How to Apply for a Study Permit from Outside Canada

Via IRCC Secure Account

(July 2026)

This document is for information purposes only and does not constitute legal advice. Immigration regulations and procedures change frequently. For the most up to date information please refer to Immigration, Refugees, and Citizenship Canada (IRCC) or connect with a Seneca immigration specialist via theservicehub@senecapolytechnic.ca. This information is intended for students of Seneca Polytechnic and may not be applicable to students at other institutions.

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If you have questions or require assistance with your IRCC application, reach out to us:

- Access our online resources
- Contact theservicehub@senecapolytechnic.ca
- Book an appointment with a Seneca immigration specialist
- Register for an upcoming study permit information session

Step 1 – Create an IRCC Secure Account

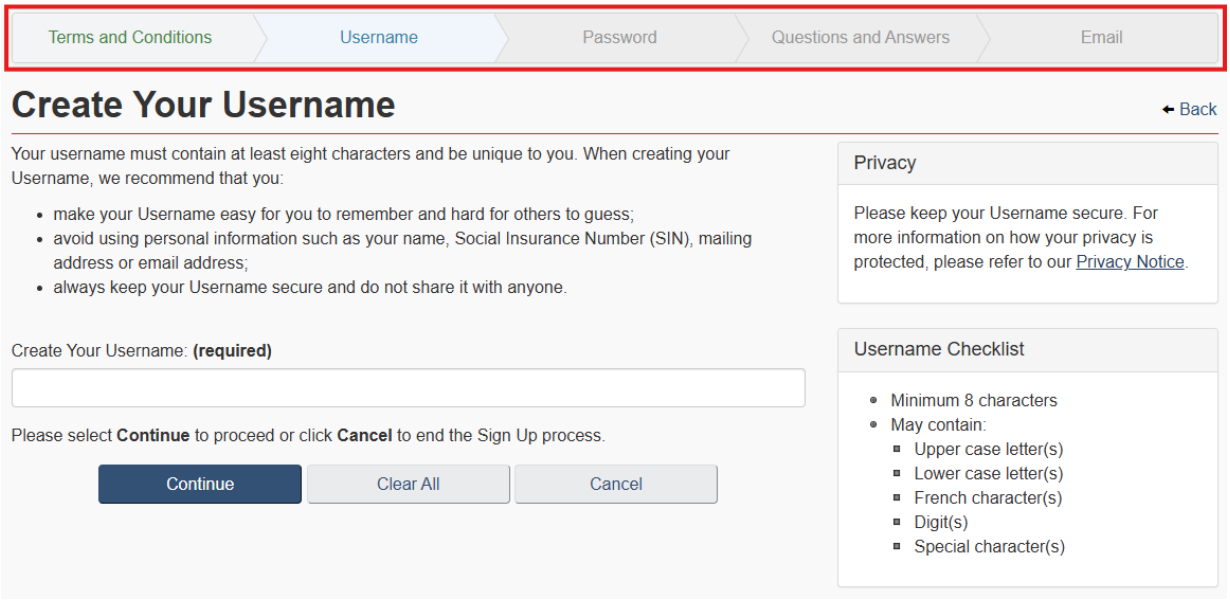
Visit the link below to create your IRCC Secure Account

https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html

To create an account for the first time, click "Register for an Account"

Then click "Option 1: Register with a GCKey username and password," and "Sign Up"

Accept the terms and conditions to proceed. You will be asked to create a username, password, and verification questions and answers. Finally provide your email address. Once completed, check your email inbox for a confirmation message to activate your account.



Step 2 – Log in to the IRCC Secure Account

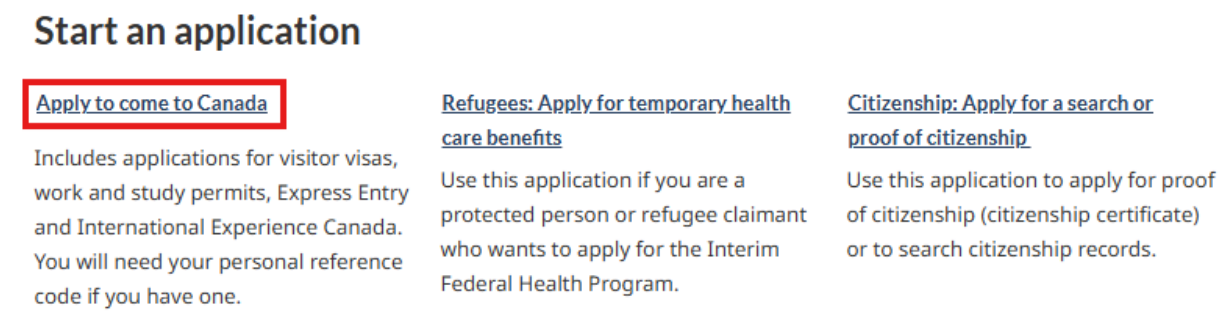
Log in to your IRCC Secure account using your GCKey username and password. You will be asked to complete a multi-step verification process and respond to verification questions.

