



TRAINING 2026

FOR INTERNATIONAL GUIDANCE COUNSELLORS



@CARLETON_FUTURE

Jessica Morrow

Admissions & Recruitment Officer

Registered International Student Immigration
Advisor (RISIA)

international@carleton.ca

carleton.ca/international



Your degree, your choice—200+ areas of study to choose from at Carleton University

EXCELLENT EDUCATION

#4

Comprehensive University
in Canada

CAPITAL ADVANTAGE

1800+

knowledge-based businesses in the
National Capital Region

12-MONTH RESIDENCE

12

spacious residence buildings
on campus

CO-OP

#3

largest co-op program in Ontario and
fastest growing in Canada

SAFE AND SPACIOUS

located in Ottawa,

#2 SAFEST

large city in North America

SCHOLARSHIPS

\$27.1M+

in scholarships and bursaries
awarded in 2024-25

WHY CARLETON

THREE-YEAR INTERNATIONAL TUITION FREEZE

Calculate student's annual budget:
[admissions.carleton.ca/scholarships/
usa-and-international-costs/](https://admissions.carleton.ca/scholarships/usa-and-international-costs/)



GUARANTEED INTERNATIONAL TUITION



HOW TO APPLY

Apply online

Apply before the final grades are released

No SATs required

No personal statement required





APPLYING IS EASY



GENERAL REQUIREMENTS

- Requirements vary by program.
- **Academic performance is key.**
- Examples of prerequisites:
 - **Science, Health Science:** math and two of physics, chemistry, or biology
 - **Computer Science, Mathematics:** math

Education Background ?

 Select your education background 

Program of Interest

 Select your program of interest 

[Get Details](#)

Select your curriculum type and program on our website to see specifics:

carleton.ca/international



ADMISSIONS

DOCUMENTS

- Upload school transcript showing **most recent marks**
- Provide ***official final results*** once available
- Any exam results
- Post-secondary - transcripts and course outlines
- English language test score (if applicable)



ADMISSIONS

OPTION 1

English as a Second Language (ESL) test score:
TOEFL, IELTS, Pearson PTE, DuoLingo,
Cambridge

Score requirement for full entry into degree: admissions.carleton.ca/esl

OPTION 2

Minimum English grades in key international
curricula, including AP, GCE/A Levels and IB,
also meet the English language requirement.

OPTION 3

3 years full-time
studies in English*

*Exceptions apply



Learn more:
admissions.carleton.ca/esl

ENGLISH REQUIREMENTS

DEADLINES

April 1
for most programs

Rolling admissions: many programs continue accepting applications on a rolling basis until mid-July.

Programs with **earlier** deadlines:

- Nursing*
- Architectural Studies*
- Humanities*
- Industrial Design*
- Information Technology (IMD)*
- Music*
- Social Work*

*Additional criteria required for admission (portfolios, auditions, supplemental application)

