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[Home](#) → [Immigration and citizenship](#) → [My immigration or citizenship application](#)
→ [Find application forms and guides](#)

Guide 5269 - Applying for a Study Permit outside Canada



Table of Contents

[Overview](#)

[Before You Apply](#)

[Step 1. Gather Documents](#)

[Step 2. Complete the Application](#)

[Step 3. Pay the fees](#)

[Step 4. Submit the application](#)

[What happens next](#)

[Temporary Resident Visa application photograph specifications](#)

[Appendix A: "X" in the sex field on an immigration document](#)

This is not a legal document. For legal information, refer to the *Immigration and Refugee Protection Act* and *Regulations* or the *Citizenship Act* and *Regulations*, as applicable.

This publication is available in alternative formats upon request.

Overview

Application package

This application package has:

- an instruction guide, **and**
- the forms you need to fill out.

The **instruction guide**:

- has information you must know before you submit your application **and**

- explains how to fill out the forms and gather your supporting documents.

Read the instruction guide completely and then fill out each of the applicable forms.

The **forms** are designed with questions that will help the processing of your application.

Symbols used in this guide

This guide uses these symbols to draw your attention to important information:



What you **must** do to have your application processed.



Important information that you need to know to avoid delays or other problems.



Where to get more information.

Note:

Tips that will help you with this application.

Before You Apply


Who may use this application guide?

This application guide is designed for foreign nationals who wish to come to Canada to study.

i Note: The processing time of an application may vary from one visa office to another. [Find out more about local application processing times.](#)

What is a study permit?

A study permit is a written authorization issued by an officer allowing foreign nationals to study in Canada.

 Important information: A study permit becomes invalid 90 days after your study program has been completed. Your program is considered complete when you receive a notification of program completion from your school.

Do I need a study permit?

Generally, foreign nationals must obtain a study permit in order to study in Canada.


However, foreign nationals may be exempted from requiring a study permit in the following situations:

- Family members or private staff accompanying a foreign representative accredited by Global Affairs Canada; **or**
- Members of the armed forces of a country designated for the purposes of the *Visiting Forces Act*.

Are there activities for which a study permit is not required?

Yes, there are activities that do not require a study permit. Generally, a study permit is not required for:

- attending preschool;
- completing a distance learning program;
- following audit courses (where a student is permitted to attend an academic course without obtaining credits);
- taking courses included in tour packages as a secondary activity for tourists;
- taking a course which is not academic, professional or vocational in nature that is of general interest and can be completed within the period authorized upon entry to Canada;
- taking a course or a program of study which is six months or less that can be completed within the period authorized upon entry into Canada.

 Important information: If your program of study is six months or less but you intend to continue your studies in another program, you should apply for a study permit before coming to Canada. This allows you to apply to extend your stay as a student from within Canada. Otherwise, you will have to apply for a study permit from outside of Canada.

How do I apply for a study permit?


Before applying for a study permit at a Canadian visa office, you must first get a letter of acceptance from a Designated Learning Institution (DLI).

The letter must be issued by the Canadian institution (e.g. school district, University, etc.) on official letterhead, show the exact amount of tuition fees you are required to pay, the anticipated starting and finishing dates and the date by which you need to register.

Once you have your acceptance letter, you can complete and submit an application for a study permit.

How do I find out if the school I want to attend is a Designated Learning Institution (DLI)?

For post-secondary level, you must consult the Designated Learning Institution List. If your school is not on the DLI List, you **are not eligible** to apply for a study permit.

 Important information: All primary and secondary institutions in Canada are automatically designated and do not appear on the DLI List.

Do you intend to study in Quebec?

In order to study in Quebec, students must obtain a *Certificat d'acceptation du Québec* (CAQ) issued by the Ministère de l'Immigration, Diversité et Inclusion (MIDI). The educational institution should provide the student with all the details related to applying for Quebec. For residents of countries such as France, Austria, Mexico or the Hong Kong Administrative Region, where there is a Quebec Immigration Service (SIQ), they can apply there directly for a CAQ.

Students do not have to wait for the actual CAQ before applying for their study permit. As proof of their acceptance, they can simply submit MIDI's letter of approval.

Consult the MIDI website for appropriate contact information and for the latest updates on the process and documents required for Quebec.

What requirements must I meet to get a study permit?

In addition to providing an acceptance letter from a DLI, you must demonstrate to the officer that you:

- meet the requirements of the Immigration and Refugee Protection Act (IRPA) and the Immigration and Refugee Protection Regulations, including leaving Canada at the end of your studies;
- have satisfactory proof of financial support:

- If the duration of your studies in Canada will be less than a year, proof of financial support for the duration of your studies in Canada.
 - If the duration of your studies in Canada will be more than a year, proof of financial support for the first year of your studies in Canada.
 - are law-abiding and have no record of criminal activity (you may be asked to provide a Police Clearance Certificate);
 - will not be a risk to the security of Canada;
 - are in good health (a medical examination may be requested);
 - will produce additional documents requested by the officer to establish your admissibility.
-

Are there any conditions on my study permit?

As a study permit holder, you must remain enrolled at a DLI and make reasonable and timely progress towards completing your program. Failing to do so may lead to your removal from Canada. For post-secondary study permit holders, the DLI will report your continued academic enrolment and status to us.

