

Western International

Study Permit Application and What You Need to Know as an International Student

Presented by:
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International Student Advisor

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iesc.uwo.ca | [#globalwesternu](https://twitter.com/globalwesternu)

LAND ACKNOWLEDGEMENT

Western University is located on the traditional lands of the Anishinaabek (Ah-nish-in-a-bek), Haudenosaunee (Ho-den-no-show-nee), Lūnaapéewak (Len-ahpay-wuk) and Chonnonton (Chun-ongk-ton) peoples.

These lands are connected with the London Township and Sombra Treaties of 1796 and the Dish with One Spoon Covenant Wampum.



International Student Orientation- *Save the Date!*

Western International's hybrid orientation program for all new international students will include:

- 🏠 **Welcome Centre** (January 5 - 9)
 - *Students' first stop on campus!*
- 💻 **Webinars for new students** throughout September to ensure students start strong in their first term
- 🎉 **In-person social events** to help students connect with new friends and begin to build their networks in Canada.



AGENDA

- Outside of Canada Applications
- Provincial attestation letter (PAL)
- In-Canada Applications (study permit extensions)
- Changing Designated Learning Institutions (DLI)
- Your responsibilities as a study permit holder
- Working in Canada

Note: This presentation contains accurate information as of the date indicated. For the most up-to-date information on visas and permits, visit [Immigration, Refugees and Citizenship Canada \(IRCC\)](#).

