



STUDY PERMIT – SAMPLE EXPLANATION LETTER

Visa Office, Canadian Embassy

ADDRESS

DATE

Dear Sir or Madam,

I have been accepted to the **XYZ** program at École de technologie supérieure (ÉTS) in Montréal starting in the **(fall/winter/summer) (YEAR)** session which starts on **(DATE – refer to the academic calendar)**.

Program of study

It is important to demonstrate that your choice of program of study is coherent with your previous studies and goals, and to be able to convince the agent that your program is not simply a pretext to come to Canada. Try to answer the following questions in your letter.

- Why do you wish to study in Canada in the program to which you have been admitted?
- Describe your academic plans and goals in relation to previous studies.
- Why are you not choosing to study in this field in your country of origin/residence?
- Have you researched similar programs in your country of origin/residence?
- If it's been over two years since you were a full-time student, include a copy of your C.V.

Opportunities in your country of origin

You should mention all the different contributing factors that would lead you to return to your country of origin/residence after having completed your studies. Ideally, you should include supporting documents. Try to answer the following questions in your letter.

- How will completing this program of study improve your job opportunities in your country of origin/residence?
- What are your career goals?
- What ties do you have with your country of origin/residence? (ex: home ownership, business, family, spouse, children, job perspectives, etc.)

Travel history/Family living abroad

Depending on your situation, you should mention your family living abroad and be able to convince the agent that your goal is not simply to join them. The objective should also be to demonstrate that you

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have a proven travel history and have returned to your country of origin. Try to answer the following questions.

- Have you traveled outside of your country of origin?
- Have you ever been granted an entry visa to a Western country?
- Do you have family members who have traveled to Europe or North America and who returned to your home country?
- Do you have family who live on a permanent basis in Canada or the United States?

Financial capacity

You will need to demonstrate that you have the financial means to support yourself and any accompanying family members during your studies. This includes living expenses (approximately \$14,000 CDN per year for one person), health insurance, cost of your airline ticket to and from your country of origin and your tuition fees (variable, depending on your country of origin and your program of study). Try to answer the following questions.

- Mention the tuition fees at ETS : <https://www.etsmtl.ca/en/Studies/tuition-fees-ets>
- If you are receiving the exemption for additional fees as a PhD student at ÉTS, include the confirmation letter available in your MonETS portal
- Mention that you are aware of the cost of living in Quebec/Canada – <http://www.immigration-quebec.gouv.qc.ca/en/immigrate-settle/students/obtaining-authorizations/requirements/financial-capacity.html>
- Provide the total of the financial resources at your disposition
- Explain the source of the resources
- If someone else is assuming responsibility for your costs, explain your relationship

Thank you for your consideration.

Sincerely,

First name LAST NAME

ADDRESS



STUDY PERMIT– WHAT TO DO IN THE CASE OF A REFUSAL?

If your application for a study permit is refused, you will receive a letter detailing the reason or reasons. You will thus need to consider your different options, which include canceling your plans to study in Canada, postponing your admission, or attempting to continue with your plans. To help you make a decision, here are some things to take into consideration.

UNDERSTAND THE REASONS BEHIND THE REFUSAL

First and foremost, you need to understand the reasons why your application was refused. Make sure you re-read the application package specific to your region in order to understand all requirements. If you have a contact within Canada, this person could make a request under the [Access to Information Act](#) (\$5 fee) for you so that you can see the notes that the immigration officer made about your file. This may help you better understand the decision, but the notes are not necessarily going to provide as much information as you might like.

OPTIONS

1. **File a request for your case to be reviewed:** This type of request can be filed by using the IRCC [web form](#) if you believe that an error was made when your application was being studied. This is a non-official process. IRCC is not required to accept this type of request and even if your case is reviewed, it does not guarantee that the decision will be altered.
2. **File an application for Judicial Review with the Federal court of Canada.** This is a legal process that can be lengthy and costly and involves hiring a lawyer to act on your behalf in Canada.
3. **Prepare a new application for a study permit.** This is the simplest option available to you. However, it is only to be considered if you have both the arguments and the supporting documents to make your case, as the previous application refusal will remain in your file.
 - a. If you first applied online, you could choose to file a paper application via the [Visa application center](#) for your region. This will ensure that your application will be examined by an agent in your region.
 - b. You must include a detailed explanation letter (maximum 2 pages) with clearly defined sections. Make your case clearly (ex.: format using bullet points) and directly address the reasons that were given for the refusal.

Please note that ETS cannot intervene on your behalf with IRCC, either to support an application, to request a revision, or to influence processing times. If you decide to hire a lawyer or an immigration consultant, make sure that this person has the necessary legal authorizations by checking with the [Barreau du Québec](#) or [ICCRC](#). You should also do some research to compare fees and the types of services offered.



STEPS TO TAKE WITH ÉTS

- If you decide to not pursue your studies, you can inform ÉTS of your decision via the [Omnivox](#) portal.
- If you decide to apply again for a study permit, please first check the processing times for the Visa offices in your region on the [IRCC website](#).
 - If you see that the processing times will extend past the start date of the session in which you intended to begin your studies, you need to request to postpone your admission via the [Omnivox](#) portal. Once your request has been processed, you will receive a new admissions letter that you can use to apply for your study permit.

Please consult our [website](#) to learn more about postponing your admission as well as its impact on your immigration documents.

Questions, comments?

Please read carefully our [webpage](#) dedicated to preparing your documents to study in Canada and sign up to attend one of our [online sessions](#) for newly admitted students.

If you have other questions, please contact the Office of International Relations by email at international@etsmtl.ca.