An officer may also impose, change, or cancel conditions on your study permit. These may include one or more of the following:

- the type of studies or course you may take;
 - the educational institution you may attend;
 - the location of your studies;
 - the time and period of your studies;
 - the time and place at which you shall report for medical examination or observation;
 - the time and place at which you shall report to present evidence of compliance with applicable conditions;
 - the work conditions attached to your study permit;
 - the prohibition of engaging in employment;
 - the duration of your stay in Canada.
-

Do I need a Temporary Resident Visa (TRV) or an Electronic Travel Authorization (eTA)?

Citizens of certain countries may require a TRV in order to travel to Canada, while others may require an eTA.

A TRV is an official document issued by an officer that is placed in your passport to show that you have met the requirements for admission to Canada as a temporary resident. An eTA is a paperless document that is electronically linked to your passport; it too, demonstrates that you have met the requirements for admission to Canada as a temporary resident.

If you need a TRV or an eTA, you do not have to complete a separate application or pay additional fees. It will be issued by the officer at the same time as the documents you need for your entry to Canada as a student.

Find out if you need a [TRV](#) or an [eTA](#).

Family members

Your family members include your spouse or common-law partner, your dependent children and any children that are their dependent children.

Spouse

Refers to either of the two persons (opposite or same sex) in a marriage legally recognized in the country in which it took place, as well as in Canada.



Proxy, telephone, fax, internet and similar forms of marriage where one or both parties were not physically present are no longer considered as valid spousal relationships under the Immigration and Refugee Protection Regulations. For more information, consult [Operational Bulletin 613](#).

Common-law partner

Refers to a person who is living in a conjugal relationship with another person (opposite or same sex), and has done so continuously for a period of at least one year. A conjugal relationship exists when there is a significant degree of commitment between two people.

This can be shown with evidence that the couple share the same home, support each other financially and emotionally, have children together, or present themselves in public as a couple.

Common-law partners who have been in a conjugal relationship for at least one year but are unable to live together or appear in public together because of legal restrictions in their home country or who have been separated for reasons beyond their control (for example, civil war or armed conflict) may still qualify and should be included on the application.

Dependent children

Your child or the child of your spouse or common-law partner can be considered a dependent child if that child meets the requirements below on the day we receive your complete application:

- They're **under 22 years old**, and
- They don't have a spouse or common-law partner

Children 22 years old or older qualify as dependants if they meet **both** of these requirements:

- They have depended on their parents for financial support since before the age of 22, and

- They are unable to financially support themselves because of a mental or physical condition

Dependants must continue to meet these requirements until they enter Canada.

If we received your permanent residence application on or before October 23, 2017, a previous [definition of dependent children](#) may apply.

Not sure if your child is a dependant? [Check if your child qualifies by answering a few questions.](#)

Dependent child of a dependent child

Refers to children of dependent children of the applicant and those of the spouse or common-law partner, if applicable.

Do I have to apply separately for my family members?

Family members must complete their own application forms. However, you may submit your applications together online or at a Visa Application Centre (VAC) and use one payment receipt for the total amount.

Your spouse or common-law partner and children must meet all of the requirements for temporary residence in Canada.

May my children attend school?

Your children may attend school in Canada. You must apply for their study permit at the same time as your own. If they intend to join you at a later date, they must also apply for a study permit before coming to Canada.

Custodians

Children **17 years of age or less** coming to Canada to study without an accompanying parent or a legal guardian must still be in the care of a responsible adult in Canada. This person is the **custodian**. The parents or legal guardians in the country of origin and the custodian in Canada **must** complete a notarized [Custodianship Declaration \(IMM 5646\) \(PDF \(Portable Document Format\), 1.02MB \(Megabyte\)\)](#). Pages 1 and 2 of the form are required when submitting the application.

Minor children between 17 years of age and the age of majority in the province or territory (18 or 19 years old) where they intend to study, may need a custodian at the discretion of an immigration officer.

Note: Custodian must reside in Canada and be Canadian citizen or permanent resident 19 years of age or older.

Custodianship is not mandatory for minors travelling with one parent or an authorized guardian. However, a signed consent documents from the non-accompanying parent should be provided.

Learn more about [minors studying in Canada](#).

What about minors travelling alone?

Minor children who are traveling alone must provide:

- the contact information (name, address and phone number) of the custodian, if required, who will be responsible for them in Canada;
- information about the school they will attend; and
- a letter of permission from one or both parents and, if required, a notarized custodianship declaration.

If the child is the subject of a custody order, proof of custody and the other parent's consent must be provided.

May I work while I am studying in Canada?

Yes, as an international student, you may work under any Immigration, Refugees and Citizenship Canada's work programs for students, if you meet certain eligibility requirements. In most cases, you will need to apply for a student work permit.

Learn how to [Get a student work permit](#).

May I work on campus without a work permit?

As long as you have a valid study permit and are a full-time student enrolled at a post-secondary DLI (university, community college, *collège d'enseignement général et professionnel* (CEGEP), publicly funded trade or technical school, or private institutions authorized by provincial statute to confer degrees) you may work on campus. The employer may be either the school or a private contractor operating on campus.

May I work off campus without a work permit?

You are allowed to work off campus without a work permit for up to 20 hours a week during a regular academic session and full-time during regularly scheduled breaks, provided that:

- you hold a valid study permit;
- you are a full-time student enrolled at a designated learning institution;
- the program in which you are enrolled is a post-secondary academic, vocational or professional training program, or a vocational training program at the secondary level offered in Quebec;
- the program of study is at least six months or more in duration and one that leads to a degree, diploma or certificate; and
- you continue to fulfill the terms and conditions of your study permit, as well as the conditions to engage in off campus work (e.g., work no more than 20 hours a week during a regular academic session).

