

## 2. Before you Apply

Version 9

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Before applying for a study permit, review the [Application Guide](#) and have all the required documents ready. All documents must be provided in English or French (or accompanied by a certified translation). Remember to check the **local visa office instructions** for additional documents or specifications.

Local visa office instructions:

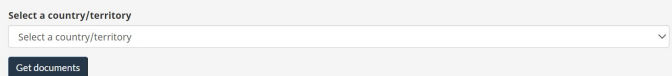
- Visit the link <https://ircc.canada.ca/english/information/applications/student.asp>
- Select the country you will apply from in the drop down menu
- Download the document called "Visa Office Instructions"

### How to apply on paper for a study permit

Step 1: Read the guide and get your application package

Read the [instruction guide](#) carefully before you complete your application. We won't refund your application fee, so make sure you're eligible for a study permit before you apply.

Once you have read the guide, you can prepare your application package. You must select the country/territory from which you will be applying to get your local visa office instructions.



Select a country/territory

Select a country/territory

Get documents

- **Letter of Acceptance (LOA)**

- An LOA is a document indicating the details of your intended study in Canada.
- You will receive your LOA by email directly from Seneca after you confirm your offer of admission. If you have concerns about the validity of your LOA, or if you received it from a third party, please contact [theservicehub@senecapolytechnic.ca](mailto:theservicehub@senecapolytechnic.ca)
- All LOAs are subject to a verification process initiated by IRCC upon the submission of your study permit application. Seneca will respond to all verification requests received from IRCC within the required timeframe.
- If you have not yet met the full admission requirements for your program, you may have received a conditional LOA. Check your local visa office instructions to verify if a conditional LOA will be accepted for processing.

- **Tuition payment receipt**

- To confirm your seat at Seneca you must process the **term 1** tuition fees in full by the deadline indicated in your offer letter.
  - For SDS applicants, IRCC requires payment of **year 1** tuition fees in full.
- Seneca accepts several different **payment methods**. If you require payment assistance, please contact [theservicehub@senecapolytechnic.ca](mailto:theservicehub@senecapolytechnic.ca)
- After processing your tuition payment, **download the tuition receipt** from Student Home.

- **Provincial Attestation Letter (PAL)**

- As of Jan 22, 2024, most new study permit applications submitted outside of Canada must include a PAL. A PAL is a document issued by the provincial government confirming that you have a space to study in Ontario.
- Information regarding the PAL process for Ontario is **now available**. Seneca will request a PAL on your behalf and email it to you.
- Some inside Canada applicants may be exempt from the PAL, please refer to IRCC for a complete list of **exemption groups**.
- IRCC will not process study permit applications received on or after Jan 22, 2024, that do not include a PAL (unless you are exempt).

- **Proof of financial ability**

- It is required to demonstrate sufficient funds for your studies. This includes tuition, supplies, cost of living, and round-trip travel for the first year.
- As of Jan 1, 2024, a single applicant applying for a study permit must demonstrate cost of living funds in the amount of \$20,635 for the first year of study. Please refer to **IRCC** to review the financial requirements based on family size.
- **Applicants are required to demonstrate financial sufficiency for only the first year of studies, regardless of the duration of the course or program of studies in which they are enrolled. However, IRCC officers should be satisfied that the probability of funding for future years does exist.**

- It is best to show more available funds than needed as officers may exercise their discretion in assessing proof of financial ability. Officers may request additional amounts, documentation, or specific sources of income depending on the local visa office instructions.
- Use the **fee estimator** to review the anticipated tuition fees for all years of study.
- Use the **program page** “costs” tab to review the anticipated costs for supplies.

Example:

A single applicant from Colombia studying the two-year Flight Services - Operations (FSO) Diploma program at Newnham campus starting in September 2024 should demonstrate the below funds for a study permit application.

