

STUDY PERMIT

Outside Canada
Student Direct Stream (SD)

International Student Support Office

OCAD University | international@ocadu.ca

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Apply for an initial study permit – from outside of Canada (normal route)

Apply online through the [Immigration, Refugees and Citizenship Canada \(IRCC\) website](#)

<h3>Services and information</h3> <p>My application Sign in or create an account, check application status and processing times, find forms, pay fees, learn about medical and police checks, learn about representatives and protect yourself from fraud</p>	<h3>Services and information</h3> <p>Sign in or create an account Apply online, pay your fees, get your application status and check your messages</p>
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Create an account and start an application

Sign in or Register for an IRCC secure account (you will use the same account for all your IRCC applications, so keep this information in a safe place)

<h4>Option 1: GCKey</h4> <p>Sign in with your GCKey user ID and password.</p> <p>Sign in with GCKey</p>	<h4>Option 2: Sign-In Partner</h4> <p>Sign in with your online Canadian banking information if you have an existing account with 1 of our partners.</p> <p>Sign in with Sign-In Partner</p>
<h4>Don't have an account?</h4> <p>Register</p>	<h4>Need Help?</h4> <p>How to sign in or apply online</p>

Create an IRCC secure account if you do not have one already.

I do not have a Personal Reference Code

If you do not have a personal reference code, you may answer a series of questions to find out if you are eligible to apply for a visa and/or permit, apply for Express Entry, and begin an online application.

If you begin your application **after you have logged into your account**, you will not receive a personal reference code, as the system will save your document checklist right into your account.

Determine your eligibility and apply online:

- Visitor visa, study and/or work permit
- Express Entry (EE)
- International Experience Canada (IEC)

Complete the questionnaire

Your answers will generate “Your document checklist”, which includes the application forms and documents you need for your application.

You may also need to provide additional documents required by the Canadian visa office in your country.

- <https://www.cic.gc.ca/english/information/applications/student.asp>
- Under “How to apply on paper for a study permit”, select your country from the drop-down menu
- Click “Get documents” then select “Visa office instructions – Study”
- Document requirements in PDF file

Commonly asked question

Is work an essential component of your studies?

Answer “No”. Your program does not include a mandatory work placement. Your study permit allows you to work off campus up to 20 hours per week during studies if you are in a full-time program. A separate work permit is not required.

Gather required documents – normal route

Standard required documents:

- **Application for Study Permit Made Outside of Canada (IMM1294)**
- *Letter of Acceptance* and *Visa Support Form* from OCAD University
 - Combine both documents into one PDF and upload it in the “Letter of Acceptance” section of your online document checklist
- Your passport
- [Digital photo](#)
- [Proof of financial support](#)
- [Biometrics](#)
- Documents specific to your visa office
 - upload these under “Client Information” in the *Optional Documents* section of your online checklist

Documents you may need:

- Study plan/statement of purpose (strongly recommended, even it’s not mandatory)
 - upload this under “Client Information” in the *Optional Documents* section of your online checklist
- [Medical exam](#)
 - See “[list of designated countries](#)”
- Police certificate
- Family information form
- Birth Registration/Certificate
- Marriage License/Certificate
- Custodianship Declaration

If you would like to include additional documents not listed here, combine them with related documents, or combine and upload them with your study plan and documents specific to your visa office under “Client Information” in the Optional Document section.