For more information, consult [Off campus work for international students](#).

May I work as part of a co-op or internship program?

International students may work as part of a co-op program only if work is an essential part of an academic, professional or vocational training program offered by a DLI.

To be able to work, you will need a co-op work permit.

i Note: If you are studying English or French as a second language (ESL/FSL) or participating in general interest or preparatory courses, you are not eligible for a co-op work permit.

Are there medical requirements?

If you plan to visit or study for six months or less:

You usually do not need a medical exam.

If you plan to visit or study for more than six months:

You will need a medical exam if you:

- have lived temporarily for six or more months in a row
 - in any of these [countries or territories](#)
 - in the one year immediately before the date you want to enter Canada. **(This applies even if you are a citizen of a country that does not need a visa to enter Canada.)**

You and your family members may need a medical exam to come to Canada. Find out more by checking the [Medical examination requirements for temporary residents](#).

You may either:

- have an upfront medical exam by contacting a Panel Physician; or
- wait until your application is reviewed and medical instructions are given to you by the visa office.


Get the [instructions](#) to complete the medical exam.

When medical results are submitted up front, routine cases benefit from faster processing since we do not have to ask for them at a later date. This is done at your own cost and does not influence the final decision on your application. If you have an upfront medical exam, you must submit proof that you completed the medical exam with your application. Failure to do so may result in processing delays.

Step 1. Gather Documents

What documents are required?

Use the [Document Checklist \(IMM 5483\) \(PDF, \(Portable Document Format\), 297.34KB \(Kilobyte\)\)](#) to assist you in gathering the supporting documents to submit with your application.

 Important information: If you do not submit a complete application, your application may be rejected and this will delay the processing of your application.

Translation of documents

You **must** send the following for any document that is not in English or French, unless otherwise stated on your document checklist:

- the English or French translation; **and**
- an affidavit from the person who completed the translation (see below for details); **and**
- a **certified** copy of the original document.

Translations may be done by a person who is fluent in both languages (English or French and the unofficial language).

If the translation isn't done by a member in good standing of a provincial or territorial organization of translators and interpreters in Canada, you must submit an affidavit swearing to the accuracy of the translation and the language proficiency of the translator. A certified translator will provide both a certified translation and certified copies of the original documents.

The affidavit must be sworn in the presence of:

In Canada:


- a notary public
- a commissioner of oaths
- a commissioner of taking affidavits


Authority to certify varies by province and territory. Consult your local provincial or territorial authorities.

Outside of Canada:

- a notary public

Authority to administer oaths varies by country. Consult your local authorities.

 **Important information:** Translations must not be done by the applicants themselves nor by members of the applicant's family. This includes a parent, guardian, sibling, spouse, common-law partner, conjugal partner, grandparent, child, aunt, uncle, niece, nephew and first cousin.

 **Note:** An affidavit is a document on which the translator has sworn, in the presence of a person authorized to administer oaths in the country where the translator is living, that the contents of their translation are a true translation and representation of the contents of the original document. Translators who are certified in Canada don't need to supply an affidavit.

Certified true copies

To have a photocopy of a document certified, an authorized person must (as described below) compare the original document to the photocopy and must print the following on the photocopy:

- "I certify that this is a true copy of the original document",
- the name of the original document,
- the date of the certification,
- his or her name,
- his or her official position or title, **and**
- his or her signature.

Who can certify copies?

Persons authorized to certify copies include the following:

In Canada:

- a notary public

- a commissioner of oaths
- a commissioner of taking affidavits

Authority to certify varies by province and territory. Check with your local provincial or territorial authorities.

Outside Canada:

- a notary public

Authority to certify international documents varies by country. Check with your local authorities.

Applicants themselves or members of their family may not certify copies of your documents. This includes a parent, guardian, sibling, spouse, common-law partner, conjugal partner, grandparent, child, aunt, uncle, niece, nephew and first cousin.

Step 2. Complete the Application

Filling out the application

The following are the forms that must be filled out and submitted:

- [Application For Study Permit Made Outside of Canada \(IMM 1294\) \(PDF \(Portable Document Format\), 462.79KB \(Kilobyte\)\)](#)
- [Family Information \(IMM 5645 or IMM 5707\)](#)
- [Document Checklist \(IMM 5483\) \(PDF \(Portable Document Format\), 297.34KB \(Kilobyte\)\)](#)
- [Statutory Declaration of Common-law Union \(IMM 5409\) \(PDF \(Portable Document Format\), 636.51KB \(Kilobyte\)\)](#), if applicable
- [Custodianship Declaration – Custodian for Minors Studying in Canada \(IMM 5646\) \(PDF \(Portable Document Format\), 1.02MB \(Megabyte\)\)](#), if applicable
- [Use of a Representative \(IMM 5476\) \(PDF \(Portable Document Format\), 648.31KB \(Kilobyte\)\)](#), if applicable
- [Authority to release personal information to a designated individual \(IMM 5475\) \(PDF \(Portable Document Format\), 593.57KB \(Kilobyte\)\)](#), if applicable

Note: You may be required to complete additional supporting documents upon request of a visa officer.

! Important information: It is a serious offence to give false or misleading information on these forms. The information you provide on your application is subject to verification.

