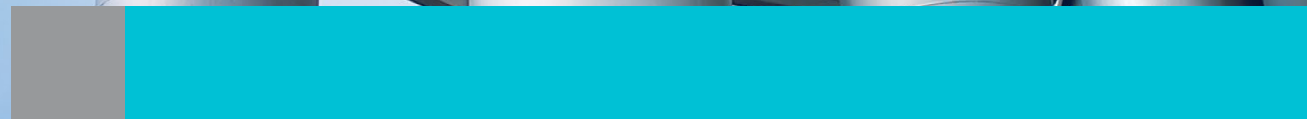


HEC
MONTREAL

Study Permit Tutorial

Màj : mars 2024



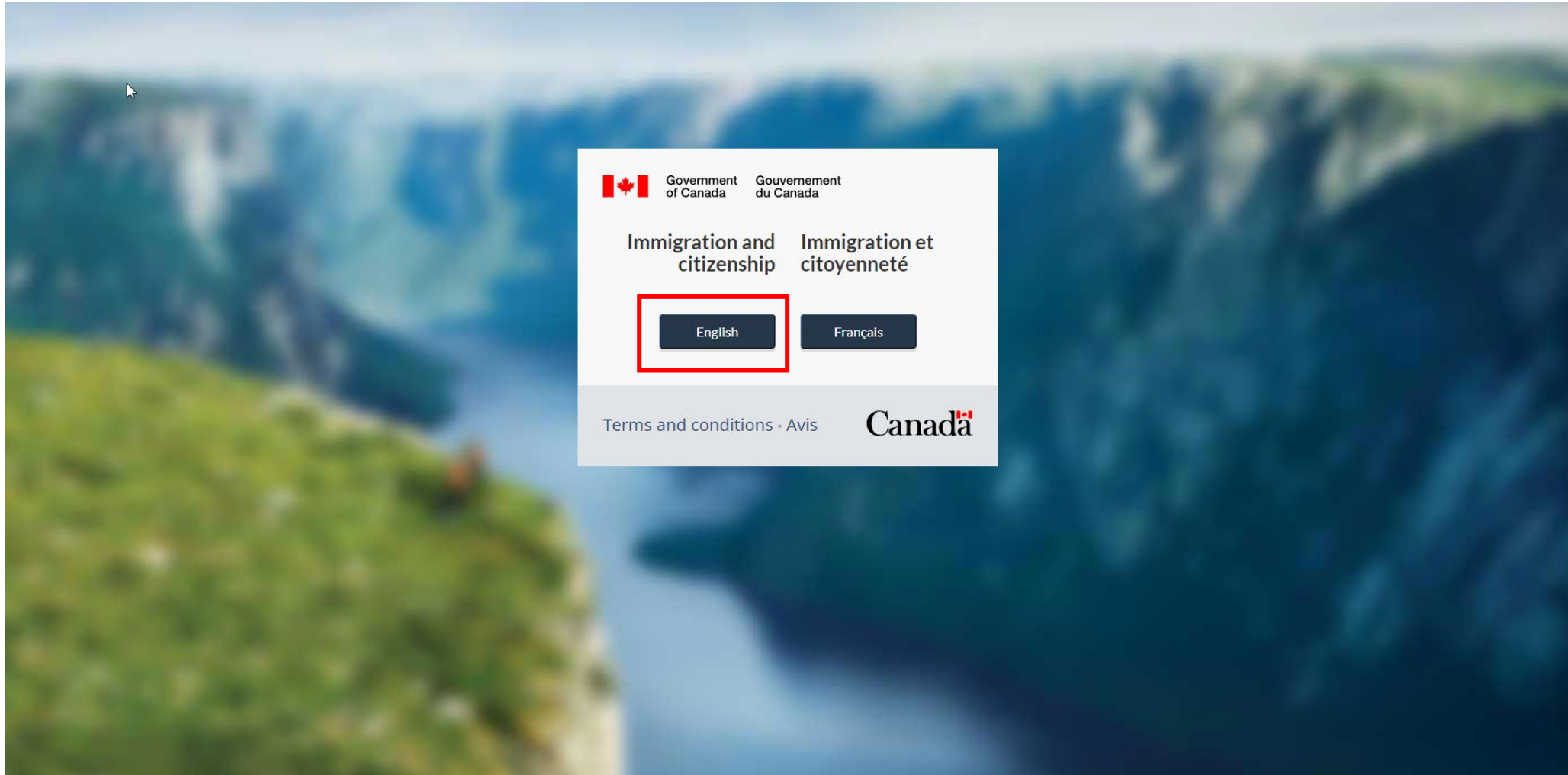
Answers are provided as examples and may vary depending on your country of residence and personal situation.

