



# Your immigration documents

Updated on March 24, 2015

## Study Permit and Visa

As a student who is not a Canadian citizen or a permanent resident of Canada, you must obtain a study permit from Citizenship and Immigration Canada to study in Canada for more than six months. You should consider applying for a study permit even if you are planning to study for less than six months (i.e. inbound exchange students).

## Benefits to Having a Study Permit

You can work on campus at the college or university at which you are registered as a full-time student. You can renew your study permit within Canada, if you decide to continue studying in Canada. Original study permits are only issued at Canadian visa offices outside Canada. You are eligible to apply for [Saskatchewan health coverage](#) if you are registered full-time student at the University of Saskatchewan. As an international student avoid [delays in Study Permit processing](#) Citizenship and Immigration Canada has introduced new regulations for International Students that will take effect on June 1, 2014.

For more information on applying for a study permit, please visit the [Citizenship and Immigration](#) website.

## What You Need to Get a Study Permit

(Always check with your [local visa office](#) for country specific requirements) original acceptance letter from the University of Saskatchewan; a valid passport (if it is going to expire before the end of your studies see if it is possible for you to renew or extend it); evidence of [enough money](#) to pay for tuition\* and living costs, transportation costs to and from Canada for yourself and any family members coming to Canada with you; to satisfy an immigration officer that you will leave Canada when you have completed your studies; you must be in good health and willing to complete a medical examination, if necessary; other visitor requirements found on the local visa office website. A personal interview with the visa officer may be required; if you are applying for a study permit to study less than six months, you should [include a letter](#) that explains why you are applying. The letter will inform the visa officer that you understand your options. A processing fee of \$125.00 will be charged.

*\* Some visa offices require [estimated costs](#) and/or evidence of paying tuition to St. Peter's College. For information, please contact our Student Services Office at (306) 682-7857 or (306) 682-7870.*

## Temporary Resident Visa (TRV) to enter Canada

Depending on your citizenship, you may be required to have a visa, called a Temporary Resident Visa to enter Canada. If you are applying for a study or work permit and require a TRV, it is not necessary to make a separate application or pay a separate fee; an officer will issue it at the same time as the documentation necessary for your entry to Canada as a student.

**Designated countries** that require a TRV; Citizens of the United States of America can apply for a study permit at a Canadian port of entry. Carry the **required documents** with you.

## Study permit approval: Letter of Introduction

If your application is approved, the Canadian visa office will send you a letter of introduction confirming the approval of your study permit. This letter is not your study permit. When you arrive in Canada, you must show this letter to a Canadian officer at the port of entry. If you are from a country for which Canada requires a Temporary Residence Visa (TRV,) it will be placed in your passport. Check the dates issued on this document. You must enter Canada before your TRV expires. Extension of the time needed to stay in Canada to complete your studies can be made when you are in Canada.

## Transferring to St. Peter's College

If you are presently a high school student studying in Canada you must apply to change the conditions on your study permit to allow you to study at a post secondary institution (university, college, technical institute). If you hold a valid study permit for post-secondary study in Canada (university, college, technical institute), you may use it at St. Peter's College unless otherwise noted on the study permit. As a post-secondary student, you can transfer between programs of study and institutions without applying to change the conditions of your study permit. You can also transfer between public and private institutions. For more information on changing the conditions of or extending your study permit, please visit the [Citizenship and Immigration Canada website](#).

## Exchange Students

In your preparation to come to study at St. Peter's College, there are three very important things to consider and do in your planning:

1. Consider requesting a study permit from your local visa office. There are many benefits to getting a study permit, including being able to receive Saskatchewan **Health Coverage**, work on campus and possibility to stay beyond 6 months to study if opportunity to do so.
2. If you don't apply for a study permit, make sure you get health insurance before you leave your country. Purchasing private health insurance in Canada can be very expensive.
- 3.. All St. Peter's College students must first apply to and then register for classes at St. Peter's through the University of Saskatchewan's online registration system. Contact our Student Services Officers at (306) 682-7857 or (306) 682-7870 for help with registering for your courses.

Carry your study permit, health insurance, and all other valuable papers, cash and traveler's cheques with you at all times. Do not put them in your checked luggage. Do not leave the airport without having your study permit processed, Check that your family name and first name are spelled exactly as they are on your passport, and verify your date of birth.

## Problems with Getting a Study Permit

Visa officers look at many factors when reviewing applications for a study permit and entry (Temporary Resident Visa) to Canada as a genuine temporary resident. They consider the purpose of the visit and your ties to your home country, including the family and economic situation. If your application has been refused, you can send a new application at any time,

unless your decision letter says otherwise. However, you should do so only if you can include new or additional information that you did not send with your previous application. Contact your local visa office and/or, follow the information provided in the refusal letter you received from that office.

