

In order to be able to come to study in Canada, students will need to apply for a Canadian [Study Permit](#). The application for a Study Permit is also an application for Canadian visa if you require a visa.

There is a lot of information available online, however, for updates and process information we advise parents and students to follow the following webpages:

[University of Alberta Immigration Advice](#)

[Immigration, Refugees and Citizenship Canada's Study in Canada website](#)

[Study Permit Website](#)

[How to apply guidance for individual countries](#)

**Top Tip!**

In addition to this guide, the application process is very well described by the University of Alberta in their [webinar](#).

## Step by step guide to online application for a Study Permit

### 1 Collect all the necessary documents.

See the Visa Documents checklist below for information and use it to keep track of the documents that you will need to submit.

### 2 Create an account on the IRRC website.

For guidance on how to create your account, please [click here](#). Please ensure all the information you enter is correct before submitting and note down your username, password, and memorable/security questions so that you can always access your account. You might also want to watch the University of Alberta Webinar ('14:40 – '22:10)

### 3 Upload the application form and all the supporting documentation to your account.

Upload all the documents listed in your checklist on the online application account. You should also consider submitting additional documents to support and strengthen your application as advised by the University of Alberta, see the checklist below for more details.

### 4 Pay for the application.

It costs \$150CAD to apply for the Study Permit and \$85 for Biometrics (if you have not provided Biometrics to the Canadian immigration authorities in the last 10 years).

### 5 If you are required to provide Biometrics, await your Biometrics Instruction Letter (BIL) and follow the instructions from your BIL.

If you've received the BIL, you will go to a Visa Application Centre in your country to provide your Biometrics. The instructions will be listed in your letter.

### 6 Receive your Letter of Introduction

Your letter will state if you are required to send your passport in to receive your visa. Once you have your passport back, the Letter of Introduction is the document you will travel to Canada with. You will receive your Study Permit at the point of entry to Canada in exchange for the Letter of Introduction.

University of Alberta Study Permit Webinar: <https://www.youtube.com/watch?v=hCEQxLb4-6Y&feature=youtu.be>

University of Alberta Immigration Advice: <https://www.ualberta.ca/international-student-services/prepare-for-ualberta/immigration-documents/study-permit>

Immigration, Refugees and Citizenship Canada's Study in Canada website: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada.html>

Study Permit Website: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit.html>

How to apply guidance for individual countries: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/apply.html>

How to create a CIC account: <https://www.youtube.com/watch?v=1BUxGbhnA-0>

## Canada Study Permit Documents Checklist

**IMPORTANT!** All the documents and the right format are described on the [following webpage](#). Please read the government guidance carefully to not miss any requirements.

Document Needed	Timeline	Tick here when your document is ready ✓
<b>Letter of Acceptance/ Conditional Offer Letter</b> This is either a letter of acceptance or your conditional offer letter from the University of Alberta.	April-June	
<b>Passport</b> The scan of your passport will need to contain your photo page and all pages that contain any visas or stamps. Ensure that your passport is valid for at least 6 months after the start of your university course.	January	
<b>Passport Photos</b> This will need to be in digital format, please pay attention to the specifications (size, background, etc.).	January	
<b>IMM 1294 – Form ‘Application For Study Permit Made Outside Canada’</b> This form will be generated for you automatically by the visa application system. For guidance on how to fill out the form, watch the <a href="#">University of Alberta webinar</a> (5:01’ – 12:40’). As highlighted in the video, you will need to download and save this form on your laptop before opening it and complete the saved version.	April-June	
<b>Proof of financial support</b> You need to show that you have enough money to pay your 1 <sup>st</sup> year tuition fees (the amount will be stated in your Letter of Acceptance) and living expenses for 1 year (\$10,000 + \$3,000 for travel expenses (CAD)). The following documents are required as part of your proof of financial support: <ul style="list-style-type: none"> <li>• <b>Bank statements for the last 4 months</b> (your account or the account of your parents)</li> <li>• If you are using your parents’ bank account you will need a <b>letter of undertaking from your parents</b>.</li> <li>• <b>Proof of relationship</b> (Scan of your birth certificate)</li> <li>• <b>Your (or your parents’) employment documents</b> (contract, payslips, etc.)</li> <li>• <b>Proof of scholarships and awards</b> (if you have received any)</li> <li>• <b>Tuition payment receipts</b> (if you have paid a deposit or part of your tuition fees)</li> <li>• <b>Proof of investments, stocks and bonds</b> (if you have any)</li> <li>• <b>Documents proving family income from rental properties</b> (if you have any)</li> <li>• Copy of <b>campus residence deposit</b> and proof of having secured campus residence</li> </ul>	April-June	
<b>Medical Exam</b> You may need a medical exam certificate as part of your documents. You have an option of either doing the medical exam prior to your visa application or await instructions from the visa office and follow their guidance. Visit <a href="#">this webpage</a> to find out whether you need a medical exam. For a	April-June	

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<p>medical exam, you will need to visit a panel physician. You can look up the closest panel physician to your home <a href="#">here</a>. Please read the <a href="#">Canadian authority guidance</a> prior to your medical exam as there are requirements on what you need to bring with you to the medical exam.</p>		
<p><b>Police Certificate</b> You may need to get a police certificate, depending on the program you are applying to. You will be informed by the authorities about this. Find out more about Police Certificates <a href="#">here</a>.</p>	<b>June-July</b>	
<p><b>Cover letter</b> (optional but advised as it makes your application stronger) Because you will be submitting all your documents as one large pdf, it's a good idea to include a cover letter at the beginning that will include a list of all the included documents (with a short explanation of what the documents are). See an example of the Cover letter in the University of Alberta webinar (28:17)</p>	<b>April-June</b>	
<p><b>Study Plan</b> (optional but advised as it makes your application stronger) Why are you coming to study in Canada, what are your future goals? What attracted you about this particular educational programme? What will enhance your experience by coming to Canada? What other research have you done about the programme and Alberta? What are your future study plans? Maximum 1.5 pages.</p>	<b>April-June</b>	
<p><b>Additional Forms</b> Each applicant will get their own individual checklist on the IRRC application page. This checklist may include additional forms. Please follow the guidance from all the resources we've included on the first page.</p>		

*Please contact [student@ncuk.ac.uk](mailto:student@ncuk.ac.uk) with any questions you might have about the Study Permit application process.*

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