also transfer between public and private institutions.

This policy applies to students who have a valid Study Permit for training or studying at the post-secondary level, such as:

- University
- Community College, CEGEP, Institute
- Private university, career college, academy, school or training

- institution
- ESL/FSL and other language training

It does not apply to students in Kindergarten to Grade 12 programming.

All post-secondary students currently studying in Canada with a valid Study Permit are covered by this policy. You do not need to submit an application to change the conditions of your Study Permit to transfer between institutions. If you are unsure as to whether or not you need a new Study Permit, contact the International and Exchange Student Centre.

Extending (or Changing the Conditions of) your Study Permit

It is important to know when your Study Permit expires!

All international students must have a valid Study Permit while studying at The University of Western Ontario (unless your program of study has a duration of 6 months or less). It is important to know when your Study Permit expires. If your studies require you to remain in Canada beyond the expiry date, **you must obtain an extension of your Study Permit before it expires**. It is recommended that you apply for an extension two to three months before the expiry date.

NOTE: Students should ensure that their **passport** is valid until the end of their study period. If you need to obtain a new passport, it is recommended you begin this process 4-6 months before your passport expires. For a list of all Embassies and Consulates in Canada visit: <http://www.international.gc.ca/protocol-protocole/rep.aspx?lang=eng>

TIP: If your spouse/common-law partner and/or children are in Canada with you, you should apply for renewal of all relevant documents for each family member (e.g., spouse's Work Permit,

spouse's or children's Temporary Resident Status, etc.), if needed.

For information on extending your Study Permit, please visit our website at <http://www.sdc.uwo.ca/int/visa/index.html?sp#extend>.

Documents for your Family

Your family members (i.e., spouse/common-law partner and/or children) may be able to come with you to Canada or visit you while you are studying at Western provided that they meet all of the normal requirements for temporary residence, including having sufficient funds to financially support them and obtaining their immigration documents such as a Temporary Resident Visa (if required).

If you have sufficient financial funds, you may prefer to apply for their immigration documents along with your Study Permit application.

Should your family members wish to follow you to Canada at a later date, they must submit a separate application at the time they plan to join you. They will need to provide proof that they have strong ties to their home country and that you have sufficient funds to financially support them. It is possible that they may not be able to join you at a later date due to an unsuccessful visa application.

When applying for immigration documents (i.e., Temporary Resident Visa, Study Permit, etc) for your family members, you will be required to show that you have sufficient funds to support them while in Canada (\$4000 for spouse and \$3000 for each dependent child per year).

Students should always check the website of the Canadian Visa Office where they will be submitting their application for information on additional documents required for their family members.

Spouses/Common-Law Partners of International Students

Studying in Canada

Spouses who wish to study in Canada will need to apply for a Study Permit (except when the duration of the program of

study is six months or less).

Spouses who wish to take non-credit, general interest courses may do so without a Study Permit. Otherwise a Study Permit is required.

Spouses of international students may apply for a Study Permit at a Canadian Visa Office overseas before coming to Canada or apply from within Canada by changing the Terms and Conditions of their current status.

NOTE: It is important that you submit your Study Permit application as soon as you have been accepted to an educational institution as processing times can sometimes take several months. You are not able to begin studying until you have received your Study Permit.

IMPORTANT: Once you change your status as a student, you are no longer eligible for an open Work Permit as the spouse of an international student. Regular working regulations for international students would apply once you became a holder of a Study Permit.

Please contact the staff at the International and Exchange Student Centre for more information.

Working in Canada

Spouses/partners of full-time international students may be eligible to apply for an open Work Permit once they are in Canada. A specific job offer or a positive labour market opinion is not required to apply for the Work Permit as the spouse of an international student. The Work Permit will have the same expiry date as their spouse's Study Permit.

NOTE: A spouse must qualify under the definition of spouse with regard to current Canadian Immigration regulations and must be the spouse of a full-time student who is a holder of a valid Study Permit. A spouse, who is also the holder of a Study Permit (i.e., both spouses are attending

post-secondary institutions) does not qualify under this policy exemption for a Work Permit.

NOTE: While the Work Permit is an open Work Permit, spouses may not accept employment in health services or child care without first passing an approved medical examination.

For more information please visit: <http://www.cic.gc.ca/english/study/work-spouse.asp>.

Please contact the staff at the International and Exchange Student Centre for more information.

Children of International Students

In the province of Ontario, anyone under the age of majority, which is 18 years of age in Ontario, is considered to be a "minor child."

If you have children who will be attending pre-school or kindergarten, they are NOT required to have a Study Permit.

If your children will be attending primary and secondary school (age 6 - 18), they must apply for a Study Permit along with your Study Permit application. They do not require an acceptance letter from the child's school in Canada. For example, if a minor child is accompanying a parent who will be in Canada as an international student, then the minor child is required to apply for a Study Permit **before** coming to Canada. The duration of their Study Permit will be the same as the parent's Study or Work Permit.

