

# Workshop

*Renewing your immigration documents*

**CAQ – Study permit – Visa**

*The content of this presentation is geared specifically to those students admitted to ÉTS on the basis of their knowledge of English.*

Updated March 2024

# Your resources | Contact information

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International Student Advisors

## **Office of International Relations**

[Immigration : Avoid Hassles by Having all the Official Documents on Hand](#)

[Facebook group – ÉTS International students](#)

## **Ministère de l'Immigration, de la Francisation et de l'Intégration (MIFI)**

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

*Take note : This presentation is an overview of procedures and rules in place in Quebec and Canada and are subject to change without notice. All information posted on the MIFI and IRCC websites takes precedence and it is the student's responsibility to verify information on official government websites.*

# Content

- **Renewal – Step by step**
- **Best practices, and common mistakes to avoid**
- **Official documents from ÉTS**
- **CAQ / Study permit**
  - Procedure / Processing times / Fees
  - Financial capacity
  - Approval / Intent to refuse / 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 (graduate students only).
- **Request your two [official documents](#)** from the ÉTS Registrar's Office
- **Extend your CAQ**
- **Extend your study permit**
- **Provide your biometrics** (if needed)
- **Provide proof of renewal to the ETS Registrar's Office ([accueilbdr@etsmtl.ca](mailto:accueilbdr@etsmtl.ca))**
- **Extend your Temporary Resident Visa (TRV)** (if needed)

# Compliance at ÉTS

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 up through your final submission. However, we ALWAYS encourage students to have valid immigration documents to cover the duration of their final session and, ideally, for an additional 90 days.

Prior to your documents' expiration, you must provide the Registrar's Office with the new CAQ\* **and** your study permit ([accueilbdr@etsmtl.ca](mailto: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 prior to its expiration : IMM5739

**Warning!** *If specified document(s) are not provided BEFORE their expiration, the Registrar's Office will close your file. In such a case, all courses and/or research credits for the session will be canceled, with refund. It will not be possible to retrieve notes/grades once your session is cancelled. You will also lose all access to your ÉTS accounts (email, labo, MonÉTS).*

*\*The concept of « maintained status » does not exist at the provincial level. It is not sufficient to include the proof of having applied to renew your CAQ. However, if your study permit is set to expire soon and you have not yet received your CAQ, please contact us for guidance at [international@etsmtl.ca](mailto:international@etsmtl.ca).*

# ÉTS official documents

## Graduate students

- If needed, first request an extension of studies from the Graduate Studies office by using the [online form](#)
- Contact [Guichet-Cycles-Sup@etsmtl.ca](mailto: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! However, we always encourage students to have documents that are valid for the entire session. [PhD reminder video](#)

## ÉTS official documents

Request these two [documents online](#) from the Registrar's Office. Unofficial documents are **not** accepted by the MIFI.

- Official transcript – « relevé de notes officiel »
- « Renouvellement du permis de séjour » form

Relevé de notes officiel	Comporte toutes les notes depuis le début des études pour un programme et non pour une session uniquement. Copie papier uniquement. Aucune copie numérique ne sera transmise aux étudiants. Copie numérique disponible pour transmission dans une université québécoise <b>seulement (envoi BCI)</b> .
Renouvellement du permis de séjour, du CAQ ou de la carte de RAMQ	Lettre confirmant votre statut d'étudiant régulier et indiquant la session de début et la session de fin prévue de votre programme (pour les étudiants détenteurs d'un permis de séjour). <b>ATTENTION : Cette lettre ne convient pas pour les étudiants qui doivent faire une demande de rétablissement de statut (permis d'études expiré). Ces étudiants doivent faire une demande de lettre personnalisée et indiquer exactement ce que le gouvernement exige comme renseignement.</b>
	La lettre contient les renseignements suivants : <ul style="list-style-type: none"><li>• Nom complet et date de naissance;</li><li>• Nom du programme où vous êtes inscrit, pour la présente session;</li><li>• Statut étudiant (temps complet, temps partiel, non inscrit);</li><li>• Date de début des études;</li><li>• Date prévue de fin des études (durée du programme au baccalauréat);</li></ul>

# 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

The CAQ is issued for a single level of studies, based on the length of your program

- Please note that the CAQ and study permit are frequently issued for an additional 90 days past the expected end date of your program. This additional time is NOT meant for you to study and likely does not correspond with the end of a semester. It is meant to facilitate the transition at the end of your program (ex : post graduation work permit).
- Required only in Québec. The CSQ does not replace the CAQ.