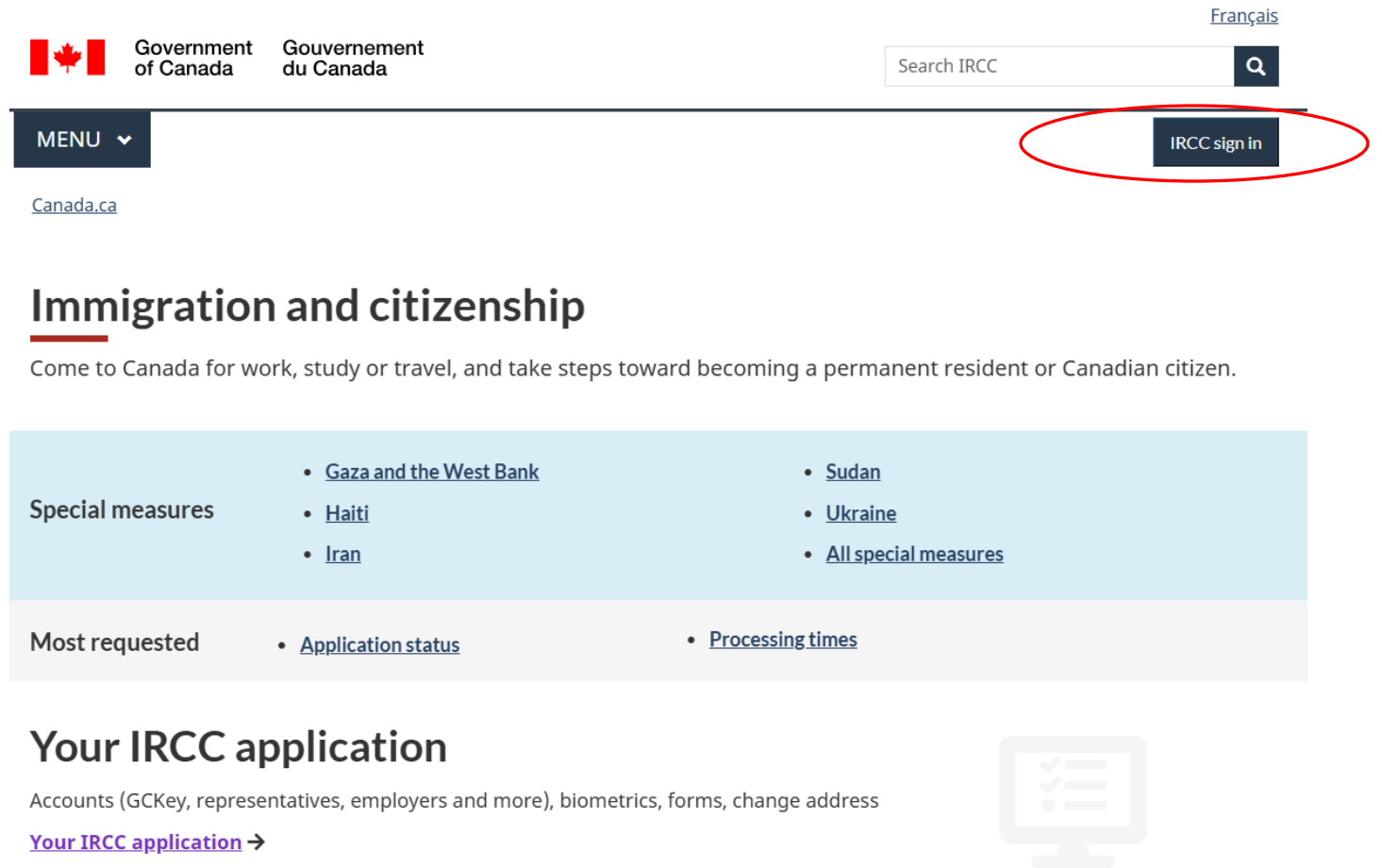
OUTSIDE OF CANADA APPLICATIONS

- International students should apply for a **Study Permit** as soon as they receive an acceptance letter and a PAL (if required).
- The study permit is a document issued by IRCC that allows foreign nationals to study at designated learning institutions (DLI) in Canada. Most foreign nationals need a study permit to study in Canada. Make sure you have all the documents you need before you apply. You should apply **before you travel to Canada**.
- **Your study permit is not a visa**. It doesn't let you enter Canada. You may also need a visitor visa or an electronic travel authorization (eTA). If IRCC approves your study permit, they will issue one to you with your study permit.

APPLY FOR A STUDY PERMIT

Step 1:

Go to ircc.canada.ca




The screenshot shows the IRCC website homepage. At the top right, there is a language selector for "Français" and a search bar labeled "Search IRCC" with a magnifying glass icon. Below the search bar, the "IRCC sign in" button is circled in red. The main navigation bar includes a "MENU" dropdown and the "Canada.ca" link. The main heading is "Immigration and citizenship", followed by the text "Come to Canada for work, study or travel, and take steps toward becoming a permanent resident or Canadian citizen." Below this, there are two sections: "Special measures" with links for "Gaza and the West Bank", "Haiti", "Iran", "Sudan", "Ukraine", and "All special measures"; and "Most requested" with links for "Application status" and "Processing times". At the bottom, there is a section titled "Your IRCC application" with the text "Accounts (GCKey, representatives, employers and more), biometrics, forms, change address" and a link "Your IRCC application" with a right-pointing arrow. A computer monitor icon with a checklist is visible on the right side of this section.


APPLY FOR A STUDY PERMIT

Step 2:

Sign in or Create an account

Sign in


 GCKey username and password

 Canadian *Interac*® Sign-In Partner

▶ Not sure how to sign in?

or

Create an account

 Register for an account

APPLY FOR A STUDY PERMIT

Step 3: Start an application

Start an application

[Apply to come to Canada](#)

Includes applications for visitor visas, work and study permits, Express Entry and International Experience Canada. You will need your personal reference code if you have one.

Personal Reference Code

If you have already completed the Come to Canada or the Express Entry wizard, you would have received a document checklist and/or a personal reference code, based on the answers you provided.

* Please enter your personal reference code to begin your application. (required)



Continue

Cancel

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)

APPLY FOR A STUDY PERMIT

Step 4: Determine your eligibility

Find out if you're eligible to apply

What would you like to do in Canada? *(required)* ?

Please make a selection

How long are you planning to stay in Canada? *(required)*

Please make a selection

Select the code that matches the one on your passport. *(required)* ?

Please make a selection

What is your current country/territory of residence? If you are presently in Canada, you should select Canada. *(required)*

?

Please make a selection

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? *(required)*

Please make a selection

What is your date of birth? *(required)* ?