## Bringing Your Family

If you wish for your spouse/common law partner and children to accompany you to Canada while you study at St. Peter's College, they are advised to apply for visitor status at the same time that you apply. Your spouse or common law partner and your children must meet all the immigration requirements for temporary resident in Canada. You may be required to provide birth certificates and marriage certificates for all family members. If you are in a common-law relationship and your common-law partner will accompany you to Canada, you may be required to complete [Statutory Declaration of Common-Law Union \(IMM 5409\)](#).

## At the Port of Entry

When you arrive at Canadian Immigration at the port of entry (i.e. airport in Canada), you will be issued your study permit and may be asked for the following documents: the letter of introduction from the visa office that you received when your study permit was approved (this letter contains your permit reference number and the officer needs this letter to issue your study permit) your passport, with Canadian visa (Temporary Resident Visa) [if required](#); copy of your acceptance letter from the University of Saskatchewan; a list of any items that you are sending separately (i.e. gender are correct, Make sure the officer returns your documents and date stamps your passport. not cleared personally on your date of arrival); and proof that you have enough money to support yourself during your stay in Canada

CIC has introduced new regulations for international students, which will take effect on June 1, 2014. For more information, visit the [CIC website](#).

A work permit is not required for on-campus employment if you are a registered, full-time student with a study permit. On campus employment includes all buildings on St. Peter's College campus..

Full-time undergraduate student = 18 credit units per year

Full-time graduate student = Registered in a graduate program

*An employer cannot pay you unless you have a Social Insurance Number (see SIN section)*

## Getting paid while waiting for your study permit to be renewed

In order to continue getting paid while waiting for a response from CIC regarding an extension of your Study Permit, the on-campus employer/department will require proof that you have submitted an application for extension of your study permit. This is: for paper based applications: a copy of your postage receipt, or for online applications: a copy of your "Welcome to MYCIC" homepage indicating the transmission of an "In-Canada Temporary Resident" application. Once you receive your new permit present it to your on-campus employer.

# Working in Canada

Updated on February 14, 2014

Study Permit/family permit renewals Saskatchewan Health Services Card

For more information on changing the conditions or extending your stay in Canada, please refer to the [CIC site](#). Knowing the expiry date of your government documents is important. If they expire prior to the time you need to complete your studies in most cases you should apply for renewal before the expiry date. Citizenship and Immigration Canada (CIC) cannot extend documents beyond the expiry date of your passport. Check with your embassy in Canada for renewal procedures. Passport renewal process could take up to eight months.

## Study Permits and Family Documents

A study permit allows you to stay in Canada up to its expiry date: do not let it expire. Unless you are in a program that requires less than 6 months, you cannot study and stay in Canada as an international student without a valid study permit. You can renew a study permit inside Canada. If you wish to renew or change the conditions of your Study Permit (and family document(s)) make sure you apply prior to the expiry date. Always check Citizenship and Immigration Canada's [instruction guide](#) for help in completing your application, [document checklist](#) for supporting documents and [processing times](#) to help decide when to apply. For documents you may need for renewal, please visit:

[www.cic.gc.ca/english/study/index.asp](http://www.cic.gc.ca/english/study/index.asp)

and

[www.cic.gc.ca/francais/etudier/index.asp](http://www.cic.gc.ca/francais/etudier/index.asp)

## Permits and Health Card Renewals

Updated on April 22, 2014

If you apply online, you will have to apply for any family members online as well (if applicable). You are required to create a CIC application profile by enrolling with [MyCIC](#). You can do many things through your MyCIC account, including: apply for work permits; restore your temporary resident status as a student; restore temporary resident status for any family members in Canada obtain an initial work permit or extend the work permit of family members in Canada; obtain an initial study permit or extend the study permit of family members in Canada; and extend the temporary stay of family members in Canada. Contact [Citizenship and Immigration Canada Secure Online Services](#) for complete listing of applications that may be submitted online.

### Apply by Mail

Applications are submitted to CIC's Case Process Centre, Vegreville, Alberta. Check with the post office for mailing options. If using express or priority mail (at the post office) you will know when your application was received (the receipt is needed if you are working on campus and require proof that your study permit application was mailed). Always keep of copy of your application. Make sure that you send a [complete application](#).