## Cost

\$ 128 in 2024 (adjusted January 1 of each year)

## Processing times

- Complete file : 25 working days after having submitted all documents
- Intent to refuse letter : a few weeks after you have provided missing documents

## Procedure

- Complete the [online application form](#) and pay the processing fees on Arrima
- Gather your documents and submit them on the [Arrima](#) platform

**\*\*\*As of March 15, 2023, the MIFI no longer mails paper copies of the CAQ. You will receive an electronic version that you can use to apply for your study permit and submit to the Registrar's Office ([accueilbdr@etsmtl.ca](mailto:accueilbdr@etsmtl.ca)).**



# Best practices encouraged by the MIFI

Start early! (**minimum** 4 months prior to expiration, ideally 6 to 8 months ahead!).

- Your first and last names:
  - Must be identical to your passport. If you have multiple first and/or last names, they need to be in the same order as on your passport.
  - Make sure it is clear which name(s) are your first name(s) and last name(s) (ex. : André TREMBLAY)
  - If you are a married woman, you must use your maiden name
  - Make sure the name in your CAQ application is exactly the same as the name you enter when creating the Arrima profile
- You must include the official transcript from the Registrar
  - The non official transcript from MonÉTS is not accepted.
- Include the « renouvellement » form from the Registrar which states the expected end term for your program.
  - A « regular » proof of registration or the document confirming your status for the STM Opus card are not accepted.
- Always include a signed and dated explanation letter and request that the CAQ is issued with a validity including 90 days after the expected end date of your studies.
- You must physically sign the declaration form! (Print, sign by hand, scan, upload)

(aaaa-mm-jj)	Titre et description
2022-03-17	<b>Réception de nouveaux documents</b> Nous accusons réception de vos documents complémentaires. Leur conformité sera vérifiée aussitôt que possible, selon leur date de réception.
2022-02-25	<b>Documents manquants</b> Votre dossier est incomplet. La lettre ci-jointe précise les documents que vous devez nous faire parvenir. <a href="#">Lettre explicative (PDF, 172.7 ko)</a>
2022-02-11	<b>Réception de vos documents</b> Nous accusons réception de vos documents. Leur conformité sera vérifiée aussitôt que possible, selon l'ordre d'arrivée des demandes.
2022-02-01	<b>Ouverture de votre dossier</b> Votre dossier est maintenant ouvert. Votre numéro de dossier apparaît dans le haut de l'écran.
2022-01-31	<b>Confirmation de paiement</b> Votre paiement a bien été reçu. Si ce n'est déjà fait, vous pouvez maintenant imprimer les formulaires à transmettre afin de compléter votre dossier. <a href="#">Votre aide-mémoire personnalisé (PDF, 87.9 ko)</a>
2022-01-29	<b>Accusé réception de votre demande</b>

**ATTENTION** – If you decide to hire an immigration consultant or lawyer:

- This person must be registered with the [Collège des consultants en immigration](#) and enrolled with the [MIFI](#)
- In the case of doubt, verifications will be made by the MIFI to ensure that the hired consultant is authorized to act on your behalf.

# Common mistakes to avoid

- **Starting too late! Take into consideration the processing times for renewing your CAQ!**
  - When renewing your study permit, you must provide a valid CAQ. Proof of having applied to renew your CAQ is not sufficient (see [IRPR216\(3\)](#).)
- Not reading the instructions, or reading them too quickly, whether it's for ÉTS, the MIFI or IRCC
- Making mistakes in your postal address, forgetting an apartment number or postal code, etc.

## CAQ

- Forgetting to sign a form or a letter
- Not physically signing the declaration form
- 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 – since 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 having *applied* for 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)

# CAQ – What are they looking for?

## **Past** - Have you respected the conditions of your previous CAQ?

- **Have you maintained Canadian health and hospitalization insurance for yourself and any accompanying family members?**  
RAMQ card, Desjardins insurance proof, etc., for the duration of your stay. Proof of private insurance for family members or RAMQ for minor children.
- **Have you made your studies your principal activity?**  
Principal activity = full time studies since the issuance of your CAQ **and** having passed your courses. If you failed a course or dropped a course during the add-drop period without tuition reimbursement, you need to explain the situation! If you were not enrolled (ex : deferral after arrival in Canada), be prepared to explain yourself!
- **Have you been studying at the level for which your CAQ was issued?**

## **Present**

Are you still studying full time at ÉTS?