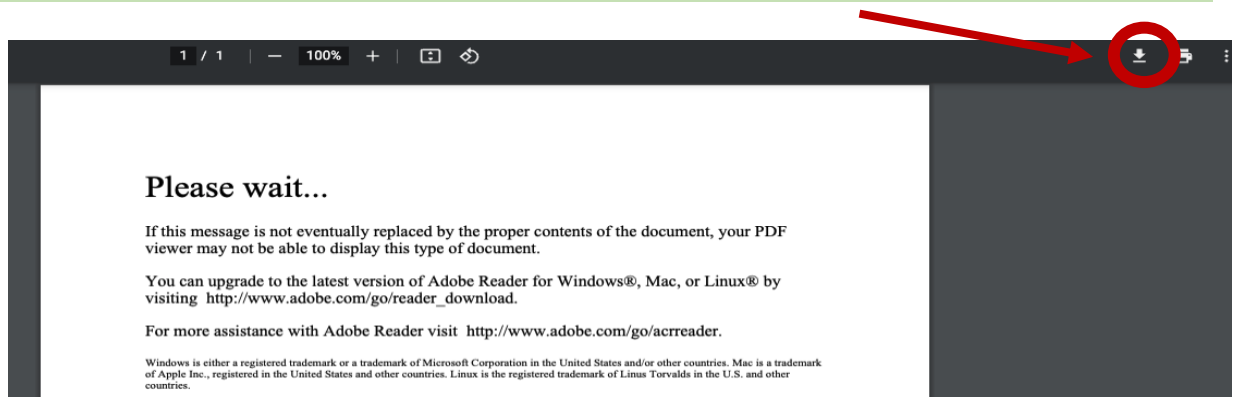
How to download “Application for Study Permit Made Outside of Canada (IMM1294)”

Application Form(s)

Application Form(s)

Details	Document Name	Instructions	Options
Not Provided	Application for Study Permit Made Outside of Canada (IMM1294) (required)	?	<input type="button" value="Upload File"/>

When you see the “Please wait...” message when downloading the form, click on the download arrow at the top right to save the file onto your computer, then open it with Adobe Reader.



How to fill out IMM1294 form- not all questions and answers are listed here

Refer to [IRCC instruction](#) for details.



Government of Canada / Gouvernement du Canada

PROTECTED WHEN COMPLETED - B
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APPLICATION FOR STUDY PERMIT MADE OUTSIDE OF CANADA

If you need more space for any section, print out an additional page containing the appropriate section, complete and submit it with your application.

Validate

Clear Form

1 UCI 123456789	2 *I want service in English	OFFICE USE ONLY Validated
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UCI - Unique Client Identifier (also known as "Client ID". If this is the first time you apply, you do not have a UCI. Leave this section blank.

DETAILS OF INTENDED STUDY IN CANADA

1 I have been accepted at the following educational institution (Attach the original letter of acceptance).					
*a) Name of School OCAD University		*b) My level of study will be: University – Undergraduate's Deg.		*c) My field of study will be: Arts/Humanities/Social Science	
d) Complete address of school in Canada					
*Province ON	*City/Town Toronto	*Address 100 McCaul St, Toronto, ON, M5T 1W1			
2 a) Designated Learning Institution # (O#) O19332928222		b) My Student ID # is: xxxxxxx	3 Duration of expected study	*From 2023-09-06	*To 2025-08-30
4 The cost of my studies will be:			5 *Funds available for my stay (CAD)		6 *a) My expenses in Canada will be paid by:
*Tuition \$25,000	*Room and board \$10,000	Other \$5,000	\$50,000		*b) Other myself, scholarship and parents
If you are less than 17 years of age, you must fill out the Custodian Declaration (IMM 5646) form.					

The amount you indicate in the "Funds available for my stay" should be equal to or more than the total amount in "The cost of my studies will be".

EMPLOYMENT

Give details of your employment for the past 10 years, including if you have held any government positions (such as civil servant, judge, police officer, mayor, member of parliament, hospital administrator.)					
1	From 2022 04	*Current Activity/Occupation Student		*Company/Employer/Facility name OCAD University	
	To YYYY MM	*City/Town Toronto	*Country or Territory Canada	*Province/State ON	
2	From YYYY MM	Previous Activity/Occupation		Company/Employer/Facility name	
	To YYYY MM	City/Town	Country or Territory	Province/State	

Include all part-time and full-time jobs within the last ten years in chronological order, with the most recent job first. If you need more space, provide additional information in a Letter of Explanation.

BACKGROUND INFORMATION

You must complete this section if you are 18 years of age or older.

