



# PROVIDENCE

## International Student Guide

2023-2024

*Updated as of Apr. 24, 2024*

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**International Student Services**  
 is here to support you throughout your entire journey!

# Coming from Abroad

Before arranging any travels, check if you are eligible to enter Canada, prepare documents to support the essential journey, and know what to do upon arrival at the airport or border.

## Overview

If you are a student from another country who wants to come to Providence, we are available to help.

It is important to take certain steps before planning your trip. Firstly, you must review the guide thoroughly and ensure that you comprehend the process and requirements before traveling.

### **Step 1.** *Verify if you are eligible to travel before making any arrangements*

When planning your trip, there are several factors to consider:

- Obtaining the necessary travel documents.
- Deciding when to travel.
- Seeking advice on whether to travel.

### **Step 2.** *Before traveling to Canada*

It is necessary to ensure that you have the appropriate documents.,

- If necessary, get a new medical examination for immigration.
- Confirm your health insurance coverage.

### **Step 3.** *Be aware of what to bring*

Know what documents you should bring.

- See documentation to bring.
- Learn what to pack.

### **Step 4.** *During your trip to Canada*

Make sure you have the right documents, are aware of what to expect at the airport or border, and follow the arrival steps.

### **Step 5.** *Once you arrive in Canada*

There are a few things you must do immediately.

- Reviewing your health insurance.
- Learning about life in Canada.
- Finding resources to assist you in settling in.

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# Before Starting at Providence

Once you accept your offer, there are certain steps that you need to take.

## YOUR Providence CHECKLIST

### Find out which documents you need to study in Canada:

There are three main categories of people in Canada: citizens, permanent residents, and temporary residents. International students, foreign workers, and visitors are all temporary residents.

As an international student, there are several documents you need to study in Canada. In addition, you are responsible for maintaining your immigration status and complying with immigration regulations while you're here.

### Requirements

*Most international students at Providence require:*

**Passport:** Applications can take up to 3 months to process, so it is advisable to apply early.

**Study permit:** It is required for all international students in programs that last longer than 6 months.

**Temporary Resident Visa (TRV) or Electronic Travel Authorization (eTA)**

- Only citizens of certain countries require a TRV
- If you are from a TRV-exempt country, an eTA may still be needed before traveling to Canada.

**Documentation for family:** If you're bringing your family with you to Canada, ensure that they have the appropriate immigration documentation.

**Students coming from Canadian high schools:** You must apply for a new study permit before joining Providence, which can be done online.

**Transfer students from a other college or university in Canada:** Transfer students who have not completed a program in Canada and have a valid study permit for post-secondary study can study at Providence by changing their Designated Learning Institution (DLI) online.

### Maintaining Your Documents

You are responsible for maintaining your immigration status and obeying immigration regulations during your stay in Canada.

*Save the Immigration document expiration date on your calendar*

- You can save the expiration dates for your primary documents (passport, study permit, TRV, etc.) on your calendar, plan to renew your documents and stay in Canada without interrupting your studies.

*If your documents are lost or stolen*

- If your passport is lost or stolen, you must replace it immediately.

- You must have a new passport before replacing any Canadian permits or applying for a new Temporary Resident Visa (TRV) if you had one.
- If your other documents, such as study or work permits, are lost or stolen, you must request a replacement from IRCC.
  - Follow instructions on the [IRCC website](#) and submit your application with proof of payment of the \$30 processing fee.
  - You may continue studying and/or working while your documents are being replaced.
  - You should not leave Canada until you receive your replacement study or work permit.

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## Your First Chapter at Providence

*Get ready for a meaningful university experience.*

Congratulations on joining a diverse community of talented, inquisitive, and motivated scholars! We can't wait for you to arrive on the beautiful Providence campus.

Providence is committed to providing a safe, supportive, and inclusive living and learning environment with resources and services to support all students. Whether you're interested in meeting new people, pursuing a passion, gaining work experience, or more, the opportunities are endless.

### Campus safety information

Familiarize yourself with Providence campus safety updates, information, and protocols. [Find out more](#)

## Your Pre-University Checklist

Before school starts, make sure you are prepared for your first year at Providence.

- Find out what Providence [classes and grading](#) are like.
- Understand your [student health insurance details](#)
- Get a [Social Insurance Number](#) (SIN) for working or receiving an award.
- Kick off your school year with Providence INTL students' orientations and Welcome week.
- Apply for your Providence card, contact to Hannah Loewen ([hannah.loewen@prov.ca](mailto:hannah.loewen@prov.ca)) to get your student card.

### Other resources

- Providence Collegium for commuter students
  - *The Collegium is a space where commuting students can relax between classes, leave belongings while they're in class, or do homework while they are on campus. Commuting students can access the collegium by paying a fee which goes to maintaining the space. Be on the lookout for more information on the Collegium as the coming school year approaches.*
  - *If you have any questions in regard to the Collegium, please contact Marc Guilbord, Community Life Coordinator, [marc.quibord@prov.ca](mailto:marc.quibord@prov.ca)*
- [Providence Housing information](#) for students living on-off campus.

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# Your Guide to Resources While You are at Providence

As a Providence student, these tools can help you reach your potential. Learn the necessary immigration documents and information for your studies.

## Study Permits

### About Study Permits

A study permit is a temporary document issued by Immigration, Refugees, and Citizenship Canada (IRCC), which allows you to stay and study in Canada.

#### Who needs a study permit?

- You need a study permit if your program is longer than 6 months.

### Maintaining Your Student Status

To maintain your student status:

- You must have a valid study permit or have maintained status (formerly known as 'implied status').
- You must actively pursue studies
- You must make reasonable progress toward completion.

#### Keep a valid study permit

Study permits become invalid in one of two ways, whichever comes first:

- The expiry date on the study permit, OR
- 90 days after written confirmation of program completion is first made available.

If your study permit becomes invalid and you don't apply to extend it, you must stop studying and working immediately.

#### Actively pursue studies

On a study permit, international students in Canada are required to pursue studies actively.

Some students, such as exchange students and refugee claimants, are [exempt](#) from this requirement.

These enrolment statuses are considered 'actively pursuing studies':

- Full-time studies
  - Undergraduate students: 12 credits per semester or 24 credits per year
  - Graduate students: 9 credits per semester or 18 credits per year
- Part-time studies
  - Undergraduate students: 3 – 11 credits per semester
  - Graduate students: 3 - 8 credits per semester
- Scheduled breaks

- Summer and Winter break.
  - The following select gaps in studies that are up to a maximum length of 150 days:
    - An authorized leave from Providence (only for programs that have an approved leave of absence policy at Providence)
    - A switch in programs or institutions (whether you completed the program or not)
    - A pause in studies due to a strike or permanent closure
- Note: Providence is required to report to IRCC on your enrolment status twice a year based on Providence's definitions for immigration purposes.

### **Make reasonable progress towards completion**

IRCC also requires you to remain enrolled and make reasonable progress towards the completion of your studies. You are welcome to change your majors, programs or in some cases institutions during your time in Canada. However, an officer may request additional information to ensure your intention to be in Canada is to study.

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## **Extend Your Study Permit (in Canada)**

Every study permit has an expiration date; you must renew it before it expires if you're planning to study in Canada past your study permit's expiration date. Study permits can only be renewed from inside Canada.

### **Do I need a provincial attestation letter (PAL) to extend my current Study permit?**

As of 8:30 a.m. ET on January 22, 2024, most new post-secondary international students at the college or undergraduate level must provide a provincial attestation letter (PAL) from a province or territory with their study permit application. Immigration, Refugees and Citizenship Canada (IRCC) will return any application received that does not include a PAL, unless otherwise exempt.

Who needs a provincial attestation letter?

- most post-secondary study permit applicants
- most non-degree granting graduate programs (for example, certificate programs and graduate diplomas)
- anyone else not included in the exception list below

Who doesn't need a provincial attestation letter?

- primary and secondary school students
- master's or doctoral degree students
- in-Canada visiting or exchange students studying at a designated learning institution Corrected on February 27, 2024
- in-Canada study permit and work permit holders (includes study permit holders applying for an extension)
- in-Canada family members of study permit or work permit holders
- students whose application we received before 8:30 a.m. EST on January 22, 2024



## When should I apply?

It's recommended that you apply **3 to 4 months** before your current study permit expires.  
If you must provide biometrics (fingerprints and a photo), apply earlier to allow for this extra step.

**Important:** *Study permits can only be extended in Canada*

## How to extend your study permit

Visit our tutorial for step-by-step instructions, a list of required documents, and other important info that will help you complete your application.

### 1. Overview of the process

<b>When to apply</b>	It's recommended that you apply <b>3 to 4 months</b> before your current study permit expires
<b>Cost</b>	\$150.00 CAD and \$85.00 CAD for biometrics, if applicable
<b>Processing time</b>	<a href="#">Check this website for weekly updates</a>
<b>How to apply</b>	You must apply from within Canada.  <b>RECOMMENDED OPTION</b> Online through the <a href="#">Immigration, Refugees and Citizenship Canada (IRCC) website</a>
<b>Form name</b>	Download the Change Conditions, Extend my Stay or Remain in Canada as a Student [IMM5709] form.  Note: To avoid delays with your application, always download the most current form from the <a href="#">IRCC website</a> .

### 2. Create your document checklist

**Note:** The steps outlined below are applicable for online applications only.

*If you are applying online*

1. Create a IRCC secure account on the [IRCC website](#).
2. Complete the questionnaire to generate a checklist of application forms and required documents.
3. After completing the questionnaire, you will be guided to a screen titled "Your document checklist."

### 3. Gather your required documents

- Documents all students need

All students extending their study permit will need all of the following documents.

When possible, documents should be issued **within 30 days** of submitting your application to be considered recent. If you must provide several documents in a section, combine them into one file

(such as a PDF) before uploading. The size limit is 4 M.B. per file; you may need to [reduce the file size](#).

If your documents are not in English or French, they must be accompanied by:

- the English or French official translation; and
  - an affidavit from the person who completed the translation.
- Letter of Enrolment (listed as 'Letter of Acceptance' on your IRCC account checklist)

This letter is required to explain details about your studies and help an officer determine the remaining time you need to complete your program.

#### *Undergraduate/Graduate Students*

Contact your Service Coordinator to get a Letter of Enrolment. Your Enrolment Letter should include your program, your current status as a student, and your expected completion date.

#### *Proof of means of financial support*

The proof of financial support must confirm that you have enough funds to support your studies and living expenses for a year.

#### *Increase to proof of funds requirement*

As of January 1, 2024, the minimum cost-of-living financial requirement will increase from \$10,000 to \$20,635 for 2024. The cost-of-living amount will be adjusted each year based on Statistics Canada's low-income cut-off.

#### **How much money you need**

The amount of money you need to support your family is based the size of your family.

To calculate the size of your family include

- yourself
- your spouse or common-law partner
- your dependent children and
- your spouse or common-law partner's dependent children

You must include your spouse or common-law partner and dependent children, even if they're

- Canadian citizens or permanent residents
- not coming to Canada with you

This table shows the **minimum amount** you need to immigrate to Canada as of April 25, 2023. If you have more money, you should list the full amount in your profile or application.