Select year

Select month

Select day

Save and Exit Questionnaire

Next

APPLY FOR A STUDY PERMIT


Step 5: Continue with your study permit application

Your results

Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.

Students (Study permit)

You may be eligible to come to Canada as a student.

Continue 

APPLY FOR A STUDY PERMIT

Step 6:

Upload required documents and submit application (document checklist is personalized based on answers)

Application Form(s)

Application for Study Permit Made Outside of Canada (IMM1294)

(Opens a new window)

Supporting documents

- Letter of Acceptance or Letter of Enrollment / Registration ? Upload your Letter of Acceptance from Student Centre—not your Offer of Admission or department offer letter.
- Passport ?
- General Education and Employment Form ?
- Provincial or Territorial Attestation Letter (PAL or TAL) ?
- Proof of Means of Financial Support ?
- Digital photo ?
- Family Information (IMM5645) ?

Fees

Application	Quantity	Price (CAD) per unit	Total (CAD)
Study Permit	1	\$150.00	\$150.00
Biometrics Fee	1	\$85.00	\$85.00

The fee shown is an estimate based on the fees in effect on the day that this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission.

Total price (CAD) \$235.00

STUDY PERMIT APPLICATION DOCUMENTS

Acceptance letter

- Issued by Western University
- **Conditional acceptance and prerequisite courses**
 - If you've been conditionally accepted, this means you need to take prerequisite courses. For example, these might be English as a second language courses. You must complete these before you can start your main study program.
 - If this is the case, IRCC will only issue your study permit for the length of those courses plus 1 year. Once you're accepted into your main program, **you'll need to apply for a new student permit to extend your stay as a student.**
- **Provincial Attestation Letter (PAL), [if applicable*](#)**

Financial resources

- You must prove that you can support yourself, and the family members who come with you, while you are in Canada.
- **Required amount** is tuition fee plus **\$22,895 (effective Sept 1, 2025)** minimum for living expenses for one person.
- **You can prove your funds with**
 - proof of a Canadian bank account in your name, if you've transferred money to Canada
 - Guaranteed Investment Certificate (GIC) from a participating Canadian financial institution
 - your bank statements for the past 4 months
 - a bank draft that can be converted to Canadian dollars
 - a letter from the person or school giving you money or
 - proof of funding paid from within Canada

Biometrics, Medical and other requirements

- **Biometrics**-Normally, you need to give biometrics **once every 10 years** if you apply for a study permit (excluding US nationals)
- **Medical Exam** may be required in some circumstances.
- Check the [visa office instructions](#) for your country or region for local requirements.

LETTER OF ACCEPTANCE

2024/12/23 11:07

University of Western Ontario Letter

Letter of Acceptance

Date: December 20, 2024

The Letter of Acceptance is a document created by Citizenship and Immigration Canada sent to prospective students by educational institutions. This Letter of Acceptance will facilitate the initial processing of a student's application at missions abroad and ports of entry as well as future applications for extensions of study permits in Canada.

Western's DLI (Designated Learning Institution Code) is #O19375892122

Personal Information	
Family name: W	Student's full mailing address: -- -- --
First name and initials: H	
Date of birth: October	
Student number: 251	
Institutional Information	
Contact: Vice-Provost (Graduate and Postdoctoral Studies) Manager Graduate Admissions (519) 661-2101 Western University, 1151 Richmond Street, London, ON N6A 3K7	Type of school: Public Institution W: www.grad.uwo.ca T: (519) 661-2102 F: (519) 661-3730
Program Information	
Graduate program: Chemical & Biochemical Eng	Academic status/load: Full-Time Hours of instruction/week: N/A
Level of study: M.Eng.	Start Date: 2025 Fall Graduate* *(Fall Grad Term = September 1, Winter Grad Term = January 1, Summer Grad Term = May 1)
Minimum terms of full-time study: 3 Terms. There are three terms in a calendar year.	
Condition of acceptance: As indicated on the Offer of Admission	Estimated tuition fee for first academic year of the program: See attached fee schedule
Scholarship/teaching assistantship: N/K	(Fall Grad Term = September 1, Winter Grad Term = January 1, Summer Grad Term = May 1)
Signature of institution representative:	Name of institution representative (please print): Vice-Provost (Graduate and Postdoctoral Studies)

