



# PROVIDENCE

## International Student Guide

2025-2026

*Updated as of Jan 30, 2025*

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

# Welcome to Providence University College & Theological Seminary

Before arranging any travel, 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.

## 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 another 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 Brady Martin, Campus Life Director, [brady.martin@prov.ca](mailto:brady.martin@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, Winter break, and reading weeks.
- 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 toward completion

IRCC also requires you to remain enrolled and make reasonable progress toward 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?

You **don't** need a PAL/TAL when applying for a study permit if any of the following applies to you.

- You're applying to study at a
  - preschool
  - primary school (including kindergarten)
  - secondary school (up to grade 12)
  - school participating in the [Francophone Minority Communities Student Pilot \(FMCSP\)](#) and you have a letter of acceptance from this school identifying you as an applicant under the FMCSP
  - federally designated military college **or**
  - school in Quebec in a vocational training program that leads to one of the following:
    - a diploma of vocational studies (DVS)
    - an attestation of vocational specialization (AVS)
    - a skills training certificate (STC)
- You're an exchange student studying under an exchange arrangement between your home institution and a designated learning institution (DLI) in Canada, and you don't pay tuition fees to the DLI.
- You've received a scholarship from Global Affairs Canada.
- You're in Canada or entering Canada at a port of entry and are eligible for an exemption from certain study permit requirements based on a public policy as part of a migration response to a crisis or other pressure.
- You're exempt from certain study permit requirements under the [temporary measures to reunite families of Indigenous people separated by Canada's border](#).
- You've entered Canada **and** one of the following situations applies to you:
  - You're applying for a study permit extension at the same DLI **and** level of study as your current study permit.
  - You're under a removal order, but can't be removed from Canada at this time.
  - You have a [temporary resident permit](#) valid for at least 6 months.
  - You're a [protected person](#).
  - You're eligible for permanent residence
    - based on [humanitarian and compassionate grounds](#) , **or**
    - based on a current [public policy](#), **or**
    - as a spouse or common-law partner (through the spouse or common-law partner in Canada class)

You need to [provide proof](#) that you meet one of the above exceptions if you don't provide a PAL/TAL with your study permit application.

### **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 Acceptance or Letter of Enrollment / Registration (Confirmation of Enrollment)

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*

Visit here: [my.prov.ca: Registrar's Forms](https://my.prov.ca/Registrar's%20Forms) and complete the COE form. Your enrollment 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**. 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

Number of family members	Funds required (in Canadian dollars)
1	\$20,635
2	\$25,690
3	\$31,583
4	\$38,346
5	\$43,492
6	\$49,051
7	\$54,611

If more than 7 people, for each additional family member \$5,559

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**

- You can prove your funds with at least one of the following:

- proof of a Canadian bank account in your name, if you've transferred money to Canada
- a Guaranteed Investment Certificate (GIC) from a participating Canadian financial institution
- proof of a student or education loan from a bank
- your bank statements for the past 4 months
- a bank draft that can be converted to Canadian dollars
- proof you paid tuition and housing fees
- a letter from the person or school giving you money, or
- proof of funding paid from within Canada, if you have a scholarship or are in a Canadian-funded educational program

If your country uses foreign exchange controls, you must prove that you'll be allowed to export funds for all of your expenses.

- **Proof PAL Exception**

Please reach out to your International Student Service Coordinator to obtain this letter for your study permit extension.

- **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

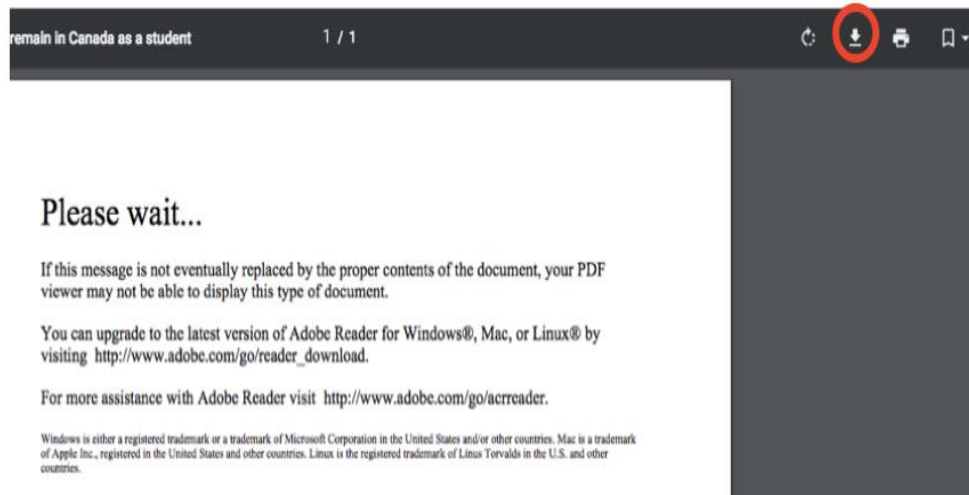
  

Supporting Documents			
Supporting Documents			
Details	Document Name	Instructions	Options
Not Provided	Family Information Form (IMM5707) (required)	?	Upload File
Not Provided	Letter of Acceptance (required)	?	Upload File
Not Provided	Passport (required)	?	Upload File
Not Provided	Proof of Means of Financial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

