Submitting an IRCC Web Form

Online Process

! This is not a legal document and information may change without notice. Always refer to Immigration, Refugees & Citizenship Canada, IRCC, for the most up-to-date information, or connect with The Service Hub or Student Services for assistance.

Step by Step Guide to submitting an IRCC web form

1. Access the IRCC Web Form page.

2. Fill out the **Enquiry** sections according to your information and situation:

Enquiry

* **Type of application/enquiry (required)**

Temporary Residence (applied online) ⌄   ❓

Type of application/enquiry (continued)

Temporary Residence (applied online) - Study Permit ⌄

* **Do you want to add a document to an existing file/application? (required)**

No ⌄ ← If you don't need to submit any documents.

* **Your enquiry (required)**

Your message **must** be in English or French, Canada's official languages. (Please limit the text to 1500 characters).

Note: If you are submitting an address change, include your new address (street name, street number, city, province, postal code and country). If you are submitting a change in email address, include and specify your old email address and your new email address.

> Dear IRCC officer,
>
> I submitted my Study Permit and Coop Work Permit application on Month Date, Year. My application no. is 123123123.
> I would like to .... (Provide your details of inquiry_
>
> Thank you for your consideration.
>
> Yours sincerely,
> xxx xxxx

1249 character(s) left

Applicant Information

* Family name (required)

Swift

❓

* Given name (required)

Taylor

❓

Email address

tswift@myseneca.ca

* Date of birth (required)

2002 - 01 - 16 📅

❓

This is the day that you indicated when you were born on your application to IRCC.

If you do not know your date of birth, you may have entered the date that appears on your passport, travel document or identity document. If your date of birth has only the year (e.g. 1985/ **/**), you may select January for the Month and 01 for the day.

* Country of birth (required)

Brazil ⌄

❓

Client ID number (UCI)

1100001234

As shown at the **top right** corner of your Study Permit

❓

Application number

12334566

As shown at the **top right** corner of your Study Permit

Telephone number

6471234567

Mobile number

4162228899

Enquirer Information

* **Relationship to applicant (required)**

Applicant ▾

Representative: A person who has the permission of someone wanting to immigrate to Canada to conduct business with IRCC on their behalf. The representative can be paid or unpaid. When someone appoints a representative, they may also authorize IRCC to share information from their case file with this person. Canada's immigration law covers representatives and defines the terms of their services.

See Immigration consultant, Authorized representative.

* **Family name (required)**

Swift

* **Given name (required)**

Taylor

* **Email address (required)**

tswift@myseneca.ca

Telephone number

1231231234

Mobile number

1231231234

Consultant ICCRC number

Consent and Disclaimer

By supplying your email address (in your enquiry or previously in your application), you have initiated an email communication with IRCC. By this action, you have authorized IRCC to use the email address provided by you for communication with you including the transmission of personal information on your file/case. When you supply your email address to IRCC, it is also understood that you are aware that this channel may not be a secure channel. IRCC is not liable for the electronic disclosure of personal information to a third party where IRCC has taken reasonable means to ensure the identity of the party. IRCC is also not liable for the misuse of this information by a third party.

See IRCC policy on internet use.

Protect your personal information: IRCC takes the confidentiality of your information seriously as we use sophisticated security techniques to protect your privacy. Clients should be careful to protect their application number, client ID number, date of birth and all other personal identification information. As these personal identifiers may allow individuals to receive information about their files from IRCC via email, clients should not share this information with unauthorized third parties.

* ☑   I agree with the consent and disclaimer. **(required)**

Next

Click this box to agree, then click "**Next**"

Confirm your email address and date of birth

To help us protect your personal information and provide you with a response, please make sure you have correctly entered your email address and date of birth:

* **Email address (required)**

serer@tmail.com

* **Date of birth (required)**

2024 - 02 - 07 📅

Next

Click "**Next**"

Case Specific Enquiry - Confirmation

> ✅ **Success!**
>
> Your enquiry has been successfully submitted. We will get back to you with answers to your questions as soon as possible.
>
> If your application is within normal processing times you will not receive a reply from Immigration, Refugees and Citizenship Canada.
>
> Thank You.

Webform submitted successfully. You're done!

If you want to ADD documents to your file/ application:

Enquiry

* **Type of application/enquiry (required)**

Temporary Residence (applied online) ⌄

❓

Type of application/enquiry (continued)

Temporary Residence (applied online) - Study Permit ⌄

* **Do you want to add a document to an existing file/application? (required)**

Yes ⌄ — *If you want to submit new or additional document(s)*

> ℹ️ You will receive a confirmation by email as soon as the documents have been added to the file. If you need to provide additional information about the documents you are submitting, please upload a letter of explanation with the documents.
>
> If you also want to ask general or case-specific questions about the application, we invite you to submit a new IRCC Web form.

Case Specific Enquiry - Upload your documents

⚠️
- Files must be 2 MB or smaller. If you include multiple files, the total size must be 3.5 MB or smaller.
- We only accept files in PDF, JPEG, TIFF, DOC, or DOCX formats.
- If the "Submit" button is inactive, it will be activated when a file is uploaded.

Please click Upload to include your file.

[Browse...] No files selected.

[Upload]

Select a file from your hard drive**, upload,** click "**Submit**".

Total Size: 0 B

[Submit]

How to contact IRCC, click   the link below:

[Contact Immigration, Refugees and Citizenship Canada (IRCC)](#)