

## GUIDELINES FOR STUDY PERMIT APPLICATION OUTSIDE CANADA

**Who needs a study permit**

All international students, except for those studying in a program that is less than 6 months

**When to apply**

Apply as soon as you get accepted to MacEwan University and receive your IRCC Letter of Acceptance

**How to apply**

Online through the [IRCC Secure Account](#)

**Processing time**

Check the [IRCC processing time page](#)

**Cost**

\$150 CAD for a study permit (excluding other applicable fees)

**Application form**

Application for a Study Permit Made Outside of Canada form [IMM 1294]

**Instruction Guide**

Before starting the application process, make sure you read the IRCC [Instruction Guide](#) carefully.

**If your study permit expires while you are outside of Canada, you will need to apply for a new study permit outside of Canada and wait for the approval of your application before travelling to Canada. There is no maintained status for study permit applicants outside of Canada.**

## Supporting Documents

### Documents that are required for all students:

- IRCC Letter of acceptance
- Provincial Attestation Letter (PAL)
- Evidence of Work Requirement in study (CO-OP letter) if applicable
- [Proof of financial support](#)
- Passport
- Digital passport-sized photo
- Receipts for paying tuition if applicable
- [Documents specific to your visa office](#)
- [Select the country/territory from which you are applying](#)
- Study Plan Letter
- Language test if applicable

### Documents you may need:

- [Medical exam](#)
- [Police certificate](#)
- Family information form

## Tips for preparing a strong application

1. Ensure all documents on the checklist are included.
2. Review answers in application forms carefully.
3. Add employment history that does not fit in the application form in a cover/explanation letter.
4. Include bio passport page and pages with stamps/visas to indicate travel history.
5. Include proof of status in the country of application submission if you are not a citizen of that country.
6. Clearly itemize documents provided in a cover/explanation letter, arranging them according to their relevance as per the instructions from the visa office.
7. Pay attention to fees, including work permits and permits for dependents.
8. All documents must be in either English or French.

### Documentation of Funds:

1. Tuition receipt from MacEwan University and/or Flywire international payment receipt.
2. A letter confirming MacEwan Entrance Scholarship or any other scholarships if applicable.
3. Bank statements.
4. If funds were recently obtained, show where they came from.
5. If some funds are held in investments, provide evidence that they can be cashed anytime.
6. Include letters of financial support from family members if applicable.
7. Include relevant employment history/salary document.
8. Include loans.

### Documentation of Ties to Home Country:

1. Evidence of non-accompanying dependents or close family members (where applicable).
2. Proof of past and current employment/education.
3. Any previous travel and immigration history.
4. Assets in the home country, ownership of foreign businesses, and leases in the home country.

#### Resources

#### Send a complete application

You can watch the Immigration, Refugee and Citizenship [video](#) on how to send a complete application.

#### Find the Immigration representative

You can find a Regulated Canadian Immigration Consultant on the [College of Immigration and Citizenship Consultants CICC](#) webpage.

### Cover/Explanation Letter and Study Plan

If you would like to provide more information about your application that you have not already provided within the list of required documents, you can describe additional factors in a cover/explanation letter or include additional documents. This letter and additional documents can be uploaded in the “Client Information” section listed in the “Optional Documents.”

### Optional Documents

Optional Documents			
Details	Document Name	Instructions	Options
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	<button>Upload File</button>
Not Provided	Client Information	?	<button>Upload File</button>

## *Sample of a Cover/Explanation Letter*

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[Your Full Name]  
[Your Address]  
[City, Province, Postal Code]  
[Country]  
Passport number:

[Date]

Immigration, Refugees and Citizenship Canada

Dear Sir/Madam,

I am writing to apply for a study permit to Canada, as per the requirements outlined in the IRCC website. Please find attached all necessary documents and information required for my application. Additional information:

1. Letter of acceptance from [Name of Educational Institution]
2. Provincial Attestation Letter (PAL)
3. Notarized letters with translations if applicable
4. Proof of funds (detailed itemized breakdown)
5. Study Plan
6. Documents which prove ties to your home country
7. Others
8. Other documents

Please feel free to contact me at the phone number below if you require further information.

Thank you,

Sally Smith  
420 MacEwan Street, Edmonton AB  
T5R 0Y4 (780) 123-4567

*\*If you need more guidance on how to write a study plan or a cover/ explanation letter, please refer to our additional resources on the*

**MacEwan International Website\***

**Immigration Support**

Only licensees of the College of Immigration and Citizenship Consultants (RCIC or RISIA) or lawyers can provide immigration advice for a fee or for any other benefit. Find Regulated Canadian Immigration Consultants at [college-ic.ca](http://college-ic.ca).

*Disclaimer: These guidelines are provided for sample purposes only. Please only submit letters and documents that suit your unique circumstances; be sure to only include truthful information in your application. MacEwan does not guarantee that using this template will result in an approved application. This information has been reviewed by Regulated Canadian Immigration Consultants (RCIC) or Regulated International Student Immigration Advisors (RISIA).*