Notice of Collection:

Immigration, Refugees and Citizenship Canada (IRCC) may ask Western University to verify your letter of acceptance (LOA) and to provide information about you necessary to support the integrity of the study permit application process. By applying for a study permit to attend Western University, you authorize the University to validate information about you and your LOA with the IRCC. If you have any questions about how your data may be shared, please contact the School of Graduate and Postdoctoral Studies

PROVINCIAL ATTESTATION LETTER (PAL)

The Canadian government now requires most new international students to submit a **provincial attestation letter (PAL)** as part of the study permit process.

- Unless you meet one of the exceptions, you must submit a PAL **with** your application.
- Your PAL must be **valid** when you apply. You can't use a PAL that was issued during a previous study permit cap year.
- If your application was refused, you must get a **new** PAL before you reapply.

WHO NEEDS A PAL AND WHO DOESN'T?

Who needs a PAL?

- Undergraduate students
- Graduate students
 - **Starting January 1, 2026**, if you're planning to enroll in a master's or doctoral program at a Canadian public institution, you don't need a provincial or territorial attestation letter (PAL/TAL) when applying for a study permit.
- Graduate diploma and certificate students
- Visiting students studying at Western for six months or longer

Who is exempt from needing a PAL?

- Exchange students studying under an exchange arrangement between their home institution and Western
- Student permit extensions at the same Designated Learning Institution (DLI) and level of study as their current study permit in Canada

HOW TO GET A PAL

Future Undergraduate Students

1. Accept your offer of admission to an undergraduate program at Western.
2. Pay [your tuition deposit](#).
3. Complete the PAL request form available in the [Choose Western offer portal](#).

Once we receive confirmation that you have completed these steps, we will begin the process of issuing you a PAL.

Future Graduate Students

1. Accept your offer of admission.
2. Pay your \$2,000 tuition deposit (Master's programs only).
3. Complete the PAL request form via the [Graduate Student Web Services Portal](#).

[Learn More about PALs for future graduate students.](#)

LETTER OF INTRODUCTION

 Citizenship and Immigration Canada / Citoyenneté et Immigration Canada

June 09, 2016

Unique Client Identifier: [Your Universal Client ID]



[Your Name]
[Your Address]

Application Number: [Your Application Number]



Dear [Your Name],

Your application to study in Canada has been approved. A permit authorizing your studies will be issued to you on your arrival to Canada following an examination by an officer of the Canada Border Services Agency, subject to your compliance with the requirements of the *Immigration and Refugee Protection Act* and its Regulations. The officer will ask to see this letter, your passport and may request to see your supporting documents, such as the letter of acceptance from your educational institution. Do not pack these or other valuable papers in your checked luggage. You can find out more about which documents you will need to bring with you by visiting www.cic.gc.ca/english/study/study-arriving.asp

As you gather your documents, please take note of the following:

- **This letter is not a passport or travel document.** You will not be permitted to board your flight without your passport, even if you have this letter with you.
- **This letter is not an authorization permitting you to enter or remain in Canada.** An officer of the Canada Border Services Agency will make that determination upon your arrival to Canada.
- **This letter is important** because it contains information that will be used by the Canada Border Services Agency to issue your study permit. Please do not misplace it.

You must seek entry to Canada to obtain your study permit by 2018/03/21 (yyyy/mm/dd). Your passport must be valid beyond the period you intend to remain in Canada. If not, the validity of your study permit will not be issued beyond the expiry date of your passport, or, for United States citizens and permanent residents, the validity date of your identity document.