DEADLINES

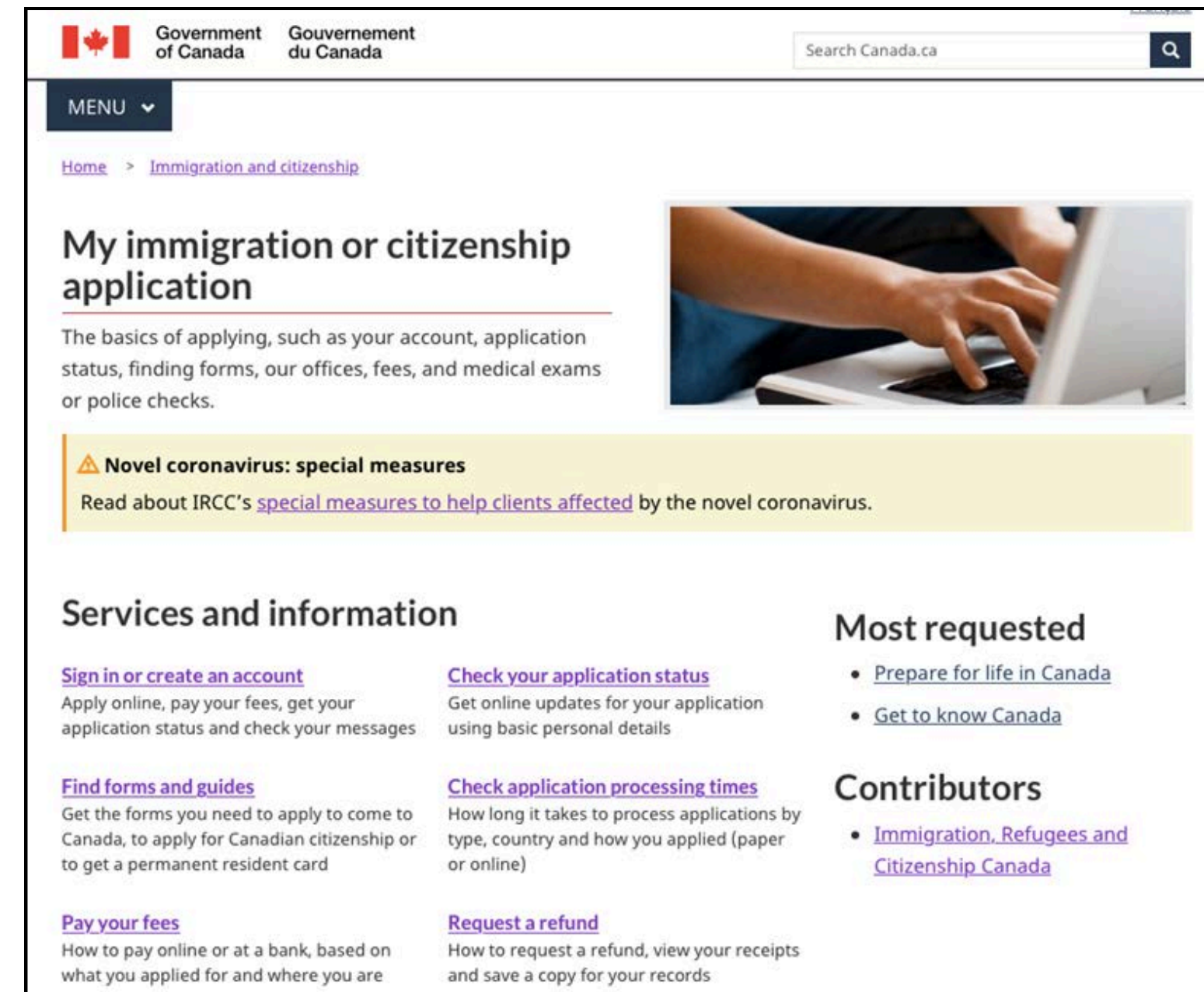


STUDY PERMITS

How can you support your students
with their study permit applications?

Apply online in an IRCC Secure Account:
canada.ca → Immigration → Sign-in

The basics of applying for a study permit
are covered in our previous videos.



HOW TO APPLY FOR
A STUDY PERMIT

All study permit applications must include:

- **Application form**
IMM 1294 (PDF)
- **Letter of acceptance**
Carleton document: Student Information for a Study Permit
- **Provincial Attestation Letter (PAL)**
MA and PhD students are PAL-exempt in 2026.
- **Proof of identity**
Usually a passport
- **Proof of financial resources**
For tuition, living expenses, and transportation
- **Passport photo**

Look Beyond the Online Application List!

Supplying the minimum might not be enough.

Very Important:

- Study plan (Statement of purpose)
- Visa office-specific instructions on the IRCC website:
<https://ircc.canada.ca/english/information/applications/student.asp>

Other resources:

- Guidance for IRCC officers tells you how they assess your application. IRCC Operational Instructions and Guidelines for Study Permit Applications:
<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits.html>
- Canadian immigration blogs on “Common reasons for study permit refusal” – **not official info**, but can suggest ideas for improvement.
- Upload “extra” documents and explanation letters as “Client Information”



**REFERENCE THE
RIGHT SOURCES**

Understand How IRCC Assesses An Application

Key Points of Eligibility:

Admission to a Canadian Designated Learning Institution (DLI)