Clear Section

1 a) Within the past two years, have you or a family member ever had tuberculosis of the lungs or been in close contact with a person with tuberculosis? *No *Yes

b) Do you have any physical or mental disorder that would require social and/or health services, other than medication, during a stay in Canada? *No *Yes

c) If you answered "yes" to question 1a) or 1b), please provide details and the name of the family member (if applicable).

2 a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada? *No *Yes

b) Have you ever been refused a visa or permit, denied entry or ordered to leave Canada or any other country or territory? *No *Yes

c) Have you previously applied to enter or remain in Canada? No Yes

*d) If you answered "yes" to question 2a), 2b) or 2c), please provide details.

3 a) Have you ever committed, been arrested for, or been charged with or convicted of any criminal offence in any country or territory? *No *Yes

It's very important to answer truthfully and honestly to these questions. If you have previously applied for a Canadian study permit, work permit, a visitor visa, permanent residence, etc. approved or rejected, you must check "Yes" on 2(c) and dates and details/explanation.

Signature of Applicant or Parent/Legal Guardian's for a person under 18 years of age.
Do not sign - upload without signing.

Date: YYYY-MM-DD
Type date of application

Do not print and sign the form. You will not be able to upload it. After you upload all your documents, you will be asked to electronically sign your application by typing your name.

Validate



Click "Validate" button. This will highlight any missing information that is required and create a barcode page. You need to validate each time you make changes. You can edit and validate as many times as you need.

Apply for an initial study permit – from outside of Canada (Student Direct Stream- SDS)

Note that SDS estimated processing times are not guaranteed, and applying through this stream does not guarantee approval.

Eligibility requirements

You must be a legal resident living in one of the following countries at the time of application to apply (not country of citizenship).

- Antigua and Barbuda
- Brazil
- China
- Colombia
- Costa Rica
- India
- Morocco
- Pakistan
- Peru
- Philippines
- Senegal
- Saint Vincent and the Grenadines
- Trinidad and Tobago
- Vietnam

Spouse/common-law partner and dependent children

You must complete and submit their applications at the same time as your own.

- work permit
- study permit
- visitor visa

Required documents – Student Direct Stream (SDS)

Standard required documents:

- **Application for Study Permit Made Outside of Canada (IMM1294)**
- *Letter of Acceptance* and *Visa Support Form* from OCAD University
 - Combine both documents into one PDF and upload it in the “Letter of Acceptance” section of your online document checklist
- Upfront immigration medical exam (if you need one)
- Guarantee Investment Certificate (GIC) of \$10,000 CAD
 - Purchase from a participating Canadian financial institution
- Proof that tuition fees for the first year of study have been paid
 - Email studentaccounts@ocadu.ca. Our Student Accounts team can advise you on the process for paying fees and getting a receipt to use for your study permit application
 - Use the estimate amount on the visa support form from OCAD. Please note that your exact balance owing will be available in your OCAD U fees account
- Language test result that shows a score of 6.0 or higher in each skill (reading, writing, speaking, and listening) on the International English Language Testing System (IELTS)
- Your passport
- Digital photo
- Proof of financial support
- Biometrics
- Documents specific to your visa office
 - upload these under “Client Information” in the *Optional Documents* section of your online checklist

Documents you may need:

- Study plan/statement of purpose (strongly recommended, even though it’s not mandatory)
 - upload this under “Client Information” in the *Optional Documents* section of your online checklist
- Police certificate
- Family information form
- Birth Registration/Certificate
- Marriage License/Certificate
- Custodianship Declaration

If you would like to include additional documents not listed here, combine them with related documents, or combine and upload them with your study plan and documents specific to your visa office in under “Client Information” in the *Optional Documents* section.

Visit the [Government of Canada](https://www.canada.ca) website for details.