Number of family members	Funds required (in Canadian dollars)
--------------------------	--------------------------------------

1	\$13,757
2	\$17,127
3	\$21,055
4	\$25,564
5	\$28,994
6	\$32,700
7	\$36,407

If more than 7 people, for each additional family member \$3,706

You may provide one or a combination of financial documents, as long as the total exceeds the minimum cost-of-living financial requirement for yourself and any dependents, such as:

**What we accept as proof**

Your funds must be available to you both when.

- you apply
- we issue you a permanent resident visa (if we approve your application)

You must prove to us that you can legally access the money here when you arrive.

For example, this means

- you can't use equity on real property as proof of settlement funds
- you can't borrow this money from another person

You must be able to use this money to pay for your family's costs of living (even if they aren't coming with you).

- If your spouse is coming with you, you can count money you have together in a joint account.
- You may be able to count money in an account under your spouse's name only, but you must prove you have access to the money.

For proof, you must get official letters from any banks or financial institutions where you have an account.

These letters must be printed on the financial institution's letterhead and include

- the bank or institution's contact information (address, telephone number and email address)
- your name
- your outstanding debts (such as credit card debts and loans)
- these details for each current banking and investment account you have with them
- account numbers
- date each account was opened
- current account balances

- average balance for the past 6 months
- Passport
 

The scanned copy of your passport pages provides information about your travel history and the expiry date of your passport.

You must provide a copy of the bio-data page (the page with your name, date of birth, passport number, expiry date, etc.) and a copy of every page in your passport with stamps, visas, or markings from either Canada or other countries.

Make sure you merge all the pages into one PDF document and upload it.

**Important: Your study permit will not be issued past your passport's expiry date. If your passport will expire soon, extend it before you apply for your study permit extension.**

- Digital Photo
 

Make sure your photo meets the [specifications](#).
- Other documents you might need
 

Depending on your specific circumstances, you may need one or more of the following documents.

  1. Letter of Explanation
 

A letter of explanation is a good way to describe additional factors or include additional documents. It could include:

    - The purpose of your application.
    - Issues you would like to clarify or that the officer might find useful.
    - Supporting documents, screenshots, or any other proof to support your explanation.
    - Additional employment history if you have run out of space in your application.

Upload this document under 'Client Information in the 'Optional Documents' Section of your online checklist.
  2. Medical exam
 

If you have been studying in Canada for the past 12 months, you do not need proof of a medical exam unless:

    - You have lived in a designated country or territory for more than 6 months in the past 12 months. See [this page](#) for a clear definition of what a designated country or territory is, or
    - You would like to work in a job that will bring you into close contact with patients, children, the elderly, etc. This includes public health, health sciences or agriculture-related fields (e.g., health care workers, primary and secondary school teachers). See [this page](#) to find out if you require a medical exam.

If the above applies to you, you will need a medical exam conducted by [an IRCC-approved Panel Physician](#). Your medical exam report (referred to as your 'e-medical') can be submitted with your study permit application.

#### *Family Information Form [IMM5707]*

This form is required if it is included in your document checklist. You will need to fill out the form, print it, sign the form by hand, then scan and upload the form.

- If you have indicated that you don't have a spouse or common-law partner, please sign and date Section A
- If you have indicated that you don't have children, please sign and date Section B.
- Please sign and date Section D.

#### *Biometrics*

If you have not previously provided biometrics (fingerprints and a photo), you must submit them in-person at a designated Service Canada location.

The processing time for your study permit extension does not include the time it takes to submit your biometrics. Your application will not be processed until biometrics are received. You only need to give biometrics once every 10 years.

U.S. citizens and people who have provided biometrics in the past 10 years and [certain other individuals](#) are exempt from providing biometrics.

- Pay the biometrics fee at the same time you submit your study permit application, for faster processing.
- Receive your biometrics instruction letter. If you applied online, you will receive an electronic biometrics instruction letter within 24 hours.
- [Book an appointment](#) as soon as possible at a designated Service Canada location
- Submit your biometrics within 30 days of receiving your biometrics instruction letter.

#### **4. Fill out the application form**

Your application form is an important part of your study permit extension. Missing or incorrect information can negatively impact the outcome of your application. Below are five steps to help create a comprehensive application.

- Download the newest form(s)

The IRCC makes periodic updates to their application forms. Therefore, always make sure you are using the most current application form(s) by downloading the application form(s) directly from your online IRCC account Document Checklist.

Application Form(s)			
Application Form(s)			
Details	Document Name	Instructions	Options
Not Provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709) (required)	?	Upload File

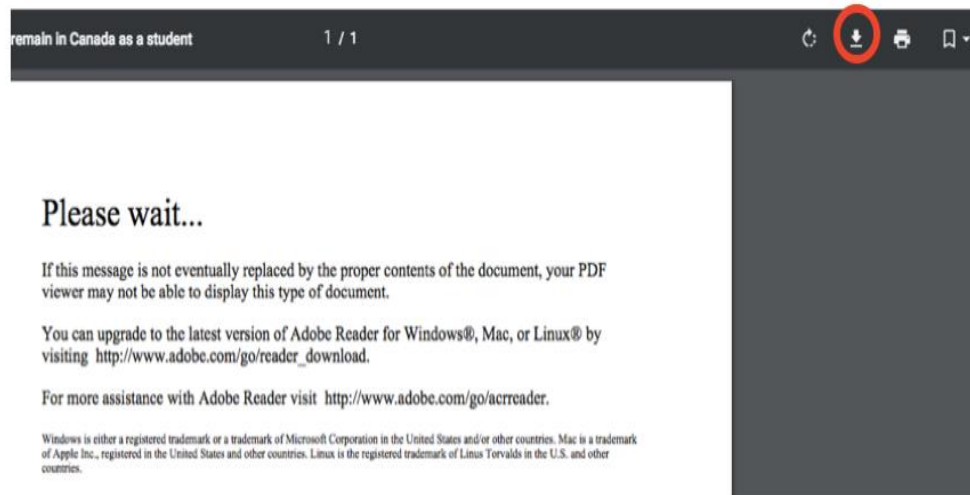
  

Supporting Documents			
Supporting Documents			
Details	Document Name	Instructions	Options
Not Provided	Family Information Form (IMM5707) (required)	?	Upload File
Not Provided	Letter of Acceptance (required)	?	Upload File
Not Provided	Passport (required)	?	Upload File
Not Provided	Proof of Means of Financial Support (required)	?	Upload File
Not Provided	Digital photo (required)	?	Upload File

Download the applicable form(s) by putting your cursor over the document name. You'll see a note that says "(Opens a new window)." This indicates a form can be downloaded.

If you see a "Please wait..." message when you're downloading a form:

- Click on the download arrow at the top right to save the file onto your computer and then open it with [Adobe Reader](#).
- If you do not see the arrow, move your cursor to the top of the screen and it will appear.



- Review your application form(s)
  - Required for all applicants:** *Application to change conditions, extend my stay or remain in Canada as a student [IMM5709] form.*
- Get help with commonly asked questions.

## What is a UCI?

UCI stands for "Unique Client Identifier," also known as "Client ID." It is an eight or ten-digit number on your study permit; your UCI has this format: 0000-0000 or 00-0000-0000.

**APPLICATION TO CHANGE CONDITIONS,  
EXTEND MY STAY OR REMAIN IN CANADA AS A STUDENT**

If you need more space for any section, print out an additional page containing the appropriate section, complete and submit it with y

Validate

<b>1 UCI</b> XXXX-XXXX	<b>2 * I want service in</b> English
<b>3 I am applying for one or more of the following:</b>	
<input checked="" type="checkbox"/> * An initial study permit or extension of study permit	
<input type="checkbox"/> * Restoration of temporary resident status as a student	

## How do I fill out the "Current mailing address" section?

This Section is very important as the officer will use your address to mail you your study permit. You may not receive your study permit due to an inaccurate or incomplete mailing address.

- A [P.O. Box](#) is a lockable mailbox located in a post office station. Your mailbox number is **not** a P.O. Box number.
- If you live in residence on campus, you may have an assigned mailbox number. You can provide your mailbox number in brackets after the street name; for example: "mailbox: your mailbox number".
- If you do not have an assigned mailbox number, you can put your apartment number under Apt/Unit.
  - A street number is the main number on the outside of a building. Some "street names" also contain numbers, such as *West 10<sup>th</sup> Ave*, but this number is a street name.
  - If you are unsure of your mailing address or may move while your application is being processed, you can write the mailing address of a trusted friend. Please ensure that your mail can be received by your friend securely if the mail is under your name.

<b>1 Current mailing address</b>					
P.O. box	Apt/Unit	Street no. 10	* street name College Crescent	* Province MB	* Postal code R0A 1G0
* City/Town Ottawaburne		* Country or Territory Canada			

## What is a document number?

A document number appears on official immigration documents (e.g. study permits). It is usually printed in black ink as a letter (an "F" for study permits) followed by numbers.

<b>3</b> Date and place of your most recent entry to Canada (if not the same as original entry)	Date YYYY-MM-DD	Place
<b>4</b> If applicable, provide the document number of the most recent Visitor Record, Study Permit, Work Permit or Temporary Resident Permit issued to you.	Document Number FXXXXXXXXX	

## What is Providence's Designated Learning Institution (DLI) number?

Providence's DLI is **O19021124362**. It starts with the letter "O" not the number zero.

## How do I answer the "Duration of expected study" field?

In the **"From"** field: type in the date that you will submit your application.

In the **"To"** field: Type in the date of your estimated completion plus 90 days. This 90-day period coincides with the timeframe to apply for a post-graduation work permit.

- For example, if you will complete your studies in April 2022, you may write July 31, 2022, in the "To" field.

2 Designated Learning Institution # (DLI)	My Student ID # is:	3 Duration of expected study	* From	* To
O19021124362	XXXXXX	2023-01-01	2025-07-18	
4 The cost of my studies will be:		5 a) Funds available for my stay(CAD) b) My expense in Canada will be paid by: c) Other		

## How do I fill out the "The cost of my studies" section?

Provide information on your expenses including your tuition, rent and food, and other estimated costs for one year. Please check all cost detail from this below link to fill out your application correctly.

- [Undergraduate students & Graduate students](#)

4 The cost of my studies will be:	5 a) Funds available for my stay(CAD)		* b) My expense
* Tuition	Room and board	Other	\$12,345
\$35,000	\$10,000	\$5,000	
6			

## How do I fill out the "Funds available" Section?

The amount you indicate in "Funds available for my stay (CAD)" should match the total amount of funds you are showing as proof.

- For example, if you are showing a combination of \$3,345 CAD in your bank account, \$2,000 CAD from your scholarship and \$7,000 CAD from your parents, your total amount will be \$12,345 CAD. **Remember, you must prove a minimum of \$20,635 Canadian dollars. For applications submitted January 1, 2024, or later: \$20,635 for the cost-of-living financial requirement in 2024.**

2 Designated Learning Institution # (DLI)	My Student ID # is:	3 Duration of expected study	* From	* To
O19330231062	XXXXXXXX	2018-01-01	2020-07-31	
4 The cost of my studies will be:		5 a) Funds available for my stay(CAD) b) My expenses in Canada will be paid by: c) Other		
* Tuition	Room and board	Other	\$12,345	* Myself, scholarship and parents
\$35,000	\$10,000	\$5,000		
6				

## How do I fill out the "Education" section?



The information you provide in this Section helps the IRCC have a fuller picture of your current post-secondary education.