Please respond to the questionnaire based on your own situation and not the provided answers.

For student who has access to the [Student direct stream](#), your answers will link you there, if you choose to do so.

Contact us if you have questions.

Visit the website: <https://ircc.canada.ca/>



Select « My application »

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.



Information on the situation in

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

Most requested

- [Sign in or create an IRCC secure 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](#)

[My application](#)

Sign in or create an IRCC secure account, check your application status and processing times, find forms, pay fees, change your address, get biometrics and learn about representatives

[Visit](#)

Find out if you need a visa to visit, do business or transit through Canada, and how to extend your stay as a visitor

[Immigrate](#)

Find out what immigration programs you can apply for, sponsor your family and use a representative

Select « Sign in or create an IRCC secure account»

[Canada.ca](#) > [Immigration and citizenship](#)

My application

What you need to apply and manage your application, including the IRCC secure account, application status, forms and guides, offices, fees, medical exams and police checks.



Most requested

- [Prepare for life in Canada](#)
- [Get to know Canada](#)

[Sign in or create an IRCC secure account](#)

Apply or manage your application for a visitor visa, a study permit, a work permit, Express Entry, health care for refugees, a citizenship certificate, citizenship records and more

[How to check your application status](#)

Get online updates for your application using basic personal details

[Find forms and guides](#)

Get the forms you need to apply to come to Canada, to apply for Canadian citizenship or to get a permanent resident card

[Check application processing times](#)

How long it takes to process applications by type, country and how you applied (paper or online)

[Pay your fees](#)

How to pay online or at a bank, based on what you applied for and where you are

[Request a refund](#)

How to request a refund, view your receipts and save a copy for your records

Apply online for a study permit: IRCC Portal

i If you're applying to **extend** your study permit, **you must use the IRCC secure account.**

[Extend your permit in the IRCC secure account.](#)

⚠ **You need a provincial attestation letter to apply for a study permit.**

As of 8:30 am EST on January 22, 2024, most students must include a provincial attestation letter (PAL) from the province or territory where they plan to study with their study permit application.

In most cases, if you apply without a PAL, your application will be returned with fees.

[Learn more about the provincial attestation letter.](#)

Follow these steps to apply online using the IRCC Portal.

name@email.com ✓
***** ✓

1. Get an invite code, create an account and sign in

If it's your first time using the IRCC Portal, you need an invite code to create an account. Once you have your code, you can create an account on the portal and sign in.

2. Complete the online form and upload your documents

After you answer all the questions, you'll get a list of documents you need to upload.

This includes the documents that:

- show you can afford to travel to Canada and show **and**
- support your study permit application

Check the [list of documents you need to apply for a study permit.](#)

3. Download and print

If you arrive on this page at any point, restart by following the links provided to you.

The first thing to do is to register for an account and obtain your GCKey.

MENU ▾

[Canada.ca](#) > [Immigration and citizenship](#) > [My application](#)

Sign in
IRCC secure account

We have different accounts for some applications.

You may need a different account to apply, depending on the application you submit.

Check if this is the right account for you



- ▶ **Apply** for these applications
- ▶ **Check the status** of these applications
- ▶ **Upload requested documents** for these applications

▶ Study permit applicants

▶ Delays with the status of your medical exam results

▶ Student Direct Stream applicants


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**

Register
IRCC secure account


You need to register to use the IRCC secure account.

Check if this is the right account for you

- ▶ **Apply** for these applications
- ▶ **Check the status** of these applications
- ▶ **Upload requested documents** for these applications


Choose how you'll register and sign in

Option 1: GCKey username and password

-  **Register with a GCKey username and password**
- ▶ You have a GCKey username and password
- ▶ You don't have a GCKey username and password
- ▶ GCKey help

or

Option 2: Canadian Interac® Sign-in Partner


-  **Register with Interac® Sign-in Partner**

You may be able to sign in privately through your Canadian bank or credit union. Use your online banking ID and password to sign in.