NOTE: Children accompanying parents who are visitors in Canada (i.e. parents who do not have a Study or Work Permit) are not eligible for an open Study Permit, and would therefore require an acceptance letter from a school in Canada.

If your children will be attending a university or college (age 18-22), they

Documents for your Family

must apply for a Study Permit separately.

In some cases, minor children do not need a Study Permit to study in Canada. These cases include:

- Minor children attending kindergarten;
- Minor children who are refugees or refugee claimants, or whose parents are refugees or refugee claimants; and
- Minor children who are already in Canada with parents who are allowed to work or study in Canada, and who want to attend pre-school, primary or secondary school.

NOTE: It is only once a child is in Canada that the Study Permit exemption applies. Minor children who are outside of Canada must apply for a Study Permit if they are coming to Canada to study.

When minor children studying in Canada without a Study Permit reach the age of majority (turn 18 if in the province of Ontario), they must apply for a Study Permit if they want to continue studying

If you are unsure if your child requires a Study Permit to study in Canada, please contact a staff member at the International and Exchange Student Centre.

For more information see:

<http://www.cic.gc.ca/english/study/study-minors.asp>

Working in Canada

Citizenship and Immigration Canada states that: as an international student *“you must come to Canada with enough money to live and pay your bills while you are studying, without needing to work. In certain situations, you may be able to work while you are studying. Working will help you earn extra money and gain Canadian work experience.”*

Students should therefore ensure that they have the funding level required by Citizenship and Immigration Canada before entering university studies and should **NOT** expect that working in Canada while studying will be enough to cover tuition and living expenses. It is also important to consider the academic demands of your program prior to participating in employment particularly if it is your first year of university studies in Canada.

As a general rule, anyone who is **not** a Canadian Citizen or Permanent Resident **must have a Work Permit** for all work in Canada. However, there are some **special exemptions** which apply to international students.

NOTE: If you work in Canada, you must have a **Social Insurance Number** regardless of the type or duration of your work term. An employer cannot pay you until you have this number. See the section on “Applying for a Social Insurance Number” for more information.

Working On-Campus

International students who **hold a valid Study Permit** may look for and accept employment on-campus provided they are **in attendance and registered as full-time students** at the post-secondary institution where the employment will take place. In this case, a Work Permit is NOT required.

“On-campus” employment is defined as employment in facilities owned, leased, or rented by the educational institution (for example, it can be a private business

located on-campus that provides service to the institution).

Please be aware that jobs on campus are limited and may have many students competing for these positions.

ISWOP (International Student Work Opportunities Program)

ISWOP is an on-campus employment program for upper-year undergraduate international students (registered at main campus). ISWOP is a program designed to provide financial assistance through paid part-time employment on the campus.

For information on the ISWOP program, visit the following website: <http://www.sdc.uwo.ca/int/services/index.html?ISWOP>.

Working Off-Campus

Citizenship and Immigration Canada’s (CIC) Off-Campus Work Permit (OCWP) Program allows international post-secondary students, such as those at Western, to apply for a Work Permit to work off-campus once they meet the eligibility requirements. This program gives eligible, full-time international students the opportunity to gain valuable work experience as well as to participate more fully in the London and wider Canadian communities.

NOTE: In order to participate in the Off-Campus Work Permit Program, you must have been a full-time student at a participating Canadian post-secondary institution for at least six of the twelve months preceding your application for a Work Permit. This means that newly arrived international students cannot participate until they have met all eligibility requirements.

More detailed information, including all eligibility requirements can be found at:

- <http://www.cic.gc.ca/english/study/work-offcampus.asp>

- <http://www.sdc.uwo.ca/int/visa/index.html?ocwp>

Co-op and Internship Programs

International students whose course of study requires that they complete a work component in order to graduate and receive their degree will be permitted to accept employment, either on-campus or off-campus, in order to meet this requirement. The internship or co-op work cannot form more than 50% of the total program of study. This Work Permit is different from the Off-Campus Work Permit and will require documentation from your faculty. **A Co-op Work Permit is required.**

For more information on applying for a Co-op or Internship Work Permit, please contact the International and Exchange Student Centre.

NOTE: An Off-Campus Work Permit **cannot** be used for a co-op or internship work opportunity. Students must have a Co-op Work Permit in order to start their co-op or internship placement.

Post-Graduation Work Permit Program

International students who have completed their program of study at a post-secondary institution in Canada, such as Western, may participate in the Post-Graduation Work Permit (PGWP) Program. The program is designed to provide students with Canadian work experience. The Work Permit will be valid for a maximum of 3 years for students graduating from programs that are 2 years or more in duration. For more information, please contact the International and Exchange Student Centre.

Working in Canada

Job Searching in Canada

For information or assistance with the Canadian job search process, talk to the staff at the International and Exchange Student Centre and The Student Success Centre.

Visit the Student Success Centre for a number of programs and services, including a **job listing service**, called CareerCentral on their website, (with listings for jobs both on-campus and off-campus: <https://careercentral.uwo.ca/>, and a list of Potential On-Campus Employers: <http://success.uwo.ca/index.cfm/careers/resources/job-search-links/>).

