

→ ÉTS INTERNATIONAL

The Office of International Relations welcomes you!

Greetings,

Congratulations on your admission to ÉTS! We look forward to seeing you here soon. In order to get your studies started on the right foot, there are a number of steps you must take with respect to immigration. It may take several months to complete these steps, so get started **right away!**

The only official document you will receive from ÉTS is your letter of admission, which contains all the information you need to begin your immigration procedures:

- **Designated learning institutions (DLI) number:** EEDO19359201210
- **Length of your studies:** Consult the [Academic Calendar](#) for the exact start and end dates for each session. Please note that there are three (3) regular sessions each year (fall, winter, summer).
- **Tuition fees:** Your tuition fees are not indicated in the admission letter, and ÉTS does not issue an official document in this regard. You and the appropriate immigration officials can consult our [website](#) for an estimation of your annual tuition fees.

It is important to take the time to carefully read this document and our **webpage immigration – Before your studies**. You can also join the **ÉTS international students Facebook** group, a virtual support community comprising over 5,000 members. If you are unable to find what you are looking for, please **contact an International Student Advisor**.

[Visit our Immigration webpage](#)

[Contact an Advisor](#)

[Join the Facebook Group](#)

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Procedure

Obtaining the official documents required for studying in Québec

Any student who is not a citizen of Canada or who does not have permanent resident status and who wishes to study in Québec for [more than six \(6\) months](#) must receive authorization from the Québec Government (provincial) and the Government of Canada (federal) by obtaining a *Certificat d'acceptation du Québec* (CAQ – Québec Acceptance Certificate) and a study permit, along with a visa or Electronic Travel Authorization depending on your citizenship.

1. Possess a valid passport

The validity of your Canadian study permit will not extend past the expiration date of your passport. If your passport will be expiring within the next year, verify whether you can renew it before applying for your immigration documents. Otherwise, you will have to renew all of these documents during the course of your studies, which will entail paying all of the fees again.

Important: please note that you can apply for your CAQ even if you need to renew your passport. Completing these two steps simultaneously can save you time.

2. Apply for a Québec Acceptance Certificate (CAQ)

All international students (with the exception of those in programs that will be completed in less than six months) must obtain a CAQ from the [Ministère de l'Immigration, de la Francisation et Intégration](#) (MIFI) in order to study in Québec. You should begin this procedure AS SOON AS you receive your letter of admission. The CAQ is issued based on the normal length of your study program and for a single level of study (the level of study is clearly indicated in your letter of admission).

Bachelor = 1st level / Master's and Specialized Graduate Studies (DESS) = 2nd level / Doctorate = 3rd level

NOTE: If you have obtained a CAQ that begins in the fall session and you postpone your arrival until the following winter session, you are not required to submit a new application for temporary selection for studies. In all other cases involving postponement, you must obtain a new CAQ for Studies ([source](#)).

Application for CAQ form.

Overview of procedures

- Submit your application and pay the processing fees online
- Print the memory aid and gather all of the required documents
- Sign and date the documents
- Keep a paper or electronic copy of the complete file
- Submit your documents online using the [Arrima platform](#)

Processing time

Minimum of one month after receiving your documents by mail for a complete file

Cost

\$117 CAD (subject to change)

If your CAQ is approved, you will receive an electronic confirmation in your online file. The original will be sent to you by mail. If it is lost, or if there is an error in the address, you can easily request a copy once you arrive in Montréal by contacting the MIFI at 514-864-9191.

If your file is not complete, you will receive a notice of refusal. This will increase the processing time. Contact us if this happens at international@etsmtl.ca.

3. Apply for a study permit

All international students (with the exception of those in programs lasting less than six months) must obtain a study permit from [Immigration, Refugees and Citizenship Canada](#) (IRCC) in order to study in Canada. You should begin this procedure AS SOON AS you receive your letter of approval for your CAQ ([source](#)). If you are applying through the [Student Direct Stream](#), refer to [our website](#) for information regarding international money transfers or contact accueilbdr@etsmtl.ca for further details.