Step 3 – Create a new Application

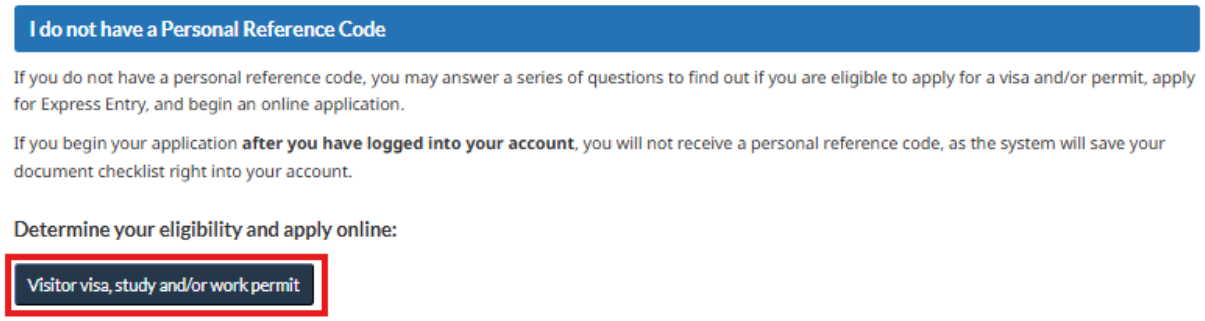
Your IRCC Secure Account home screen lists applications you have already submitted at the top, and any existing applications in progress below.

It is not required to complete your whole application in one sitting. You may save your progress and return at any time within 60 days to complete the application.

To start a new study permit application, scroll down and click "Apply to come to Canada".



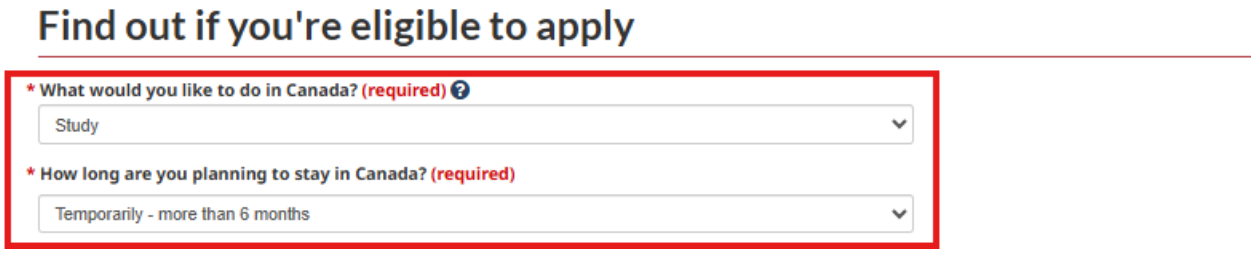
Then click "Visitor visa, study, and/or work permit"



Step 4 – Eligibility Questions

You will be asked to complete some eligibility questions to. Select the answers applicable to your situation. For more details or instructions, click the blue icon next to each question.

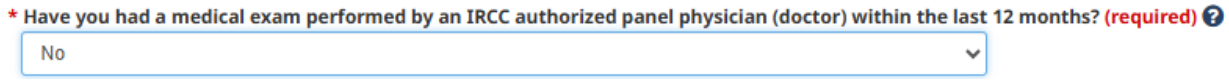
Be sure to indicate that you intend to **Study** in Canada, and that you are planning to stay **Temporarily – more than 6 months.**



If your program includes Work Integrated Learning (WIL) such as a co-op, field placement, or internship, answer **Yes** to the below to ensure you are issued a study permit with work authorization. A separate co-op work permit is no longer required by IRCC.