Be complete and accurate



Important information

Complete all sections. If a question or a section does not apply to you, write “Not Applicable” or “NA”, except for your name (last name and given names). Refer to questions 1 and 2 under Personal Details for more instructions. **The application must be signed and dated.**

If your application is incomplete it may be rejected and this will delay the processing of your application.

If you need more space for any section, print out an additional page containing the appropriate section, complete it and submit it with your application.

Application for Study Permit Made Outside of Canada (IMM 1294)

Who must fill out this application form?

Each person requiring a study permit to come to Canada must complete this form.

Fill out the form



Note

You must answer all the questions on this form unless instructed otherwise.

Download and fill out the form on a computer.

You also have the option to save your form and fill it out later.

Note: Filling out the form on a computer is easier and reduces mistakes that can slow down the application process.

Read and follow the questions below to help you fill out the form.

Question 1

Type your universal client identification number (UCI), if known. Otherwise, leave it blank. If this is your first time dealing with us you will not have an UCI.

Question 2

From the list, select the language (English or French) in which you would like to receive service.

Personal Details

Question 1

Full name

Type your **family name (surname) exactly** as shown on your passport or travel document (even if the name is misspelled). Do not use initials.

i Note: If you do not have a family name on your passport or travel document, enter all your given names here and leave the given name field blank.

Type all of your **given names (first, second, or more)** exactly as shown on your passport or travel document (even if the name is misspelled). Do not use initials.

i Note: If you do not have a given name on your passport or travel document, leave this field blank. **Do not enter** “*”, “Not applicable” or “NA”.

Question 2

Nick names or Alias

Check the box to tell us if you have ever used any other name. This could include your birth name, maiden name, married name, nick name, etc.

If you checked “**Yes**”, type any other **family name** that you have ever used.

If you checked “**Yes**”, type any other **given name (first, second, or more) that you have ever used**.

Question 3

Choose your sex (male, female or unknown).

Question 4

Enter your date of birth. If your entire date of birth is unknown, please use “*” (star sign or asterisk) to fill in the spaces for the year, month or day, where applicable.

Question 5

Note, if your city, town, or country or territory of birth is indicated in your passport or your travel document, please record it as it appears in the document.

Question 6

Choose your country of citizenship. To be a citizen of a country means that you were either born in that country (in most cases) or have been granted citizenship by that country. If you are a citizen of more than one country, choose the country that issued the passport you will be using for this trip.

Question 7

Choose the correct information:

- The name of the country or territory you live in, if you have been lawfully admitted to that country or territory.
- Your immigration status in that country or territory (choose one of the following):
 - Citizen
 - Permanent resident
 - Visitor
 - Worker
 - Student
 - Other
 - Protected Person
 - Refugee Claimant
- Other: You must fill out this section if you chose “Other” as a status.
- The dates (From – To) you have been living in your country or territory of residence.

Question 8

Check the box to tell us if during the past five years, you have lived in any other country or territory other than your country of citizenship or your current country or territory of residence (indicated above) for more than six months?

If you checked “**Yes**”, choose the correct information:

- The name of the country or territory you lived in,
- Your immigration status for the time you were in that country or territory:
 - Citizen
 - Permanent resident
 - Visitor
 - Worker
 - Student
 - Other
 - Protected Person
 - Refugee Claimant
- Other: You must fill out this section if you chose “Other” as a status.
- The dates (From – To) you were living in that country or territory.

Question 9

Check the box to tell us if you are applying from the country or territory you live in.

If you checked “**No**”, choose the correct information:

- The name of the country or territory where you are applying from,
- Your immigration status in that country or territory by choosing one of the following:
 - Citizen
 - Permanent resident
 - Visitor
 - Worker
 - Student
 - Other
 - Protected Person
 - Refugee Claimant
- Other: You must fill out this section if you chose “Other” as a status.
- The dates (From – To) that you have been living in that country or territory.

If you are not a citizen of the country or territory where you are applying, you **must** send proof of your legal status in the country or territory you live in when you submit your application.

Question 10

a. Choose your current marital status:

Annulled Marriage

This is a marriage that is legally declared invalid. An annulment can also be a declaration by the Catholic Church that the marital union did not have a binding force.

Common-Law

This means that you have lived continuously with your partner in a marital-type relationship for a minimum of one year.

Divorced

This means that you are officially separated and have legally ended your marriage.

Legally Separated

This means that you are married, but are no longer living with your spouse.

Married

This means that you and your spouse have had a ceremony that legally binds you to each other. Your marriage must be legally recognized in the country where it was performed and in Canada.

Single

This means that you have never been married and are not in a common-law relationship.

Widowed

This means that your spouse has died and that you have not re-married or entered into a common-law relationship.

- b. Enter the date (year, month and day) you were married or you entered into your current common-law relationship.
- c. Type the family names and given names of your current spouse or common-law partner.

If you are in a common-law union, you **must** also fill out the *Statutory Declaration of Common-law Union* (IMM 5409) form and include it with your application. If you are married, you **must** send a photocopy of your marriage licence or certificate with your application.

Question 11

Check the box to tell us if you have ever been married or in a common-law relationship. If you checked “**Yes**”, enter:

- All family names,
- All given names,
- Date of birth,
- Type of relationship:
 - Common-law, **or**
 - Married.
- Dates (From – To) for which you were in the relationship with your former spouse or common-law partner.