Le titulaire d'un CAQ pour études doit respecter les conditions relatives à sa délivrance édictées par le *Règlement sur l'immigration au Québec* (RLRQ, c. I-0.1, r.3). Vous devez notamment détenir une assurance maladie et une assurance hospitalisation pour vous et les membres de votre famille qui vous accompagnent pour toute la durée de votre séjour.

## **Future**

When will you finish your program?

Do you still have the financial capacity to continue studying and living in Québec?



# Proof of financial capacity

*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– \$15 078/ year for one adult in 2024
- Tuition fees (see the details on [ÉTS website](#))
- Cost of insurance for you and any accompanying family members (\$972/year in 2023-2024 for Desjardins insurance for students)
- Cost of transportation to and from your home country

Ex.: A single master's level student without a scholarship needs around **\$42 500 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](#)

# Tuition fees left to be paid

ÉTS does not issue supporting documents relative to the tuition fees that are left to be paid in your program. It is *your* responsibility to demonstrate to the MIFI the fees that you pay based on your status.

Include an explanation letter referring to the ÉTS [website](#) where tuition fees are outlined based on program and student status. Remember that fees are adjusted in August for the upcoming academic year.

Do you only have one or two more sessions to complete? Use the online [calculator](#) and include screenshots in your explanation letter.

1 Critères	
Session	Statut
Programme	
Activité	Crédits
<b>→ Calculer</b>	

  

2 Calcul	
Droits de scolarité	0,00 \$
Montant forfaitaire additionnel	0,00 \$
Bourse de stage	0,00 \$
Assurance maladie et hospitalisation	0,00 \$
Autres frais institutionnels	0,00 \$
Total Δ	0,00 \$

## Documents

- Include past and current tuition bills that demonstrate the tuition rate you pay
- PhD : your admissions letter states that international PhD students who do not receive any other exemption pay the same rate as residents of Québec
- If you receive an [exemption](#) from differential tuition fees, don't assume the MIFI knows this! Make sure you include the proof and an explanation (ex : spouse of a post graduation work permit holder).

# Special situations that require an explanation

## Did you :

- Change your designated learning institution (DLI)?
- Change your program?
  - Ex : enrolled in the DESS for one session and then changed to the master's degree
- Defer your admission? If so, did you need to apply for a new CAQ?
  - Prior to November 2022 : *the CAQ was only valid in the case of deferral from the fall to the following winter (ex : fall 2021 to winter 2022).*
  - As of November 2022 : *the CAQ remains valid in the case of deferral from one session to the next, excluding the summer semester (ex : fall 2022 to winter 2023; winter 2023 to summer 2023; summer 2023 to fall 2023)*
- Change your level of studies (ex.: PhD to master's; master's to PhD)
  - Make sure you include official documents for your current program as well as the admissions letter for the new program
- Fail a course? Abandon a course?
- Were you not enrolled in a particular session?

## Depending on your situation, include :

- **A signed and dated letter outlining your academic progression session by session and your intention to successfully complete your studies.**
- Signed and dated supporting documents (ex : doctor's note, psychologist's note; airline tickets or boarding passes; transcript from other institutions; proof of private health insurance, etc).
- Proof that you sought assistance (ex : Office of Student Life; tutoring services, etc.).



### **Attention!**

MIFI agents analyze documents from numerous institutions. Make sure your documents are easy to understand!  
**Don't leave anything up to interpretation!**

[Contact us](#) if you would like a sample explanation letter that you can modify for your own situation.

# CAQ- Intent to refuse letter

**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** including your ÉTS permanent code and a copy of the letter, there won't be a 3rd chance!

