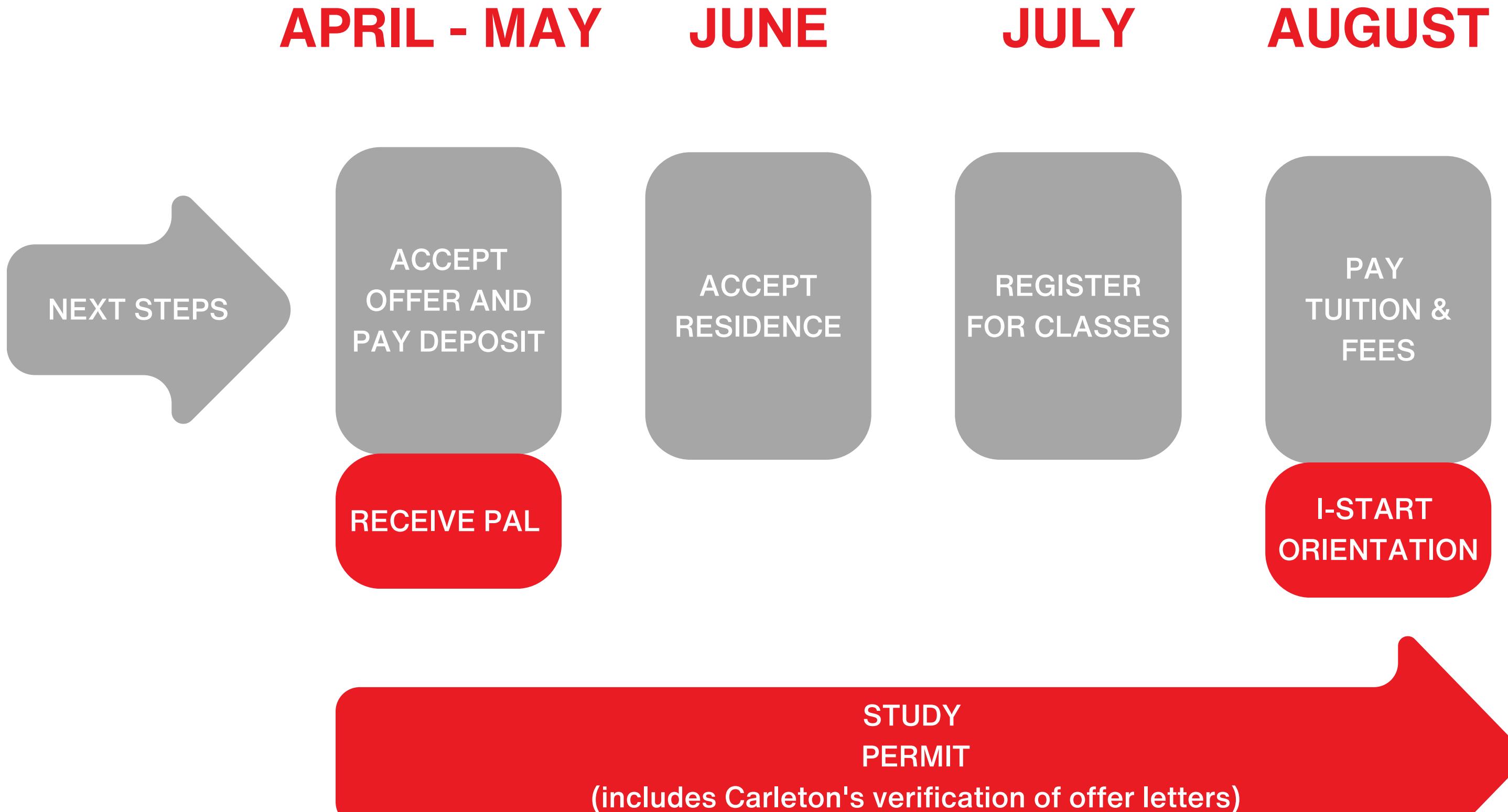


TOP TIPS FOR SUCCESS

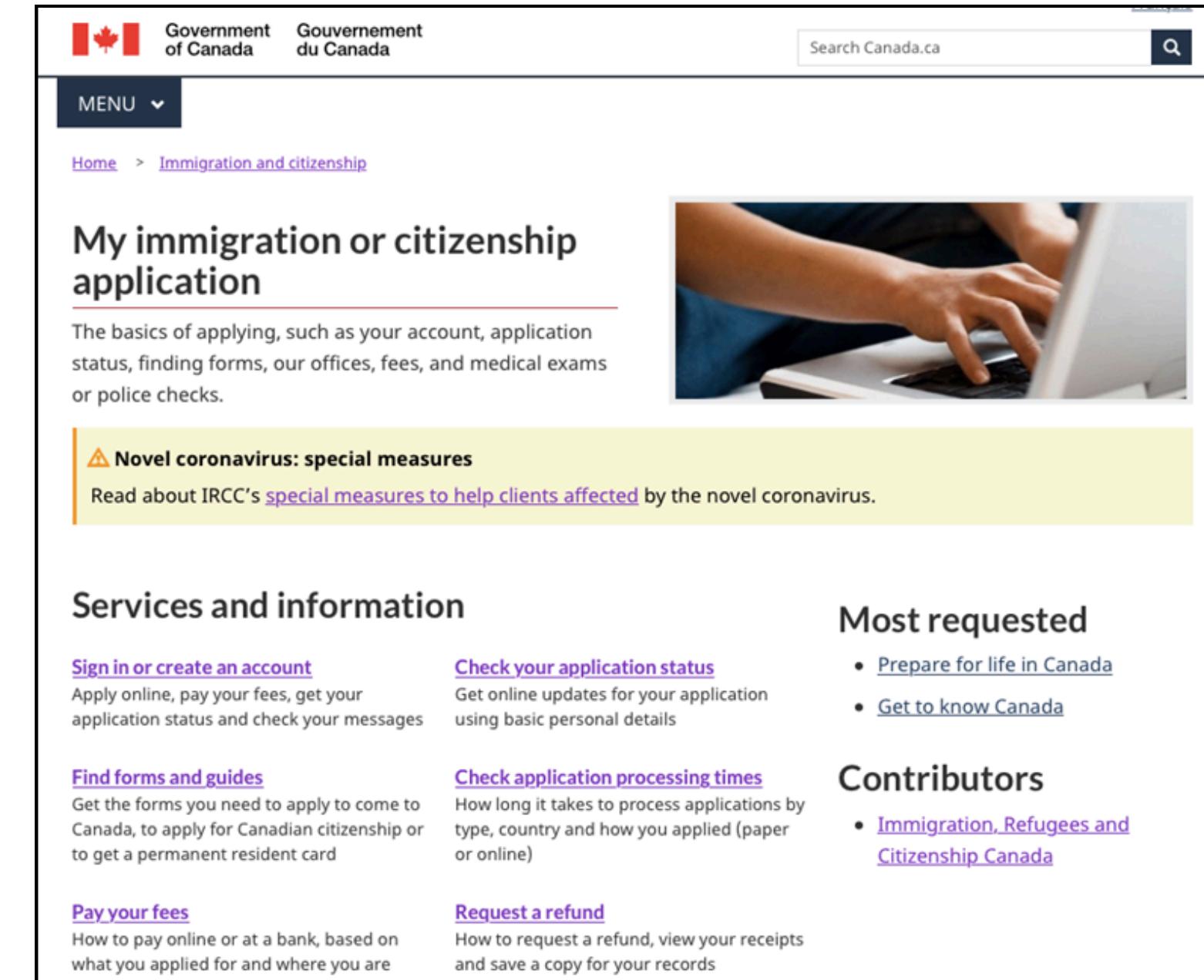
# STUDY PERMIT APPLICATIONS





**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 Government of Canada website. At the top, there is a Canadian flag, the text "Government of Canada" and "Gouvernement du Canada", a search bar with the placeholder "Search Canada.ca" and a magnifying glass icon, and a "MENU" button with a dropdown arrow. Below the menu, the breadcrumb navigation shows "Home > Immigration and citizenship". The main title "My immigration or citizenship application" is displayed in bold. A sub-section titled "The basics of applying, such as your account, application status, finding forms, our offices, fees, and medical exams or police checks." is shown. A yellow callout box contains a warning about "Novel coronavirus: special measures" and a link to "special measures to help clients affected" by the novel coronavirus. The page also features a photograph of a person's hands typing on a laptop keyboard. On the right side, there are two columns of links under "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), and "Request a refund" (How to request a refund, view your receipts and save a copy for your records). To the right of these services, there are two sections: "Most requested" with links to "Prepare for life in Canada" and "Get to know Canada", and "Contributors" with a link to "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 Your Application

### Key Points of Eligibility:

Admission to a Canadian Designated Learning Institution (DLI)

Temporary intent in coming to Canada

Financial requirement

Intent to study

## 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**



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**

**GOOD LUCK ON  
YOUR STUDY PERMIT  
APPLICATION!**

**If your Study Permit is  
refused – Don't be deterred**  
Connect with an Immigration  
Adviser at GO-ISSO:  
[isso@carleton.ca](mailto:isso@carleton.ca)  
[carleton.ca/go-isso](http://carleton.ca/go-isso)