## If Your Permit Expires Before Renewal

If your permit expires while you are waiting for a response from CIC, you are considered to have implied status in Canada and continue studying under the conditions of your study permit until you receive a response. It is important that you remain in Canada while you have this status. You may be unable to re-enter Canada without a valid permit. Before you submit your application for renewal, you will be considered out of status. In this case, your immigration status must be restored, and you will need to pay a restoration fee of \$200 as well as the standard \$125 renewal fee. You have 90 days from the day you went out of status to apply for restoration, and if you do not renew it within 90 days, it is not renewable. You will be required to leave Canada and apply for a new study permit; there could be up to a six month waiting period.

*See an International Education Officer at the ISSAC if you find yourself in this situation.*

## Working On-campus and Payment - while waiting for CIC response

In order to continue getting paid while you are waiting for your study permit, the on-campus employer will require proof that you have submitted an application for extension of your study permit. Proof is: for paper based applications: a copy of your postage receipt, or for online applications: a copy of your "Welcome to MYCIC" homepage indicating the transmission of an "In-Canada Temporary Resident" application. Payroll should continue to pay you during the time you are working while waiting for the renewed permit. Present the new permit to your on-campus employer.

## If You Did not Apply for a Study Permit Before Coming to Canada

Visitors in Canada who wish to apply for a Study Permit must submit an application to a Canadian immigration office outside of Canada. There are some exceptions to this regulation. For example, the spouses and the children of students with a valid Study Permit can apply for a Study Permit in Canada by completing "Application to Change My Conditions, Extend My Stay or Remain in Canada". Further [information and application kits for applying outside of Canada](#) are available. Be sure to send the appropriate form of payment, a money order or bank draft. **DO NOT** use the pink fee receipt used for in Canada applications. For more information, you can contact the CIC call centre at 1-888-242-2100.

## Taking a Break from Studies

Students sometimes take a short break from their studies because of illness or academic pressure. International students are normally permitted by Citizenship and Immigration Canada to remain in Canada and take one term off if they've already completed two consecutive terms. Consult an academic advisor and contact an International Education Officer if you are considering taking a break from your studies. If you plan to leave the country during your break, request a letter from your college/department stating that you are eligible to return to your program of studies. If asked by a border officer, present this letter along with any documentation of your break (e.g. leave approval from University, doctor's note, etc.). If you hold an off-campus work permit and take a break from studies, you may have to return your work permit to CIC.

# Applying for Permanent Residence

Updated on June 1, 2012

Both the federal and provincial governments offer programs to apply for permanent residence. For a complete list of all categories in Canada, refer to the '[Immigrate](#)' section of the Citizenship and Immigration Canada website. The [Saskatchewan Immigrant Nominee Program \(SINP\)](#) is an alternative program to the Canadian federal immigration program if you want to stay Saskatchewan as a permanent resident of Canada. The Student Stream offers opportunity for those who have a degree and are working for a Saskatchewan employer under the [Post-graduate Work Permit](#) ; and also to graduate students who have completed their studies.

## Federal Government

### Canadian Experience Class

Those who have completed a degree, diploma or certificate from a post-secondary program at an eligible Canadian institution and have gained Canadian skilled-work experience may be eligible to apply for permanent residence under the [Canadian Experience Class](#). \*According to the Canadian National Occupational Classification (NOC), skilled work experience means Skill Type 0, A or B. The following online tools can be used to determine the skill level of a job:

[NOC Matrix](#)

[Occupational Structure](#)

### The Federal Skilled Worker Program

If you have skills and experience that meet Canada's labour market needs, you may qualify for permanent resident status in Canada under the Federal Skilled Worker Program. In addition, if you have completed a PhD *OR* two or more years of study towards a PhD in Canada you may qualify under the program, [PhD stream](#).

### SINP Student Category

The [Student Category](#) allows eligible post-secondary graduates to apply for landed immigrant status under the SINP. There are two streams of the Student Category: the Post-Graduation Work Permit Stream and the Master's and PhD Graduate Stream. As a provincial nominee, an applicant will receive: application processing times that are faster than other federal immigration classes; and assistance from Provincial Immigration Officers who are readily available to explain program requirements and processes.

*Information sessions for the Student Category are facilitated by the Saskatchewan Immigration Branch, Advanced Education and Employment at the University Of Saskatchewan. Watch your PAWS announcements for upcoming sessions.*

*Please note: ISSAC International Student Advisors can only provide general information about the Permanent Residence categories in Canada. As a Permanent Residence applicant, you are primarily responsible for determining if you are eligible for a particular category, and for ensuring that you are providing complete and accurate documentation to support your application.*