Application for Study Permit form

Overview of procedures

- Submit your application online using your [IRCC account](#) (recommended!) OR File your [request in paper form](#), either sent by registered mail or submitted in person to the [Visa Application Centre \(VAC\)](#) for your region
- Gather all of the documents.

Processing Time

Varies depending on your country of origin. [Check online!](#)

Cost

\$150 CAD + \$85 CAD for biometrics

NOTICE - The refusal rate for study permits is extremely high for certain countries. Be sure to submit a complete file, and consult the application package for instructions pertaining to your Canadian Visa Office. Proof of financial support is also very important, both in terms of the amount and the supporting documents.

If your application for a study permit is approved, you will receive a letter of introduction from your embassy. Keep this document safe and present it to the Border Services Officer when you arrive in Canada. If your application is refused, you must begin the process again, with additional supporting documents.

4. Provide biometric data / Undergo a medical exam

Most international students (aside from those coming from the United States and certain other exceptions) must provide biometric data (photographs and fingerprints) in order to obtain a study permit and visa. Your biometrics will remain valid for 10 years. A fee of \$85 (CAD) applies and will be charged as part of your study permit application. [Verify online](#) whether you must provide your biometric data.

Depending on the countries in which you have resided within the previous year, determine whether you must [undergo a medical exam](#). If you are affected, you will receive instructions from IRCC, and you will have 30 days to undergo the exam. The results will be sent directly to IRCC by the designated physician, and they remain valid for a period of 12 months.

5. Obtain a Temporary Resident Visa (TRV) or Electronic Travel Authorization (eTA)

Determine if you require a [Temporary Resident Visa](#) (TRV) in order to enter Canada, depending on your country of citizenship. This document will be issued with your study permit and will be valid for the same period. If you need a visa in order to enter Canada, IRCC will send you instructions on how to provide your passport so that the visa can be affixed.

If you come from a country that requires an electronic travel authorization (eTA), you will automatically receive it with your study permit, at no extra cost. The eTA is valid for a period of 5 years or until the expiration date of your passport.

6. Purchase airline tickets: When to arrive in Canada?

Do not make any non refundable purchases prior to having confirmation of your immigration documents. Once your study permit has been approved, we recommend that you arrive between 1 and 4 weeks prior to the start of the session in order to get settled, attend [orientation activities](#) and finalize your registration. If you decide to arrive earlier, please note that the border agent could question the reasons why you are arriving early and your entry to Canada could be refused. In addition, if you arrive early, you must take out private health and hospitalization insurance coverage for this period.

When you travel, **make sure you bring the proof of your course registration to show to the border agent.** Proof of registration and the tuition bill is available in the MonETS portal approximately one month prior to the start of the term OR you can request an official confirmation of registration -*attestation d'inscription* - from the Registrar's Office for \$10 via [the online form](#) (1 week processing time).

If you are a new master's degree student, you will need to arrive in Montreal and finalize your registration at ETS by the end of the course modification with reimbursement period (two weeks after the start of the term). If you are a new PhD student, you can verify the date by which you need to arrive by communicating with the [Registrar's Office](#).

NOTICE - You must wait until you have received all of your immigration documents before boarding a flight to Canada. Otherwise, you may be subject to an immediate deportation order! In light of this, it is strongly recommended that you do not arrive in Canada before obtaining your letter of introduction for the study permit, regardless of your nationality.

Postponing your admission

ÉTS allows students to postpone their admission twice, for a maximum of three sessions. Postponement of admission is not automatic. If you must or wish to postpone your admission, you can submit an application for postponement via the [Omnivox portal](#), which is also where you can access your new admission letter once your application has been processed. Due to the high volume of applications, it may take several days to process your application.

Read [our website](#) carefully to be aware of the impact of a postponement on your immigration documents.