



TRAINING 2026

FOR INTERNATIONAL GUIDANCE COUNSELLORS





JESSICA MORROW

Admissions & Recruitment Officer

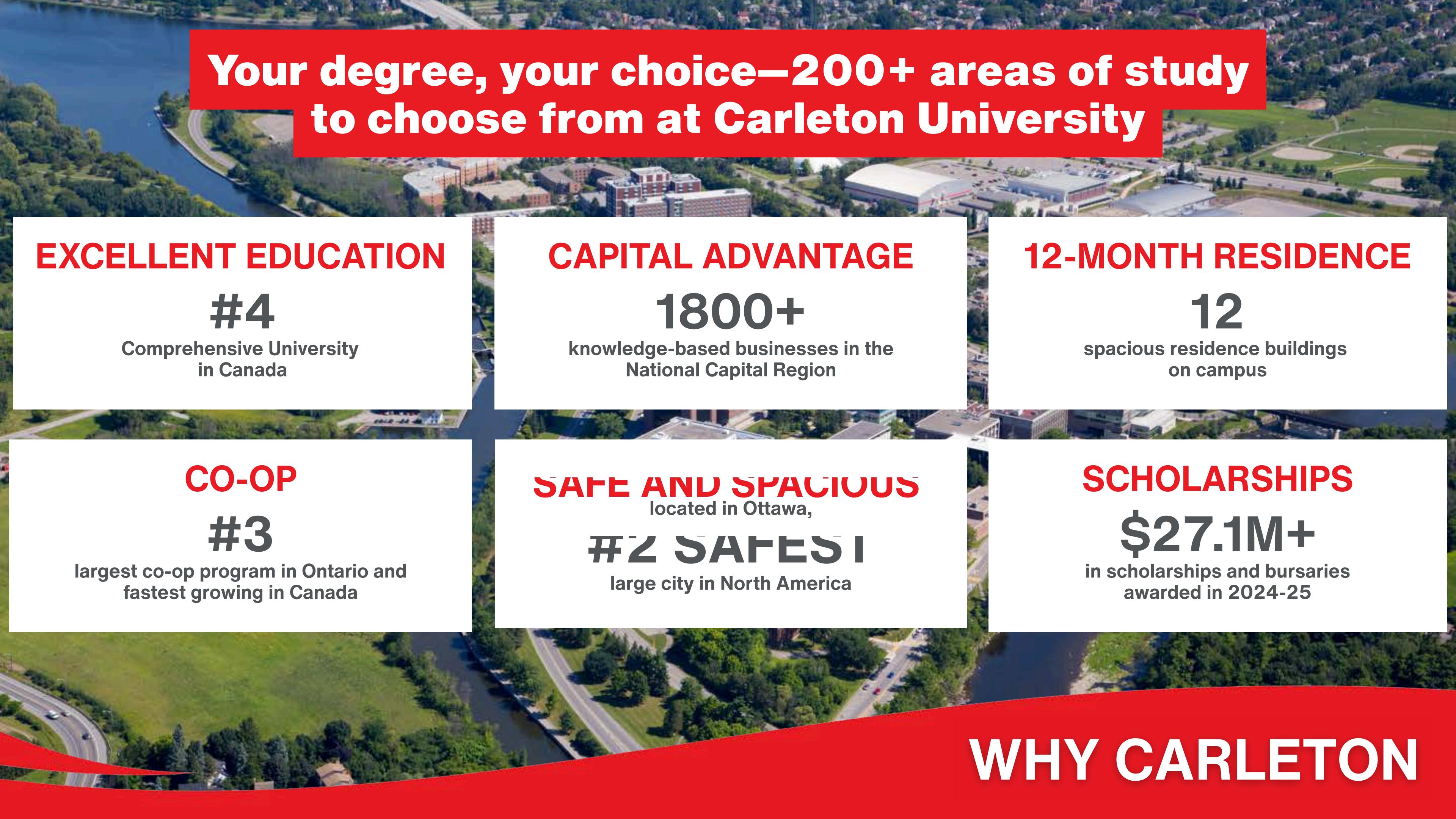
Registered International Student Immigration
Advisor (RISIA)



@CARLETON_FUTURE

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.