Languages

Question 1

- a. Choose your native language (mother tongue).
- b. If your native language is not English or French, choose the language you would most likely use.
 - Both
 - English
 - French
 - Neither
- c. Choose English, French or both as your language of communication:
 - English
 - French
 - Both
 - Neither
- d. Check **Yes** or **No** to tell us if you have taken a test from a designated testing agency to test your abilities in English or French.

Passport

Question 1

Type your valid passport or travel document number exactly as shown on the document. Make sure there is no space between each number or letter.

Question 2

Choose the name of the country or territory that issued your passport or travel document.

Question 3

Enter the date your passport or travel document was issued.

Question 4

Enter the date your passport or travel document will expire.

Note: If you require a Temporary Resident Visa (TRV) and your study permit application is approved, you will need to provide your original passport for the visa counterfoil to be issued. Refer to the responsible visa office for your region.

National Identity Document

Question 1

Check the box to tell us if you have a national identity document.

Question 2

If you checked “**Yes**”, type the document number exactly as shown on your national identity document.

Question 3

Choose the name of the country or territory that issued your national identity document.

Question 4

Enter the date your national identity document was issued.

Question 5

Enter the date your national identity document will expire.

Contact Information

Question 1

Type your current mailing address (where information should be mailed). Make sure you include the following information:

- Post Office Box (P.O. Box) number, if you have one. If you do not have a post office box number, you must type the street number.
- Apartment (Apt.) or Unit,
- Street number (No.). If you did not type in a P.O. Box number, you must type the street number,
- Street name. Do not abbreviate words (Street, Avenue, Boulevard, Drive, etc.) except for directions (NW, SE, W, etc.)
- City or Town
- From the list, choose the country or territory of your current mailing address.
- Province or State
- Postal code or zip code
- District, if it applies to you.

All correspondence will go to this address unless you give us your e-mail address.

If you wish to have a representative who can conduct business on your behalf, you **must** give us their email and mailing addresses in this section **and** fill out the *Use of a Representative (IMM 5476)* form.

Question 2

Check the box to tell us if the address you live at is the same as your mailing address. If “**No**”, type the following information:

- Apartment (Apt.) or Unit, if it applies to you
- Street Number (No.)
- Street Name. Do not abbreviate words (Street, Avenue, Boulevard, Drive etc.) except for directions (NW, SE, W, etc.)
- City or Town
- Country or territory
- Province or State
- Postal Code or zip code
- District, if it applies to you.

Question 3

Check the correct box to tell us if the telephone number is from Canada, the United States (US) or Other (any other country).

Choose the type of telephone:

- Residence (home)

- Cellular (cell or mobile)
- Business (work)

Type your telephone number including the country code, area or regional codes, etc.

If you have an extension number, write it after your phone number under “Ext.”

Question 4

Check the correct box to tell us if your other telephone number is from Canada, the United States or Other (any other country).

Choose the type of telephone:

- Residence (home)
- Cellular (cell or mobile)
- Business (work)

Type your telephone number including the country code, area or regional codes, etc.

If you have an extension number, write it after your phone number under “Ext.”

Question 5

Check the correct box to tell us if the facsimile (fax) number is from Canada, the United States or Other (any other country).

If you have one, type your facsimile (fax) number, including country code, area or regional codes, etc.

Question 6

If you have one, type your e-mail address using a format similar to the following: name@provider.net

i Note: Make sure you check your email regularly. Any emails sent to you by IRCC will end in:

- “@cic.gc.ca”
- “@canada.ca” or
- “@international.gc.ca”.

Please add these to your “safe senders” list in your email program and check the junk mail folder in case important emails get filtered. If we find that your email address does not work or no longer exists, we will communicate with you by mail. By giving us your e-mail address, you are hereby authorizing us to send your correspondence, including file and personal information electronically to this address.

Details of Intended Study in Canada

Question 1

- a. Write the full name of the school or institution;
- b. From the list, select your level of study;
- c. From the list, select your field of study;
- d. Write the complete address of the school:
 - o Province
 - o City or Town
 - o Address

Question 2

- a. Write your Designated Learning Institution (DLI) number
- b. Write your student ID number (if you have one)

Question 3

Write the expected duration of your program of study using the From – To fields.

Question 4

Provide details about the cost of your studies in the following sections:

- Tuition
- Room and board
- Other (e.g. (for example), books, transport, pocket money, etc.)

Question 5

Write the amount of funds (money) in Canadian dollars that you have available for your stay in Canada.

Question 6

- a. From the list, select who will be responsible for your expenses in Canada:
 - o Myself
 - o Parents
 - o Other
- b. If you chose “Other”, indicate who will cover your expenses (e.g. (for example), a relative, a scholarship, a business, etc.).

Education

Check the box to tell us if you have any post-secondary education (including university, college or apprenticeship training).

Examples of post-secondary education:

Trade or Apprenticeship

Training completed in a specific trade, such as carpentry or auto mechanics.

Non-university certificate or diploma

Training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).

Bachelor's degree

Academic degree awarded by a college or university to those who finished an undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.

Master's degree

Academic degree awarded by a graduate school of a college or university. You must have completed a Bachelor's degree before a Master's degree can be earned.

PhD

Highest university degree usually based on at least three years of graduate studies and a thesis. Normally, you must have finished a Master's degree before a PhD can be earned.

If you checked “**Yes**”, give us full details of your highest level of post-secondary education:

- Enter the dates (year and month) you attended the institution
- Field(s) of study (mechanics, social sciences, medicine, etc. (et cetera))
- School or Facility name
- City or Town
- Country or territory (choose from the list) **and**
- Province or State.