- Indicate 'yes' to the education section as you are currently studying at Providence. Type in the current year and month in the "To" field.
- Type in your current program (e.g., Bachelor of Arts) at Providence.
- You may include additional studies at the post-secondary level (e.g., university, college, etc.)
- If you need more space, provide additional info in a separate document and upload this document in the "Letter of Explanation" section.

EDUCATION					
Have you had any post secondary education (including university, college or apprenticeship training)? <input type="checkbox"/> *No <input checked="" type="checkbox"/> *Yes					
If you answered 'yes', give full details of your highest level of post secondary education.					
1	From	*Field and level of study	*School/Facility name		
	2016 09 *YYYY *MM	Master of Art	Providence University College & Theological Seminary		
	To	*City/Town	*Country or Territory	*Province/State	
	2019 01 *YYYY *MM	Otterburne	Canada	MB	

### How do I fill out the "Employment" section?

The information you provide in this Section helps the IRCC have a fuller picture of your activities within the last ten years.

Include the following activities from the past ten years, with the most recent activities listed first, whether you did them in or outside of Canada:

- For all students, the first Section under employment is "Current activity"; therefore, fill your current status as a **student**. If you are currently employed, fill your employment in the next Section.
- Part-time jobs(s)
- Full-time job(s)
- Internship(s)/Co-op(s)/Practicum(s)
- If you need more space, provide additional info in a separate document and upload this document in the "Letter of Explanation" section.

EMPLOYMENT					
Give details of your employment for the past 10 years, including if you have held any government positions (such as civil servant, judge, police officer, mayor, member of parliament, hospital administrator)					
2	From	*Current Activity/Occupation	*Company/Employer/Facility name		
	2014 09 *YYYY *MM	STUDENT	Providence University College & Theological Seminary		
	To	*City/Town	*Country or Territory	*Province/State	
	2019 01 *YYYY *MM	Otterburne	Canada	MB	
	From	*Previous Activity/Occupation	*Company/Employer/Facility name		
	2016 09 *YYYY *MM	Library assistant	Providence University College & Theological Seminary		
	To	*City/Town	*Country or Territory	*Province/State	
	2018 01 *YYYY *MM	Otterburne	Canada	MB	

### How do I answer "Background" questions?

2(a) Have you remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?

2(b) Have you ever been refused a visa or permit, denied entry or ordered to leave Canada or any other country?

2(c) Background information: Have you previously applied to enter or remain in Canada?

You must provide honest answers to these questions. If you answered "Yes" to questions 2(a), b), c)

- a) If you have studied or worked without a valid study or work permit, you will need to provide details and an explanation, and
- b) If you were ever refused any visa, admission to Canada or any other country please indicate and briefly explain.
- c) Answer Yes to this question. List all visa/permits previously applied for and when e.g., Study permit Sept 2018, or Temporary Resident Visa-Sept 2018

**Important:** If you have applied for a study permit, a Temporary Resident Visa (TRV), or a work permit, whether it is approved or rejected, you must report it to the IRCC by checking the box "Yes" on 2(c) and writing down when you applied for each type of document in the box in addition to any details.

### How can I sign the [IMM5709] form if I apply online?

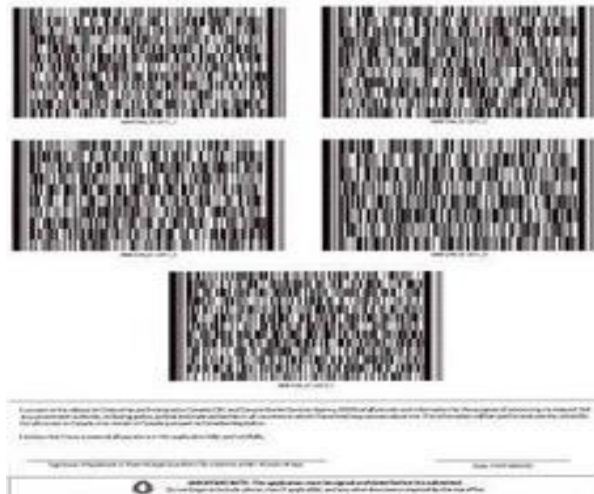
You do not need to print or sign your name in the signature field on the bottom of page 5 of [IMM5709] if applying online. Simply validate, save and upload the form without signing.

- You will be prompted to electronically sign your application later in the online application process after you have uploaded all documents.
- Validate your form

When you finish filling out your application form, click the blue "Validate" button (found on the first or last page). This will highlight any missing information required on your application.

- You can make changes after the application is successfully validated. You can edit and validate as many times as you need.
- Remember to save and upload the final form.

Once your application has been successfully validated it will show the following:



If you don't see any barcodes when you validate your application please visit the [IRCC help page](#).

- Take screenshots as you apply

It is a good practice to take screenshots as you apply just in case there are issues after you submit your application. You are welcome to take screenshots of all screens; however, these are the most important:

- The **"Your document checklist"** page after all your documents have been successfully uploaded to your IRCC account.
- The **"Acknowledgment of receipt"** page after the application has been submitted.
- After uploading/submitting any **"After-the-fact"** documents that an IRCC officer has requested after your original application has been submitted.

Save your screenshots to a safe place where you can access them easily.

## 5. Get your study permit

If your application is approved, IRCC will mail the new study permit to your mailing address.

You should save a digital copy immediately in a safe and accessible location.

## 6. After you receive your permit

Keep your immigration and health insurance documents up-to-date by completing the following important steps:

- Let the International Student Service Coordinator know your the expiry date of your new study permit to add on the Populi system.
- Check and extend your [Guard.me Health insurance Services Plan](#).
- Extend your Social Insurance Number (SIN) if you have one. You need to meet eligibility criteria and have a valid SIN to work in Canada. If you need a ride, please contact the International Student Services Coordinator.
- Apply for a new Temporary Resident Visa (TRV) to enter Canada (if your country of citizenship requires one).

If your contact information changes after submitting your application, be sure to update it via [IRCC's webform](#).

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## If Your Permit Expires After IRCC Receives Your Application

If you and your family members' immigration documents (e.g. study permit, or work permit, visitor record, etc.) expires after Immigration, Refugees and Citizenship Canada (IRCC) has received your application to extend your current documents, you will still be considered a temporary resident of Canada until a decision about your application is made. This is known as "maintained status" (formerly known as 'implied status').

### Staying in Canada with "maintained status"

With maintained status, you may continue studying (and working, if eligible), as long as you meet the conditions of your study permit while you remain in Canada.

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## Temporary Resident Visa (TRV)

### About the Temporary Resident Visa (TRV)

A Temporary Resident Visa (TRV), also referred to as a "visitor visa" or "entry visa", is a travel document that is placed in your passport and is used to enter or re-enter Canada.

It does not give you any status inside Canada and is usually issued for the same length of time as your study or work permit. A TRV allows you to **travel to Canada (that is, to the border)** while a study permit allows you to stay and study inside Canada. A study permit is the document showing your status inside Canada, but you must have a valid TRV in order to enter Canada if you are a citizen of a visa-required country.

### Do I Need a TRV?

If you're a citizen of a visa-required country, you will need a TRV to travel to or re-enter Canada.

If you are from a visa-exempt country, you will need an [Electronic Travel Authorization \(eTA\)](#) to travel to Canada by air (U.S. citizens are exempt).

Once you are in Canada, you are not required to have a valid TRV since it is only for entry. However, it is highly recommended to always have a valid TRV in the event of an unexpected trip abroad. Otherwise you must apply for a TRV from outside Canada and it may take a long time, and you may not be able to return to Canada in time.

### Getting a TRV

#### **If you apply for an initial study permit or Post Graduation Work Permit (PGWP) from outside of Canada**

You do not need to apply separately for a TRV if you apply for an initial study permit or a post-graduation work permit from outside Canada. When your study permit or PGWP is approved, you will automatically be issued a TRV along with your study or work permit, if required.

#### **If you are in Canada**

When you apply to extend your study permit or apply for a PGWP, you have to wait until you have received a new study permit or PGWP, then apply for a TRV from within Canada. Your TRV will normally be issued with the same expiry date as your new study or work permit.

It is best to receive your new TRV before leaving Canada. In general, [processing times](#) for applications outside of Canada are longer and you will need to provide more documents. Furthermore if you haven't provided [biometrics](#) (fingerprints and a photo) you may need to travel to provide them.

Apply for a TRV well in advance of travel. Be cautious about booking travel plans before you receive your TRV. The published processing times do not include the time it takes to mail your passport to the main office - usually the process takes at least 1 month. If you must provide biometrics, apply for your TRV earlier to allow for this extra step.

## TRV Application Information

<b>Eligibility</b>	Visit the <a href="#">Temporary Resident Visa (TRV) page</a> .
<b>When to apply</b>	<p>If you are from a visa-required country and need to travel, you will need a TRV (along with your valid study permit and passport) to re-enter Canada.</p> <p>Apply at least 3 months before your planned departure from Canada or immediately after you have extended your study/work permit.</p>
<b>Cost</b>	<p>\$100.00 CAD and</p> <p>\$85.00 CAD for biometrics, if applicable</p>
<b>Processing time</b>	<a href="#">Check this website for weekly updates</a>
<b>How to apply</b>	<p><b>RECOMMENDED OPTION</b></p> <ul style="list-style-type: none"> <li>Online through <a href="#">the Immigration, Refugees and Citizenship Canada (IRCC) website</a></li> </ul> <p><b>ALTERNATE OPTION</b></p> <ul style="list-style-type: none"> <li>By paper - fill out the forms, gather all required documents and send to the <a href="#">IRCC Case Processing Centre</a> in Ottawa, Ontario</li> </ul> <p><b><i>Applying for family members:</i></b> When generating your checklist for your family members through IRCC's online system, the correct forms (e.g. [IMM5257]) <b><i>will not</i></b> be triggered for your family members. Unfortunately, the system generates a different form: [IMM5708].</p> <p><i>If you submit this form, you will be asking for your family members' status to change, not applying for a TRV. <b>Therefore, please submit separate applications for each family member.</b></i></p>
<b>Application form</b>	<p>To avoid delays with your application, always download the most current form from the <a href="#">IRCC website</a>.</p> <p><b>ONLINE</b> Application for Temporary Resident Visa Made Outside of Canada [IMM5257E]</p> <p><b><i>Important:</i></b> Choose this form even if you are applying from within Canada.</p> <p><b>PAPER</b> Application for Visitor Visa (Temporary Resident Visa) [IMM5257E]</p>

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## Maintained Status

### About Maintained Status

If you've applied for a new immigration status but it won't arrive before your current status expires, you may still be able to stay, study, and/or work in Canada during this time. This is called 'maintained status' (formerly 'implied status').

#### This could happen when you are:

- **Extending the same status**  
If you are extending your immigration status AND have submitted your application before your status expires (for example, you have a study permit and apply to extend your study permit before expiry)
- **Changing your status**  
If you hold valid status in Canada, AND are applying for a different type of status (for example, you have a study permit and apply for a work permit)

***If you do not apply to extend your stay before your status in Canada expires, you must stop studying and working immediately and apply to restore your status, if eligible.***

It is very important that you submit your application online before 11:59 pm [Coordinated Universal Time](#) (UTC), not midnight your local time, the day your status expires to have maintained status.

#### If you are extending your status

You usually have [maintained status](#) if:

- You are extending your immigration status AND
- Submitted your application before your status expires.

If you remain in Canada, you may continue studying and/or working in Canada based on the conditions in your original document, until you receive a decision from Immigration, Refugees and Citizenship Canada (IRCC).