Temporary intent in coming to Canada

Financial requirement

Intent to study

IRCC ASSESSMENT

Canadian Designated Learning Institution

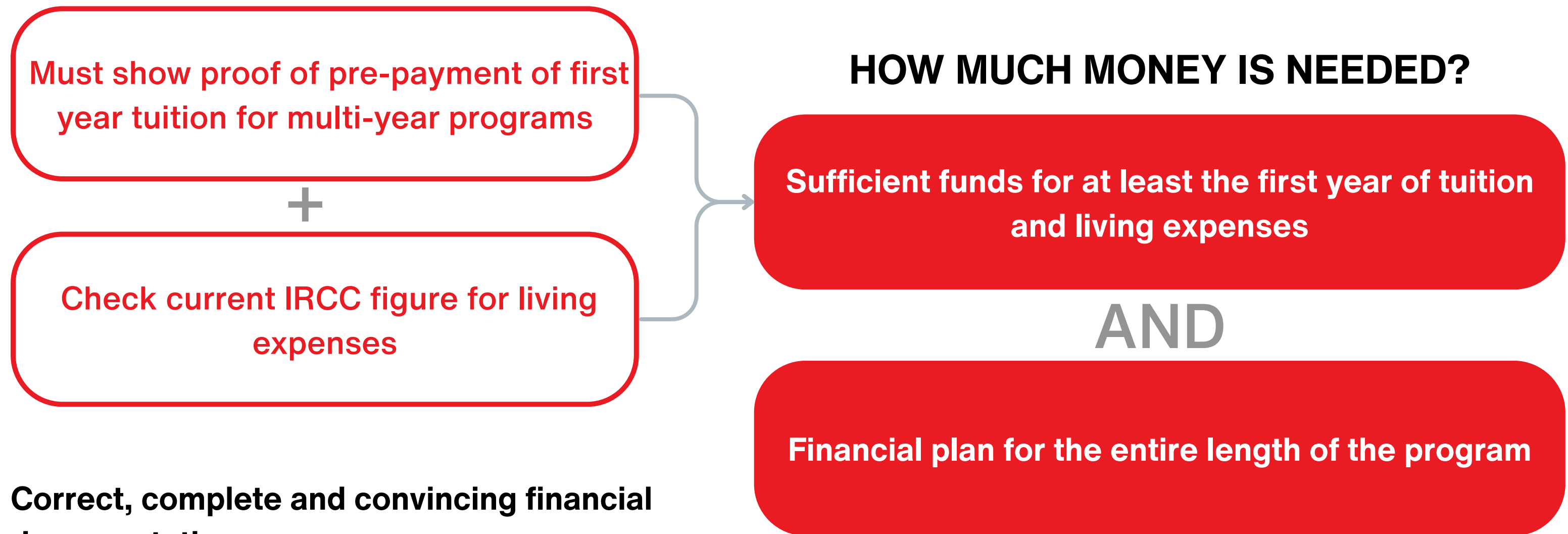
<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/prepare/designated-learning-institutions-list.html>

Carleton University's Role

- **Provide Letter of Acceptance (LOA):**
Student Information for a Study Permit (“visa letter”)
- **Provide Provincial Attestation Letter (PAL), if needed**
- **Verify Letter of Acceptance to IRCC**



CANADIAN DLI



Correct, complete and convincing financial documentation:

- Various types of documents are acceptable – see IRCC suggestions
- Follow visa office instructions
- Show funds are allocated to expenses in Canada; additional to money that is needed for usual household expenses.

**FINANCIAL
REQUIREMENT**

Financial Documentation, continued

- Money is not tied up in long-term investments or property.
- Letter from the financial sponsor states the ability and commitment to fund the student.
 - If not a parent, explain the relationship AND motivation
- **Very important - show the source of funds**
 - Obtained legally
 - Explain the source of one-time or rare large deposit amounts
- For countries with currency controls: funds are transferable to Canada, or already in Canada.
- Scholarships can be claimed as financial resources, but don't rely on the student working in Canada.



**FINANCIAL
REQUIREMENT**

Application can address the following:

- Family ties
- Community ties: affiliations with communities of interest, volunteer work, etc.
- Travel history (if any) shows track record of returning home.
- Cultural ties to home country
- Commitments in home country: property, offers of employment
- Knowledge of career prospects in home country related to education and career goals
- If residing outside the country of nationality - status in the country of residence, ability/willingness to return to the country of nationality
- If relevant, address any family ties in Canada (show home country ties are stronger)



TEMPORARY INTENT

Study plan content:

Answer these questions. Be personal and specific:

- Why do you want to study in your chosen program at Carleton?
- What is your overall educational goal?
- Why aren't you taking a similar program in your home country?
- Are there similar programs? If so, what are the gaps or limitations compared to Carleton's program?
- Why is an education in Canada worth your investment of time and money?
- How will this program improve your employment opportunities in your home country?
- What ties do you have to your home country?