Learn more:
admissions.carleton.ca/esl

OPTION 3

3 years full-time studies in English*

*Exceptions apply

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

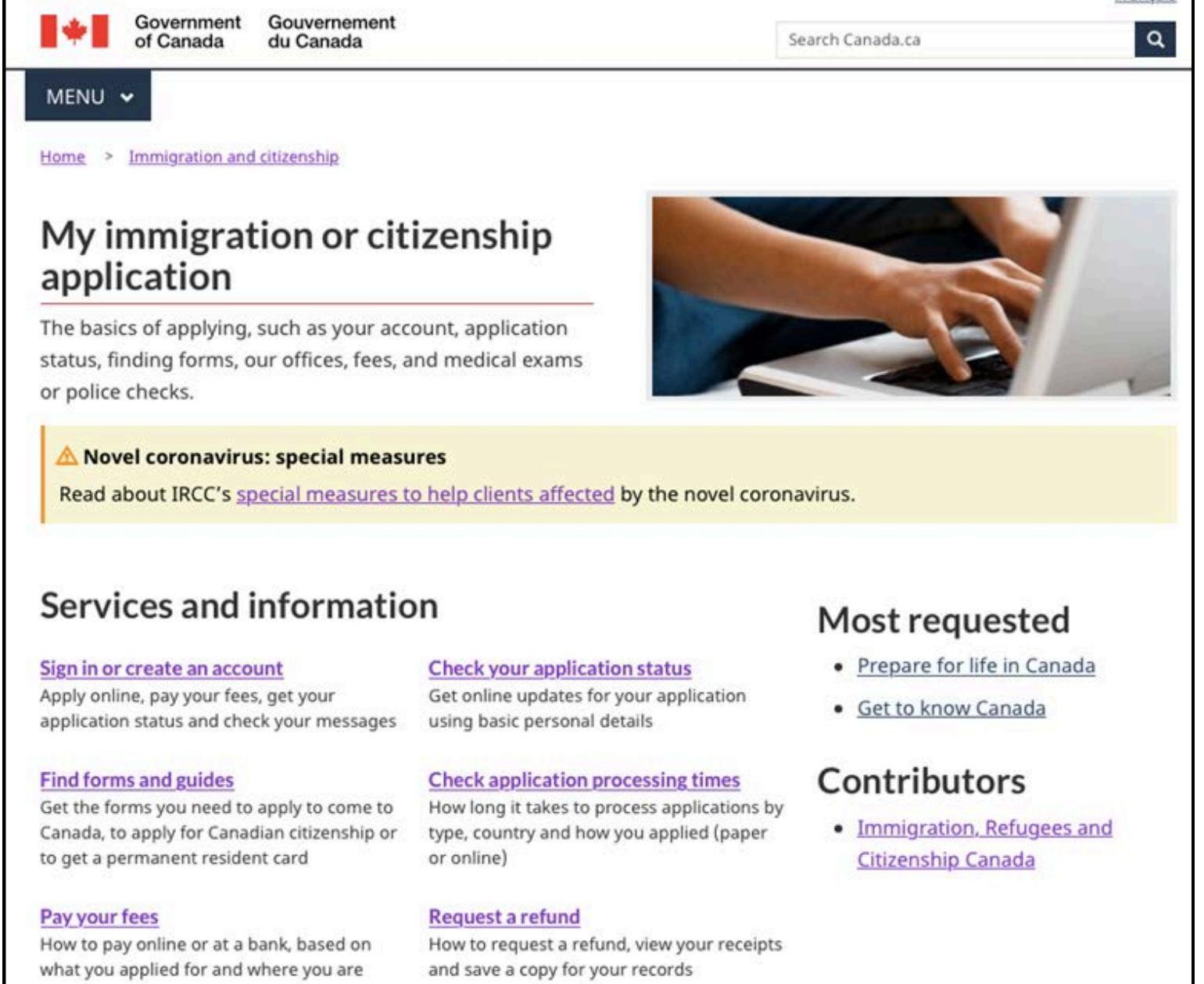
The background image is an aerial photograph of a university campus, likely Carleton University in Ottawa, Canada. It shows a mix of modern and older buildings, a river flowing through the campus, and surrounding green fields and roads. The sky is overcast.

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.**



The screenshot shows the official Government of Canada website (canada.ca) for immigration and citizenship. The top navigation bar includes the Canadian flag, the text "Government of Canada" and "Gouvernement du Canada", a search bar with the placeholder "Search Canada.ca", and a "MENU" button. Below the menu, the breadcrumb navigation shows "Home > Immigration and citizenship". The main content area features a heading "My immigration or citizenship application" with a subtext about the basics of applying. A yellow callout box on the right contains a warning about the novel coronavirus and a link to special measures. The page also includes sections for "Services and information" with links to sign in, application status, forms, fees, and processing times, and a "Most requested" and "Contributors" sidebar.

My immigration or citizenship application

The basics of applying, such as your account, application status, finding forms, our offices, fees, and medical exams or police checks.