If your study permit expires, your other documents tied to your study permit, such as your Social Insurance Number (SIN), and Temporary Resident Visa (TRV) will likely expire too. Make sure to extend your study permit 3-4 months before it expires.

#### *Leaving Canada with maintained status*

If you leave Canada with maintained status, you may re-enter as long as you:

- have a valid Temporary Resident Visa (TRV) or
- are from a TRV-exempt country with a valid [Electronic Travel Authorization](#), or
- are TRV exempt: are from a TRV-required country, have maintained status and are seeking re-entry to Canada following a visit only to the United States or St. Pierre and Miquelon (TRV exemption under [R190\(3\)\(f\)](#))

After re-entering Canada, you cannot resume study or work until you have received your new study/work permit.

It is strongly recommended that when re-entering Canada at the port of entry (border or airport), you show proof of your extension application. This can be a copy of your application, copy of the fee payment receipt, copy of the letter of confirmation sent by IRCC, etc.

### **If you are changing status**

If you apply to change your immigration status before your status expires, you can remain in Canada until you receive a decision but cannot start your new activity (studying or working) until you have received your study or work permit.

#### *Changing from a work permit or visitor status to a study permit*

If you are on a work permit or visitor status then apply for a study permit, you can stay in Canada while your application is in progress, but you cannot start studying until you receive your study permit.

If you have a work permit, you must stop working when it expires.

#### *Changing from a study permit to a post-graduation work permit*

If you meet certain criteria, you may immediately begin working full-time while you are waiting for a decision on your PGWP. Furthermore, if you leave and re-enter Canada, you do not lose the ability to work, even if your study permit has expired.

### **Social Insurance Number (SIN)**

A SIN is required for paid work in Canada. SINS that start with "9" are issued to temporary residents (such as international students).

Your SIN's expiration date generally corresponds with the expiry date of your status in Canada, such as your study permit expiration date.

If you have maintained status, you may continue working with your expired SIN until you receive an answer from Immigration, Refugees and Citizenship Canada (IRCC). You can show your employer proof of your maintained status (for example, an IRCC application payment receipt or letter confirming the submission of an application for extension, available within your IRCC account).

After you receive your new extended study or work permit, extend your SIN.

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## **Communicating with IRCC**

### **Communicating with IRCC**

#### **By IRCC's Web Form**

Enter your case-specific enquiry using the [online web form](#).

If you have an application in progress, take care in selecting whether your application was:

You usually have [maintained status](#) if:

- an in-Canada application or
- an application made to a visa office outside of Canada (normally you would select the visa office responsible for your country)

Your enquiry will be sent to the relevant office.

Be sure to fill out all applicable fields and provide a clear explanation in the 'your enquiry' text box. After you click 'next', you will have an opportunity to upload documents, if necessary.

**Note:** *If you have an application in progress, there is no guarantee that the information will be seen by the officer who will assess your application.*

**If your question is about a technical error:**

- Describe the information you were looking for
- The nature of the problems
- Send 2 screenshots of:
  - The page you are attempting to access
  - The error message that you receive

**By phone**

Call the IRCC Call Centre (1-888-242-2100), from within Canada only, Monday to Friday, 8am to 4pm local time, except for statutory holidays).

Prepare to wait on hold for some time. Try calling early in the morning or use a speakerphone. For your records, write down the date and time you called, the agent's name, and the exact information they provide. Ask the agent if they can email the information they provided. If you have submitted an immigration application, note that the agent you speak with is different from the officer who will review your application and make the final decision.

**Helpful IRCC websites**

- [Find out if you need a visa to enter Canada](#)
- [What do I do if I have technical problems when applying online?](#)
- [Apply online for a visa, study or work permit](#)
- [Check processing times for temporary residents](#)
- [Access IRCC's help centre](#)
- [Contact an IRCC call centre](#)

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## Health Insurance

Make sure you have the right coverage for your time in Canada and at Providence.

### Guard.me Medical Insurance for International Students

All Providence International Students are required to get Guard.Me Health Insurance to enter Canada and to study at Providence except for some students who have Manitoba health card.

On the website, <https://www.guard.me/pc>, you can access the policy information for the plan you chose, buy coverage online, purchase coverage for your dependents, and buy coverage pre or post-studies for up to 4 months.

- The dates students can buy coverage are September 1 - December 31; January 1 - April 30; May 1 - August 31.
- The Providence Guard.me health insurance purchase tab will be closed after the first day of class. After that day, you must visit here to sign-up, <https://www.guard.me/application.php>. This main Guard.me site will ask you to pay \$450 per 90 days; 90 days is the minimum number of days for your health insurance. There is a huge price gap between Providence microsite and Guard.me main site. Thus, please make sure to pay on time.
- Additionally, if you are an early arrival student, you could buy the "Early Arrivals" plan. Thus, you need to purchase the Early arrival insurance plan and Current student insurance plan
- Aviation students have their own separate button to purchase coverage which includes the aviation rider as well.
- Coverage pre or post-study, which you can buy online, is the standard [Guard.me](#) Canada plan at the \$1.45/day rate. Their minimum purchase requirement is \$20.00 to cover the admin costs of creating policies.
- On the website, Guard.me will accept any major credit card, visa debit, and pay pal.
- If you have a question regarding the insurance, you could contact them, Guard.me Administration, [admin@guard.me](mailto:admin@guard.me)
- If you have a Manitoba Health card, please take a photo with your phone and send it to me.

### Guard.me STUDENT MEDICAL INSURANCE PLAN

This Guard.me gives you the peace of mind that you are in good hands, in case an unforeseen event happens while you are away from home.

#### ***Who We Are – Real People. Real Solutions. Real Life.***

Guard.me is a leading provider of international student health insurance and, we're so much more. That's why, as a trusted partner for private and public universities, colleges, language schools and schoolboards, we created CARES, our innovative platform of health and wellness programs and services designed to mitigate risk, manage crisis events and improve health and wellness day-in and day-out.

Guard.me is more than a name; caring is at the heart of everything we do. It's who we are and it's why we are here. The philosophy of caring for students and our partners and giving back to the communities in which we do business is our guiding principle and what sets us apart from our competitors.

Our team of Real People delivers the personalized attention and culturally sensitive Real Solutions clients need for Real Life. We offer expert assistance during times of crisis, innovative programs and digital resources that improve wellness, ongoing education and training for staff and educators through our Wellness and Learning Initiatives, with unparalleled customer support.

It's a commitment to caring that every Guard.me team member holds at their core and strives to deliver on each and every day. We do it not because we have to, but because Guard.me.

### **WHAT IS COVERED? (certain limitations apply)**

If you, your insured partner or your insured child has a new sickness or injury that first occurs AFTER the start date of your policy, your policy will cover these expenses:

- **MobileDOCTOR**  
We pay for virtual medical care through MobileDOCTOR.
- **DOCTOR/PHYSICIAN**  
We will pay for doctor's visits to treat a new emergent condition in a doctor's office or clinic. We will pay the doctor when you need to go to the Emergency Room.
- **EMERGENCY ROOM**  
When the doctor says you need to go to the Hospital, or you need emergent medical care outside the regular clinic or office hours, we will pay for treatment at an Emergency Room (ER) at the Hospital.
- **EMERGENCY TRANSPORTATION**  
Ambulance - When you are unable to get to a hospital for an emergent condition, we will pay for an ambulance to take you to and from a hospital or medical clinic.  
Taxi - When you are unable to get to a hospital for an emergent condition, we will pay for a taxi fare to take you to and from a hospital or medical clinic.
- **DIAGNOSTIC TESTS**  
When the doctor says you need minor tests (such as lab work, x-rays, or ultrasounds) to diagnose your new condition, we will pay for these tests. FOR MAJOR TESTS SUCH AS "CAT" OR "CT SCANS" AND "MRI'S" YOU MUST CALL THE ASSISTANCE LINE FIRST BEFORE YOU HAVE THE TESTS DONE.
- **HOSPITAL**  
If you need to stay in the Hospital, we will pay for all associated inpatient costs.
- **DENTAL**  
Coverage for dental work for the relief of acute pain and suffering.
- **ACCIDENTAL DENTAL**  
If you are hit in the mouth or are in an accident and your own teeth are damaged, we will pay to repair or replace those teeth.
- **WHEN ELIGIBLE**  
Please refer to the full policy wording for terms and conditions.
- **PRESCRIPTION MEDICINES**  
If you go to a doctor who gives you a prescription to go to the drug store to buy medicine from the pharmacist, we will pay for the medicine up to a maximum 30-day supply. We will NOT pay for refills of medication visits.

**IMPORTANT NOTICE: THIS IS A BRIEF SUMMARY OF BENEFITS ONLY. FULL DETAILS ON BENEFITS, EXCLUSIONS AND LIMITATIONS ARE FOUND IN YOUR Guard.me POLICY. THE ACTUAL POLICY WORDING GOVERNS**

### **WHAT IS NOT COVERED? (Exclusions)**

This is a summary of exclusions ONLY, please read your policy carefully for complete details.

- Treatment or medication to maintain a chronic, ongoing condition (such as high blood pressure)
- Unstable Pre-existing conditions (please refer to the policy for details)

- Plastic or cosmetic surgery or procedures
- Any expenses before coverage starts or after coverage has expired
- Medical services provided in your home country
- Extreme activities such as bungee jumping, skydiving etc.
- Medications available without prescriptions (over-the-counter or OTC medicines)
- Any treatment required due to use or misuse of alcohol or drugs.

## Emergency

### EMERGENCY CONTACTS FOR ALL PROVIDENCE INTERNATIONAL STUDENTS

Please use the following emergency contact information

1-888-756-8428 (Toll-Free North America) 1-905 731-8291 (Collect) Contact the 24 Hour Toll-Free or collect number Within 24 hours of admission to Hospital, or if incapacitated, as soon as reasonably possible; For any benefit where prior approval is required; For any Excursions, prior to incurring ANY medical expenses. [Visit for more detail.](#)

## MobileDOCTOR

mobileDOCTOR by Guard.me allows you to connect with Canadian doctors on Maple, a telemedicine company, as a part of your health benefits. Maple provides access to doctors, Canada wide, on your phone, tablet or computer anytime, anywhere.

Seeing a doctor on Maple is safe and reliable, and can help prevent the need to go to a walk-in clinic or Emergency Room.

When outside of Canada the mobileDOCTOR service connecting you to a Canadian doctor in real time remains available 24/7 for advice purposes only.

[Learn more about how mobileDOCTOR works](#)

[Visit official mobileDOCTOR site.](#)

[Download mobileDOCTOR Summary](#)

## Keep.meSAFE

GET SUPPORT WHEN YOU NEED IT MOST

Studying at college or university whether in another country or another city can be a wonderful and exciting life experience. But it can also be a time of tremendous stress and isolation as you learn to navigate a new landscape and begin campus life.

The keep.meSAFE Mental Wellness Student Support Program is a support service available to eligible students that can help them with challenges faced when studying or living abroad. You can contact keep.meSAFE anytime – day or night – to speak with a Counsellor who has experience supporting the unique challenges students face.