The International and Exchange Student Centre and The Student Success Centre offer special information sessions to assist international students with their job search process, such as:

- International Students and Job Searching
- Working in Canada Presentation
- Resume & Cover Letter Writing Workshop for International Students
- Understanding Canadian Culture and Employment

Applying for a Social Insurance Number

A Social Insurance Number (SIN) is a nine-digit number that is required for every worker in Canada. If you work while in Canada, as an on- or off-campus employee, teaching or research assistant, etc., **you must have a Social Insurance Number in order to receive payment for work in Canada.**

For information on how to apply for a Social Insurance Number, please visit our website at: <http://www.sdc.uwo.ca/int/visa/index.html?sin>

Income Taxes

Any money you earn while in Canada, including income earned from employment, scholarships, bursaries, assistantships (TA or RA), or fellowships, is subject to Canadian Income Tax. The deadline to complete and mail your Income Tax forms is midnight on April 30th of each year. Please note that the tax year runs from January 1st - December 31st.

As an international student, you are required to file an income tax return if:

- You receive any income (from employment, scholarship/bursary, fellowship, assistantship)
- You want to claim a tax refund
- You want to apply for the GST/HST and other tax credits
- You or your spouse or common law partner want to start or continue receiving Canada Child Tax Benefit payments

Even if you did not receive income from a Canadian source, it is recommended that international students complete an income tax return since you may be eligible for some tax credits (a refund of money).

For more information on Canadian Income Taxes, including our Free Income Tax Clinic for International Students, please visit our website: <http://www.sdc.uwo.ca/int/visa/index.html?tax>

Important Procedures for Study/Work Permits & Visa Applications

IMPORTANT:

- Check the CIC Instruction Guide for detailed instructions on how to submit your application, required documents and to ensure that you pay the correct amount.
- When paying online, make sure you print your “official receipt”, complete a “Payer Information Section”, and attach the receipt to your completed application.
- Before mailing your application, it is strongly recommended that you make photocopies of your application along with all of the documentation that you will be sending, to keep for your own records for future reference.
- When mailing your application form, it is recommended that you use a registered mail service to ensure that it will arrive faster, to confirm that they have received your application, and to have a record that the application was sent.
- Check your application form and documents thoroughly to ensure that your application is complete and signed. CIC will return your application if it is incomplete.

Visiting the United States

If you are planning on visiting the United States (i.e., to visit family/friends, for a vacation, to attend a conference, etc.) while studying in Canada, it is recommended that you apply for a U.S. Visitor Visa **before** coming to Canada.

International students may still be able to apply for a U.S. Visitor Visa once they are in Canada, as long as they can prove that they have strong ties to Canada.

To find out if you would need a U.S. Visitor Visa to travel to the United States, please visit: <http://www.consular.canada.usembassy.gov/toronto.asp>.

Applying for a U.S. Visa

Students wishing to apply for a U.S. Visa in Canada should apply in person at the U.S. Consulate in Toronto. To apply in person at the U.S. Consulate in Toronto, you must first make an appointment by telephone or online. Please note that it can take several months to get an appointment, so make sure that you apply early! For information on how to apply for a U.S. Visa, please visit: <http://www.sdc.uwo.ca/int/visa/index.html?usvisa>.

For the most up to date information on applying for a U.S. Visitor Visa, please visit: <http://www.consular.canada.usembassy.gov/toronto.asp>

Visa Waiver Program

The Visa Waiver Program (VWP) is administered by the Department of Homeland Security (DHS) and enables eligible citizens or nationals of certain countries to travel to the United States for tourism or business for stays of 90 days or less without obtaining a visa. Additional information regarding the VWP is available online at: http://www.customs.gov/xp/cgov/travel/id_visa/business_pleasure/vwp/vwp.xml

Effective January 12, 2009, Visa Waiver Program (VWP) travelers are required to obtain a travel authorization via the

Electronic System for Travel Authorization (ESTA) prior to boarding a carrier to travel by air or sea to the U.S. under the VWP. ESTA is now accessible online at <https://esta.cbp.dhs.gov> for citizens and eligible nationals of VWP countries.

Travelling to Canada through the United States - Form I-94 and I-94W

If you are travelling to Canada through the United States, it is important that you submit to the airline (if travelling by plane) or to the Canadian officials at the border (if travelling by land) the I-94/I-94W card stapled to your passport. This is your record that you have departed the United States.

For more information please visit: http://www.cbp.gov/xp/cgov/travel/id_visa/i-94_instructions/

Do You Have Questions about Immigration Regulations?

If you have questions about any aspect of Canadian Immigration regulations as it relates to international students, the International and Exchange Student Centre staff is available to assist you. Whether you would like us to clarify a regulation for you, review your application and documents for your visa or permit, or assist you with a more complex or problematic situation, we are available for consultation.