⚠ Novel coronavirus: special measures

Read about IRCC's [special measures to help clients affected](#) by the novel coronavirus.

Services and information

[Sign in or create an account](#)
Apply online, pay your fees, get your application status and check your messages

[Check your application status](#)
Get online updates for your application using basic personal details

[Find forms and guides](#)
Get the forms you need to apply to come to Canada, to apply for Canadian citizenship or to get a permanent resident card

[Check application processing times](#)
How long it takes to process applications by type, country and how you applied (paper or online)

[Pay your fees](#)
How to pay online or at a bank, based on what you applied for and where you are

[Request a refund](#)
How to request a refund, view your receipts and save a copy for your records

Most requested

- [Prepare for life in Canada](#)
- [Get to know Canada](#)

Contributors

- [Immigration, Refugees and Citizenship Canada](#)

**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

Must show proof of pre-payment of first year tuition for multi-year programs

+

Check current IRCC figure for living expenses

HOW MUCH MONEY IS NEEDED?

Sufficient funds for at least the first year of tuition and living expenses

AND

Financial plan for the entire length of the program

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?

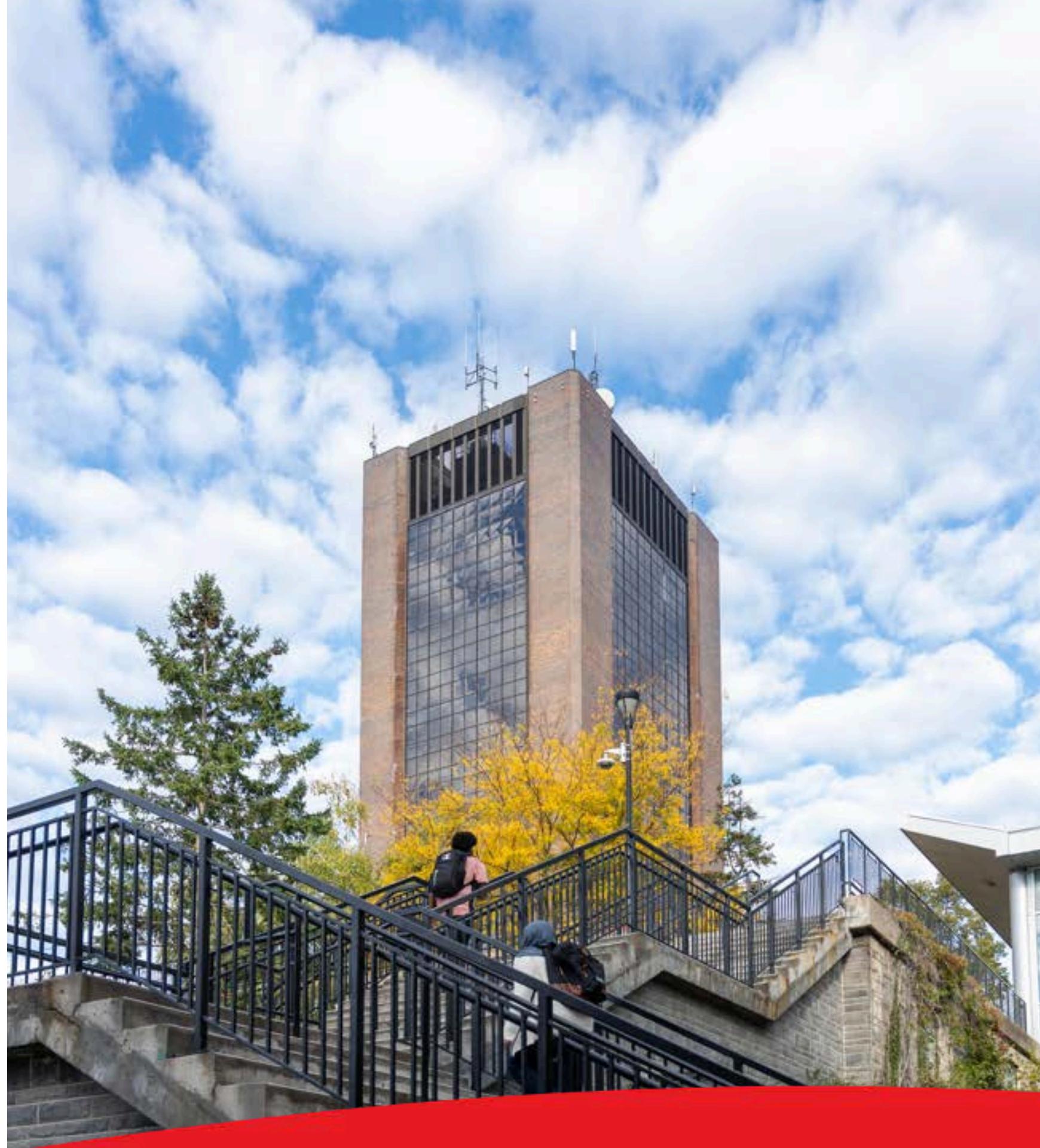


INTENT TO STUDY

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.)