Ministère de l'immigration, de la diversité et de l'inclusion Québec

Direction de l'immigration temporaire

Placez votre Fiche d'identification en 1<sup>re</sup> page de votre réponse

Le 2 avril 2019

N° réf. ind. :  
N° dossier :

Monsieur  
CANADA

Objet : **Votre demande de certificat d'acceptation du Québec (CAQ) pour études**  
**Intention de refus**

Monsieur,

Nous avons bien reçu votre demande de Certificat d'acceptation du Québec pour études. Cependant, les documents qui ont été soumis à l'appui de votre demande ne permettent pas d'établir que vous répondez aux exigences.

Par conséquent, nous vous demandons de nous faire parvenir le ou les documents indiqués ci-dessous en vous assurant de leur conformité avec les exigences spécifiées plus bas. Ces documents doivent nous être transmis **dans un seul envoi par courrier postal** avec la fiche d'accompagnement ci-jointe.

**Documents manquants**

1. Lettre d'admission du registrariat (ou du bureau d'admission) de l'établissement d'enseignement que vous fréquenteriez :  
- car la date d'inscription pour la session indiquée dans la lettre reçue est dépassée.

Nous vous rappelons que chacun des documents que vous nous transmettez doit être en français ou en anglais ou être accompagné d'une traduction officielle dans l'une de ces deux langues.

Si vous n'êtes pas en mesure de fournir un ou des documents exigés, vous devez présenter par écrit et de façon détaillée les motifs valables qui justifient cette impossibilité.

**Une décision sera prise sur réception de votre envoi, et ce, même si le délai maximal accordé n'est pas expiré.**

Si les documents présentés ne permettent pas d'établir que vous répondez aux exigences, votre demande sera refusée.

N'envoyez pas de documents originaux, à moins d'indication contraire, car les documents soumis ne sont pas retournés.

285, rue Notre-Dame Ouest, 4e étage  
Montréal, Québec H2Y 1Y8  
www.immigration-quebec.gouv.qc.ca

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# Intent to refuse : common reasons

- Document(s) à l'appui de vos explications concernant les raisons pour lesquelles vous n'avez pas fait de l'étude votre principale activité pendant toute la période de validité de votre précédent CAQ pour études
- Original des bulletins ou relevés de notes de l'établissement d'enseignement du Québec, ou copie certifiée conforme par cet établissement, couvrant toute la période de validité du précédent CAQ pour études :
  - car le bulletin ou relevé reçu ne couvre pas toute la durée du précédent CAQ.
- Lettre datée et signée par vous-même expliquant pourquoi votre relevé de notes fait état d'un nombre important d'échecs ou d'abandons ou pourquoi vous n'étiez pas inscrit à une ou plusieurs sessions régulières. :
  - car la lettre explicative reçue n'est pas signée.
  - car votre lettre ne contient pas d'explication satisfaisante.
- Preuve que vous avez maintenu une assurance maladie et hospitalisation pendant toute la durée de validité de votre précédent CAQ pour études :
  - car le document d'assurance reçu ne couvre pas toute l'année scolaire.
- *Missing supporting documents explaining why you have not been a full-time student*
- *Missing the original **official** transcript for the duration of your previous CAQ*
- *Missing a signed and dated explanation letter outlining the reasons why you have failed courses*
- *Missing proof that you have maintained health and hospitalisation insurance for the duration of your previous CAQ*
- *Not having physically signed the declaration form (photocopied and electronic signatures are not accepted). The signature must match the one in your passport*

- *Formulaire Déclaration, engagements et autorisations dûment signé et daté à la main. (Ce formulaire se trouve dans votre dossier en ligne, dans le PDF joint au message de confirmation de paiement) :*
  - *car une signature dactylographiée, photocopiée, télécopiée ou numérisée n'est pas acceptée.*
  - *car la signature du formulaire reçu ne correspond pas à celle du passeport ou du document d'identité fourni.*



# CAQ Approval

## **If your CAQ is approved :**

As of March 15, 2023, the MIFI no longer sends paper versions of the CAQ. You will receive an electronic version in your online file with the MIFI.

- Make sure there are no errors on your CAQ. If you find errors, contact the MIFI customer service line at +1 514 864-9191
- Use this version to apply for your study permit.

Send your new CAQ to the Registrar's Office at : [accueilbdr@etsmtl.ca](mailto:accueilbdr@etsmtl.ca).