Note: As an international student in Canada, it is your responsibility to ensure that you continue to meet the conditions of your study permit, including the requirement to actively pursue studies. Your study permit will automatically become invalid 90 days after you complete your study program, regardless of the expiry date indicated on your study permit. For more information, please consult: <http://www.cic.gc.ca/english/study/index.asp>

STUDY PERMIT

- Authorizes you to study and stay in Canada
- May include specific conditions that may authorize you to work on- and/or off-campus
- Usually valid for the period of your academic program plus 90 days.
- **Review the information on the permit before you leave the border officer**
- If you need to study longer, you can apply for an extension of your Study Permit from within Canada.

The image shows a sample Canadian Study Permit form. The form is titled "STUDY PERMIT/PERMIS D'ÉTUDES" and is issued by Citizenship and Immigration Canada. It includes the following information:

- Client Information:** Family Name, Given Name, Date of Birth, Sex, Country of Birth, Country of Citizenship, Travel Doc No., Date Issued, Expiry Date, Case Type, Institution Name, Field of Study, In Force From.
- Additional Information:** Date Issued, Expiry Date, Case Type, Institution Name, Field of Study, In Force From.
- Conditions:** 1. MAY ACCEPT EMPLOYMENT ON THE CAMPUS OF THE INSTITUTION AT WHICH REGISTERED IN FULL-TIME STUDIES. 2. MUST LEAVE CANADA BY [redacted].
- Remarks/Observations:** [redacted]

The conditions section is circled in red. The form also includes a "SPECIMEN" stamp and a "CANADA" stamp. At the bottom, it states: "***THIS DOES NOT AUTHORIZE RE-ENTRY/CECI N'AUTORISE PAS LA RÉ-ENTRÉE***".