[Learn more about Keep.meSAFE](#)

[Visit official Keep.meSAFE site.](#)

[Download Keepme.SAFE Summary](#)

## Manitoba Health Services

This page outlines benefits administered by the Insured Benefits Branch of Manitoba Health and also provides information on eligibility and registration. Please click on any of the questions below:

## Eligibility

- [Am I eligible for coverage?](#)
- [I'm new to Manitoba. How do I apply for coverage?](#)
- [I'm new to Canada. How do I apply for coverage?](#)
- [I lost my Manitoba Health Card. How do I replace it?](#)
- [How do I report changes to my registration information?](#)

## Hospital/Medical Coverage in Manitoba

- [What medical services are insured by Manitoba Health?](#)
- [Which hospital services are insured?](#)
- [What insured benefits are available to personal care home residents?](#)
- [What health services are not insured?](#)
- [If I need an ambulance, is it covered by Manitoba Health?](#)
- [Am I eligible for the Northern Patient Transportation Program?](#)

## Moving Temporarily (Domestic Students, Travel, Employment)

- [I will be travelling outside of Manitoba. What do I have to do to maintain my Manitoba Health coverage if I will be temporarily residing outside of Manitoba or Canada for an extended period, and plan on returning to reside in Manitoba? \(Example: Extended vacation or travel\)](#)

## Out of Country Referrals

- [What if I require medical care that is not available in Manitoba or Canada?](#)

## Emergency Care or Medical Attention Outside of Manitoba or Canada

- [What if I have to see a doctor while in another province?](#)
- [Am I covered for emergency care outside of Canada?](#)

## Moving Permanently

- [I'm moving away from Manitoba permanently. Am I still covered by Manitoba Health?](#)

## Register for a Manitoba Health Card

- [Manitoba Health Registration Form](#)

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## Working While Studying

Whether you're hoping to get a part-time job or work after graduation, there are important things to know. Also, For more detail, please check out this [IRCC update link](#)

## Working in Canada

### Permits required to work in Canada

Work experience can help you prepare for your career, gain exposure to the Canadian workplace, earn extra money, and form a closer connection to the local community.

As an international student, there are several types of work you can do in Canada. Some of them will require applying for a specific work permit.

### Work permits

- **On-campus work**

You do not need a work permit in order to work on campus while attending Providence, as your study permit gives you permission to work unlimited hours on-campus as long you are enrolled in full-time studies for immigration purposes. However, Providence has a student worker policy, students can only work on campus 20 hours per week.

- **Off-campus work**

Students in degree, diploma, certificate programs, or on exchange do not need a work permit to work off campus while attending Providence, as your study permit gives you permission, which will say in the conditions on your study permit, to work off campus as long as you are enrolled in full-time studies for immigration purposes.

- **Co-op placement or internships**

If work is required to complete your academic program, such as co-op, a practicum, or an internship, you need a co-op work permit, even if you can work on or off campus.

- **Working after graduation**

If you want to stay in Canada and work after graduation, consider applying for the Post-Graduation Work Permit.

- **Work for spouse or common-law partner**

If you are an international student studying full-time with a valid study permit, your spouse or common-law partner can apply for an open work permit. [Work permit for your spouse or partner](#)

## On-Campus Work

### What is considered "on-campus" work?

Employment within the boundaries of the campus or in facilities owned, operated, or affiliated with Providence is considered on-campus work.

### YOUR EMPLOYER CAN BE:

- The University
- A student organization
- A private contractor operating within the boundaries of the campus
- Yourself, if you are self-employed and have a business registered on campus

On-campus work also includes university-related work at facilities such as teaching hospitals, clinics, and research institutes, which may be located off campus but have a formal association or affiliation with Providence; according to Immigration, Refugees and Citizenship Canada (IRCC), you must be working as a teaching or research assistant and your work must be related to a research grant.

You can only work at the campus where you are studying full-time or at the campus within the same municipality. For example, if you are enrolled full time at the Providence campus, you can work at the Providence campus.

### **Make sure you're eligible to work on campus**

You can work on campus starting on the first day of the term you begin studies at Providence if:

- You have a valid study permit
- You are a full-time international student at Providence, including exchange & visiting students

### **How many hours can you work on campus per week?**

Immigration, Refugees and Citizenship Canada (IRCC) does not limit the number of hours you can work **on campus**. However, Providence may restrict the 20 hours per week students can work.

### **Benefits of working on campus**

By working on campus, you can expand your social and professional networks, be more involved in the campus community and enhance your learning through work experiences in an academic setting.

## **Off-Campus Work**

### **What is considered off-campus work?**

Work that takes place outside the boundaries of the campus at which a student is registered. University-related work at facilities owned, operated or affiliated with Providence is not considered off-campus work.

### **Internships & volunteer positions**

Some volunteer positions and internships (paid or unpaid) may be considered work by IRCC. If your volunteer position or internship is considered work, you must have the appropriate work authorization before you start. For example, if you volunteer for a job that is normally performed by paid employees (photocopying, customer service, etc.), it is considered work regardless of whether you are paid or not.

### **Volunteer or unpaid work that is not required to complete your academic program**

In Canada, the definition of work for immigration purposes is not based on payment. Instead, it depends on how your activities in the labour market are perceived in terms of competitiveness. It means that volunteer positions, internships, and unpaid work might qualify as work even if you are not paid. For instance, if you volunteer for a position that is usually performed by paid employees, like photocopying or customer service, it is considered work in Canada.

If your volunteer position or internship is classified as work, you need to have the appropriate work authorization before you start. Moreover, unpaid work hours are counted towards the 20 hours per week of off-campus work that you may be eligible for as a full-time student. [IRCC's definition of work](#)

### **Make sure you're eligible to work off-campus**

You may work off-campus starting the first day of the term you begin studies at Providence if:

- you have a valid study permit;
- you are a full-time international student in a degree, diploma or certificate program, or a full-time exchange student at Providence.
- Your study permit includes conditions allowing you to work on campus, such as “May accept employment on or off campus if meeting eligibility criteria, per paragraph R186(f), (v), or (w) and must cease working if no longer meeting these criteria”.
- You have a valid Social Insurance Number, or you had a SIN and are on maintained status.
- You are enrolled in a degree, diploma, or certificate program which is at least 6 months in duration.

### How many hours can you work off campus per week?

[Off-campus work hours: Temporary public policy: Applications received on or before October 7, 2022](#)

**New: The Minister announced on December 7, 2023, that this public policy will be extended until April 30, 2024.**

As per the off-campus work hours public policy announced on October 7, 2022, from November 15, 2022, to April 30, 2024, certain students are permitted to work off campus without a work permit for more than 20 hours per week during a regular academic session if IRCC has received their study permit application on or before October 7, 2022. This public policy exempts eligible full-time international students without a work permit from the requirement that they work no more than 20 hours off campus per week during regular academic sessions.

**Note: There is a new public policy for study permit applications received by IRCC between October 8, 2022, and December 7, 2023.**

- **Undergraduate programs**

If you are studying in an undergraduate degree, certificate and diploma program or on exchange and meet Providence's definition of "full-time" for immigration purposes, you may work off campus up to a maximum of 20 hours per week during the regular academic year (September to April).

You may work full-time during academic scheduled breaks (summer session, Reading Week, and breaks between terms) if you are eligible to work during a scheduled break.

- **Graduate programs**

If you are studying in a graduate degree meet Providence's definition of full-time for immigration purposes, you are considered to have an ongoing, full-time relationship with the university and therefore may work off campus up to a maximum of 20 hours per week during academic terms.

You may work full-time during Reading Week and academic scheduled breaks between terms if you are eligible to work during a scheduled break.

- **Exchange Students**

You cannot work during scheduled breaks, and can only work during academic terms if you are enrolled full-time.

### **If you are in your final term**

If you are studying in a degree, certificate, or diploma program and are in your final term, regardless of when the final term occurs, you may work off-campus up to 20 hours/week until your letter of completion becomes available.

Once your letter of completion becomes available, you must stop working on your study permit immediately. If you meet the requirements outlined in the below “if you are completing your Providence academic program” section, you may work full-time.

### **If you are completing your Providence academic program**

You may work full-time after your letter of completion becomes available if you meet the following:

1. You have applied for a [Post-Graduation Work Permit](#) and at the time you submit your application you:
  - Have a valid study permit and apply within the first 90 days of when your letter of completion first became available, AND
  - Have completed your program of study, AND
  - Were eligible to [work off campus](#) without a permit as an international student, AND
  - Did not work off campus for more than 20 hours per week during academic sessions.
2. You have an official letter of acceptance into a new eligible academic program and you have a valid study permit or applied to extend your study permit before your old study permit became invalid. You may work full-time for 150 consecutive days from the date the letter of completion becomes available until the new program begins or the end of the 150 days, whichever comes first.

**Important:** An eligible academic program refers to a program offered by a post-secondary Designated Learning Institution as per [IRCC's website](#).

**Important:** Your study permit will automatically become invalid within 90 days of completing your first program, regardless of the expiry date on your current study permit. If you plan to pursue further studies, you must extend your study permit before it becomes invalid from within Canada.

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## **Post-Graduation Work Permit**

### **What is a Post-Graduation Work Permit?**

A Post-Graduation Work Permit (PGWP) allows you to remain in Canada and work full time after you complete a certificate, diploma or degree that is at least 8 months in length.

You don't need a job offer to apply and can work anywhere in Canada in any occupation, even if it's unrelated to your studies.

### **Why should I apply?**



A PGWP is a practical way to apply what you've learned at Providence, advance your professional goals and gain Canadian work experience, which you might need to qualify for certain Permanent Resident programs.

In general, it can be difficult to qualify for other types of [Canadian work permits](#).

If you are unsure if you will stay or return to Canada after studies, consider applying for the PGWP in case your plans change since you will lose the opportunity to apply **after 180 days**. You do not need to reside in Canada or hold a job at all times to keep the work permit valid.

### Am I eligible to apply?

*To be eligible for a PGWP:*

- You must have completed a **Non-theological program** of study that lasted at least eight months and led to a degree, diploma. *(For more details, please contact the Providence registrar office.)*
- You must have studied full-time each academic session without taking time away from studies. This does not include scheduled program breaks, such as winter break or summer break for undergraduate students.
- You must have completed at least 50% of your program ***in Class in-person***.

*You're still eligible for the PGWP if one of the following applies:*

- You studied part-time in your final academic session only
- You took a gap in studies which is considered actively pursuing studies for less than 150 days, such as authorized leave.
- You were eligible for the temporary PGWP policies in place until August 31, 2024, which allowed courses moved online due to COVID-19 to count towards the length of your PGWP. See the following FAQs for details on eligibility:
  - Students who begin a program between September 2022 and August 2024
  - Students who were enrolled in a PGWP eligible program in March 2020 or began a program between March 2020 and August 2022
  - Find [full eligibility details](#) on the Government of Canada website.

### Length of PGWP

- The length of the work permit ranges from a minimum of 8 months to a maximum of 3 years based on the official length of your program, not the amount of time spent completing program requirements. If you complete a 4 year undergraduate degree, you are eligible for a 3 year PGWP.

### Further studies

PGWPs are issued only once in a lifetime. While it is possible to have both a PGWP and a study permit, if you have plans to continue studying in Canada, you may wish to apply after you have completed your second program to make full use of your work permit. If each program is eligible for the PGWP, you can apply based on the length of both programs, so long as you complete the second program within 2 years of completing your first program.

### When should I apply?

You can only apply after your Letter of Completion is available, which confirms that you have completed all program requirements. The date your Letter of Completion first becomes available is different from your degree conferral, diploma, and graduation ceremony.

