Workshop

Renewing your immigration documents
CAQ – Study permit – Visa

2021-2022
Updated January 2022
Your resources | Contact information

Elie-Anne Goodhue | Romy Schlegel | Alison Threatt
International Student Advisors
Office of International Relations
international@etsmtl.ca
Facebook group – ÉTS International students
Make an appointment online

Ministère de l’Immigration, de la Francisation et de l’Intégration (MIFI)
1-877-864-9191
514-864-9191
8 AM to 4:30 PM

Immigration, Refugees and Citizenship Canada (IRCC)
IRCC Webform
1-888-242-2100 (from within Canada)
8 AM to 4 PM
Content

- Renewal – Step by step
- Best practices, and common mistakes to avoid
- Official documents from ÉTS
- CAQ / Study permit request
  - Procedure / Delay / Cost
  - Financial capacity
  - Approbation / Refusal
  - Biometrics
- Maintained status (Implied status)
- Restoration of temporary resident status
- Temporary Resident Visa – TRV
- End of studies
Renewal – Step by step

• Renew your passport (if needed)

• Request an extension of studies from ETS (if needed)

• Request your official documents from the ÉTS Registrar’s Office

• Extend your CAQ

• Extend your study permit

• Provide your biometrics (if needed)

• Extend your Temporary Resident Visa (TRV) (if needed)

• Provide proof of renewal to the ETS Registrar’s Office
Best practices according to the MIFI

- Start early! (at least 3 months ahead of time for the CAQ)
- Your name:
  - If you have several first and last names, make sure you put them in the same order and using the same spelling as in your passport. They must be identical to your passport.
  - Make it very clear which names are your first and which are your last (ex. Gabriella Maria LOPEZ DE LOS SANTOS)
  - If you are married, you must use your maiden name in your application
- If you decide to hire an immigration consultant or a lawyer:
  - Paid representatives must be officially recognized.
  - If there is any doubt about the representative being authorized, the MIFI will proceed with verifications.
- Transcripts must be official.
  - An unofficial transcript available through MonETS will not be accepted.
- Any supporting documents must be signed and dated.
Common mistakes to avoid

- **Starting too late!!!**
- Reading the instructions too quickly, whether it’s ÉTS, MIFI or IRCC
- Making mistakes in your postal address, forgetting an apartment number, etc.

**CAQ**
- Forgetting to sign a form or a letter
- Not keeping a copy of documents
- Not sending the originals/official documents as requested
- Not sending up-to-date financial information
- Not justifying particular situations
- Sending documents by mail – as of January 2021 you can no longer mail documents to the MIFI or take them in person

**Study permit**
- Wrong answer to IRCC questions = the system sends you the wrong request / wrong forms
- Not providing a valid CAQ or letter of approval for the new CAQ (proof of renewal is not enough!)
- Not submitting your application before the expiration date of the previous permit
- Forgetting to fill in a box on the application form (you must always indicate something - S.O. or N.A.)
- Sending the letter of admission instead of the letter of registration (bad translation of the French version of the IRCC website)
Throughout your studies, you must conserve your legal status and have valid immigration documents. For master’s with research and PhD students, this means having valid immigration documents through your final submission.

Prior to your documents’ expiration, you must provide the Registrar’s Office the electronic version of your new CAQ and your study permit (accueilbdr@etsmtl.ca).
• If you haven’t received your new study permit prior to its expiration, you need to provide proof of having applied to renew your study permit: IMM5739

Warning! If specified document(s) are not provided BEFORE their expiration, ÉTS will be required to close your file. In such a case, all courses and/or research credits for the semester will be canceled, with refund. It will not be possible to retrieve the notes once your semester is cancelled. You will also lose all access to your ÉTS accounts (email, labo, MonÉTS).
Graduate students
• If needed, first request an extension of studies by using the online form
• Contact Guichet-Cycles-Sup@etsmtl.ca for an estimation of the anticipated timeframe for the end of your studies
  • Example: What is the anticipated time lapse between final submission of your thesis, administrative procedures, and confirmation of having completed your studies?
  • Your CAQ and study permit have to be valid through the final submission!! PhD reminder video

ÉTS official documents
Request your documents online
• Official transcript – relevé de notes
• «Renouvellement du permis de séjour » form
Passport

The validity of your Study Permit and Temporary Resident Visa will not exceed the expiration date of your passport.