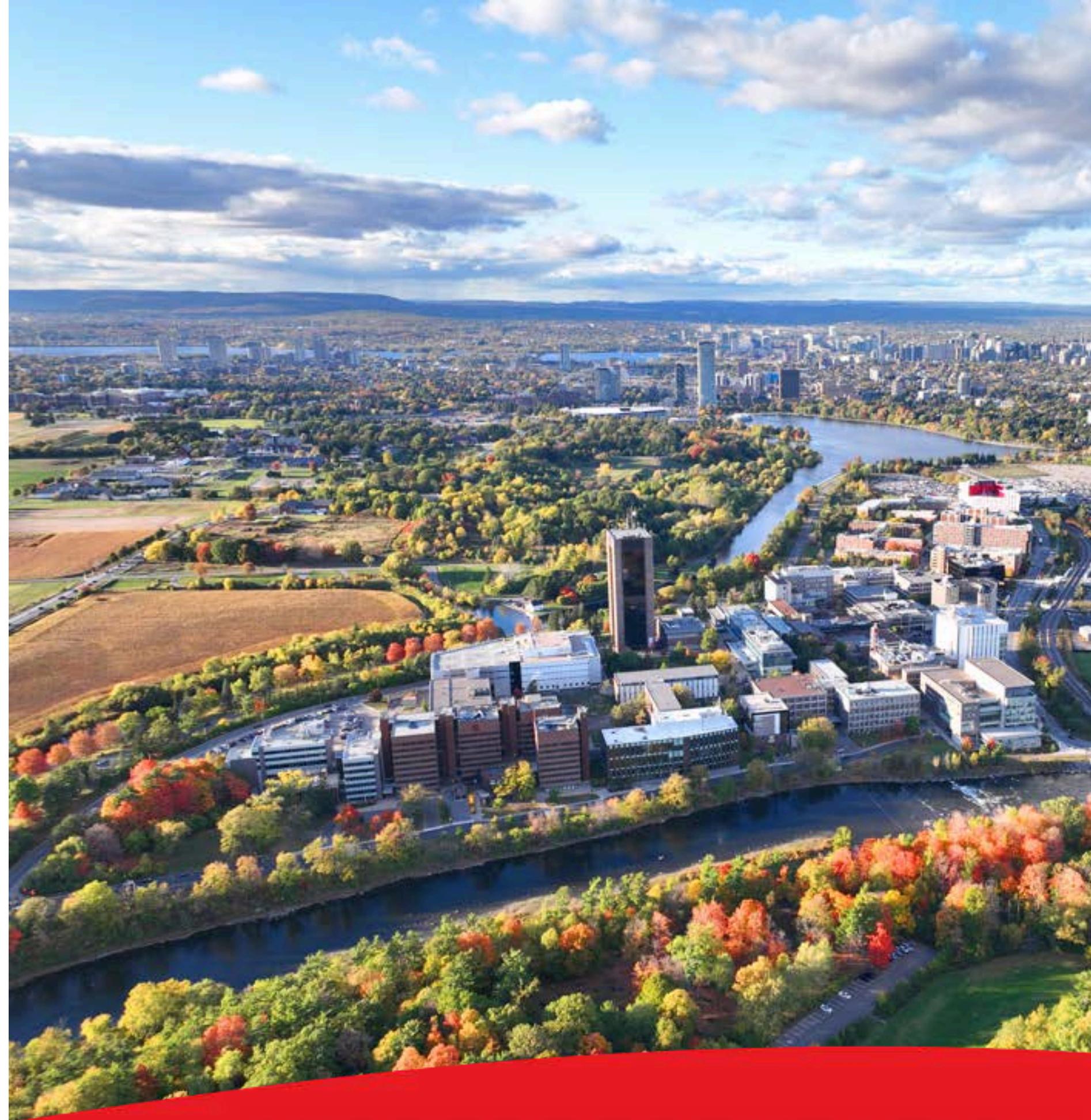


IMPORTANT

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-ISSTO:

isso@carleton.ca

carleton.ca/go-isso

Resources for international guidance counsellors:



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