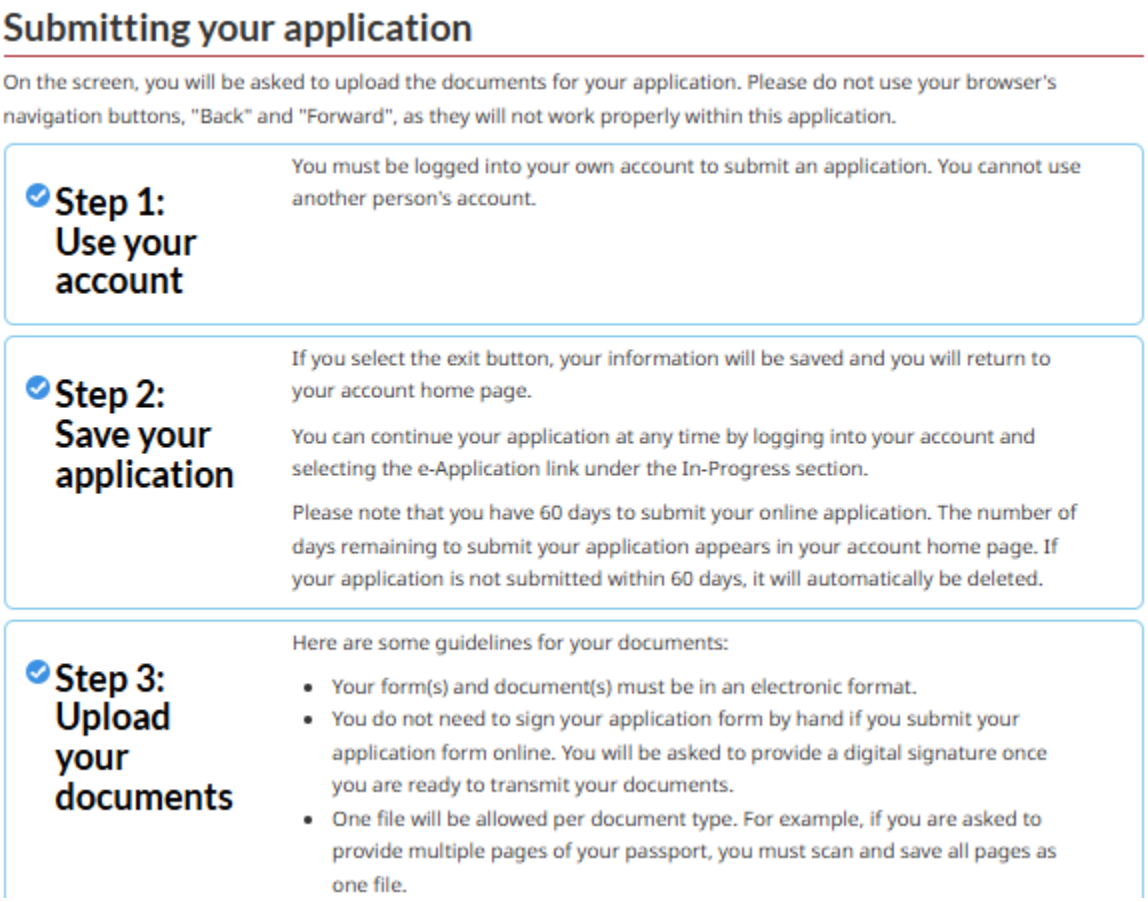


A medical exam is required for residents of certain countries and applicants who intend to work in a vulnerable sector such as childcare, healthcare, or laboratory settings. If you have not completed a medical exam, answer **No** to the below. If it is required, it will be included in your document checklist.



Step 5 – Document Checklist

Review the instructions carefully before you proceed. Note the accepted file formats and **maximum file size (4 MB)**. It may be necessary to reduce the size of some of your documents before you can upload them. Click "Continue" to proceed to the document checklist.



The Document Checklist is personalized according to your responses to the eligibility questions and your country of origin. It will not be the same for all applicants. It lists all required forms and supporting documentation for your application.

Before uploading, ensure that you have gathered all documents and reviewed their validity and expiry date (if applicable). An incomplete application cannot be submitted. An application with expired documents (such as an expired or invalid Provincial Attestation Letter – PAL) will not be accepted for processing.