• Apply for a new passport
  • Individual responsibility with your embassy

• Pay attention to processing times and delays
  • If necessary, is it possible to pay for expedited service?

• You need to have a valid passport in order to renew your CAQ and study permit.
CAQ - Overview

The CAQ is issued for a single level of studies based on the typical length of your program
  • Mandatory in Quebec only
  • The CSQ does not replace the CAQ

Fees
$120 CDN

Processing times
Officially, 20 working days if after submission of your documents, but count on 6 to 7 weeks.

Process
  • Complete the online application form and pay the processing fees
  • Submit your documents on the Arrima platform
  • Scan and keep a copy of your application

Please note that as of January 2021, it is no longer possible to submit your documents by mail or in person.
When analyzing your request to renew your CAQ, the agents are interested in your ...

**Past - Have you respected the conditions of your previous CAQ?**
- Have you maintained Canadian health and hospitalization insurance for you and any accompanying family members?
  - RAMQ card, Desjardins insurance proof, etc., for the duration of your stay
- Have you made your studies your principal activity?
  - Principal activity = full time studies and having passed your courses
- Have you been studying at the level for which your CAQ was issued?

**Present**
Are you still studying full time at ÉTS?

**Future**
When will you finish your program?
Do you still have the financial capacity to continue studying and living in Québec?
The government will evaluate whether you have sufficient financial resources to continue your studies.

Financial capacity needs to cover...
- Living expenses for the duration of your stay (see the details on MIFI’s website) for you and any accompanying family members—$13,481 / year for one person
- Tuition fees (see the details on ÉTS website)
- Cost of insurance for you and any accompanying family members ($900/year for students)
- Cost of transportation to and from your home country

Ex.: A single master’s level student without a scholarship needs around $29 000 CDN / year

Documentation:
- Official confirmation of scholarships indicating monthly and annual amounts to be received
- Bank statement covering the last three months
- Bank letter
- Recent proof of funds transfer
- Declaration of financial support and supporting documents from the person who signed this letter
- Recent pay slips

Your proof needs to be recent (less than 3 months) and it needs to cover a certain period of time (ex: 3 months).

Find all the details online
CAQ – Particular situations

Did you:
- Change universities?
- Change level of study (ex: from PhD to master's degree)?
- Defer your admission several times?
  - Neglect to request a new CAQ for any other deferral than the fall session to the following winter?
- Start your studies at ETS in an exchange program?
- Fail or withdraw from courses during a session?
- Not register for a session?

Add to your file:
- All necessary OFFICIAL transcripts
- Dated and signed letter explaining why your studies were not your primary focus
- Dated supported documentation, such as a plane ticket, internship contract or doctor’s note
- Dated and signed letter that expresses your desire to pursue and succeed in your study program
- Evidence that you asked for support depending on the situation (resources, strategies)
- Proof of personal insurance for the period in question

Consider the following:
Agents process hundreds of requests every week from colleges and universities all over the province. Make sure your file is clear, complete and easily understandable. Don’t leave room for interpretation!
If your application is denied, you will receive an «intent to refuse» in your file on the MIFI’s website

• You have 60 days to provide the requested dated and signed official documents

• Understand why: what is missing? What needs to be clarified?

• If you don’t answer or answer incorrectly = refusal of your CAQ

Contact us, there won’t be a 3rd chance!
CAQ- Approval

If your application is approved...
A letter confirming your new CAQ will be made available in your file on MIFI’S website
- Use this letter to apply for your study permit

Original CAQ
- You will receive it by mail
- Check the document to ensure that all information is correct (first and last name, date of birth, program dates, etc.)
- Keep it in a safe place

Send a copy to the Registrar by email:
accueilbdr@etsmtl.ca
Study permit

Fees
$150 CDN

Processing times
Check current processing time online – 58 days as of January 2022

Procedure
• Apply online and pay your fees
• Gather the necessary documents
  • Essentially the same than for CAQ, but follow your personal document checklist
  • Provide your biometrics data if you haven’t during the past 10 years and pay the associated fees ($85) – current exemption due to the pandemic
**Study permit—Online application**

**Step 1:** Log in or create a [MyCIC account](#)

**Step 2:** Click on "Apply to come to Canada"

**Step 3:** The system will take you through a series of questions. Your answers should be as indicated below, even if you need less than six months to finish your program.

