



Important Immigration Information

Capilano University's Designated Learning Institution Number (DLI#): **O19280078102**

Study Permit

As an international student, you must obtain a study permit to be legally permitted to study in Canada for more than six months. This document is issued through Immigration, Refugees, and Citizenship Canada (IRCC). Please apply for this document as soon as possible as processing times can be anywhere from several weeks to several months. You will not be permitted to attend Capilano University without a valid study permit. Please see the IRCC website to learn how to apply: <http://www.cic.gc.ca/english/study/study.asp>.

Applying for a Study Permit from Within Canada

If you are in Canada as a visitor and wish to apply for a study permit to attend Capilano University, you may be able to do so from within Canada. As of June 1, 2014, certain foreign nationals may apply for and receive a study permit from within Canada. These include minor children studying at the primary or secondary level; exchange or visiting students; and students who have completed a short-term course or program of study that is a condition for acceptance at a designated institution. For more information on applying for a study permit from within Canada, please see: <http://www.cic.gc.ca/english/information/applications/extend-student.asp>.

Extending your Study Permit

If you need to extend your current study permit, you can do this from within Canada. Check the expiry date on your current study permit and be sure to apply at least 60 days before your current study permit expires. Please see the IRCC website for more information and how to apply: <http://www.cic.gc.ca/english/study/study-extend.asp>.

Temporary Resident Visa

Some students will also require a Temporary Resident Visa (TRV) – sometimes referred to as an 'entry visa' or 'visitor's visa' to enter into Canada. This document must be obtained before you arrive in Canada. Please check the list of countries that require this document on the IRCC website: www.cic.gc.ca/english/visit/visas.asp.

Electronic Travel Authorization (eTA)

Starting March 15, 2016, visa-exempt foreign nationals who fly to or transit through Canada will need an Electronic Travel Authorization (eTA). Exceptions include U.S. citizens and foreign nationals with a valid visa. Find out if you need an eTA or a visitor visa here: <http://www.cic.gc.ca/english/visit/visas.asp>.

Co-Op Work Permit

For some academic programs, work experience is a mandatory part of the curriculum. If Box #24 is marked 'yes' on your official Letter of Acceptance (issued by Capilano University), you must obtain a co-op work permit before starting your co-op work portion of your practicum. It is your responsibility to apply when you know the exact dates of your co-op work. For more information about this permit, please see the IRCC website: <http://www.cic.gc.ca/english/study/work-coop.asp>.

Working in Canada

Study permit holders in Canada may gain work experience by working off campus while completing their studies. As of June 1, 2014, you may qualify to work off campus without a work permit. If you qualify, your study permit will allow you to work up to 20 hours per week during regular academic sessions and full-time during scheduled breaks, such as spring break, winter break and summer holidays. For more information, see the IRCC website: <http://www.cic.gc.ca/english/study/work-offcampus.asp>.

Changing Institutions

If you are starting your studies at Capilano University, but have been in Canada studying with a study permit at another school (secondary, post-secondary or private language school) you must notify IRCC via your MyCIC account when you are transferring from one [designated learning institution](#) to another, even if it is at the same level of study. For more information, see the IRCC website: <http://www.cic.gc.ca/english/study/study-changes.asp>.

Section 91 of the Immigration and Refugee Protection Act states that only a bona fide Immigration Consultant (<http://secure.icrc-crcic.ca/search-new/EN>) or a lawyer can provide assistance with your immigration application or proceedings. Capilano University staff cannot represent you or provide you with legal advice, but we can help you navigate the Citizenship & Immigration Canada website (www.cic.gc.ca).

Last Updated: March 29, 2017