- ▶ Banks and credit unions that are Sign-In Partners:

Select « **Sign Up** » on the right side of your screen

[Français](#)

 Government of Canada Gouvernement du Canada

Definitions Frequently Asked Questions (FAQ) Help

Home → Sign In / Sign Up

Welcome to GCKey

Sign In

Username: **(required)**

Password: **(required)**

[Forgot your username?](#) • [Forgot your password?](#)

Simple Secure Access

A simple way to securely access Government of Canada online services.

One username.
One password.

Your GCKey can be used to access multiple Government of Canada online [Enabled Services](#).

Please select **Exit** to leave the GCKey service and return to the Government of Canada online service.

Date modified: 2023-11-01

Click on « **I accept** »

[Home](#) → GCKey Sign Up Step 1 of 5

Terms and Conditions

Username

Password

Questions and Answers

Email

Terms and Conditions of Use

In return for the Government of Canada providing you with a GCKey, you agree to abide by the [GCKey Terms and Conditions of Use](#) which includes the [Privacy Notice](#).

By selecting the **I accept** button, you have read and agree to the [GCKey Terms and Conditions of Use](#) which includes the [Privacy Notice](#). You can choose to not sign up for a GCKey by selecting **I decline** to end this process.

I accept

I decline

Create a **username** while adhering to the stated rules. **MAKE SURE TO TAKE NOTE OF IT!** This will be the same for all your future requests.

Terms and Conditions > **Username** > Password > Questions and Answers > Email

Create Your Username ← Back

Your username must contain at least eight characters and be unique to you. When creating your Username, we recommend that you:

- make your Username easy for you to remember and hard for others to guess;
- avoid using personal information such as your name, Social Insurance Number (SIN), mailing address or email address;
- always keep your Username secure and do not share it with anyone.

Create Your Username: **(required)**

Please select **Continue** to proceed or click **Cancel** to end the Sign Up process.

Continue Clear All Cancel

Privacy

Please keep your Username secure. For more information on how your privacy is protected, please refer to our [Privacy Notice](#).

Username Checklist

- ✓ Minimum 8 characters
- ✓ May contain:
 - Upper case letter(s)
 - Lower case letter(s)
 - French character(s)
 - Digit(s)
 - Special character(s)

Create a **strong password** that respects the requirements

Terms and Conditions > Username > **Password** > Questions and Answers > Email

Create Your Password ← Back

Your Password must be between eight and sixteen characters, contain at least one upper case letter, one lower case letter and one digit, and must not contain 3 or more consecutive characters from your Username.

Create Your Password: **(required)**

Strength: Strong

Confirm Your Password: **(required)**

Please select **Continue** to proceed or click **Cancel** to end the Sign Up process.

Continue Clear All Cancel

Privacy

Please keep your Password secure. For more information on how your privacy is protected, please refer to our [Privacy Notice](#).

Password Checklist

- ✓ 8-16 Characters
- ✓ Does not contain 3 consecutive characters from Username
- ✓ Valid characters
- ✓ Lower case letter(s)
- ✓ Upper case letter(s)
- ✓ Digit(s)
- ✓ Passwords match

Select a recovery question and fill in the information in case of forgetting your password.

Terms and Conditions > Username > Password > **Questions and Answers** > Email

Create Your Recovery Questions, Answers and Hints ← Back

Your Recovery Question, Answers and Hints are used to help you if you forget your Password. Please complete all the required fields below to continue the Sign Up process.

Select a Recovery Question: **(required)**

Please select a question... ▼

My Recovery Answer: **(required)**

My Memorable Person: **(required)**

My Memorable Person Hint:

My Memorable Date (YYYY-MM-DD): **(required)**

My Memorable Date Hint:

Please select **Continue** to proceed or click **Cancel** to end the Sign Up process.

Privacy

Please keep your Recovery Question, Answers and Hints secure. For more information on how your privacy is protected, please refer to our [Privacy Notice](#).

i

Your answers must contain at least three characters and contain no special characters (for example: %, #, @). Your hints must contain at least three characters and may contain letters, numbers and the following punctuation characters: apostrophe ('), comma (,), dash (-), period (.) and question mark (?).