*What would you like to do in Canada? (required)*
- Study

*How long are you planning to stay in Canada? (required)*
- Temporarily - more than 6 months

**Step 4:** Once you get to the end of the questionnaire, upload the required documents. The DLI (EED) number of ÉTS Montréal: EEDO19359201210

**Step 5:** Within 24 hours you will receive a confirmation (IMM5709) of your request in the “My messages” section of your MyCIC account

**Step 6:** Provide proof of renewal (IMM5739) to the Registrar’s Office: accueilbdr@etsmtl.ca
Biometrics

As of December 3, 2019, you need to give your fingerprints and photo (biometrics) if you’re applying within Canada.

If you haven’t provided your biometrics in the past 10 years or if you’re applying for permanent residence, you’ll probably need to give your fingerprints and photo (biometrics).

Find out if you need to give biometrics

If you receive a biometrics instruction letter, you can provide your biometrics at a designated Service Canada location.

Exemption currently in place due to the pandemic (within Canada for temporary residents such as students who are applying to extend their stay).
A temporary resident must apply to extend their period of authorized stay before it sends. If they have done so, their period of authorized stay as a temporary resident is extended by law until a decision is made. Such a person is considered to have maintained status. The IRCC website states:

If a temporary resident also applies for renewal of their work or study permit before the expiry of their existing permit and their permit expires before a decision is made, paragraph R186(u) or section R189 authorizes them to work or study without a permit under the same conditions pending a determination of their application for renewal and only as long as the person remains in Canada.

You lose maintained status if you leave Canada. It is thus recommended to not travel outside of Canada until you have received your new permit. Please refer to the IRCC website for more information.

**ATTENTION – Maintained status only exists for the study permit, not for the CAQ!**
IRCC will approve or refuse. They will not give you a second chance.

Approval

- Online notification once approved
- The study permit will be sent to you by mail
- Keep it in a safe place!
- Ensure that your information is correct
- Send the original to the Registrar’s Office at: accueilbdr@etsmtl.ca

Refusal

- Not renewing your study permit prior to its expiration OR receiving a refusal after your study permit has expired means that you have lost your legal status in Canada.
- A person who has lost their legal status or who has requested restoration of status cannot keep working or studying.
- You will be automatically unenrolled from ÉTS until you present new valid immigration documents.
Procedure
• 90 day time frame in which you can apply.
• Apply for restoration online along with a study permit
• Pay the fees for restoral of status ($200) and for the study permit ($150)
• If accepted, a new study permit will be issued outlining the conditions for the restoration of status. The document is mailed to the client.
• If refused, the applicant is notified in writing that they must leave Canada immediately

Reminders
• You cannot study or work during this period.
• There is no official processing time for restoration of status.
• You cannot apply to restore your status at a port of entry (land border or airport). It is thus not recommended to leave Canada and try to return during this period.

Request a study permit from outside of Canada
• If you leave Canada, you don’t have to restore your status.
• If you submit your application for a new study permit from outside of Canada, you will be requesting a new authorization.
• If approved, an introduction letter and an eTA or TRV will be issued to you just like your first application.
A TRV is a document affixed in your passport authorizing ENTRY to Canada. It is not mandatory to renew your TRV if it expires, but recommended.

To apply for a new TRV, you have to received your new study permit
• Processing times : 147 days (January 2022)
• Fees : $100

Procedure
› Read carefully all instructions on the IRCC website
› Sign in to your IRCC account (MonCIC)
› Answer the questions that should take you to the request for « visitors » in Canada
   › You want to « visit » Canada and your remember current status within Canada is student
› Compile all the documents on your checklist and complete the IMM5257 form
   › The same form is used for requests from outside of Canada. The name of the form is not an error.
   › The DLI (ÉED) number of ÉTS Montréal: EEDO19359201210
› Once approved, you will receive instructions in the « My messages » section of your account on how to send your passport to the processing center in Ottawa.
REMINDER - In order for ÉTS to be able to confirm the end of your studies, your CAQ and study permit need to cover the entire term, or until you’ve made your final submission. If your documents are set to expire beforehand, you must renew them ahead of time!

