

# INITIAL STUDY PERMIT APPLICATION (OUTSIDE CANADA)

## Online Application – IRCC Secure Account

**!** *This document is for information purposes only and does not constitute legal advice. Immigration regulations and procedures change frequently. Please refer to [Immigration, Refugees & Citizenship Canada, \(IRCC\)](#), for the most up-to-date information or connect with [theservicehub@senecapolytechnic.ca](mailto:theservicehub@senecapolytechnic.ca) for assistance. The information and instructions contained herein are intended for students of Seneca Polytechnic and may not be applicable to students at other academic institutions.*

### STEP 1 – Create or Sign in to your IRCC secure account

- Before you proceed, read the instruction [Guide 5269 – Applying for a Study Permit outside Canada: IRCC guideline](#)
- Log in/ Sign up to your [IRCC account](#)

We recommend using Option 1: GCKey  
(Sign in with your GCKey user ID and password)

- Scroll down to start an application and click on **‘Apply to come to Canada’**, as seen below:
- In the ‘Determine your eligibility and apply online’ section, select:

Visitor visa, study and/or work permit

### STEP 2 – Answering pre-assessment questions

Answer the questionnaire and check your eligibility.

- You will need to answer a series of questions before you are able to upload your form and required documents.
- Please find below an example. Please keep in mind that every case is specific, and you must answer questions based on your personal situation.

\* Where are you applying from? (required)

- ☒ Outside Canada  
☐ Inside Canada  
☐ At a port of entry

\* How do you want to apply? (required)

- ☒ Online (required, unless exempt)  
☐ On paper

**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.**

BRA (Brazil) (insert your country of citizenship)

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

BRA (Brazil) (insert your country of citizenship)

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

No/Yes (Based on your personal situation)

**What is your date of birth?**

January 1, 2001

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

No

**Have you been accepted to a designated learning institution?**

Yes

**Are you planning to attend a post-secondary designated learning institution**

Yes

**What is your marital status? (required)**

Never Married/single

**What is your province or territory of destination? If visiting multiple provinces or territories, select the one in which you will be spending most of your time. (required)**

Ontario

**Are you an exchange student?**

No

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

No / Yes (If it printed Yes on your Offer of Admissions letter)

**Are you a spouse, common-law partner, or child of certain skilled worker or of certain full time international student that has or will have status in Canada?**

No

**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

**Are you [accompanying](#) a family member that has [status](#) in Canada, or has recently been approved to come to Canada? (required)**

No

**Have you ever committed, been arrested for, been [charged](#) with, or convicted of any criminal offence in any country? (required)**

No

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

No

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

Yes/No – Based on your answers, you may/may not need to get a medical exam performed by an authorized doctor.

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

No (Depends on your situation)

**Are you giving someone access to your application? (required)**

No

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

No

**There are fees associated with this application. Will you be paying your fees or are you fee exempt? (required)**

Yes, I will be paying my application fees.

**Are you able to make a digital copy of your documents with a scanner or camera? (required)**

Yes

**Will you be paying your application fees online? To pay online, you can use a credit card (Visa, MasterCard, American Express, JCB, China Union Pay) or a Visa Debit or Debit MasterCard. (required)**

Yes

## STEP 3 – Your document checklist

This is a sample list of documents you need to submit in order to apply. The list will depend on what and how you answered the questionnaire and based your country of origin. An example, some may be asked to submit Family information (IMM5707) instead. You cannot proceed until each file has been uploaded. Select the question mark button to learn more about each document.

### Application Form(s)

#### Application Form(s)

Details	Document name	Instructions	Options
Not provided	Application for Study Permit Made Outside of Canada (IMM1294) (required)	?	<button>Upload file</button>

### Supporting documents

#### Supporting documents

Details	Document name	Instructions	Options
Not provided	Evidence of Work Reqmnt Study: Evidence of Work Requirement in Study (required)	?	<button>Upload file</button>
Not provided	Passport (required)	?	<button>Upload file</button>
Not provided	Letter of Acceptance or Letter of Enrollment / Registration (required)	?	<button>Upload file</button>
Not provided	Proof of Means of Financial Support (required)	?	<button>Upload file</button>
Not provided	Digital photo (required)	?	<button>Upload file</button>
Not provided	Family Information (IMM5645) (required)	?	<button>Upload file</button>

### Optional documents

#### Optional documents

Details	Document name	Instructions	Options
Not provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	<button>Upload file</button>
Not provided	Client Information	?	<button>Upload file</button>

## STEP 4 – Submitting and completing your application

Follow the prompts to pay your fees and complete your application.

After you have started your application, your information will be saved for 60 days. Whenever you log in back to your GCKey account, your application will be listed and looks like below. You can always go back, click “Continue application” to edit, then submit the application when you’re ready.

### 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 1 to 1 of 1 entries | Show **5** entries

Application type ↓↑	Date Created ↓	Days left to submit ↓↑	Date last saved ↓↑	Action
Online Application	August 28, 2023	60	August 28, 2023	<a href="#">Continue application</a> <a href="#">Delete application</a>

After you submit your payment, you will see a page that confirms that your application has been submitted. It will have more information on the next steps. Shortly after you submit, you will also receive a confirmation message in your account. You might consider downloading the Letter of Submission as a proof that your study permit has been submitted.