# Study permit

## Fees

\$150 CDN

## Processing times

Check current [processing time online](#) – 77 days as of April 2024

## Procedure

- [Apply online](#) and pay your fees
- Submit the required documents
  - Essentially the same as for the CAQ, but follow your personal document checklist based on answers you provided
  - Provide your [biometrics data](#) if you haven't during the past 10 years and pay the associated fees (\$85)

Citizenship and Immigration Canada / Citoyenneté et Immigration Canada

TORONTO ON CANADA

Application/Demande:  
UCI/IUC:

**STUDY PERMIT/PERMIS D'ÉTUDES**

**CLIENT INFORMATION/INFORMATION DU CLIENT**

Family Name/Nom de Famille:  
Given Name(s)/Prénom(s):  
Date of Birth/Date de naissance: (yyyy/mm/dd - aaaa/mm/jj)  
Sex/Sexe: MALE  
Country of Birth/Pays de naissance: RUSSIA  
Country of Citizenship/Citoyen de: RUSSIA  
Travel Doc No./N° du document de voyage: PASSPORT

**ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE**

Date Issued/Délivré le: 2014/ (yyyy/mm/dd - aaaa/mm/jj)  
Expiry Date/Date d'expiration: 2015/ (yyyy/mm/dd - aaaa/mm/jj)  
Case Type/Genre de cas:  
Institution Name/Nom de l'institution: OTHER SECONDARY  
Field of Study/Domaine d'études: ANY SECONDARY  
In Force From/En vigueur le: 2014/ (yyyy/mm/dd - aaaa/mm/jj)

Conditions:  
1. UNLESS AUTHORIZED, PROHIBITED FROM ENGAGING IN EMPLOYMENT IN CANADA.  
2. MUST LEAVE CANADA BY 2015/

Remarks/Observations:

\*\*\*THIS DOES NOT AUTHORIZE RE-ENTRY/CECI N'AUTORISE PAS LA RÉ-ENTRÉE\*\*\*

THIS FORM HAS BEEN ESTABLISHED BY THE MINISTER OF CITIZENSHIP AND IMMIGRATION - THIS DOCUMENT IS THE PROPERTY OF THE GOVERNMENT OF CANADA  
FORMULAIRE ÉTABLI PAR LE MINISTRE DE LA CITOYENNETÉ ET DE L'IMMIGRATION - LE PRÉSENT DOCUMENT EST LA PROPRIÉTÉ DU GOUVERNEMENT DU CANADA

8MM 1442B (06-2012)  
C B N

Canada

# Mistakes to avoid when renewing your study permit

- › Starting too late
- › **Letting your study permit expire without taking action!**
  - › You need to have a valid CAQ in order to apply for a study permit per [R216\(3\)](#).
  - › If your study permit is set to expire but you have not yet received a new CAQ, [contact us](#) for guidance!
- › Not reading the online guide on the IRCC website, or reading the instructions too quickly, and missing important information
- › Making a mistake in your mailing address (apartment number, postal code) – remember that the permit will be mailed to you!
- › Making a mistake in entering your passport number
- › Leaving information blank on a form
- › Providing the admissions letter instead of the « renouvellement » form from the Registrar that indicates the expected term in which you will be finishing your studies

# 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

Supporting Documents			
Supporting Documents			
Details	Document Name	Instructions	Options
Not Provided	Passport (required)	?	Upload File
Not Provided	Proof of Means of Financial Support (required)	?	Upload File
Not Provided	Digital photo (required)	?	Upload File
Not Provided	Certificat d'acceptation du Québec (CAQ) (required)	?	Upload File
Not Provided	Co-op Letter (required)	?	Upload File
Not Provided	Letter of Acceptance (required)	?	Upload File

**Step 4 :** Once you get to the end of the questionnaire, upload the required documents. For a study permit renewal, you need to provide the proof of registration letter from ÉTS (« renouvellement du permis de séjour... »), **not** your admissions letter (« letter of acceptance »). The DLI (EED) number of ÉTS : O19359201210

**Step 5 :** Within 24 hours you will receive a confirmation (IMM5739) 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](mailto: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](#).

# Maintained status

A temporary resident must apply to extend their period of authorized stay before it ends. 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**.*

IRCC uses [Coordinated Universal Time](#) (UTC). All applications must be submitted before midnight UTC on the date the applicant's status expires.