Fill out the information to recover your password

Terms and Conditions > Username > Password > Questions and Answers > **Email**

Optional Account Recovery [← Back](#)

To recover your username and password, you have the option to recover via email. If you do not wish to provide an email address at this time, you may skip this step. Email can be added later.

We will use your email to

- Confirm your email address
- Recover your username and/or password
- Notify you of account changes

A verification email will be sent to the address you provide.

Email Address: **(required)**

Confirm Email Address: **(required)**

Please select **Continue** to proceed or click **Cancel** to end the Sign Up process.

Select **Skip** to proceed without adding an email.

Email Checklist

- Be valid
- Match the "Confirm Email Address"
- Be unique

Register to obtain your GCKey* and choose the two-factor authentication method (security).

[Home](#) → GCKey Sign Up Complete

GCKey Sign Up Complete

You have successfully created your GCKey.
Your Username is: CorneliaStreet13
Please select **Continue** to verify your email address.

[Continue](#)

Date modified: 2023-11-01

Choose a method of two-factor authentication

The **Government of Canada** requires the use of two-factor authentication to secure your account. You will be asked to complete registration of a second factor in order to continue to access this service.

▶ What is two-factor authentication?

Use your smartphone or tablet
(recommended)



Set up your mobile device

Use your desktop device



Set up your desktop device

Use your email address



Set up your email

Cancel

Follow the steps given the chosen method

*This account will be used for all your other Canadian immigration requests. Keep your ID and password safe.

Accept the Terms and conditions of use

Terms and conditions of use

The Government of Canada and Shared Services Canada are committed to providing measures that respect and value your privacy and security. The collection, use and disclosure of any personal information as it applies to your two-factor credentials is governed by the [Privacy Act](#) and our [Privacy Policy](#).

In return for the Government of Canada providing you with a two-factor credential, you agree to abide by the following Terms and Conditions of Use:

- You understand and accept that you are at all times responsible for your two-factor credential. If you suspect that others have obtained access or that your credential has been compromised, you are responsible for revoking your access to the service and then re-registering with a new two-factor credential.
- You understand and accept that the Government of Canada can revoke your two-factor credential for security or administrative reasons.
- You understand and accept that the Government of Canada disclaims all liability (except in cases of gross negligence or willful misconduct) in relation to the use of, delivery of or reliance upon the two-factor authentication service. More details can be found in our [Disclaimers](#).

Choose the **I accept** button to accept the Privacy statement, as well as the Terms and Conditions, as stated above.

Choose the **I decline** button to end this process and cancel the two-factor credential sign-up.

I accept

I decline

Back

Create an account

Enter the following information as it appears on your passport. Use the "help" buttons to get details on where you can find this information. All fields are mandatory.

Given Name

Cornelia



* Last name(s) (required)

Street



* Email address (required)

corlenia.street@gmail.com



* Preferred language of notification
(required)

English



Continue

Cancel

[Report a problem or mistake on this page](#)

Create **security questions** that are easy to remember.

Create your security questions

You will need to answer one of your security questions each time you access your account. You will have two tries to answer the question.

If you can't answer the first security question, we will ask you another one of your four questions. If you can't answer any of your security questions, we will lock your account. You will not be able to recover your account online.

Create new security questions that are difficult to guess but are easy for you to remember.

* Security Question 1 (required)

* Answer 1 (required)

* Security Question 2 (required)

* Answer 2 (required)

* Security Question 3 (required)

* Answer 3 (required)

* Security Question 4 (required)

* Answer 4 (required)

Continue

Report a problem or mistake on this page

You are now in your "MyCIC" account. To begin the process of applying for a study permit, click on« **Apply to come to Canada** »

Continue an application you haven't submitted

Continue working on an application or profile you haven't submitted or delete it from your account.

Search: Showing 0 to 0 of 0 entries | Show entries

Application type ↑↓	Date Created ↓	Days left to submit ↑↓	Date last saved ↑↓	Action
No data available in table				

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.

If you're applying for a study permit, we encourage you to [apply using the IRCC Portal](#).

Note: You **must** apply through this portal (IRCC secure account) if you're applying with a family member who needs a work permit.

[Refugees: Apply for temporary health care benefits](#)

Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.