Delays at the end of your studies:
• M.A.Sc. and PhD: approximately three months after the initial submission
• Questions? Guichet-Cycles-Sup@etsmtl.ca

Transition between study permit and work permit
• If you have completed your academic activities and are eligible for off-campus work, you can keep working a maximum of 20h/week until you receive the written confirmation of the end of your program.
• Once ÉTS confirms the end of your program, you need to stop working under the conditions of your study permit.

Always maintain a legal status in Canada
• If you finish your studies early, your study permit will stop being valid 90 days after you complete your studies, no matter what expiration date is printed on the study permit.
• You are considered to have completed your studies on the date your school first notifies you by completion letter, transcript, degree or diploma.
• Find more details on our website and all the information on IRCC’s website.
As indicated on the IRCC website, you are considered to have completed your studies « on the date your school first notifies you by completion letter, transcript, degree or diploma.»

Once you have received the email from the Registrar’s Office confirming that you have completed your program, you can request your official documents online.

- Official transcript (Relevé de notes officiel/final)
- Confirmation of having finished your studies (Attestation de fin d’études)

You can apply online for a post graduation work permit through your MonCIC account.
End of studies

Other resources

• Please read carefully the information posted on our website about the end of your studies and working after your studies

• Read the Interface newsletter to be informed of the sessions offered by IRCC on the post graduation work permit and permanent residency

• Consult the IRCC and MIFI presentations about permanent residency on our website
Thanks for answering this short survey
As an international student, you may apply for the PGWP after you finished your studies. It’s an open work permit, which means you don’t need a job offer to apply and that you can work in any occupation and location. Some important things to remind:

- Apply within 180 days of receiving written notification of completion of studies. To be eligible, your study permit must have been valid at some point during these 180 days.
- Having studied full-time during your entire program (except if you have been granted an authorized leave from studies by ÉTS that didn’t exceed 150 days).
- PGWP is an open work permit – You can only apply once for a PGWP.

Validity
The duration of the work permit depends on the regular duration of the studies you’ve done.
- Programs of 2 or more years (Bachelor’s, Master’s, PhD): 3 years
- Programs of less than 2 years (certificate, DESS): same duration as the program

Fees
Regarding the IRCC fee list, the PGWP costs $255. There may also be biometric fees, depending on your situation.

Processing Times
They change on a regular basis and different processing times may apply according to where the application is being processed. Check processing times on IRCC’s website.

Find more details on our website and all the information on IRCC’s website.
PTPD- Eligibility requirements

Overview of eligibility requirements:

• Successfully completed your program of study and received your transcript and confirmation of completion of studies from the Registrar’s Office;
• Apply in the 180 days following ÉTS having confirmed that you finished your studies;
• Maintained full time student status throughout your studies (exceptions: scheduled breaks in the academic calendar, last session of studies)
  • Join an explanatory letter if you have a special situation

• If you are in Canada, have a valid temporary resident status when applying for the permit

• You cannot have already received a post graduation work permit after having completed another program

Please refer to the [IRCC website](https://www.canada.ca) for complete information.
PGWP- How to apply

Online – From Canada
• Apply through your MonCIC
• Carefully read all the information on IRCC’s website

From Abroad
• You can apply online through your MonCIC or submit a paper application through a Visa Application Center (VAC).
• Once accepted, the VAC will issue a letter of introduction for the PGWP and a temporary resident visa or, if needed, an electronic travel authorization (eTA). Your PGWP will be issued by a Canadian border service agent upon your arrival in Canada.

Applying at a Canadian Port of Entry
While ÉTS does not recommend it, you can find further information on how to apply at the border when travelling by land on our website.
See if you can work full-time while waiting for a decision of your PGWP

- If your study permit is valid when you apply for the PGWP and you had the right to work off campus during your studies:
  - You **CAN work full time** during the processing of your request *(source)*

- If you have an maintained status / are waiting on the renewal of your study permit:
  - Please [contact IRCC](https://www.canada.ca) and ask for a written confirmation, as the law is not clear in this case

- If your study permit will expire BEFORE you are able to apply for the PGWP:
  - You need to [apply for a visitor record](https://www.canada.ca) (with an explanation letter) before the expiration of your study permit to stay in Canada longer, but you **can’t work** until your work permit have been approved.

- If do not have a legal status anymore, you have up to 90 days after your study permit expired to apply for a PGWP and restore your status as a student *(source)* OR leave Canada and apply from abroad.
  - You **can’t work** until your study permit and work permit have been approved.
QUESTIONS?