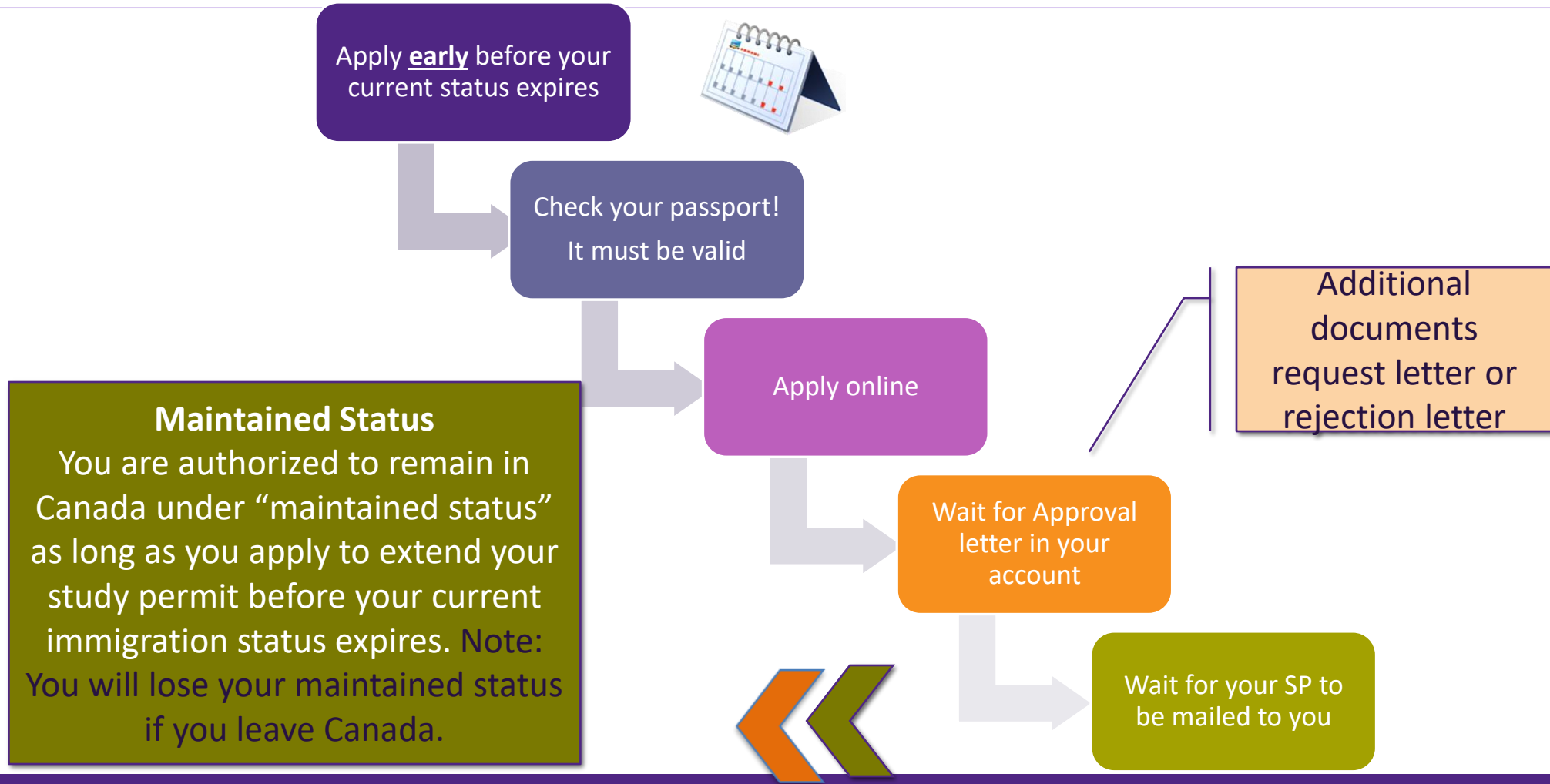
IN CANADA APPLICATIONS

You can apply for Study Permit from within Canada if you are in Canada and one of these applies:

- you have a valid study or work permit
- your spouse, common-law partner or parent has a valid study or work permit
- you're an exchange student or visiting student
- you completed a short-term course or study program required to be accepted at a DLI

Note: For more information, please visit the [IRCC website](#).

APPLY FOR A STUDY PERMIT FROM INSIDE CANADA



APPLY FOR A STUDY PERMIT FROM INSIDE CANADA

Sign in to your IRCC Secure Account, start an application, select Study Permit (in Canada) to continue

Your results

Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.

Study Permit (in Canada)

You may be eligible to extend your stay in Canada as a student

Continue

Temporary Resident Visa

You will need a temporary resident visa to return to Canada.

If you are working or studying in Canada, your temporary resident visa may expire at the same time as your work or study permit. If your work or study permit is expiring soon, please renew your study or work permit first. Once your study or work permit is approved, you may apply for your temporary resident visa.

Continue

DOCUMENT CHECKLIST

Upload required documents and submit application (document checklist is personalized based on answers)

Application Form(s)

Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709)

Supporting documents

Letter of Acceptance or Letter of Enrollment / Registration ? Upload your Letter of Acceptance from Student Centre—not your Offer of Admission or department offer letter.

Passport ?

Proof of Means of Financial Support ?

Digital photo ?

Proof of Provincial or Territorial Attestation Letter (PAL or TAL) Exception ? PAL, if required

Fees

Fees

Application	Quantity	Price (CAD) per unit	Total (CAD)
Study Permit	1	\$150.00	\$150.00

CHANGING YOUR DLI

Starting **November 8, 2024**, you must be enrolled in the designated learning institution (DLI) named on your study permit. You **must** apply for a new study permit if you want to change your DLI.

If you are transferring from a different DLI (high school or another post-secondary institution)

- you need to get a new study permit by applying to extend your current one.

If your study permit application is still in progress

- you can change your DLI by submitting a new Letter of Acceptance and a PAL letter (if needed) using the [IRCC web form](#).

If your study permit application has been approved and you change DLI from outside Canada

- you must submit a new SP application with a new LOA and a new PAL letter (if needed). You must also pay all the fees for the new application.

INTERNATIONAL STUDENTS

- YOUR RESPONSIBILITIES AS A STUDY PERMIT HOLDER

Enroll at a Designated Learning Institution (DLI)

- Enroll at a DLI that is named in your study permit, **and**
- Remain enrolled at a DLI until completing your studies

Actively pursue studies

- Make reasonable and timely progress towards completing your program
- DLIs are required to report on students' status to IRCC

WORK ON CAMPUS (WITHOUT A WORK PERMIT)

You can work on campus if you:

- ✓ Are a full-time student at a DLI
 - ✓ Or if you are a part-time student in your last term **and** you were a full-time student up until your last term
- ✓ Have a valid study permit
- ✓ Have a Social Insurance Number (SIN)

Note: Your study permit must have a condition that says you are allowed to work on-campus and you must have started your study program.