[Citizenship: Apply for a search or proof of citizenship](#)

Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.

Since you don't have a referral code, click on: "Find out your eligibility and apply online: **Visitor Visa or Study and/or Work Permit.**"

Personal checklist

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:

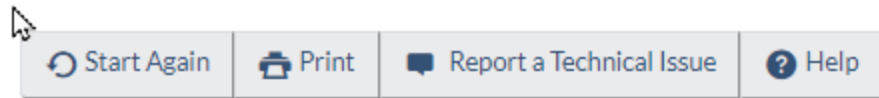
Visitor visa, study and/or work permit

Express Entry (EE)

International Experience Canada (IEC)



As long as you haven't paid and submitted your application, you can always leave and come back later.



Are you sure you want to exit?

The details you have provided and/or documents you have uploaded have been saved.

You have 60 days, including today, to complete this application or profile.

It is important that you log out and close your browser. This will help protect your personal information and prevent unauthorized access to it.

Continue

Cancel

Answer the questions asked. Your answers will determine which documents you will need to attach to your application.

Find out if you're eligible to apply

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

Study

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

Temporarily - more than 6 months

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



Find out if you're eligible to apply

Do you have a provincial attestation letter? (required) ?

Please make a selection

Please make a selection

Yes

No

Next

In Quebec, the letter of attestation of issuance of the Certificat d'acceptation du Québec (CAQ) also serves as a provincial attestation letter (PAL)

Find out if you're eligible to apply

Which province or territory is your provincial attestation letter from? (required) ?


Quebec

Save and Exit Questionnaire

Next

Find out if you're eligible to apply


Are you a lawful permanent resident of the United States with a valid U.S. Citizenship and Immigration Services (USCIS) number? **(required)** ?

Please make a selection 

Please make a selection

Yes


No


Next 

Find out if you're eligible to apply

Have you been accepted to a designated learning institution? **(required)** ?


Yes 


 Save and Exit Questionnaire


Next 

Find out if you're eligible to apply

Are you planning to attend a post-secondary designated learning institution? **(required)** ?

Yes 

 Save and Exit Questionnaire

Next 

If you have lived or are currently living in a country designated by IRCC, you may be required to provide the [results of a medical examination.](#)

If you answer YES, you will have to pass a medical examination.

Find out if you're eligible to apply

Have you visited or lived in any one of the designated countries for 6 consecutive months in the last year? (required) ?

Please make a selection	▼
Please make a selection	
Yes	
No	

Next 

Find out if you're eligible to apply

Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months? (required) ?

Please make a selection	▼
Please make a selection	
Yes	
No	


Next 

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 - Quebec)

You may be eligible to come to Canada as a student.

Continue 

 Exit questionnaire

Create your personal checklist


Students (Study permit - Quebec)

You are almost there...

We are going to ask you a few more questions. Based on your answers, we will provide you with a personal checklist of all the documents you need to submit with your application.

Do **not** submit multiple applications for the same service in an effort to speed up your application. Doing this may result in both applications being processed and delay the finalization of your application. We do not refund processed applications.

 Exit questionnaire

Continue 

Find out if you're eligible to apply

Are you an exchange student? (required) ?

No

Is work an essential component of your studies? (required) ?

Yes
Please make a selection
Yes
No
No

ional student that has or will have

Are you:

- A recipient of a Commonwealth scholarship; or
- A recipient of a full bursary (covering all expenses) from the Canadian International Development Agency (CIDA), including Francophonie scholarships; or
- A participant in a Canadian aid program for developing countries? (required) ?

No

Save and Exit Questionnaire


Next

For a person whose admission letter mentions a mandatory project/internship ONLY, you can apply for a CO-OP permit by selecting YES to this question.

For students who are coming with their spouse and/or children, you must answer YES.


Find out if you're eligible to apply

Do you want to submit an application for a [family member](#)? (required) ?

Next 

Find out if you're eligible to apply

In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada? (required)

Next 

[Biometrics](#) are mandatory for everyone, even biometric passport holders

Review your questions and modify them as needed

Review your answers

Please review your results and modify your answers if required.

