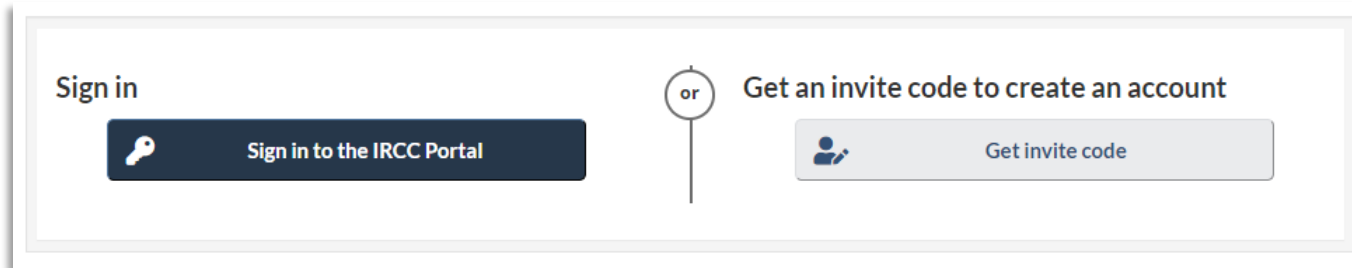## INITIAL STUDY PERMIT APPLICATION (OUTSIDE CANADA)
Online Application

! *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 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 your IRCC Portal account or sign in

Visit the link below to create your account or sign in to the IRCC Portal. If you do not have an existing account, follow the steps to receive an invite code.

https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/portal-application-process-study.html

*Note, if you previously applied to IRCC and have an existing IRCC secure account created with a GCKey or a sign-in partner

- This IRCC portal account is **not** connected with your IRCC secure account.
- To view applications you created and submitted in your IRCC secure account, access messages and status updates for these applications, or link paper applications, sign in to your IRCC secure account.

STEP 2 – Start an application

Scroll down to the bottom of the home screen and click "Apply to visit, study or work in Canada as a temporary resident.

Start an application

Apply to visit, study or work in Canada as a temporary resident.

You will be asked to review application steps and acknowledge you have understood before proceeding with your application.

Apply to visit, study or work in Canada as a temporary resident

1. Make sure you're eligible before you apply.

Check the program requirements and make sure you meet the basic entry requirements.

- Rules may have changed since the last time you applied, so it's best to check before you start your application.

2. Have these items ready:

- your passport or other valid travel document
- a credit card to pay the application fees

3. Follow these steps to complete the application:

- Select what you want to apply for.
  - We'll tell you what documents you may need.
- Answer the questions in the application.
  - The questions will be based on what you're applying for and your situation.
- Review your answers.
  - You can modify them if you need to.
- Upload your documents.
  - After you answer all the questions, you'll get a list of documents you need to upload.
  - You need electronic copies in either the .tiff, .jpg, .png, .doc, .docx or .pdf format.
- Pay your fees.
- Submit your application.
  - You have **60 days** (from when you start your application) to submit a complete application.
  - After 60 days, the system deletes your information.

☑ I acknowledge that I've read and I understand the above information. I'm ready to start my application.

Start application →

Respond to the questions to check your eligibility. Be honest and select the response that is relevant to your situation.

Indicate that you want to apply for a study permit for longer than 6 months and provide the details of your studies and travel.

Apply to visit, study or work in Canada as a temporary resident

* I want to apply for a: (required)

- ⦿ study permit
- ◯ transit visa or temporary special measures
- ◯ visitor visa or super visa
- ◯ work permit
- ◯ not sure

* What exactly do you want to apply for? (required)

- ◯ A study permit to study for less than 6 months
- ⦿ A study permit to study for more than 6 months
- ◯ A visitor visa to study without a study permit for less than 6 months

* Tell us more about what you'll do in Canada. Include dates. (required)

```

```
0 of 475 characters used

* When will you enter Canada? (required)

If you don't yet know the date you will travel to Canada, select an approximate date.

| Select year ▾ | Select month ▾ | Select day ▾ |

* When will you leave Canada? (required)

| Select year ▾ | Select month ▾ | Select day ▾ |

UCI (unique client identifier), if known (optional)

```

```

Complete all required fields then click [Save and continue →]

You will be asked to review your information before you can [Continue to application →]

It is not required to complete the whole application in one session. Your progress will be saved for 60 days. You may return to complete the application by logging in and scrolling to the below section. **Click "Continue"** to continue your application where you left off.

