

# Immigration, Refugees & Citizenship Canada (IRCC)

Immigration, Refugees and Citizenship Canada (IRCC) is the department of the Government of Canada which manages everything related to immigration. As an international student you should always follow the instructions found on the IRCC website.

Any application you want to submit online must be through this official government website. We strongly encourage you to apply online for your permit(s). It is the easiest, fastest and most secure way of applying. Here is the process for applying online:

We recommend that you keep up-to-date with any changes as new regulation changes may affect your status.

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# Create an “IRCC secure” account

- [Create an “IRCC secure” account](#). There are two sign-in options:
  1. A GCKey (a Government of Canada username and password); or,
  2. Sign-in Partner (using the login credentials of a Canadian online banking account – if applicable). **Note:** Using the sign-in partner option does **not** give the government access to your banking information.

## Starting an online application

Once logged into your “IRCC secure” account:

- Click the first button “Visitor visa, study and/or work permit”.
- Complete the eligibility questionnaire.
- Once you complete the questionnaire, you will get to the page with your personal checklist of required documents.
  - This is where you can upload your application form and scanned copies of the required application documents.
- Once you upload the completed and validated application form(s), and all the other required documents, a button will appear near the bottom right that will allow you to proceed to the payment page. You’ll then be able to pay and submit your application.

You can also complete the questionnaire before creating or logging in to your “IRCC secure” account by following these steps:

- Answer a series of questions in the "[Come to Canada](#)" assessment tool to determine your eligibility.
  - Completing this tool will generate a personal checklist code.

When you are prepared to proceed with your application:

- [Log in to your “IRCC secure” account](#) and select "Apply Online".
- Enter your personal checklist code.
- Proceed with your application.

# Immigration medical examination

If you have been in a “[designated country](#)” for at least 6 of the 12 months preceding your application, OR you are applying for a Co-op/Internship or Post-Graduation Work Permit, AND you plan to **work with children or in the health services field**, you must complete and pass an immigration medical examination. This can be done before applying for your permit or within 30 days of being requested to do so by IRCC. Waiting for IRCC to request can delay the processing of your application.

Visit the Immigration, Refugees and Citizenship Canada (IRCC) [website](#) for more details, including a complete list of the occupations that require an immigration medical exam and a list of [panel physicians](#) who can perform the exam.

## Study permit – first application outside of Canada

**When to apply:** As soon as you have the offer of admission and all required documents. This should be a *minimum* of 2 to 3 months before the start date of your program of studies (if possible).

**How to apply:** Paper application or online application

### Required documents:

- Application for Study Permit Made Outside of Canada (IMM1294)
- Proof of means of financial support
- Letter of acceptance
- Copies from your passport or travel document, including the biographical page and all pages with visas, stamps or markings (your passport should be valid for at least 6 months beyond the expected date of your arrival to Canada)
- Photograph taken within the last six months
- \$150 CAD processing fee
- Biometrics (if you have not provided them to IRCC for a previous application in the past 10 years). If necessary, an \$85 CAD collection fee will be required.
- You may need other documents, including: immigration medical exam results or a co-op letter (if a work placement is a requirement of your program of study). If you're applying online, you can check your personal checklist. If you're applying on paper, check the [country-specific application requirements provided by IRCC](#).

# Co-op work permit – first application in Canada

If your program has a required work placement that is identified on your letter of acceptance (or another document issued from the university when you are admitted), you can request the permit as part of your study permit application.

The information below is for students that do not qualify for or request the permit until after they arrive in Canada.

**When to apply:** As soon as you have proof that a work placement is a required component of your program of study. This should be a minimum of 4 months before the start date of your internship (if possible).

**How to apply:** Online application

## Required documents:

- Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710)
- Copies from your passport or travel document, including the biographical page and all pages with visas, stamps or markings
- Photograph taken within the last six months
- Co-op letter from your faculty, college, or department which states that the internship is a required component of your program
- Scanned copy of your study permit

## Document renewal/extensions

As an international student, you are responsible for maintaining your immigration status while studying in Canada. This means you must always have valid, up-to-date immigration documents. It is also important that you abide by Canada's Immigration and Refugee Protection Act and Regulations, and do not study or work unless your immigration status authorizes you to do so.