You must extend your study permit before it becomes invalid. You may be eligible to maintain status between programs as well as work off-campus between programs.

### **How do I get my Letter of Completion?**

Depending on your faculty or program, you need to apply for graduation and request your letter from the Registrar office.

Usually, your Letter of Completion will be available shortly after completing your last program requirement, such as receiving your final grade or submitting your thesis.

After you have completed the program requirements, right after you received your letter, you must **stop working immediately** as soon as your Letter of Completion first becomes available unless one of the following applies:

- You apply immediately for your PGWP, and do so within 90 days of program completion with a valid study permit (see “Can I work while I am applying for PGWP” below)
- You are beginning a new program of study and meet [all criteria](#)

After your Letter of Completion first becomes available, you may only apply for the PGWP within a certain time period.

### **Within 90 days after your Letter of Completion becomes available**

Apply before your study permit expires.

If your study permit expires before your Letter of Completion will become available or within the 90 days after your letter first becomes available but you won't have enough time to apply for your PGWP before it expires, apply to extend your study permit for an additional 90-day bridging period. Apply well in advance, ideally four months before your study permit expires. Include a letter of explanation stating you are extending your study permit to apply for the PGWP.

Having a valid study permit at the time of application is one of the requirements to be eligible to work full-time after submitting your PGWP application online.

### **Within 180 days after your Letter of Completion becomes available**

Your study permit becomes invalid 90 days after your Letter of Completion first becomes available, even if the expiry date on your study permit is several months later.

If you don't apply for the PGWP within 90 days of your Letter of Completion becoming available with a valid study permit, before the 90 day period is over **or** before your study permit expires (whichever comes first) you must:

- [Change your status to a visitor](#) and apply for the PGWP from inside Canada through the visa office which serves your country of citizenship **or**
- Leave Canada and apply for the PGWP from outside of Canada

You must submit your application for the PGWP within 180 days of your Letter of Completion first becoming available, inside or outside of Canada. Your study permit must have been valid within the 180 day period before you apply for the work permit, which could mean your timeline to apply for the PGWP may be sooner than the 180 day period after receiving your Letter of Completion.

## Can I work while I am applying for the PGWP?

### *Working before you apply*

If you are eligible to work in your final term, you can continue working according to IRCC policy ([more if eligible for the temporary off-campus work policies](#)) and/or full time on campus until your Letter of Completion becomes available.

**Once your Letter of Completion first becomes available, you're no longer eligible to work and must stop working immediately until further action is taken.**

If you are working after finishing your last program requirement, such as your last final exam, it is important that you check whether or not your letter becomes available **every day** to avoid working after it has been issued.

### *Working after you've applied*

**After submitting your PGWP application online, you may immediately begin working full-time while your application is being processed if at the time you submit your application:**

- You have a valid study permit and apply within the first 90 days after your Letter of Completion first became available, **and**
- You have completed your program of study, **and**
- You were eligible to [work off campus](#) without a work permit during your studies, **and**
- You did not work off campus for more than 20 hours per week during academic sessions.

If you apply while you are on maintained status for your study permit extension, you will not be able to work in Canada until you receive a valid PGWP. Alternatively, you could wait for your study permit to be processed before applying for the PGWP then you would be able to work after submitting your application if you meet the above criteria, as long as you still apply within 90 days after program completion.

To avoid a gap in work eligibility between receiving your Letter of Completion and applying for the PGWP, prepare your PGWP application in advance so that you can apply as soon as your letter becomes available. You can work continuously if you apply the same day your Letter of Completion first becomes available.

If you plan to work in a job which requires a medical exam, you cannot start working in that position until you've received your work permit with correct conditions, however if you meet the above criteria you can work in other jobs which don't require a medical exam while you are waiting for your work permit.

### *If you have dependents*

Be sure to extend your dependent's documents before they expire. There are [additional criteria](#) you must meet before you can apply for or extend your spouse/common-law partner's work permit while on a PGWP, namely you must have at least 3 payslips in a [high skilled position](#) (TEER 0, 1 or 2).

## Ready to apply?

*If you are in Canada*

So long as you apply before your study permit becomes invalid **and** within 90 days after your Letter of Completion becomes available, you'll be able to remain in Canada on maintained status until a decision is made on your PGWP. Even if your study permit expires after you apply, you can still stay and work in Canada, if eligible.

You can continue to use the Temporary Resident Visa (TRV) you've received as a student until the expiry date, it does not become invalid if you've finished studies. If your TRV will expire, you will need to wait until your PGWP is approved then submit a separate application for a TRV.

## How to apply for the PGWP

When applying for a Post-Graduation Work Permit (PGWP) in Canada, there are various ways to do it either from inside or outside the country. If you are applying from within Canada, make sure you are physically present in the country, even if you apply online. If you plan to travel before or after applying for the PGWP, ensure that you have a valid Temporary Resident Visa (TRV) or Electronic Travel Authorization (eTA) to enter Canada.

To apply for a PGWP, you can:

1. Apply online from inside Canada and remain in the country while your application is being processed.
2. Apply online from inside Canada, then leave before your application is processed.
3. Leave Canada, apply through the online process outside Canada.
4. Travel, then return to Canada and apply online within the required timeframe.
5. If you are from a country that requires an eTA for travel to Canada, you can apply for the PGWP when you arrive at the airport or border crossing. However, if you are from an eTA expansion country, you will not be eligible to apply for a work permit upon entry to Canada.

To ensure that your PGWP application is successful, make sure you meet all the necessary requirements. After submitting your application online, you can work full-time if you meet these requirements.

## After applying

If your contact information changes after submitting your application, be sure to update it via [IRCC's webform](#).

## After receiving your PGWP:

- Apply for or extend your Social Insurance Number (SIN)
- Apply for a new Temporary Resident Visa (TRV) or Electronic Travel Authorization (eTA), if required

While the PGWP is usually only available once in a lifetime, [certain PGWP holders](#) may be eligible for another open work permit valid up to 18 months. Applications must be submitted by July 27, 2021.

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## Planning Ahead

There are important things to consider before you make any major decisions during your degree.

## Taking Time Away from School

### About gaps in studies

You may need time away from studies, whether it be for health reasons, a family emergency, because you are in-between programs, or other reasons.

All reasons for taking time away from studies will be referred to as "gaps" in the sections to follow.

As an international student, you have special things to think about when taking a gap. Taking a gap could negatively impact:

- Your current student status in Canada
- Your current eligibility to work on and off campus
- Your future eligibility for the Post-Graduation Work Permit (PGWP)

\* Depending on the type of gap, you might be able to keep your current student status and future eligibility for the Post-Graduation Work Permit.

If you are thinking of withdrawing from courses, see immigration impacts of withdrawing from courses.

### Types of gaps

You must "actively pursue studies" in order to maintain your student status in Canada and your eligibility for the Post-Graduation Work Permit. The length and the type of gap impact whether or not you are considered to be actively pursuing studies during your gap.

### Gaps considered actively pursuing studies if 150 days or less

- Deferring your program start date after arrival in Canada
- Switching programs at Providence (whether you completed a program or not)
- Changing institutions (whether you completed a program or not)
- Providence-authorized leaves of absences
- Undergraduate students on a scheduled break in the summer session

- Strike or school closure

*Your 150-day period begins during the following times depending on your situation:*

- **Undergraduate students on authorized leave**  
If it is not your first term and you dropped all courses before the add/drop deadline, your leave would start the first day of classes for the term. If you withdraw with a "W", your leave would start on the day you withdrew from all courses.
- **Graduate students on an approved leave of absence**  
The first day of classes of the term in which your leave started, or the day your leave was approved—whichever comes last.
- **Changing programs or institutions without finishing your program**  
The end of the exam period of the last term you completed in the previous program as per the Providence Academic Calendar. If you withdrew before the end of the term, the 150-day period would start the day you withdrew from all courses.
- **Changing institutions or programs after finishing your program**  
The day your letter of completion first becomes available

#### **Gaps which are not considered actively pursuing studies**

- Gaps beyond 150 days when deferring program start date after arrival in Canada
- Gaps beyond 150 days when switching programs at Providence (whether you completed a program or not)
- Gaps beyond 150 days when changing institutions (whether you completed a program or not)
- Any other gap not on the approved list above, such as being on academic suspension
- Gaps beyond 150 days due to a strike or school closure

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## **Travelling Outside Canada**

### **Have your documents in order**

Make sure to check the expiration dates of your documents and renew them if needed before traveling if you plan to re-enter Canada. While outside Canada, it is possible to apply for a new initial study permit (not a study permit extension), but the processing time may be longer depending on your location.

It is best not to leave Canada while an immigration document extension is being processed, especially if your current document will expire while you are abroad.

Check Immigration, Refugees and Citizenship Canada (IRCC)'s [processing times](#) to plan ahead.

### **Visiting the United States**

*Entering the United States*

Some countries require their citizens to obtain a US visa, while citizens of other countries may need to complete an [ESTA](#) or an [I-94/I-94W form](#). It's important to note that Providence does not provide advice on US immigration issues, so all questions related to US immigration should be directed to the United States Consulate-General located.

Before starting your visa application, always double-check with the US Consulate for the most up-to-date information. If you're planning to participate in a summer internship program in the US, contact the US Consulate's visa section to determine the type of visa you'll need.

You may also need to locate a US-based organization that can serve as your sponsor, and for a list of potential sponsors, you can refer to the [US Department of State website](#)

### *Reentering Canada after travelling to the United States*

You don't need a valid Temporary Resident Visa (TRV) to re-enter Canada if you have a valid study permit or work permit, or hold valid visitor status in Canada, and you visit only the United States. This applies as long as you return to Canada by the end of the authorized period of your stay in Canada. This information can be found in [the Immigration and Refugee Protection Regulations, Part 9, Division 5, Section 190\(3\)\(f\)](#).

### *Resources*

#### **Canada Border Services Agency**

- Phone (within Canada): 1.800.461.9999
- Phone (outside Canada): 1.204.983.3500
- TTY (text telephone): 1.866.335.3237
- Email: [contact@cbsa.gc.ca](mailto:contact@cbsa.gc.ca)
- Web: [Travel tips](#) | [Entry requirements](#) | [What you can bring to Canada](#) | [Border wait times](#)

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## **Immigration Impacts of Withdrawing from Courses**

### **Overview**

If you are an international student who is considering dropping a course or withdrawing from an entire term, it is important to understand the potential immigration impacts. Please note that the impacts can vary for undergraduate and graduate students. If you are a graduate student or a Diploma in Accounting student, you can find specific information at the bottom of this page.

For undergraduate students, your full-time or part-time status for immigration purposes is determined by the number of credits you take. To be considered full-time for immigration purposes during the winter term, you must take 12 or more credits. However, the summer session is optional and considered a scheduled break.

If you withdraw from a course with a 'W', you will no longer be considered enrolled in that course for the term. If you remain enrolled but take fewer than 12 credits during a semester, you will be considered part-time for immigration purposes.

### **If you might fail a course**

Enrollment or immigration status for a term is not directly affected by your grades. For instance, failing your courses but staying enrolled in at least 12 credits (9 credits + 3 credits you failed) is still considered full-time for immigration purposes.

However, in case you fail multiple courses across several terms, an officer may question if you are making sufficient progress towards completing your program. They may ask for additional information to ensure that your intention in Canada is to study.