**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! Contact us if your study permit is set to expire and you have not yet received the new CAQ.*

 Citoyenneté et Immigration Canada / Citizenship and Immigration Canada

Date: 26 février 2015

N° demande [REDACTED]

Indiquez ces numéros quand vous vous référez à cette demande.

Madame/Monsieur [REDACTED]

La présente confirme que votre demande a été reçue par Citoyenneté et Immigration Canada (CIC), le 27 février 2015.

Quand CIC communiquera-t-il avec moi?

Vous devez fournir une COPIE de votre passeport avec votre demande électronique. Si CIC a besoin de votre passeport imprimé, le Ministère vous demandera de l'envoyer à un de ses bureaux. CIC communiquera également avec vous s'il a besoin d'une entrevue, de renseignements ou de documents supplémentaires. Pour obtenir de l'information générale sur ce à quoi vous attendre, veuillez consulter la page [www.cic.gc.ca/francais/information/demandes](http://www.cic.gc.ca/francais/information/demandes), ainsi que la section intitulée « Et ensuite? » du guide d'instruction associé au formulaire de demande que vous avez utilisé.

Nous vous prions de ne pas envoyer à CIC de documents liés à la présente demande en ligne par courriel, service de messagerie ou télécopieur. SEUL le courrier reçu dans votre compte MonCIC sera pris en compte.

Quel est le délai de traitement de ma demande?

Les délais de traitement varient. Vous pouvez consulter les délais de traitement aux fins de référence à la page [www.cic.gc.ca/francais/information/delais/index.asp](http://www.cic.gc.ca/francais/information/delais/index.asp).

ATTENTION : Veuillez ne pas présenter plusieurs demandes pour un même service dans le but d'accélérer votre demande, car toutes les demandes présentées pourraient être traitées et retarder le traitement de votre demande. CIC ne rembourse pas les frais liés aux demandes traitées.

Nous vous demandons de limiter votre correspondance à des avis de modification à votre demande, à moins que le traitement de votre demande ait dépassé les délais de traitement réguliers.

Consultez le site web de CIC suivant pour des renseignements additionnels : [www.cic.gc.ca](http://www.cic.gc.ca).

Citoyenneté et Immigration Canada

.....  
Ceci est un message automatisé.

Ce message a été transmis à votre compte MonCIC.

En transmettant votre demande par voie électronique, vous acceptez de recevoir toute correspondance ultérieure par voie électronique. CIC ne vous enverra aucun avis en format papier.

# Study permit: approval or refusal

IRCC will approve or refuse. They will not give you a second chance.

## Approval

- Online notification once approved. If you require an electronic travel authorization (eTA) in order to enter Canada, it will be renewed at the same time as the study permit.
- The study permit will be sent to you by mail within 6 weeks.
- Keep it in a safe place!
- Ensure that your information is correct.
- Send the original to the Registrar's Office by email: [accueilbdr@etsmtl.ca](mailto: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**.
- If your application for renewing your study permit is refused, it is **your** responsibility to inform the ÉTS Registrar's Office. You will be automatically unenrolled from ÉTS until you present new valid immigration documents.

# Restoration of status

## 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 (\$229) 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 and you will no longer have Desjardins health insurance through ÉTS.** It will be your responsibility to take out private health insurance to cover you while waiting to re-enroll.
- 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.



# Temporary resident visa (TRV)

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 will need to have received your new study permit.

- Processing times : **13 days** (March 2024)
- Fees : \$100

## Procedure

- › Read carefully all instructions on the [IRCC website](#)
- › Sign in to your IRCC account ([MonCIC](#))
- › 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 : O19359201210
- › 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.

## How to apply for your new visitor visa

You need to apply online in your IRCC secure account. If you don't already have an account, [follow these steps to register](#).

You'll need to select "Apply to Come to Canada" from your account main page to get started.

### Get the right application form

To get the right application form, provide these answers in the online questionnaire:

- For the first question "What would you like to do in Canada?", select
  - "Study" if you have a valid study permit or
  - "Work" if you have a valid work permit
- When asked "What is your current country/territory of residence?", select "Canada".
- Answer the questions on the next pages about your work or studies.
- You may be given the option to extend your current study or work permit or to apply for a "Temporary Resident Visa". Make sure you select "Temporary Resident Visa".

The application form listed in your document checklist will be called **Application for Visitor Visa (Temporary Resident Visa) Made Outside of Canada (IMM 5257)**. This is the form you need to fill out, even when you apply from inside Canada.