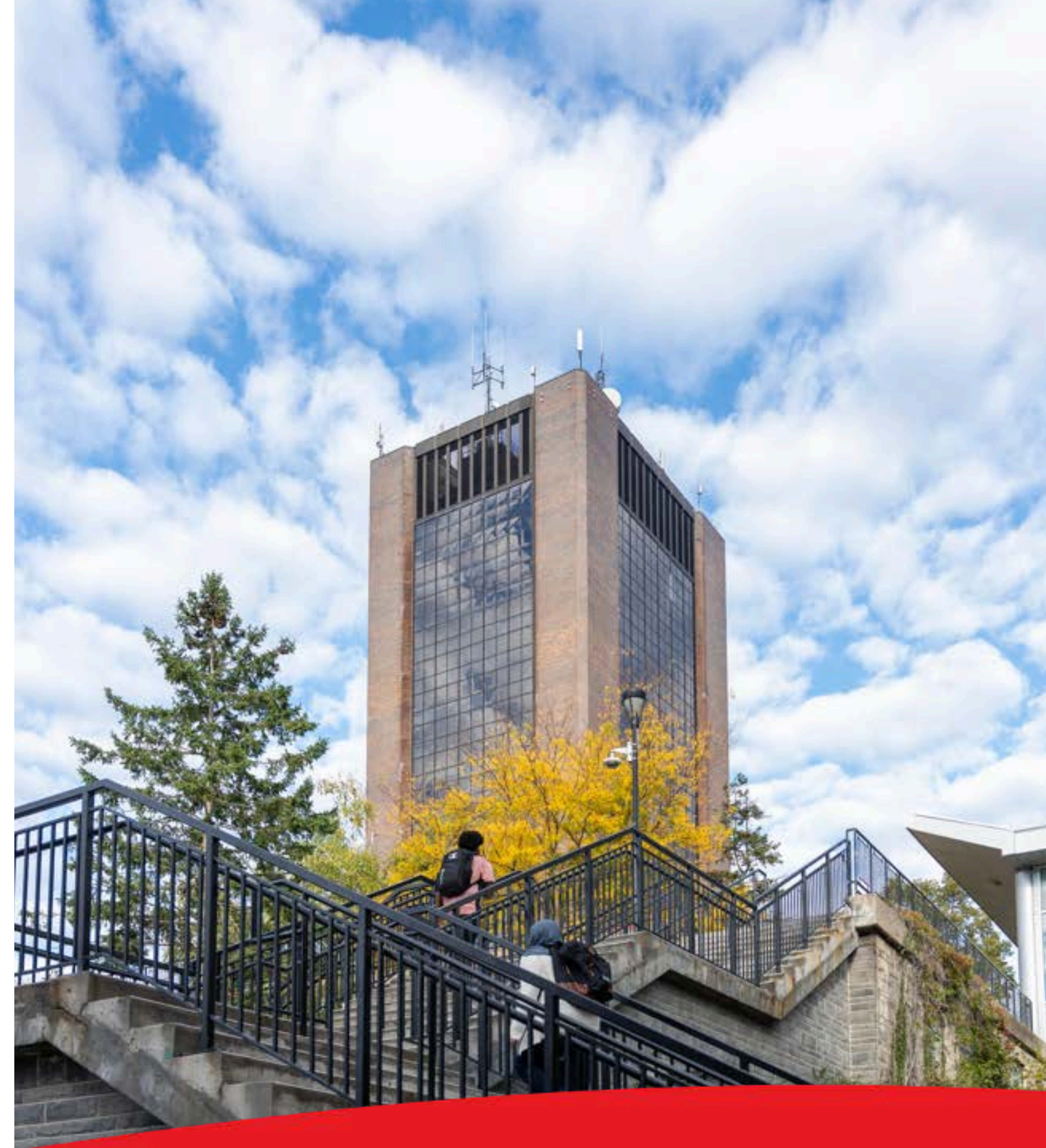


INTENT TO STUDY

Missing, Incomplete, or Incorrect Documents

.. Can lead to refusal

- Admission letter instead of Student Information for a Study Permit
- Missing documents or documents that don't meet specifications in the visa office instructions
- Outdated documents
- Gaps in document history
- No custodial agreement OR explanation of the welfare of a 17-year old student
- Not responding to visa office requests on time (biometrics, etc.)