*\*Note this calculation is intended as an estimate only and relates specifically to the indicated scenario. Tuition fees vary by program, intake, and year. Travel costs also vary by location, season, and various other external factors. This is the absolute minimum amount required for the illustrated case.*

<b>YEAR 1</b>		
Tuition	\$ 15,398	
Books & supplies	\$ 950	
Health insurance	\$ 804.38	
Ancillary fees	\$ 851.62	
Cost of living	\$ 20,635	
Round trip travel (estimated)	\$ 700	
<b>Total (year 1)</b>	<b>\$ 39,339</b>	<b>*This amount must be readily available.</b>
<b>YEAR 2</b>		
Tuition	\$ 15,783	
Books & supplies	\$ 950	
Health insurance	\$ 804.38	
Ancillary fees	\$ 851.62	
Cost of living	\$ 20,635	
<b>Total (year 2)</b>	<b>\$ 39,024</b>	<b>*This amount must be readily available, or you must show that the probability of these funds exists.</b>

- You can prove your funds with
  - proof of a Canadian bank account in your name, if you've transferred money to Canada
  - a **Guaranteed Investment Certificate (GIC)** from a participating Canadian financial institution
  - proof of a student or education loan from a bank

- your bank statements for the past 4 months
- a bank draft that can be converted to Canadian dollars
- proof you paid tuition and housing fees
- a letter from the person or school giving you money, or
- proof of funding paid from within Canada, if you have a scholarship or are in a Canadian-funded educational program
- If your country uses foreign exchange controls, you must prove that you'll be allowed to export funds for all of your expenses.

- **Letter of Explanation (Statement of Purpose)**

- All study permit applications must include a letter of explanation which outlines your intentions and motivation for pursuing education in Canada.
- It is important to compose this letter yourself, be clear and concise, and support your statements with documents in the application.
- Ensure to address the below topics:
  - Why do you want to study in Canada?
  - Why did you choose this program and Seneca?
  - Why can't you pursue studies in your home country?
  - How will studying this program in Canada advance your career in your home country?
  - How will you pay for your studies?
  - What are your plans after completing your program?
  - Statement that you understand your **responsibilities** as an international student and will leave Canada at the end of your authorized stay.
  - Additional information relevant to your situation

- **Proof that you will leave Canada at the end of your stay**

- As a temporary resident in Canada, international students must demonstrate that they will leave Canada at the end of their authorized stay
- Even if your future intention is to apply for PGWP or PR, for the purposes of an initial study permit application you will be assessed for temporary residence
- You must provide documents and explanation of ties to your home country.

This may include proof of:

- employment or job offer in home country
- continuing education in home country
- property, residence, or other assets in home country
- family ties
- community involvement
- other obligations or commitments you must return to

- **Passport**

- Please provide a copy of the bio-data page (the page with your name, date of birth, passport number, expiration date, etc.) and a copy of every page of your passport that has stamps, visas, or markings from any country.
- Most visa offices require copies of your current passport and all expired passports that you have held.
- Ensure you have a passport which will be valid for the whole duration of your study program, and post-graduation period. Study permits (and future work permit) cannot be issued beyond the validity date of your passport. Having a valid passport means that you will not need to apply for an extension later.

- **Photograph**

- All applications must include a colour photograph meeting the required **specifications**

- **Other documents (as required)**

- Depending on your travel and residence history, and intentions in Canada, you may be required to submit additional documents in your application. It is also important to consult the **local visa office instructions** for any further requirements for your region.
- Additional documents may include:
  - **police clearance certificate**
  - medical exam
    - If you intend to work in a healthcare or childcare setting you must

complete an **immigration medical exam (IME)** and include this in your study permit application to remove the default work restrictions.

- Guaranteed Investment Certificate (GIC)\*
- **language test result\***
- previous academic records
- CV/resume
- Proof of employment
- **Custodian Declaration** (minor children)

\*Required for SDS applications

**<< Previous step – Understand the process**

**Next step – How to apply >>**

tags : initial-study-permits