Use your account to pay your fees and check your application status.

Create an account or sign in

If you **can't** apply online because of a disability, an exceptional circumstance beyond your control or a specific situation that is not included in the IRCC secure account questionnaire, such as travelling with an alien's passport, you can [apply on paper](#).

# End of studies

*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! We ALWAYS recommend that students have valid immigration documents to cover the duration of the session in which they will be finishing, even if they are planning on finishing earlier. If it is your intention to apply for a post graduation work permit, there is an advantage to having a valid study permit when doing so, so plan ahead!*

## **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](mailto: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 the Registrar's Office 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**, even if the expiration date printed on the study permit is later.
- 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](#).

# End of studies

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. **ONLY** those students whose study permit is valid when applying for the PGWP are authorized to work while waiting for the work permit application to be processed ([R186w](#)).

**\*\*ENGLISH FOLLOWS\*\***

Bonjour,

Votre dossier a été analysé et est conforme aux fins de diplomation. Il sera présenté aux prochaines instances. **Vous n'êtes pas encore diplômé(e)** mais le serez officiellement [d'ici quelques semaines](#) lors d'une instance de l'Assemblée des gouverneurs. Le délai peut aller jusqu'à 12 semaines **après la fin de la session courante**.

Dates **approximatives** où votre diplôme sera délivré :

- Programme terminé en **décembre** : diplôme généralement délivré en **mars**;
- Programme terminé en **avril** : diplôme généralement délivré en **juin**;
- Programme terminé en **août** : diplôme généralement délivré en **septembre**.

Votre diplôme nous parviendra environ quatre semaines **après** l'approbation finale de votre dossier (date de délivrance : mars, juin ou septembre). Cependant, après que votre dossier soit présenté, nous vous enverrons par la poste une lettre contenant une attestation de fin d'études et un relevé de notes officiel et final. La lettre contiendra aussi les renseignements pour récupérer votre diplôme, lorsqu'il sera disponible. Tout ce que vous avez à faire en ce moment, c'est de mettre à jour votre adresse postale afin de vous assurer de bien recevoir cette lettre.

Si vous devez faire une demande à l'OIQ, veuillez compléter le formulaire disponible dans votre portail MonÉTS. Prendre note que nous devons attendre d'avoir tous les papiers officiels des instances pour confirmer l'obtention du diplôme, donc l'envoi à l'OIQ sera fait après votre diplomation officielle.

**BACCALAURÉATS** : En ce qui concerne les jongs et la cérémonie d'engagement de l'ingénieur, nous vous invitons à communiquer avec le service responsable, à l'adresse [CEI@etsmtl.ca](mailto:CEI@etsmtl.ca)

**ÉTUDIANTS INTERNATIONAUX** : Vous pouvez demander vos documents officiels via le formulaire « Demande d'attestation ou relevé de notes officiel » disponible dans votre portail MonÉTS dès maintenant, moyennant certains frais. Référez-vous à la section [Immigration - Après vos études](#) pour en apprendre davantage sur les prochaines démarches d'immigration.

Cordialement,

Le bureau de la registraire

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Hello,

# End of studies

Your last semester of studies	The semester ends in...	Ideal expiration date for CAQ and study permit
Fall	December*	March 31 of the following year
Winter	April	July 31
Summer	August**	November 30

\*ÉTS closes for the Christmas holidays and New Year's. It is not possible to obtain official documents during this period.

\*\*Summer is a particularly busy time, as it corresponds with vacation for staff and professors, and back to school for new students.

# 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

The logo for ÉTS (École de Technologie Supérieure) features the letters 'ÉTS' in a bold, white, sans-serif font. A white swoosh underline starts under the 'E', goes under the 'T', and loops around the 'S'.

Le génie pour l'industrie

ÉCOLE DE  
TECHNOLOGIE  
SUPÉRIEURE

Université du Québec

ets  
mtl  
.ca

An aerial, high-angle photograph of the ÉTS building at night. The building is a large, modern structure with a prominent circular tower section. The tower has a glass facade and is illuminated from within, making it stand out against the dark sky. The surrounding city is visible in the background, with other buildings and streets. The overall scene is in black and white, with the red banner and logo providing the only color.

# QUESTIONS?

