
IMMIGRATION Canada

Study Permit

Los Angeles and New York Visa Office Instructions



Table of contents

Application for a Study Permit – Important Reminders

Additional Instructions to Document Checklist for a Study Permit (IMM 5483)

This application is made available free by Immigration, Refugees and Citizenship Canada and is not to be sold to applicants.

Application for a Study Permit – Important Reminders

Before you submit an application for a Study Permit, please read the following IRCC documents that are available for free on our website:

- **Applying for a Study Permit outside Canada** (IMM 5269)
- **Document Checklist for a Study Permit** (IMM 5483)

This guide “Visa Office Instructions” is to be used as a complement to the general Document Checklist (IMM 5483). It clarifies certain items appearing on this list, and also includes additional information. Please ensure you read both carefully and comply with instructions on both document checklists, including these important reminders below.

- Failure to submit all required documentation may result in the refusal of your application or processing delays.
- Unless otherwise indicated, submit only photocopies of the documents requested. IRCC will not return the documents you provide with your application.
- You must include a certified translation with any documents that are not in English or French. Provide both a photocopy of the original document and the translation in English or French.
- False statements or submission of fraudulent documents will result in refusal, including failure to acknowledge declare any previous visa refusals or having been denied entry or ordered to leave any country.
- The submission of an application with the documents listed below does not guarantee the issuance of a visa, and the visa officer may also request additional documents before a decision is taken.
- Accompanying spouse and children of all ages must submit their own application forms, whether for an open work or study permit, a study permit or a temporary resident visa.
- Any expenses, such as travel or paying administration or tuition fees, you choose to incur before being issued a visa by the visa office during the processing of your application are done at your own risk.

ADDITIONAL INSTRUCTIONS TO IMM 5483 (Document Checklist for a Study Permit)	
Document Checklist for a Study Permit (IMM 5483), duly completed and to be submitted with your application.	<input type="checkbox"/>
Application for Study Permit made Outside of Canada (IMM 1294): it must be completed on a computer, validated to generate a barcode and printed in black and white using a laser printer and high quality paper. Failure to include this page of barcodes will delay the processing of your application.	<input type="checkbox"/>

<p>You must also provide an email address at which we can contact you. Failure to provide an email address will result in delay and possible refusal of your application.</p> <p><i>Note: If you have answered "yes" to any of the background information questions 3 to 6 on the application form, you must provide a completed and signed Schedule 1 form (Application for Temporary Resident Visa – IMM 5257B) and include it with your application. If you are currently serving or have served in a military, security or police organization, you must also attach an official résumé issued by your organization.</i></p>	
<p>Family Information Form [IMM 5707], fully completed, dated and signed. You must answer every question. If not applicable, write N/A.</p>	<input type="checkbox"/>
<p>If you are a minor of less than 18 years of age, you must submit a copy of the birth registration bearing the name of both parents or a copy of custody documents for the child, if only applicable, in addition to the a signed and notarized custodianship declaration form (IMM 5646).</p>	<input type="checkbox"/>
<p>Valid passport from each person requiring a temporary resident visa. The validity of a visa cannot go beyond the validity of the passport. Keep two photocopies of the ID page in case a medical exam is required.</p> <p>Include all cancelled or expired passports, if applicable.</p> <p>If you are not in your country of citizenship, please provide proof of your current valid legal status in the United States of America.</p>	<input type="checkbox"/>
<p>In addition to a copy of your letter of acceptance from the institution or university in Canada, please include a study plan describing clearly and in detail your proposed studies and related activities in Canada. Your study plan must include the following:</p> <ul style="list-style-type: none"> • the purpose of your studies; • your overall educational goal and how this program will enhance your employment opportunities in your country of residence or citizenship; • your itinerary; and, • the names and addresses of any persons and institutions that you will be visiting. 	<input type="checkbox"/>
<p>Proof of financial support – Provide your personal monthly or quarterly bank statements for savings accounts, chequing accounts or term deposit certificates for the past three months, which show sufficient economic solvency to support your study plan. Do not provide print-outs of transactions</p> <p>If you are not paying for your own trip – Also submit all the following additional documents:</p> <ul style="list-style-type: none"> • A letter signed and dated from the person paying for your trip/studies, clearly stating what expenses will be covered. • Their personal monthly or quarterly bank statements for savings accounts, chequing accounts or term deposit certificates for the past three months, which show sufficient economic solvency to support the application. • Evidence of their source of income, usually in the form of an employment letter; it should indicate their position, period of employment, salary. <p>Evidence of relationship between this person and the applicant.</p>	<input type="checkbox"/>

Additional documents required:

- **Evidence of current activity** in your current country of residence:
 - **For salaried workers:** Provide an employment letter stating your position, period of employment, salary and exact dates of departure and return from your leave.
 - **For self-employed, contractors or business owners:** Provide a copy of your contract(s), business registration and tax documents.
 - **For students who will resume studies after their program in Canada:** Provide evidence of current enrolment, for instance a letter from the educational institution you are attending in your current country of residence and confirming the program of study, time required for the completion of the program, vacation period, registration and payment made to return to studies to this learning institution, etc.
 - **For students who have completed their studies:** Provide evidence of the completion of your studies, such as a diploma, certificate, etc.

- **Confirmation of Up-Front Medical Examination:** If you have completed a medical examination before submitting your application with a panel physician from the list available on the IRCC website, you **must** include a copy of the document that the doctor will give you confirming that you underwent a medical exam.

Note: Not all students applying for a Study Permit require a medical examination. For those requiring one, it is also not mandatory to complete a medical examination before submitting an application. However, doing so may result in faster processing.

If you do not undergo an up-front medical examination and you are required to do so, you will receive instructions by email during the processing of your application.

Please ensure you include an email address on your application form to expedite the process.

Also, please be informed that undergoing an up-front medical examination does not guarantee approval of your application, and that all costs for the medical examination are payable by the applicant and non-refundable.

You can find more information on the IRCC website, under "Medical exam requirements for temporary residents (visitors, students and workers)".