You are responsible for ensuring that the documents you submit are correct. A decision concerning your application will be made based upon the information you submit.

Application Form(s)

Application Form(s)

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

Supporting documents

Supporting documents

Details	Document name	Instructions	Options
Not provided	Evidence of Work Reqmnt Study: Evidence of Work Requirement in Study (required)		Upload file
Not provided	Family Information Form (IMM5707) (required)		Upload file
Not provided	Passport (required)		Upload file
Not provided	Letter of Acceptance or Letter of Enrollment / Registration (required)		Upload file
Not provided	Provincial or Territorial Attestation Letter (PAL or TAL) (required)		Upload file
Not provided	Proof of Means of Financial Support (required)		Upload file
Not provided	Digital photo (required)		Upload file

Optional documents

Optional documents

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

Click the "Upload File" button next to each item to add your documents. Be sure to review the "Details" in the left-hand column to confirm that you have added the correct file. You are advised to upload all documents, even if they are listed as "Optional".

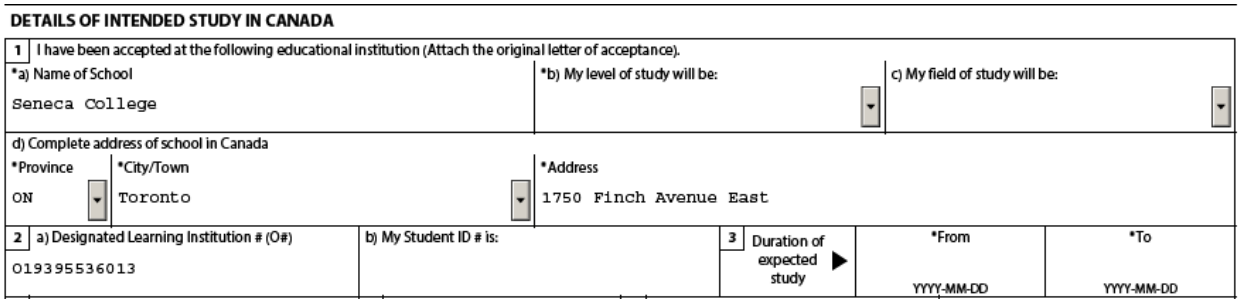
To access the IRCC application forms in your document checklist, click the link on screen, download the file, and save it to your computer. For detailed instructions click here. Do not use versions of the forms obtained from other sources as they may be out of date. It is not necessary to print and sign these forms. The application will be signed electronically when you submit.

Review the instructions below for important tips on how to complete the forms, and specific instructions for some of the documents.

IMM1294 Application for a Study Permit made Outside of Canada

IMM1294 is the generic study permit application form for all applicants. Click the link to download the form to your computer. Complete the form with your personal, identification, and contact information. If any sections are not applicable to you write "Not Applicable". Below are some important tips for completing this form.

- Details of Intended Study in Canada
  - The required information can be found in your Letter of Acceptance (LOA)



DETAILS OF INTENDED STUDY IN CANADA

1 I have been accepted at the following educational institution (Attach the original letter of acceptance).

*a) Name of School	*b) My level of study will be:	c) My field of study will be:
Seneca College		

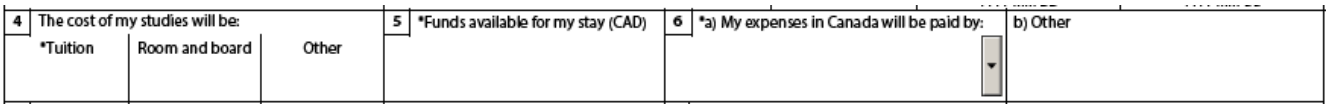
d) Complete address of school in Canada

*Province	*City/Town	*Address
ON	Toronto	1750 Finch Avenue East

2 a) Designated Learning Institution # (O#)	b) My Student ID # is:	3 Duration of expected study	*From	*To
O19395536013			YYYY-MM-DD	YYYY-MM-DD

- Duration of expected study
  - Add an additional **90 days** on to the end date indicated on your LOA. This is the default validity period for study permits as it allows for sufficient time to submit a Post-Graduation Work Permit (PGWP) application, or to depart Canada after completing your program.

