MacEwan UNIVERSITY | INTERNATIONAL

Immigration Lab Guide

Students can apply for IRCC permits online through the IRCC Secure Account. The Immigration Labs at MacEwan International assist students with their applications. However, an International Student Specialist will not fill out the application forms on students' behalf. The student will answer all questions, complete all forms, and submit the application independently.

Prepare:

1. **Documents from MacEwan University** (Should not be issued longer than 30 days before you apply)

For Study Permit (and Co-op Work Permit) Extension

✓ Request Study Permit (and/or co-op work permit) Extension Letter(s) by emailing the International General Request Form to International@macewan.ca
✓ Official Transcripts
✓ Enrollment Verification that shows your past, current and future enrollment (SCE PD non-credit students request this document from SCE by the Request Form)
Important: Merge the above three documents into one file (size limit to 4 MB; if you have a letter for the co-op work permit, keep it separate for submission).
✓ IRCC LOA and Provincial Attestation Letter (PAL), if applicable

For TRV Application

✓ Official Transcripts
✓ Enrollment Verification that shows your past, current and future enrollment (SCE PD non-credit students request this document from SCE by the Request Form)

For PGWP Application

✓ Official Transcripts. Make sure it lists grades from the final term
✓ Request the PGWP Letter by emailing the International General Request Form to International@macewan.ca (SCE PD non-credit students will receive this document along with the Official Transcripts on Graduation Day)
✓ Language Test Result with minimum CLB 7 in each category (English: IELTS General, PTE Core, CELPIP-General)

2. **Other required documents**
- Passport or other travel documents (make a copy of the pages containing Bio information, visa, stamps and marks)
- A digital photo (passport/visa-sized)
- Study Permit (and any other applicable permits)

- Financial Documents: Bank Statements or other proof of funds for the past 4 months for each bank account (not required for the PGWP application)
- Marriage License (if applicable)
- Custodian Declaration IMM 5646 (if under 17 years of age)

3. **Get the IRCC Secure Account ready** BEFORE you attend the lab. Register your IRCC Secure Account on the IRCC Website

Bring:

1. Laptop (if you don't have one, you may borrow a PC laptop from the library): Make sure the laptop you bring has installed the latest version of Adobe Reader
2. The required documentation you have prepared for the application

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International General Request Form

Official Transcript

Enrollment Verification (Credit program)

Enrollment Verification (SCE PD non-credit)