Employment (Work or job)

Enter the following information about your employment for the past 10 years. If you are retired, give information about the 10 years before your retirement.

Question 1

Current activity or job

Give details about your **current activity or job**:

- dates (year and month) you have been working at your current job,
- activity or job, or a brief description of your position. If you do not work, describe what you are currently doing (retired, not working, going to school, etc. (et cetera)),
- name of the company, employer or facility where you work,

- City or Town,
- Country or territory,
- Province or State, if it applies to you

Question 2

Previous activity or job

Give details of your **previous activity or job** for the past 10 years. If you are retired, include the details about the 10 years before your retirement.

If you need more space, print out another page of the form, fill in this section and submit it with your application.

Background Information

All questions in this section must be answered or the application will be considered incomplete and will be returned.

Question 1

Check the box to indicate if:

- a. you or any of your family members have ever had tuberculosis of the lungs or been in close contact with a person with tuberculosis within the past two years.
- b. you have any physical or mental disorder that would require social or health services other than medication during your stay in Canada.
- c. If you checked “**Yes**” to any of the above questions, provide details and the name of the family member, if applicable.

i Note: Refer to the family member definition in this guide.

Question 2

Check the box to indicate if you have ever:

- a. remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada.
- b. been refused any visa or permit, denied entry or ordered to leave Canada or any other country.
- c. applied previously to enter or remain in Canada.
- d. If you checked “**Yes**” to one of the above questions, provide details.

Question 3

Check the box to indicate if you have ever:

- committed,
- been arrested for, **or**
- been charged with or convicted of any criminal offence in any country.

Question 4

- a. Check the box to indicate if you have ever served in any military, militia, civil defence unit, served in a security organization or police force (including non obligatory national service, reserve or voluntary units).
- b. If you checked “**Yes**”, provide your dates of service and the countries where you served.

Question 5

Check “**Yes**” or “**No**” to indicate if you have ever been a member or associated with any political party, or other group or organization which has engaged in or advocated violence as means to achieving a political or religious objective, or which has been associated with criminal activity at any time.

Question 6

Check “**Yes**” or “**No**” to indicate if you have ever witnessed or participated in the ill treatment of prisoners or civilians, looting or desecration of religious buildings.

To complete your form:

1. Once the application is completed, click on the “Validate” button located at the top or bottom of the form. This will generate a **barcode page** (page 5 of 5) – see image below. If this application form is completed on a computer and printed, you must place the barcode page on the top of your application (or, if applying as a group, each individual application package).



Note: This barcode page will not appear if you fill out your application by hand.

2. If you are **18 years of age or older**, you must sign and date in the boxes provided at the bottom of the page.

If you are **less than 18 years** of age, your form must be signed by one of your parents or a legal guardian.

Note: By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, accurate, and factual. If you do not sign and date the application form, it will be returned to you.

Family Information (IMM 5645 or IMM 5707)

Who needs to complete this form?

This form must be completed by each person, 18 years of age or older, applying for a Temporary Resident Visa, a study or work permit outside Canada.

Which form needs to be completed?

You must complete the *Family Information* form (IMM 5645 or IMM 5707) listed in the [application package](#) for your country.

Section A

Write the personal details about:

- yourself,
 - If you are married and you were physically present at the marriage, choose “married – physically present” in the marital status box.
 - If you are married and you were not physically present at the marriage, choose “married – not physically present” in the marital status box.
- your spouse or common-law partner, if it applies to you,
 - If you are married and your spouse was physically present at the marriage, choose “married – physically present” in the marital status box.
 - If you are married and your spouse was not physically present at the marriage, choose “married – not physically present” in the marital status box.
- your mother,
- your father.

Include: full name, relationship, date of birth, marital status (married, single, widowed, common-law, divorced, separated, annulled marriage), present address and occupation (job), and if they will come with you to Canada by checking “Yes” or “No”.

If a person is deceased, write “deceased” under “Present address”, and write the city and the date they died.

If not currently employed, please indicate if that person is retired, studying, etc. (et cetera)

You must answer all questions. If a section does not apply to you, write “Not applicable” or “N/A”.

i Note: If you do not have a spouse or a common-law partner, read “Note 1”, then sign and date the declaration at the end of Section A.

Section B

Write the personal details about your children. It is very important that you list all of your children even if they are already permanent residents or citizens of Canada. This includes:

- married children;
- adopted children;
- children of your spouse (step-children) or common-law partner;
- any of your children who have been adopted by others; and
- any of your children who are in the custody of an ex-spouse, former common-law partner or other guardian.

Write full name, relationship, date of birth, marital status (married, single, widowed, common-law, divorced, separated, annulled marriage), present address and job, and if they will come with you to Canada by checking “Yes” or “No”.

If a person is deceased, indicate this under “Present address”, and write the city and the date they died.

If not currently employed, please indicate if that person is retired, studying, etc. (et cetera)

You must answer all questions. If a section does not apply to you, write “Not applicable” or “N/A”.

i Note: If you do not have children, read “Note 2”, then sign and date the declaration at the end of Section B.

Section C (IMM 5645 only)

Write the personal details about your:

- brothers,
- sisters,
- half-brothers and half-sisters,
- step-brothers and step-sisters.

Write full name, relationship, date of birth, marital status (married, single, widowed, common-law, divorced, separated, annulled marriage), present address and job, and if they will come with you to Canada by checking “Yes” or “No”.