The information below gives you some guidance about when you should renew/extend your immigration documents.

## Passport renewal

Canadian immigration documents are not supposed to be issued beyond the expiry of your passport. If your passport is going to expire during your time in Canada, your study permit (and Temporary Resident Visa or Electronic Travel Authorization – if applicable) will as well. You'll need to renew your passport before you can renew any of your Canadian immigration documents.

**When to apply:** At least 6 months before the current expiry date.

**How to apply:** Contact your country's consulate or embassy.

**Required documents:** Check with your country's consulate or embassy.

## Study permit – extend from within Canada

**When to apply:** 3 to 4 months before the expiry date. To avoid a break in your immigration status in Canada, your in-Canada application must be submitted before your current status expires (at the very latest).

**How to apply:** Online application

**Required documents:**

- Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709)
- Proof of means of financial support
- Copies from your passport or travel document, including the biographical page and all pages with visas, stamps or markings
- Photograph (digital/scanned) taken within the last six months
- Verification of enrollment letter from your registrar's office that includes your current registration status and expected graduation date
- \$150 CAD processing fee
- Biometrics (if you have not provided them to IRCC for a previous application in the past 10 years). If required, an \$85 CAD collection fee must be paid
- You may need other documents including immigration medical exam results. Check your personal checklist for details.

## Co-op work permit extension

**When to apply:** This is usually requested as part of a study permit extension but can be submitted independently. This should happen 3 to 4 months before the expiry date.

**How to apply:** Online application

**Required documents:**

- Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710)
- Copies from your passport or travel document, including the biographical page and all pages with visas, stamps or markings
- Photo taken within the last six months
- Co-op letter from your department or college which states that the internship is a required component of your program
- Copy of your study permit

## Social Insurance Number (SIN) extension

**When to apply:** After getting your new study permit or work permit

**How to apply:** Apply in person at a [Service Canada location](#).

**Required documents:**

- Your passport
- Your permit. Accepted permits include a valid:
  - Study permit with a statement “May work in Canada”, “May work up to 20 hours off-campus” or another statement that confirms the right to work. If you don’t have this statement, you must [apply for an amendment to your study permit](#); and,
  - Work permit (co-op or post-graduation work permit).

It is a good idea to bring your existing Social Insurance Number confirmation.

## Temporary Resident Visa (TRV) extension

A TRV application can also be submitted outside of Canada if it is necessary to leave Canada before applying for a new TRV.

**When to apply:** After getting your new study permit or post-graduation work permit (if you have already graduated).

**Note:** You may be exempt from applying for a TRV. [Find out if you need a visa.](#)

**How to apply:** Online application or paper application

**Required documents:**

- Application for Visitor Visa (Temporary Resident Visa) Made Outside of Canada (IMM5257)
- Proof of means of financial support
- Copies from your passport or travel document, including the biographical page and all pages with visas, stamps or markings
- Photograph taken within the last six months
- Verification of enrollment letter from your registrar's office stating your current registration status and your expected graduation date
- Transcript (if applying while you are still a student)
- A copy of your study permit or work permit if you are holding a post-graduation work permit
- \$100 CAD processing fee

## Post-graduation work permit in Canada

While applying outside of Canada is an option, doing so should be discussed with one of the international student immigration advisors.

**When to apply:** Within the 90 days following the date you complete your degree requirements (the date you receive your final grades).

**Note:** The post-graduation work permit can only be extended if you were given less time than what you are eligible for due to your soon-to-expire passport.

**How to apply:** Online application

**Required documents:**

- Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710)
- Copies from your passport or travel document, including the biographical page and all pages with visas, stamps or markings
- Copy of a valid study permit

- Photograph taken within the last six months
- Letter from your registrar's office which proves completion of degree requirements
- Transcript

## External links

The following links take you to IRCC and other government websites where you can find important immigration documents:

- [Study permits](#)
- [Visitor visa](#)
- [Working in Canada](#)
- [Permanent residency Programs](#)
- [Social Insurance Number \(SIN\)](#)

## Additional support

If you're a University of Toronto student with further questions, you are welcome to contact our [international student immigration advisors](#) for further support.