### **Withdrawing from one or more courses while still having at least 9 credits**

If you are enrolled in a minimum of 12 credits in a winter term, you are considered full-time for immigration purposes. Therefore, if you withdraw from one or more courses but take a minimum of 12 credits, there are no immigration impacts.

Studying full-time allows you to:

- Maintain your student status and stay in Canada if your study permit is valid.
- Work on and off campus during the current winter term.
- Work full-time off-campus during scheduled breaks if you are enrolled full-time immediately before and after the break.
- Maintain eligibility for the Post-Graduation Work Permit after your studies.

### **Withdrawing from one or more courses while having fewer than 12 credits**

If you withdraw from one or more courses and end up with fewer than 12 credits, you will be considered a part-time student for immigration purposes. This means that you will still be able to maintain your student status and remain in Canada as long as your study permit is valid.

However, there are certain exceptions where you can be enrolled in fewer than 12 credits and still be considered full-time for immigration purposes.

- Being in your final academic term and requiring fewer than 12 credits to complete program requirements.
- Having a reduced course load approved by the Providence Registrar's office.

Studying part-time has its own set of impacts. For instance:

- You will not be eligible to work on or off-campus for the remainder of the term and will have to stop working immediately. You will only be able to resume working once you are enrolled full-time.
- You will not be eligible to work during scheduled breaks immediately before and after your part-time term.
  - You will not be eligible to work during scheduled breaks immediately before and after your part-time term.
  - You will not be eligible to work during scheduled breaks immediately before and after your part-time term.



- You will not be eligible to work during scheduled breaks immediately before and after your part-time term.

To be eligible for PGWP, you are required to study full-time continuously in each semester. Therefore, if you plan on studying part-time, it's a good idea to gather additional documents supporting your circumstances and keep a timeline of important dates so that you can provide this in your PGWP application in the future.

Additionally, studying part-time may affect other aspects of your student life, such as eligibility to stay in residence or eligibility for loans or awards, etc,

Please visit the relevant resources for more information on taking time away from studies.

### **Withdrawing from all courses in a term or having failed a year**

If you decide to withdraw from all your courses in a specific term or if you've failed a year, you will be considered as not being enrolled for the entire term. Consequently, if you are not enrolled in the current or future academic terms, it is essential to be aware of the significant impacts it may cause.

Taking a break from your studies could have implications on:

- Your student status in Canada
- Your eligibility to work on and off campus
- Your eligibility for the Post-Graduation Work Permit in the future

For more information on the consequences and necessary next steps to take if you're planning to take time away from your studies, please visit the relevant resources.

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## **Taxes**

Understand how taxes work in Canada and get a SIN for awards and scholarships, or to work.

### **Overview of Canadian Taxes**

#### **Filing Taxes in Canada**

##### *Income tax in Canada*

In Canada, income tax is administered by the Canada Revenue Agency (CRA). The Canadian income tax year is from January 1 to December 31. If you owe income tax, you must pay it by April 30 for the previous calendar year. Late submissions are accepted, but there may be a penalty.

If you are employed in Canada, your employer must withhold and remit to the CRA statutory deductions from your wages. These statutory deductions include: income tax, Canada Pension Plan (CPP) and Employment Insurance (EI). In order to deduct the proper amount of income tax from your wages, your employer will ask you to complete both the TD-1 (federal) and the TD1-MB

forms. Employers will deduct an amount from each pay cheque for Canada Pension Plan (CPP) and Employment Insurance (EI).

You are responsible for determining your tax filing obligations and income tax status in Canada. You can get help through the [Leo's Mobile Tax Service](#)

#### *What you need to file a tax return*

To file a Canadian tax return, you need **one** of the following:

- A Social Insurance Number (SIN)
- An Individual Tax Number (ITN)

If you have either of these numbers but it expired and you are not currently employed, you can use the expired number for filing taxes.

#### *Social Insurance Number (SIN)*

- To apply for a [SIN](#), you must have a work permit **or** a study permit which includes a condition to work on and/or off campus.
- If you don't have SIN yet, please contact International Student Service Coordinator.

#### *Individual Tax Number (ITN)*

- If you are not eligible for a SIN, you can apply for an [ITN](#).
- Do not apply for an ITN past February as approval can take one month or more. You can send your ITN application together with the tax return to the same address specified on your ITN form.

#### *Additional supporting documents*

You may also need the following documents when filing your taxes.

- **T2202**  
These forms show the tuition fees you paid for the tax year. You can download your T2202 from your populi student account
- **T4**  
This form highlights your employment income and deductions. You should receive your T4 from your employer.
- **T4A**  
The T4A is available for students who have received a scholarship or bursary in the tax year.

#### *Apply for tax deductions*

- You may be eligible to deduct certain expenses from your tax payments. Moving expenses such as transportation and storage of personal effects, travel, and temporary accommodation may be considered eligible deductions. Save your receipts for the cost of relocating to Canada. However, you cannot deduct moving expenses if your only income at the new location is scholarship, fellowship, or bursary income that is entirely exempt from tax under the current legislation.
- You may also deduct childcare expenses, Registered Retirement Savings Plan (RRSP) contributions, and union dues.

## Information for Your Family

See what you need to prepare if your family is planning to visit or join you.

### Immigration Documents for Your Family

#### Applying for Your Dependents to Join You in Canada

It is possible for individuals who rely on you to live with you in Canada while you study.

Dependents include:

- Spouses
- Common-law partners
- Dependent children

They can apply for a visitor, student, or work permit when you apply for your initial study permit from outside Canada. Alternatively, they can apply separately to join you after you have arrived. The permit they receive will usually be valid for the same period as your study permit.

If your dependents' passports are about to expire, they should renew them well in advance.

This is because documents cannot be issued beyond the passport's expiry date. Each family member, including infants, must have their own Canadian immigration document. It's essential that each family member maintains valid status in Canada by either leaving Canada or applying to extend their stay before their status ends.

#### Common-law partners

In Canada's immigration policy, common-law partners are regarded the same way as legally married spouses. Individuals of the same or different gender who have continuously lived together in a relationship similar to marriage for a minimum of one year are considered common-law partners. When submitting your application, make sure to include evidence of your common-law relationship as supporting documentation, as well as a notarized Statutory Declaration of Common Law Union [[IMM 5409](#)].

#### Travel documents for your family

Depending on their country of citizenship, each family member may need to apply for a Temporary Resident Visa (TRV, or "entry visa") or an Electronic Travel Authorization (eTA) which allows them to travel to Canada. US citizens and permanent residents are exempt. TRVs and eTAs are travel documents only and do not provide status in Canada.

If your family members apply for a study permit or work permit from outside of Canada, the TRV or eTA is provided automatically. Find out if your family needs a TRV or eTA.

Learn about how to apply for their TRV if required.

#### Status in Canada

Depending on your dependents' situation, they could come to Canada as a visitor, student, or worker.

### **Visitor status**

Visitor documents may include any of the following:

- A stamp in the passport (rare)
- A printed document called a Visitor Record

When it comes to visitor status, visitors may receive a stamped passport or a printed document known as a Visitor Record. Regardless of whether or not their passport is stamped, visitors are permitted to stay in Canada for up to six months from the date of entry. However, if the officer who checks their documents writes a date under the stamp or issues a Visitor Record, the visitor must leave or extend their stay before the provided date.

If dependents are not just coming for a short visit, they should request a Visitor Record when they enter Canada, with an expiry date that matches the study permit.

If dependents enter Canada with the primary applicant, they will typically be issued a Visitor Record for the same duration as the study permit.

If dependents enter Canada without the primary applicant, they may be allowed to stay as visitors for a maximum of six months. To increase the possibility that their visitor record is issued for the same duration as the study permit, send them copies of the study permit, Temporary Resident Visa (if applicable), passport, and a current Providence letter of enrollment indicating the anticipated completion date of the studies (from International Student Services).

### **Study permits for your children**

In Manitoba, any individual under the age of 18 is considered a minor child. If a minor child is applying from outside Canada to accompany a parent who intends to work or study in Canada for six months or longer, they are required to apply for a study permit. It is not mandatory for them to provide a letter of acceptance from an educational institution.

If minor children are already present in Canada, they are allowed to study at the pre-school, primary, or secondary level without a study permit if at least one parent is authorized to work or study in Canada. Generally, having a study permit instead of a visitor record can help in making the immigration process smoother for accompanying minor children.

You should also bring the following documents for your children:

- 2 years of your child's official school records, in English or with a certified English translation
- Your child's immunization records since birth
- Your child's original birth certificate

If you have a minor child who is not a Canadian citizen or permanent resident, you may want to know what they need to study in Canada. Generally, children begin elementary school when they turn 5 years old. If your child is not yet school-aged, they do not require a study permit. Instead, they should apply for a Temporary Resident Visa or electronic travel authorization, if necessary. Upon entering Canada, you should request a Visitor Record for your child. If your child is 19 years or older, they will need to apply for their study permit independently. However, if they

meet [the definition of a dependent child](#), you can submit their Visitor Record application along with your study/work permit application.

### **Work permit for your spouse or partner**

An open work permit known as a spouse/partner work permit allows your spouse or common-law partner to work full-time while you study without requiring a job offer.

If you are an international student with a valid study permit enrolled full-time in a program eligible for the Post-Graduation Work Permit, your spouse or common-law partner can apply for a spouse/partner work permit.

If you are applying for the Post-Graduation Work Permit after finishing your studies, there are additional requirements for your spouse or partner to be eligible for a work permit.

Usually, the spouse/partner work permit will be issued for the same duration as your study or work permit.

### **From outside Canada**

You have the option to apply for your spouse or partner's work permit simultaneously with your initial study permit application or separately after you've arrived in Canada with a copy of your study permit or PGWP.

While for outside Canada applications, you can refer to the IRCC work permit guide. It is essential to include any additional documents required by the visa office in the "Client Information" section, which can be found in the visa office instructions PDF by selecting your country under the "apply on paper" section.

It is crucial to provide an explanation and supporting documents to convince the officer that your spouse or partner has ties to their home country and will leave Canada by the end of their authorized stay. You can find additional helpful tips, such as how to prepare a letter of explanation, on our initial study permit tutorial required documents page.

### **Upon arrival in Canada: for Electronic Travel Authorization (eTA) holders and US citizens and permanent residents only**

If they are TRV-exempt and have an eTA or are a US citizen or permanent resident, they can request a work permit upon arrival in Canada at the airport or border crossing. All necessary printed documents and forms, as per the 'from outside Canada' section mentioned above, must be brought along. No visa office specific documents are required. In case the officer approves the application, the work permit will be issued immediately.

### **After they arrive in Canada**

They can apply from inside Canada if they have valid visitor or student status. They can apply separately with a copy of your study permit or PGWP or at the same time you apply for a study permit extension or PGWP.

If they are from a country which requires a Temporary Resident Visa (TRV), they will need a valid TRV to travel to Canada.

It could also be possible to apply at the US border after entering Canada ("flag poling")

### **Health insurance for your dependents**

You will need to purchase private temporary health insurance for at least their first 3 months in Canada, then apply for the Guard.me Health Insurance once they've arrived in Manitoba, if eligible.

[Learn about health insurance for international students.](#)

## Extending documents for dependents

If you decide to extend your documents, it's important to keep in mind that the status of all your dependents in Canada will also need to be extended. You can do this by applying for an extension of their stay at the same time that you extend your study permit, or by applying for a Post-Graduation Work Permit (PGWP).