Continue an application you haven't submitted

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

Application type	Applicant name	Date created ↓	Days left to submit	Date last saved	Action
Study permit application	Seneca Student	March 1, 2024	60	March 1, 2024	Continue | Delete

Items per page : 5 ▾   1 to 1 of 1 |< < > >|

Proceed with the following sections of the application, additional questions may appear in response to your answers. You must respond to all required questions before you can proceed to the next section:

A. Personal details
B. Application
C. Activities
D. Security questions
E. Medical history
F. Family information
G. Contact information

A. **Personal details** section will obtain your information such as your name, date of birth and gender (sample below).

Other questions being asked under personal details section include,

- Travel document or passport information
- Citizenship and residency information
- National identity document and other names previously used
- Current and all previous residency addresses
- Biometrics

2024-03

B. Application section requests information pertaining to your institution, program and cost of education.

Application for a study permit

Details about your intended study in Canada

Type of study permit (required)
- ◉ I have a letter of acceptance from a designated learning institution
- ○ I am applying for an open study permit

Which of the following applies to you? (required)
- ○ An officer of the United States Immigration and Naturalization Service or of the United States Customs who will carry out pre-inspection duties work in Canada.
- ○ An American member of the International Joint Commission.
- ○ A United States grain inspector.
- ○ A United States government official, with an official United States passport, who will undertake a temporary posting in Canada.
- ○ Family member of any of the above
- ◉ None of the above apply to me.

Level of study (required)

[▾]

⚠ **This information may be shared with your designated learning institution during your application process.**

Designated Learning Institution (DLI) number (required)
- The DLI number can be found on your letter of acceptance.
- A DLI number starts with an uppercase letter "O" and is followed by 11 or 12 numbers. Example: O123456789101
- Primary and secondary school students don't need a DLI number. If you don't have a DLI, enter "NA".

[O19395536013   ] [🔍]

Name of school (required)

[Seneca Polytechnic   ]

2024-03

Address of school

* Select a country or territory (required)

```
Canada                                          ▾
```

* Start typing to find your address in the list (required)

If you don't see your address in the list, select Manually input address to enter your details in the address fields.

```
1750 Finch Ave E, North York, ON, M2J 2X5       🔍
```

☐ Manually input address

* Street number (required)

```
1750
```

* Street name (required)

```
Finch Ave E
```

Apartment or unit number (optional)

```

```

PO box (optional)

```

```

* City or town (required)

```
North York
```

* Province (required)

```
Ontario                                         ▾
```

* Postal code (required)

```
M2J 2X5
```

* Field of study (required)

```
                                                ▾
```

* Do you have a student identification number and would you like to provide it? (required)

◉ Yes   ○ No

* Student identification number (required)

Enter the student identification number provided to you by your designated learning institution.

```

```

← Back   Save and continue →

Education cost (Study Permit)

* **Tuition fee (in Canadian dollars)** (required)
This is the total fees to be paid to the school for the duration of the program (all years of study).

[   ]

* **Room and board (in Canadian dollars)** (required)
This is the total amount for food and lodging for the duration of the program (all years of study).

[   ]

Other (in Canadian dollars) (optional)

[   ]

* **Funds available for stay in Canada (in Canadian dollars)** (required)

[   ]

* **Who will pay for all your expenses in Canada?** (required)

[▼]

* **Are you receiving financial support for your studies?** (required)
○ Yes   ○ No

If your program includes a mandatory work component, you must apply for a co-op work permit. To do so, select "yes" in the below section and "post-secondary co-op work permit".

Co-op programs for foreign students

* **Do you want to apply for a work permit to participate in a co-op program?** (required)
◉ Yes   ○ No

* **What type of work permit are you applying for?** (required)
◉ Post-secondary co-op work permit
○ Secondary school co-op work permit

C. Under **Activities**, provide information on your education, work/activities and travel history.

Purpose	Personal details	Application	Activities	Security questions	Medical history	Family information	Contac

Information about education, work and other activities

> ⚠ **You must complete this entire section to be able to save your details**
>
> You can only save your information after you answer all the questions below and fill in each table. If you leave the application without providing all these details
> - your information will not be saved
> - you will have to input the information again when you return

Post-secondary education history

* **Have you ever studied at a post-secondary school (university, college or vocational school)? You don't need to have completed a degree or diploma. (required)**

○ Yes   ○ No

Work/activities history

Military/police history

* **Did you serve in any military, militia, civil defence unit, security organization or police force (including non-obligatory service, reserve or voluntary units)? (required)**

○ Yes   ○ No

* **Give details of all your employment and activities since the age of 18. (required)**

Do not include any entries that you already put for post-secondary education or military/police history (if that was your only occupation at that time). For all other periods of time, you need to enter an occupation or activity. Don't leave any other gaps.

> ⚠ **Select "Government position" if you've worked as a civil servant, judge, mayor, Member of Parliament, hospital administrator, or employee of a security organization.**

+ Add

› You'll lose your information if you leave this page without saving.