- Cost of Studies
  - It is required to show sufficient available funds for your first year of study, and the ability to obtain additional funds for any subsequent years of study. The amounts that you indicate here must align with the supporting financial documents in your application. **Indicate the amount of money for your first year of study.**

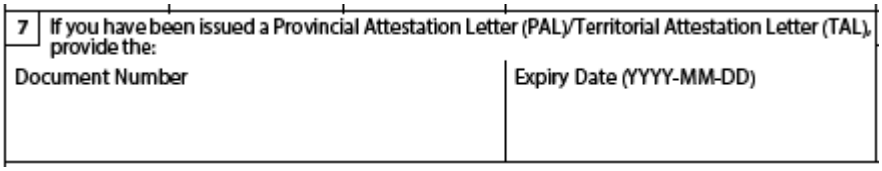


4 The cost of my studies will be: *Tuition	Room and board	Other	5 *Funds available for my stay (CAD)	6 *a) My expenses in Canada will be paid by:	b) Other

  - "Tuition" amount is indicated in your LOA
  - "Room and board" amount is determined by IRCC according to family size, check the IRCC webpage for the current required amount
  - "Other" is the amount for travel, books, and materials. Input an estimate of how much money you will need for these purposes

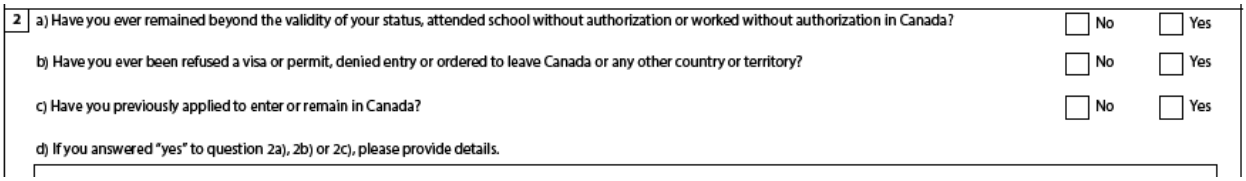
- "Funds available for my stay" is the amount of money (from all sources) available to you for the purposes of studying in Canada. It is highly recommended to have more than the minimum amount of money required

➢ Provincial Attestation Letter
- A Provincial Attestation Letter (PAL) is required for most new study permit applications. This document is issued by the Ontario government and provided to you with your Letter of Acceptance (LOA).



- The document number is listed at the top of the PAL and begins with ON.
- Check the expiry date. PALs are valid until December 31 of the year they are issued. **PALs are single use and cannot be used again to reapply to IRCC following a refusal.**
- If your PAL is expired or no longer valid, please contact theservicehub@senecapolytechnic.ca

➢ Background Information
- Answer the questions truthfully. Note that question 2 refers to previous visa applications in Canada or any other country. Having a previous refusal does not necessarily have a negative impact on your new application provided you declare it here.



➢ Validate
- After filling the form, click the **Validate** button at the bottom.
- If there are any errors or inconsistencies in your form, an error message will show indicating the sections that require revision.
- A successful validation will generate a series of bar codes on the final page. This will allow you to upload the form to the portal.
- **You do not need to print and sign this form.**



<u>Evidence of Work Required in Study</u>

Upload a copy of your Letter of Acceptance (LOA) in this field, the required information confirming that work is part of your studies is indicated there. A separate letter is not necessary.

Passport

Upload a copy of your passport. Include the information which shows your photo, and **all** other pages that have stamps, visas, or other markings. Note that a study permit cannot be issued beyond the validity date of your passport. If your current passport is not valid for the duration of your studies, it is recommended to obtain a new passport before you apply.

Client Information

The Client Information field is where you can upload your Statement of Purpose, and any other explanation letter or additional documents that have not been provided elsewhere. This may include previous education credentials and transcripts, language test result, additional sponsor documents, or other documents required by the local visa office.

Step 6 – Consent & Declaration

After uploading all your documents, you may proceed with consent and declaration and electronically sign your application.

Step 7 – Transmit & Pay

The final step is to pay the application and biometrics fee. Review the amounts indicated and process the payment. Your application will be transmitted to IRCC following successful payment.

After you application has been submitted, return to the home page of your IRCC Secure Account to confirm the application is listed in the "Submitted Applications" section. You will also receive a submission confirmation message within 24 hours.

Remember to keep Seneca informed about the status of your application by following these steps in Student Home.