If a person is deceased, write this under “Present address”, and write the city and the date they died.

If not currently employed, please indicate if that person is retired, studying, etc. (et cetera)

You must answer all questions. If a section does not apply to you, write “Not applicable” or “N/A”.

Section C (IMM 5707) or D (IMM 5645)

Signature

Sign and date the boxes at the bottom of the page.

i Note: By signing, you certify that you fully understand the questions asked, and that the information you have given is complete, accurate and factual. If you do not sign or date the form, your application will be sent back to you.

Use of a Representative (IMM 5476)

Who may use this form?

Fill out this form **only** if you:

- are appointing a representative;
- need to update contact information for your previously appointed representative; **or**
- are cancelling a representative’s appointment.

If you have dependent children aged 18 years or older, they must fill out their own copy of this form if a representative is also conducting business on their behalf.

Who is a representative?

A **representative** is someone who:

- you have appointed by completing the IMM 5476 form;
- gives advice, consultation, or guidance to you at any stage of the application process; and
- has your consent to conduct business on your behalf with IRCC and the Canada Border Services Agency (CBSA).

You are not obliged to hire a representative. We treat everyone equally, whether they use the service of a representative or not.

For more information, see: [Use of a Representative](#).

Step 3. Pay the fees

Fees

Important information:

There are two types of fees:

- an application processing fee;
- a biometric fee.

Find out if you are required to provide [biometrics](#).

Use the table below to calculate the total amount of fees to be paid (all fees are in Canadian dollars). The processing fees **must** be included with your application. If you or your family members are required to provide biometric information, the biometric fee should be paid at the same time as the processing fee, using the same method of payment, in order to avoid delays in processing your application.

i Note: You may be required to pay the fees in local currency.

Your fees

| Application (per person) | \$CAN | Biometrics |
|-------------------------------------|-------|------------|
| Study permit (including extensions) | \$150 | \$85 |

Fees are subject to change at any time

i Note: Make sure that you are eligible to apply before you pay the fees, **and** gather all the required documents before you submit the application.

Fees will not be refunded, regardless of the final decision. For example, being found ineligible for a study permit is part of the processing; the fees will not be refunded. If you apply again, you will have to pay the application processing fee, and if applicable to you, the biometric fee.

How to pay the fees for your application

To pay your fees for your application you'll need:

- a valid email address;
- access to a printer (you'll need to print the receipt), **and**
- a credit card or Canadian debit card.

Visit the link below and follow these instructions to pay:

- Go to [Online Payment](#).
- Follow the online instructions.
 - **At the end**, click on the button to print the IRCC official receipt with barcode. Print two copies.
- **Attach a copy** of this receipt to your completed application.
 - Keep the second copy of the receipt for your records.

 **Do not exit without printing the receipt! The printed receipt is your proof of payment!**

If you are unable to pay your fees online:

Visit the [Pay your fees](#) page to learn about the methods of payment accepted by Canadian visa offices.

Incorrect fee payment

Incorrect fee payments may delay processing.

Payment issue – No fee included

We will return your application.

Note: We will start processing of your application after you return your application with the fees.

Payment issue – Not enough fees included

We will return your application and tell you of how much to pay.

Note: We will start processing your application once you return your application with the correct fees.

Payment issue – Overpayment

We will:

- start processing your application, and
- send you a refund.

Note: You do not have to ask for a refund, it will be done automatically.

Payment issue – required biometric fee not included

We will:

- tell you the fee amount and how to pay it.

Note: We will continue processing of your application after you send the missing fees.

Step 4. Submit the application

Where do I apply?

You may send your application to a [Visa Application Center \(VAC\)](#) that serves your area or [apply online](#).

Are there biometric requirements?

You and your [family members](#) may need to appear in person to have your fingerprints and photograph (biometric information) taken at a biometric [collection service point](#).

All family members who need their fingerprints and photograph taken and who are applying together should go to the same biometric collection service point.

Find out if you need to give [biometrics](#).

You must **not** have your biometric fingerprints and photo taken before you submit your application. You can have your biometrics collected:



Important information

- **after** you
 - submit your application;
 - pay your application and biometric fees; and
 - get a biometric instruction letter which will direct you to a list of points of service you may choose from;
 - **or**
 - **at the same time** as you are submitting your application in person at a Visa Application Centre (VAC).
-

If I need to give my biometric fingerprints and photo, where do I go?

If you need to give biometric information you must give your fingerprints and photograph at a biometric collection service point. These include:

- Visa Application Centres (VAC);

- US Application Service Centres (ASCs) in the United States; **and**
- IRCC offices outside Canada in a country where there is no VAC or ASC.

If you use the services of a VAC to submit your application, you must give your biometric information at the same VAC.

Consult the list of [biometric collection service points](#).

Note: If you need to give biometric fingerprints and photo, you do not need to include paper photos with your application.

Submit the document checklist

Make sure you complete the *Document Checklist* (IMM 5483) and include it with your application forms and supporting documents.

What happens next

The application process

Submission

Completion check

Once you have submitted your application, we will check to make sure that:

- you have properly completed and submitted all of the required application forms;
- you have paid the application processing fee; **and**
- you have sent all requested supporting documentation.

If your application package is incomplete:

- **we will return it to you;**
- we will not create a file; **and**
- we will not keep a record until you have submitted a complete application.

Note: To avoid processing delays, pay your biometric fees at the same time as your application processing fees, using the same method of payment.