Work/Activity	Job title	Company/employer	From	To	Country/territory	Add or modify a file
		There is no data to display				

Items per page : 4   0 of 0 |< < > >|

← Back   **Save and continue →**

Travel history

* During the past 5 years have you travelled to a country or territory other than the one where you're a citizen or where you live now? **(required)**

○ Yes   ○ No

← Back   Save and continue →

Travel history (continued)

* Have you ever stayed in Canada beyond the validity of your status, attended school in Canada without authorization, or worked without authorization in Canada? **(required)**

○ Yes   ○ No

* Have you ever been refused a visa or permit, denied entry to, or ordered to leave any country or territory? **(required)**

○ Yes   ○ No

← Back   Save and continue →

D. Read the questions carefully and answer the **Security questions** honestly. If you answer "Yes" to any of the questions, you will be required to provide a brief explanation.

| < | Purpose | Personal details | Application | Activities | Security questions | Medical history | Family information | Contac | > |

Criminality and security

* Have you ever committed any crime in any country or territory (this includes driving under the influence of alcohol or drugs)? **(required)**

○ Yes   ○ No

* Have you ever been arrested for any criminal offence in any country or territory (this includes driving under the influence of alcohol or drugs)? **(required)**

○ Yes   ○ No

* Have you ever been charged for any criminal offence in any country or territory (this includes driving under the influence of alcohol or drugs)? **(required)**

○ Yes   ○ No

* Have you ever been convicted for any criminal offence in any country or territory (this includes driving under the influence of alcohol or drugs)? **(required)**

○ Yes   ○ No

← Back   Save and continue →

Criminality and security questions

* **Are you or have you ever been a member or associated with any political party, or other group or organization which has engaged in or advanced violence as a means to achieving a political or religious objective, or which has been associated with criminal activity at any time?** (required)

○ Yes   ○ No

* **Have you ever witnessed or participated in the ill treatment of prisoners or civilians, looting or desecration of religious buildings?** (required)

○ Yes   ○ No

← Back   Save and continue →

E. For **Medical History**, if you had a medical exam performed by an IRCC authorized panel physician in the last 12 months, you may need to provide the immigration medical examination (IME) or unique medical identifier (UMI) number. If you have not had an IME but are admitted into a program where you may have co-op placements in the childcare or health services field, or plan to work in those fields, you may need to get a medical exam.

| ‹ | Purpose | Personal details | Application | Activities | Security questions | **Medical history** | Family information | Contac | › |

Medical background questions

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

○ Yes   ○ No

← Back   Save and continue →

F. **Family information** will include information of your parents too.

| ‹ | Purpose | Personal details | Application | Activities | Security questions | Medical history | **Family information** | Contac | › |

Family information

Marital Status

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

○ Annulled Marriage
○ Common Law
○ Divorced
○ Married
○ Separated
○ Single
○ Widowed

← Back   Save and continue →

G. **Contact Information** section requests your input of language of communication, email and phone number.

In the "**Summary**" section you will be asked to review your answers. You may make any necessary changes or corrections before proceeding to the next step.

In the "**Documents**" section a personalized document checklist (an example below), will be generated based on the responses provided in the application. Review the document specifications and file size requirements before uploading your documents.

2024-03

If you indicated that your program has a mandatory work component (co-op), you will need to upload an official letter from school. You should upload a copy of your LOA in this field. The relevant work information is indicated within the LOA.

Upload all required supporting documents and any relevant additional documents then click,

Save and continue →

STEP 3 – Consent and Declaration

Complete the consent and declaration section and digitally sign the application.

Consent and declaration

Citizenship and Immigration Canada (CIC), or an organization at CIC's request, may want to contact you in the future to ask you about any services you received from CIC prior to the application process (such as participation in an information forum), during the application process (including the application process itself as well as orientation or accreditation services), and services received after arriving in Canada (including settlement, integration and citizenship). CIC will use this information, along with the information provided by other individuals, for research, performance measurement or evaluation purposes. CIC will not use this information to make any decisions about you personally.

* **Do you consent to be contacted by CIC, or an organization at CIC's request, in the future?** (required)
○ Yes   ○ No

I understand that CIC is collecting this personal information to assess whether I should be granted a study permit and will use this information to verify my eligibility for a study permit as well as my compliance with the conditions of my study permit. CIC may disclose my personal information to CBSA to enforce the requirements of the Immigration and Refugee Protection Act.

I also understand that CIC may disclose my personal information to my designated learning institution to inquire whether I am in compliance with the conditions of my study permit. I consent to the disclosure of my personal information by my designated learning institution to CIC for the purpose of determining whether I am in compliance with these conditions. Failure to provide such consent will result in a refusal to grant a study permit.

I declare that I have answered all questions in this application fully and truthfully.

Signature of Applicant or Parent/Legal Guardian's for a person under 18 years of age.

* **Surname or last name** (required)

[   ] 🖻

Given name or first name (optional)
Write your given name. If none, leave this field blank.

[   ] 🖻

2024-03

STEP 4 – Pay your fees

Application fees must be paid by credit card.

Security questions	Medical history	Family information	Contact Information	Summary	Documents	Fees

Fees

Fee	Quantity	Price	Total
Study Permit	1	CAN$150	CAN$150
Biometrics	1	CAN$85	CAN$85
Total			**CAN$235**

STEP 5 – Complete the application

Follow the prompts to complete your application. After submitting you will receive a confirmation message and more information on the next steps.