Make sure to extend the documents for every individual, including infants, before their status in Canada expires. To be considered under maintained status, all applications must be submitted before 11:59 pm UTC (not local time) on the day that their status is set to expire.

Follow the links for more information on how to:

- Extend their stay as a visitor
- Extend their stay as a student
- Extend their stay as a worker
- Extend their Temporary Resident Visa in Canada (for study or work permit holders only)

Visitors are not eligible to apply for a TRV in Canada, and will need to apply through the visa office serving their country of citizenship.

## Inviting Friends and Family to Visit

### Before you invite a friend or family member

When you invite a friend or family member to visit you in Canada, remember: citizens of [certain countries](#) require a valid [Temporary Resident Visa \(TRV\)](#) to enter Canada.

If a valid TRV is required, you should send your friend/family member supporting documents. They need to include these documents in their TRV application. People who do not require a TRV may require an [Electronic Travel Authorization \(eTA\)](#) to travel to Canada and should bring supporting documents with them as well.

Some Canadian visa offices have additional requirements. Go to the [IRCC website](#) and select your country/territory from the drop-down menu (located in the "Apply on paper" section). Click "Get documents" and then select "Visa office instructions" (the second link). This will launch a PDF specifying requirements for your visa office. Confirm if additional documents are needed and if the application procedure is different. If applying online:

- To avoid delays or rejection, they will need to submit the required documents listed on the "Your document checklist" page in their IRCC account plus any visa office-specific documents with their application.
- Merge all visa office-specific documents into one file (such as a PDF) and upload the file in the "Client Information" section under "Optional Documents" in the online checklist.

### Suggested supporting documents

- Copy of applicable documents proving your status in Canada, such as:
  - A study permit, or
  - Post-graduation work permit, or
  - Permanent resident card, or Proof of Canadian citizenship

- Your document(s) should be valid for the length of your family members' stay in Canada. If you recently completed your program requirements but do not have a post-graduation work permit, you may send a copy of your study permit and an official letter of completion. If you have applied for a post-graduation work permit online but do not have it yet, send a copy of the Letter of Confirmation that IRCC sends when they receive the application.
- Copy of your passport
- Letter of invitation written by yourself or Providence
  - Please contact the International Student Services Coordinator to get this letter.
- Copy of your marriage certificate (if you're inviting your spouse)
- Additional information about your status in Canada
- An official Providence enrolment letter (for current students)
  - Contact International Student Services Coordinator or Register office.
  - If you have unusual circumstances (such as you need additional time to complete your program, your Letter of Enrolment does not specify your estimated completion date, or you are applying in the summer before you can register for winter courses), you can request a Customized Enrolment Letter from your academic advisor or department staff stating your program, your status as a student, and your expected date of program completion. Submit this in addition to a letter of enrolment.
- A letter from your employer confirming your job (for post-graduation work permit holders)
- Proof of your available funds (if you are paying for their visit)

In addition, your friends/family must provide proof of economic and social ties to their home country. The stronger the ties, the higher the chance of successfully proving they will leave Canada after their visit.

- Examples of economic ties include bank statements, proof of financial investments, a letter of employment, and/or proof of property ownership, etc.
- Examples of social ties include evidence that family members back home depend on them for financial/other support, proof that they must return home after their visit to Canada in order to meet their social obligations to their family members or community, etc.

## Public School Registration for Providence International Students' Children

There are two public schools around the Providence Otterburne campus

- Niverville, [Niverville elementary school](#) (Transportation service is available / English only / 20 mins distance from Prov)
  - Registration info, [New Students | Hanover School Division \(hsd.ca\)](#)
- Saint-Pierre-Jolys, [École Héritage Immersion](#) (Transportation service is available / English and French / 10 mins distance from Prov)
  - Registration info, <https://drive.google.com/file/d/1-nNIE7CsDJO387Kv4v9D03rrW17gNfzL/view>
- Winnipeg, [Winnipeg School Division \(winnipegssd.ca\)](#) (Transportation service is available, please contact with WSD)
  - Registration info, <https://www.winnipegssd.ca/page/28577/registration>

If you need some help, please contact the International Student Services Coordinator.

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## Accommodation and Dependent's School Searching Guide for Winnipeg area

### Your First Guide: How to find a home in Winnipeg!

#### 1. Locate the Providence Downtown Campus on Google Maps

- **How to do it**
  - Open Google Maps on your computer or smartphone. In the search bar, type "Providence University College (294 William Ave, Winnipeg, MB R3B 0R1)" and press enter. The map will zoom in on the location of the campus. This step helps you understand where your potential new academic home is situated.

#### 2. Search for Housing on Winnipeg Rental Websites

- **Process**
  - Visit websites that list rental properties in Winnipeg. Some popular options might include Kijiji, RentCanada, and PadMapper. *(For more detail, please check #6 additional information)* Look for houses or apartments that match your preferences, such as size, number of bedrooms, and price range. Aim to select between 3 to 5 properties that you find appealing. This variety gives you options to choose from and backup plans.

#### 3. Check the Distance and Public Transport Routes on Google Maps

- **Detailed Steps:** For each house you've selected, open Google Maps again.
  - ✓ Enter the address of the house in the search bar and find it on the map.
  - ✓ Click on directions, then enter the Providence University College address, 294 William Ave, Winnipeg, MB R3B 0R1, to see the distance and travel time.
  - ✓ Click on the public transport icon (it looks like a bus or tram) to see available routes and times. This helps you understand how easy or difficult it will be to commute to campus.

#### 4. Explore School Options and Transport Links



- **How to Approach:**
  - ✓ Visit the Winnipeg School Division's website to find information about schools if you're also interested in schooling options (for example, if you have children).
  - ✓ Shortlist schools based on your criteria, such as program offerings, extracurricular activities, and language support.
  - ✓ Use Google Maps to assess the distance and public transport options from your chosen houses to these schools, and also from the schools to the Providence Campus. This ensures that your educational needs and those of your family members (if applicable) are feasible from your new home.

## 5. Finalize Your Choice and Contact the Property Manager

- **Steps**
  - ✓ After evaluating all the information, choose the house that best fits your needs in terms of distance to campus, accessibility, and proximity to schools (if relevant).
  - ✓ Go back to the rental website where you found the property. There should be contact information for the landlord or property manager, such as a phone number or an email address.
  - ✓ Reach out to them to express your interest and ask any additional questions you may have. It's a good idea to inquire about the application process, lease terms, and any requirements specific to international students.
  - ✓ If everything meets your satisfaction, proceed to sign the rental agreement. Make sure you fully understand the contract terms before signing.

## 6. Additional information

- **Winnipeg Rent Website**

- ✓ **Winnipeg Rental Websites**

**Kijiji Winnipeg:** A popular classifieds site in Canada that offers a wide range of rental listings in Winnipeg. [Kijiji Winnipeg Rentals](#)

**RentCanada:** Specializes in apartment rentals across Canada, including Winnipeg, with detailed search filters. [RentCanada Winnipeg](#)

**PadMapper Winnipeg:** Aggregates rental listings from various websites, presenting them on a map to easily visualize their locations within Winnipeg. [PadMapper Winnipeg](#)

**Zumper:** Offers a variety of rental listings in Winnipeg, with the ability to filter by price, number of bedrooms, and pet-friendly options. [Zumper Winnipeg](#)

- ✓ **Winnipeg Rental Agencies**

**Towers Realty:** A property management and real estate agency that offers a variety of residential and commercial properties for rent in Winnipeg. [Towers Realty](#)

**Broadstreet Properties:** Specializes in apartment and townhome rentals, with several properties located in Winnipeg. [Broadstreet Properties](#)

**Smith Agency Limited:** Offers a range of rental properties, including apartments and commercial spaces in Winnipeg. [Smith Agency Limited](#)

**Sunrex Management Ltd:** Manages a variety of apartment communities in Winnipeg, focusing on providing quality living experiences for residents. [Sunrex Management Ltd.](#)

## Your Second Guide: How to find a school in Winnipeg!

### 1. Locate the Providence Downtown Campus on Google Maps

- **How to do it**
  - Open [Google Maps](#) on your computer or smartphone. In the search bar, type “Providence University College (294 William Ave, Winnipeg, MB R3B 0R1)” and press enter. The map will zoom in on the location of the campus. This step helps you understand where your potential new academic home is situated.

### 2. Search for a school on Winnipeg School Division

- **Process**
  - Visit websites [Winnipeg School Division](#).
  - [Look for schools](#) you and your children like. Aim to select between 1 to 3 schools that you find appealing. This variety gives you options to choose from and backup plans.

### 3. Check the Distance and Public Transport Routes on Google Maps

- **Detailed Steps:** For each school you've selected, open Google Maps again.
  - ✓ Enter the address of the house in the search bar and find it on the map.
  - ✓ Click on directions, then enter your future or current home address and the Providence University College address, 294 William Ave, Winnipeg, MB R3B 0R1, to see the distance and travel time.
  - ✓ Click on the public transport icon (it looks like a bus or tram) to see available routes and times. This helps you understand how easy or difficult it will be to commute to campus.
  - ✓ Most students walk to school, or parents drive them to and from school. You can also ask your school division about school buses. School divisions will arrange for school buses if your child meets the requirements. Usually, you will need to live 1.6 km or more from your school to be approved. In independent (private) schools, ask about transportation options.

## 4. Explore School Options and Transport Links

- **How to Approach:**
  - ✓ Visit the Winnipeg School Division's website to find information about schools if you're also interested in schooling options (for example, if you have children).
  - ✓ Shortlist schools based on your criteria, such as program offerings, extracurricular activities, and language support.
  - ✓ Use Google Maps to assess the distance and public transport options from your chosen houses to these schools, and also from the schools to the Providence Campus. This ensures that your educational needs and those of your family members (if applicable) are feasible from your new home.

## 5. Finalize Your Choice and Contact the registrar's office

- **Steps**
  - ✓ Now, you should download the registration form from the website of the school you've chosen, fill it out completely, and then request registration assistance by emailing it to the registrar's office.
  - ✓ The list of required documents for registering your children can be found in section #6 Additional information.
  - ✓ After exchanging an email or two to obtain the necessary information, it's recommended that you visit the school in person with your child.

## 6. Additional information

- Winnipeg School Division website and application
  - ✓ [Winnipeg School Division \(winnipegsd.ca\)](http://winnipegsd.ca)
    - [Registration \(winnipegsd.ca\)](http://winnipegsd.ca)
    - [Student Registrations and Enrolment \(winnipegsd.ca\)](http://winnipegsd.ca)

### Temporary Resident Registration

Temporary resident families must provide the following documents for student registration:

- Student's valid Visitor Record or Student Permit
- Parent/Guardian's valid Work Permit or Student Permit
  - If parent/guardian is here on a Student Permit proof of enrolment in classes for the current school year
  - **To qualify for a tuition-fee exemption, courses must be at the post-secondary level and at least six months in length**
- Student parent's/guardian's passports
- Student's birth certificate (English translation is preferred)
- Proof of address

If you have any questions about temporary resident registration, please contact by email [enrolmentsection@wsd1.org](mailto:enrolmentsection@wsd1.org) or by phone 204-789-0489.

- [Student Registration Checklist Fillable PDF](#)
- [Application for Registration of School-Age Non-Resident Student PDF](#)
  
- ✓ [Our Schools \(winnipegssd.ca\)](#)
- [Find A School \(winnipegssd.ca\)](#)