What would you like to do in Canada?
Study
How long are you planning to stay in Canada?
Temporarily - more than 6 months
Select the code that matches the one on your passport.
CHN (China)
What is your current country/territory of residence? If you are presently in Canada, you should select Canada.
China, People's Republic of
Do you have a <u>family member</u> who is a Canadian <u>citizen</u> or <u>permanent resident</u> and is 18 years or older?
No
What is your date of birth?
October 18, 2000

Submitting your application

On the screen, you will be asked to upload the documents for your application. Please do not use your browser's navigation buttons, "Back" and "Forward", as they will not work properly within this application.

✔ Step 1: Use your account

You must be logged into your own account to submit an application. You cannot use another person's account.

✔ Step 2: Save your application

If you select the exit button, your information will be saved and you will return to your account home page.

You can continue your application at any time by logging into your account and selecting the e-Application link under the In-Progress section.

Please note that you have 60 days to submit your online application. The number of days remaining to submit your application appears in your account home page. If your application is not submitted within 60 days, it will automatically be deleted.

✔ Step 3:

Here are some guidelines for your documents:

- Your form(s) and document(s) must be in an electronic format.

Be sure to read the instructions on the next steps of your study permit application and click "Continue"

You must now fill out Form 1294 and upload the required documents based on the answers you gave in your questionnaire

You can always edit your answers



Your document checklist

Your documents

This is the list of documents you need to submit in order to apply. You cannot proceed until each file has been uploaded. Select the question mark button to learn more about each document.

[Are you having difficulty downloading a form?](#)

Versions of application forms for study permits dated November 2023 (11-2023), applications forms to change conditions, extend your stay or remain in Canada as a student dated January 2024 (01-2024), work permits dated November 2013 (11-2013), or later, and applications for temporary resident visas dated March 2014 (03-2014), or later, can only be uploaded to the IRCC Portal.

Note: You are responsible for ensuring that the documents you submit are correct. Carefully review the documents you have attached to this application. A decision concerning your application will be made based upon the information you submit. You will not be able to make changes to your application once it has been submitted. Please ensure that you scan and attach all relevant documents to your online submission. Any documents received by mail related to this application will not be considered.

Application Form(s)

Application Form(s)			
Details	Document name	Instructions	Options
Not provided	Application for Study Permit Made Outside of Canada (IMM1294) (required)		<input type="button" value="Upload file"/>

Your document checklist

Details	Document name	Instructions	Options
Not provided	* Evidence of Work Reqmnt Study: Evidence of Work Requirement in Study <i>(required)</i>	?	Upload file
Not provided	* Certificat d'acceptation du Québec (CAQ) <i>(required)</i>	?	Upload file
Not provided	* Letter of Acceptance or Letter of Enrollment / Registration <i>(required)</i>	?	Upload file
Not provided	* Passport <i>(required)</i>	?	Upload file
Not provided	* Provincial Attestation Letter <i>(required)</i>	?	Upload file
Not provided	* Proof of Means of Financial Support <i>(required)</i>	?	Upload file
Not provided	* Digital photo <i>(required)</i>	?	Upload file
Not provided	* Family Information Form (IMM5707) <i>(required)</i>	?	Upload file

Based on the answers you have given, you will be given a list of documents to provide (can vary according to your country of residence, among others).

CAQ – hand over the CAQ for the provincial attestation

Hand over the admission letter for the evidence of work requirement

Fees of 85\$ for biometrics

Optional documents

Optional documents			
Details	Document name	Instructions	Options
Not provided	Schedule 1 - Application for a Temporary Residence Made Outside Canada (IMM 5257)	?	Upload file
Not provided	Client Information Form	?	Upload file

Fees

Fees			
Application	Quantity	Price (CAD) per unit	Total (CAD)

When all documents are properly scanned and uploaded to your online application, you will be charged the \$CAD 235 fee.

Fees

Fees

Application	Quantity	Price (CAD) per unit	Total (CAD)
Study Permit	1	\$150	\$150
Biometrics Fee	1	\$85	\$85

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

[Can I save my application and return to complete it later?](#)
[How do I upload my documents?](#)
[My documents are too large to upload. How do I reduce the file size?](#)

Exit questionnaire

Don't hesitate to consult the links provided to help you

You must give your biometrics in person. Don't forget to make an appointment!

[Find a collection point near you.](#)



Thank you!
Any questions

aide@hec.ca