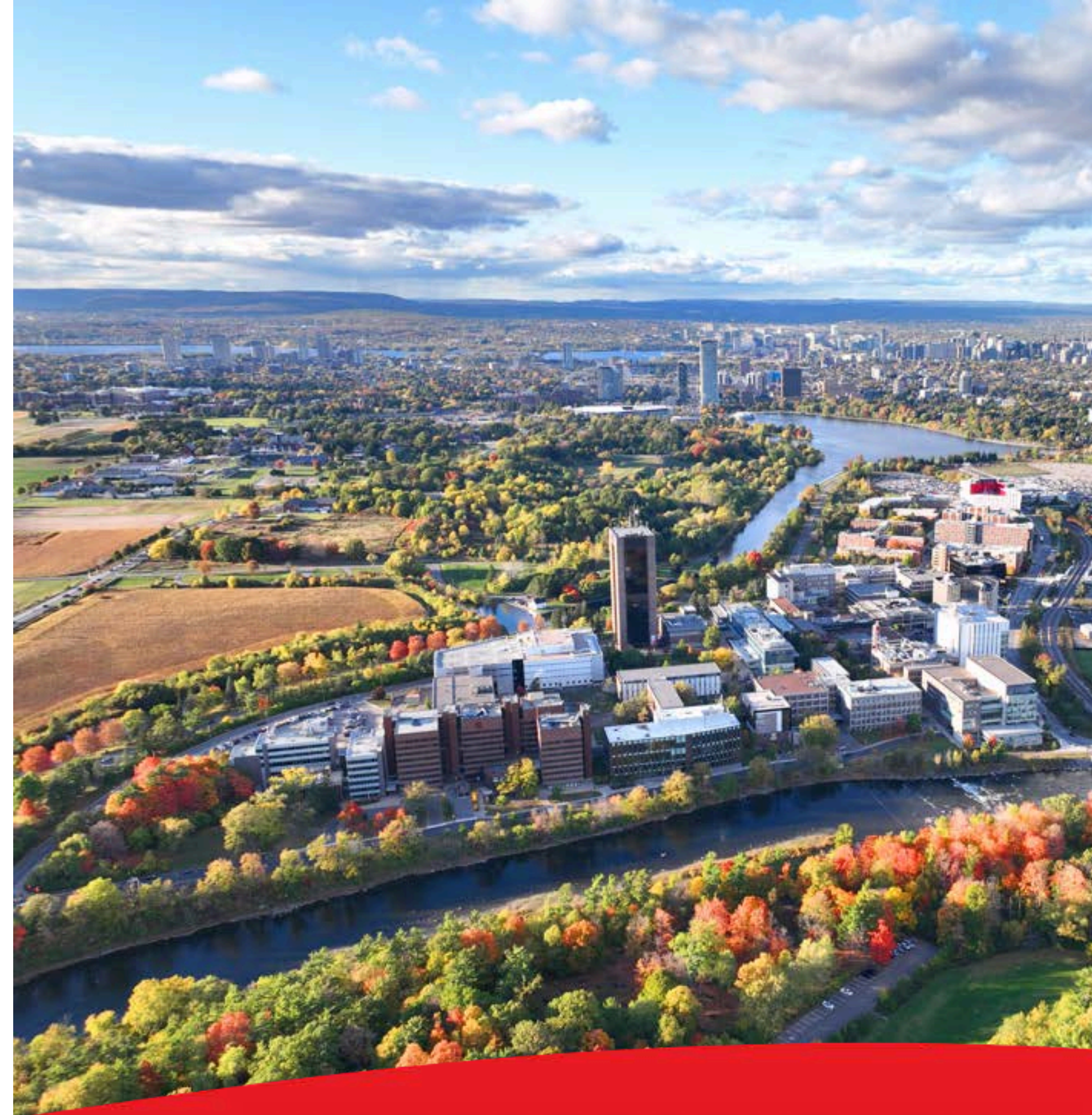


IMPORTANT

Types of misrepresentation

- False information
- Misleading information
- Omitted information - e.g. travel history (even short trips), previous visa refusals (even if you forgot)
- Altered or forged documents
- Inconsistent information

It is the applicant's duty to provide correct, true, and complete information relevant to the officer's decision-making process. Misrepresentation can lead to refusal and sometimes a **5-year ban from coming to Canada**.



MISREPRESENTATION

If a Study Permit is refused – Don't be deterred

Connect with an Immigration Adviser at GO-ISSO:

isso@carleton.ca
carleton.ca/go-isso

Resources for international guidance counsellors:



[admissions.carleton.ca/
information-for-
international-guidance-
counsellors/](https://admissions.carleton.ca/information-for-international-guidance-counsellors/)

Email:

international@carleton.ca

carleton.ca/international

- chat with us live
- book a 1:1 meeting
- connect with current students

Ottawa, ON, Canada