TEMPLATE

Letter of Financial Support

[Date]

I, *[Sponsor's name]*, solemnly affirm and declare that:

1. *[Student's name]*, passport number *[XX]*, is my *[daughter/son/sister/brother/grandchild]* and I am *[his/her/their]* *[mother/father/brother/sister/grandparent]*.
2. *[Student's name]* is applying for a study permit to study at OCAD University in Toronto, Ontario.
3. I will be responsible for all living expenses and tuition fees incurred by *[Student's name]* during *[his/her/their]* studies in Canada.
4. The enclosed *[bank statements, proof of employment, proof of business ownership, proof of property ownership, etc.]* are my financial assets and will be used to financially support *[Student's name]*.

Please feel free to contact me if you require any additional information.

Sincerely,

[Sponsor's Signature]

[Sponsor's Name]

[Sponsor's Address, Email and Phone Number]

Tips for writing a study plan for your study permit application

When you apply for a study permit, you should write a Study Plan explaining why you wish to come to Canada to study. You should submit a 1 to 2 page study plan which answers the following questions and includes any other information relevant to the processing of your application.

1. Why do you wish to study in Canada in the program for which you have been accepted?

To answer this question, you will want to describe the reasons you want to study in Canada. What makes Canada so special to you? List some of the reasons you are interested in pursuing your chosen program in Canada. You may wish to explain how excited you are to experience this new country and its culture. If you have studied abroad before, you may wish to add how important international education is to you.

2. What is your overall educational goal?

Explain what you would like to achieve by studying in Canada, academically, professionally, and personally. Depending on your situation, you might be continuing your education directly after high school or looking to expand your knowledge with a master's degree. State the field of study that you are interested in and why you are choosing that field. State how continuing your education will further your career in your home country. You may want to do some research on the type of job you want after graduation and the requirements for the industry or field you plan to work in. Then you will know if your plans to continue your education meet up with your career goals. Explain why studying abroad in Canada will help you successfully reach your educational goals.

3. Why are you not pursuing a similar program in your country of residence or citizenship?

Canada's education system is well known and valued all over the world. Write about how you want to come to Canada to improve your education and continue learning by studying abroad. Maybe schools in your country do not offer the same courses/programs or are designed in different way, and you found a program that matches your learning style and preference for structure in the program in Canada. Maybe there are not many colleges or universities in your country that offer the programs you are interested in. Talk about the research you have done to see whether or not this specific program you are interested in is provided in your country or not and how it is the right fit for you.

4. How will this program enhance your employment opportunities in your country of residence or citizenship?

Discuss what job opportunities you have researched in your country of residence or citizenship. You may have found a job in your country that you are really interested in, but you do not have the required education to be able to obtain that specific job. Discuss how continuing your education in Canada will prepare you for such a position in your home country. If you know of a job in your country but you are unqualified, state how, after you get an education in Canada, you will be able to apply to this job when you return to your home country.

5. What ties do you have to your country of residence or citizenship?

Showing ties to your country of residence or citizenship is an important factor in a study permit application. An officer has to be convinced that you will leave Canada at the end of your authorized stay. Explain whether or not you have family in your home country or a third country outside of Canada. You should disclose if you have children, other family, and if you are married to someone in your country of residence. You can also mention your financial ties to your home country (like property or businesses that your parents own or if you have a potential job offer or employment opportunities, etc.

6. How do you plan to pay for your studies and living expenses?

You will need to demonstrate to the visa officer that you have a solid financial plan in place for your time in Canada. You need to show that you will be able to support yourself without working in Canada, as finding a job during your studies is not guaranteed. Where are the funds for your tuition and living expenses coming from? Are your parents or another family member supporting you? Have you been approved for a bank loan, scholarship, etc. in your home country?

7. Provide details of your education history

You will need to list all of the different schools you have attended up until now. You need to state the start and end dates of your education. Provide the full name and address of each school you have attended. Also state the programs you have completed if you have already completed a college/university program.

You should also explain your work history. List any jobs that you have had, and how these may possibly help you with your studies.

You should end your letter by summarizing your educational goals and reasons why you want to study in Canada. Also, be sure to thank the visa officer for reviewing your application.