

SERVICES aux ÉTUDIANTS



The ÉTS Student Services team welcomes you!

Hello,

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:

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

It is important to take the time to read this document carefully. In addition, the **International Student Handbook** contains comprehensive information, and you can also join the ÉTS **international students Facebook** group, a virtual support community comprising some 4,500 members. Finally, if you are unable to find what you are looking for, please contact an International Student Advisor.

[Join the Facebook Group](#)

[Read the Handbook](#)

[Contact an Advisor](#)

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Procedure to follow to obtain your immigration documents

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.

1. Possess a valid passport

The validity of your Canadian study permit will not extend past the expiry 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.

2. Apply for a Québec Acceptance Certificate (CAQ)

All international students (with the exception of those in programs lasting less than six (6) 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 your study program 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

ATTENTION: If you have obtained a CAQ that begins with 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

Application for CAQ form

Overview of procedures

- Submit your application online
- Pay the processing fees
- Print the memory aid
- Gather all of the required documents
- Sign and date the documents
- Keep a paper or electronic copy of the complete file
- Send by [registered mail](#)

Processing time

Minimum of one (1) month after receiving your documents by mail for a complete file

Cost

CAD 114

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.

If your file is not complete, you will receive a notice of refusal. This will increase the processing time. [Contact us](#) immediately if this happens!

3. Apply for a study permit

All international students (with the exception of those in programs lasting less than six (6) 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 ([to be uploaded](#)).

The cost for the refusal of a study permit is extremely high in some countries. Be sure to submit a complete file, including a [detailed letter of explanation](#). Proof of financial support is also very important, both in terms of the amount and the supporting documents. If you are applying within the context of the Student Direct Stream, refer to the procedure indicated in *MonÉTS* for transferring funds to pay your tuition.

Application for Study Permit form

Overview of procedures

- Submit your application online using your [IRCC account](#) (recommend!) 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
- Provide your [biometric information](#)

Processing time

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

Cost

CAD 150

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.

If the processing times indicated on the IRCC website are exceeded, you can submit a request using the IRCC [Web form](#). If you do not receive a response, you can contact the IRCC from outside of Canada by calling 613 944-4000. You will first have to select your preferred language, and then select the *Immigration, citizenship and visas for Canada* option. Please note that this is not a toll-free number, and patience will be required.

3.1 Apply for a co-op work permit

All students at the Bachelor level must complete co-op work terms during their studies in order to obtain a diploma from ÉTS. Students must obtain a co-op work permit in order to access the paid co-op work term offers and work legally in Canada.

If your co-op work term is optional (e.g.: Master's with project), you must submit a request for [certification online](#) (French only) – *Lettre pour demander le permis de stage COOP* (Letter of application for a co-op work permit) – to the Registrar's Office and enclose this document in support of your application.

Overview of procedures

- In your online application for a study permit, answer "Yes" when asked whether work experience is an integral part of your study program in Canada. Upload your letter of admission again as part of your supporting documents

Processing time

Same as for a study permit OR three (3) months if you apply after arriving in Canada

Cost

Free

4. Temporary Resident Visa (TRV) or Electronic Travel Authorization (eTA)

Verify whether you require a [Temporary Resident Visa](#) 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 length of time. If you do not require a visa but require an [eTA](#), you will automatically receive it with your study permit. It is valid for a period of 5 years or until your passport expires.

Postponing admission

ÉTS allows students to postpone their admission up to two (2) times for a maximum of 3 session. However, postponement is not automatic. You are responsible for informing the [Registrar's Office](#) of any postponement as soon as possible, indicating your permanent code.

When to arrive in Canada

Plan to arrive at least 5 days before the beginning of the session in order to properly establish yourself in Montréal, attend orientation activities and finalize your registration.

If you would like to arrive earlier, there is no time limit related to immigration. You may choose to arrive a few weeks earlier. However, if you choose to arrive up to several months before the beginning of your session, the Border Services Officer may question your intentions and refuse to allow you to enter the country.

ATTENTION: 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. You may be subject to an immediate deportation order if you attempt to enter Canada as a tourist while awaiting your permit!

Compliance with immigration laws

Important reminders:

- If you have already obtained a CAQ, any postponement other than from the Fall session to the Winter session will necessitate obtaining a new CAQ. Otherwise, any future applications you submit may be refused (new CAQ, CSQ, etc.). (Consult the [MIFI website](#).)
- It is prohibited by law to begin working BEFORE the official starting date of your studies, which corresponds with the first day of the session.
- If you decide to postpone your admission after you have arrived in Canada, ensure that you meet all of the conditions of your study permit in order to maintain your legal status. These conditions are indicated on the [IRCC website](#). More specifically, you are NOT authorized to work before the official starting date of your first session, if you are studying part time, if you postpone or abandon your studies, etc. Failure to respect these conditions will place you in an illegal situation.
- Any situation outside of the norm (full-time studies during all sessions covered by the study permit and CAQ) must be justified to immigration officials, with supporting documents. Therefore, it is extremely important to act in compliance with all applicable laws and regulations. Otherwise, you may be refused access to a work permit or permanent residence after completing your studies.