How many hours can I work on campus?

- **Unlimited** number of hours from immigration perspective

WORK OFF CAMPUS (WITHOUT A WORK PERMIT)

You can work off campus if you:

- ✓ Are a full-time student at a DLI
 - ✓ Or if you are a part-time student in your last term **and** you were a full-time student up until your last term
- ✓ You are enrolled in a post-secondary program that leads to a degree, diploma or certificate and that is at least 6 months long
- ✓ Have a valid study permit
- ✓ Have a Social Insurance Number (SIN)

Note: Your study permit must have a condition that says you are allowed to work off-campus and you must have started your study program.

How many hours can I work off campus?

- **During school terms**
 - You can work up to **24** hours per week.
- **During scheduled breaks**
 - You can work full-time.
 - Must be a full-time student both before and after the break.

NOTE: Graduate programs at Western don't have summer breaks.

CO-OP WORK PERMIT

Some students at Western may have work as a requirement of their degree.

- If internship, co-op, practicum, placement, experiential learning is an “essential part of your program of study”, you will need to apply for co-op work permit (CWP) with a co-op letter from your academic program
- Western University will be indicated as your employer
- CWP cannot be used for working off campus in jobs that are not part of the academic position approved by your academic department

WORKING IN CANADA AFTER GRADUATION

Post Graduation Work Permit (PGWP) is a “one-time” gift for international students to gain Canadian work experience.

- You do not need a job offer to apply
- You can work for any employer
- You can work anywhere in Canada
- You can work at any jobs
- The job does not need to be related to your degree

PGWP ELIGIBILITY

To be eligible to apply for PGWP, students need to:

- Have completed all program requirements in a program of study, approved for PGWP, that lasted at least eight months at a DLI
- CONTINUOUSLY studied FULL-TIME in Canada with the exception of part-time only in the final academic session
- Received written confirmation from Western that you have met the requirements for completing your academic program
- Received official transcript. Unofficial transcript from DLI's website may be accepted
- MUST hold a valid study permit when you apply for the work permit from inside Canada or if you plan to start working under R186(w)

Note: As of **November 1, 2024**, there are language requirements for most students. If you graduated from a university program that is not degree oriented, or from a college or other non-university program, you must also have graduated in an [eligible field of study](#).

PERMANENT RESIDENCY

Students can book an appointment with a RCIC at Western International to discuss on Express Entry and Permanent Residency pathways.

- Express Entry System (CEC, FSW)
- Ontario Immigrant Nominee Program – Masters Graduate Stream, PhD Graduate Stream

Supports for International Students

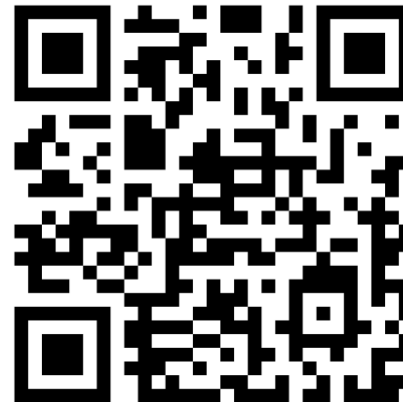
Drop-In Support

- In person Monday to Friday
1- 4 pm, IGAB 2nd floor
- Ask an Advisor Virtual Drop-ins
Every Friday 9:30 – 10:30 am on Zoom

Office Hours & Reception

- Monday to Friday
9:00 am - 4:00 pm
- **Phone:** 519-661-2111 ext. 89309
- **Email:** iss@uwo.ca

Advising Appointments



Workshops & Information Sessions



International Student Orientation- *Save the Date!*

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- 🏠 **Welcome Centre** (January 5 - 9)
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