Processing

Review for decision

Your application will undergo a detailed review by an officer who will assess the information and documentation you have provided, and determine if an interview is necessary. If an interview is required, you will receive a letter specifying the date, time and place for the interview.

If your application is refused, any original documents, including your passport (if submitted with your application), will be returned to you with an explanation of why your application was refused.

i Note: If an officer suspects that you have submitted fraudulent documents, they will not be returned to you.

If your application is approved, any identity documents, including your passport (if submitted with your application), will be returned to you with a letter of introduction confirming the approval. The **letter of introduction** is not a study permit but should be presented at the Port of entry upon arrival in Canada.

Arrival in Canada

When you arrive in Canada, you must show the letter of introduction and the temporary resident visa, if applicable, to an officer at the port of entry. The officer will decide if you still meet the requirements for admission into Canada.

If there has been a change in circumstances between the date of your application for a study permit and your arrival in Canada, or if subsequent information is given which was not originally available to the visa office, you may be refused entry.

The officer at the port of entry will determine whether you may enter Canada and how long you may stay. You will be issued a study permit at this time.

You must leave Canada on or before the date set by the officer or have your status extended by an officer in Canada.

i Note: for applicants who provided their biometric information as part of their application, when you arrive at the port of entry, the officer will:

- check your travel documents and compare you to the photo taken at the time of your application, **and**
- may ask you to proceed to a secondary inspection line where your fingerprints will be compared with the fingerprints that were taken at the time of your application.

What you can do to help processing

There are certain things you can do to help make sure your application is processed as fast as possible:

- make sure you **send all documents and information we have asked for** with your application
 - tell us if your contact information changes, including:
 - mailing address
 - telephone numbers
 - facsimile number (fax)
 - e-mail address
-

Things that delay processing

The following **may delay** processing:

- missing signature on application forms
 - unclear photocopies of documents
 - documents not sent with a certified English or French translation
 - verification of your information and documents
 - a medical condition that may need more tests or consultations
 - a criminal or security problem
 - consultation is needed with other offices in Canada and abroad
-

Current processing times



For more information

You can check current processing times on the [Application processing times](#) webpage.

Checking application status

You may [Contact Us](#) or go online to see the current status of your application:

1. Click on [Check application status](#), and
2. follow the instructions provided.

To obtain details on how to remove your application status information from the Internet, visit the [“Frequently Asked Questions”](#) (FAQ) section.

Protecting your information

Your personal information, including biometric fingerprints and photograph, if given:

- may be shared with other Canadian government institutions as well as foreign governments as permitted under the provisions of the *Privacy Act*, **and**
- will be available to IRCC and CBSA employees who need to see it in order to provide the services to you, **and**
- will not be disclosed to anyone else except as permitted under the provisions of the Privacy Act.

You can find more information about the protection of your data by visiting the [Help Centre](#).



Find out more about the protection of your [biometric](#) information.

For more information

Quality Assurance Program

Our quality assurance program randomly chooses applications for a special review. If chosen, we will ask you to attend an interview with an IRCC official to:

- verify that the documentation and any other information you submitted is accurate,
- verify that your application has been completed properly.

Note: We will notify you in writing if your application is chosen.

Online services

For more information about the programs offered by IRCC, visit [Immigration and Citizenship](#).

Need help?

If you need help, you can find answers to your questions by visiting the [Help Centre](#).

Temporary Resident Visa application photograph specifications

Provide two photos meeting the requirement of the [Visa application photograph specifications](#). On the back of two photos, write your name and date of birth.

i Note: if you are required to provide biometric fingerprints and photo, you are not required to include paper photos with your application.

Appendix A

"X" in the sex field on an immigration document

In the future, we will be introducing an "X" in the sex field. [Sign up for email updates on changing your sex to X \(unspecified\)](#). Until this becomes available, you may request a supporting document, free of charge that will state that your sex is unspecified.

You can request the supporting document once your application has been approved and you've received your immigration document.

[Find out how to request a supporting document with X.](#)

⚠ Important:

If your passport or travel document has a sex other than male (M) or female (F):

- On your application forms, identify the sex you would like displayed (M or F) until the X can be issued.
- The sex chosen (M or F) on your application will be the sex printed on your document.

How-to video



Save Time: Send a Complete Application

Find out if you are eligible

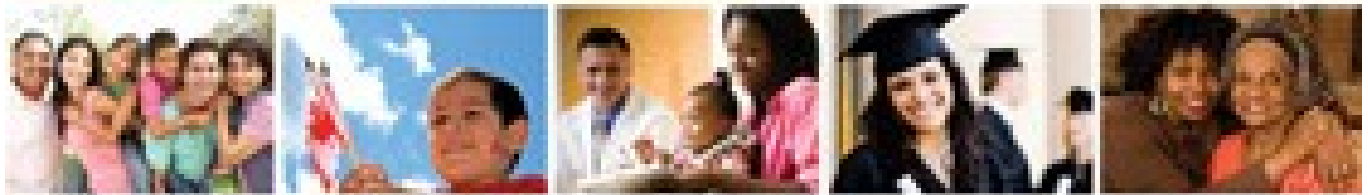


Come to Canada

Living in Canada tool



Living in Canada



[Learn about what it's like to live in Canada and which resources are available to you to help you settle here](#)

Please select all that apply:

- Something is broken
- It has a spelling or grammar mistake
- The information is wrong
- The information is outdated
- I can't find what I'm looking for

Date modified:

2018-04-12