1 UCI XXXX-XXXX	2 I want service in English
--------------------	--------------------------------

3 I am applying for one or more of the following:

☒ \* An initial study permit or extension of study permit ☐ \* 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		
* City/Town Ottawaburne		* Country or Territory Canada	* Province MB	* Postal code R0A 1G0	

### 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 XXXXXXXXXX	

IMM 5709 (10-2017) E  
APPLICATION TO CHANGE CONDITIONS,  
EXTEND MY STAY OR REMAIN IN CANADA AS A STUDENT

### 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.

<b>2</b>	Designated Learning Institution # (DLI) O19021124362	My Student ID # is: XXXXXX	<b>3</b>	Duration of expected study	* From 2023-01-01 YYYY-MM-DD	* To 2025-07-18 YYYY-MM-DD
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### 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. As of January 1, 2024, the minimum cost-of-living financial requirement will



increase from \$10,000 to **\$20,635**. Please check all cost details from the 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		
\$35,000	\$20,000	\$5,000	\$12,345	
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.
- IRCC requires at least tuition for one academic year plus around \$20,635 for living expenses (room and board). *For example, IRCC's minimum living expense requirement is \$20,635 per year, and the annual tuition fee for the M.M program is \$18,450. This means you'll need to show proof of approximately \$39,000 in total for your study permit extension.*
- Funds available for my stay(CAD): write the amount of funds (money) in Canadian dollars that you have available for your studies in Canada > at least the total amount stated in question 4.

2 Designated Learning Institution # (DI)		My Student ID # (S)		3 Duration of expected study		* From		* To		
019330231042		XXXXXX				2018-01-06		2020-07-31		
						***MM-DD		***MM-DD		
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								
\$35,000	\$10,000	\$5,000	\$12,345			Other			Myself, scholarship and parents	
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 **** **	Master of Art	Providence University College & Theological Seminary	
	To	*City/Town	*Country or Territory	*Province/State
	2018 01 **** **	Otterburne	Canada	MB
EMPLOYMENT				

### 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)				
1	From	*Current Activity/Occupation	*Company/Employer/Facility name	
	2014 09 **** **	STUDENT	Providence University College & Theological Seminary	
	To	*City/Town	*Country or Territory	*Province/State
	2018 01 **** **	Otterburne	Canada	MB
2	From	*Previous Activity/Occupation	*Company/Employer/Facility name	
	2016 09 **** **	Library assistant	Providence University College & Theological Seminary	
	To	*City/Town	*Country or Territory	*Province/State
	2018 01 **** **	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)

- If you have studied or worked without a valid study or work permit, you will need to provide details and an explanation, and
- 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?

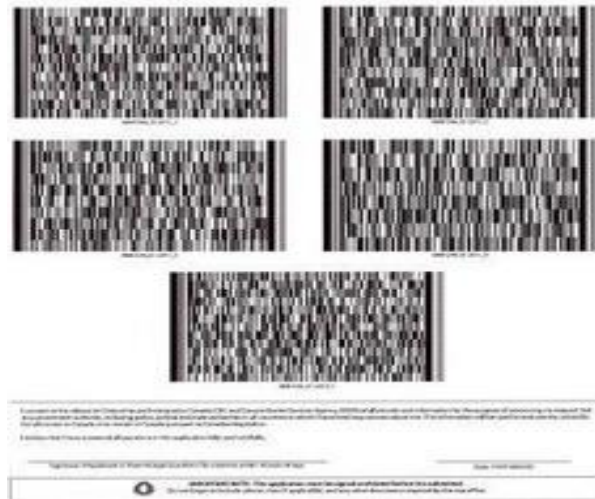
You do not need to print or sign your name in the signature field on the bottom of page 5 of [IMM5709] if applying online. Simply validate, save and upload the form without signing.

- 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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# How to amend your study permit with conditions to work in Canada

## 1. Overview of the process

### About amendments

Amendments apply only to errors that would have been made by an officer when your documents were issued, not a new change you want to make.

For example, if you were eligible to work when you entered Canada but **your study permit does not state that you "may work" or "may accept employment"**, you'll need to amend your study permit before you can work in Canada.

### Eligibility requirements

To be eligible for a study permit amendment with conditions to work in Canada, you must meet all of the following criteria:

You were eligible to work in Canada at the time your study permit was issued, AND

Your study permit does not have the correct conditions or remarks related to work. For example, it has any of the following:

It states “Unless authorized, prohibited from engaging in employment in Canada”.

It states “This permit does not permit the holder to engage in off-campus employment in Canada”.

It does not include any conditions or remarks related to work.

## Overview of amending your study permit

<b>When to apply</b>	Apply as soon as possible. You must have a study permit with the correct condition(s) in order to work in Canada. Without the correct condition(s), you will be unable to obtain a Social Insurance Number (SIN).
<b>Cost</b>	No cost
<b>Processing time</b>	Check estimated <a href="#">processing times</a> .
<b>How to apply</b>	By paper only
<b>Application form</b>	<i>Request to Amend the Record of Landing, Confirmation of Permanent Residence or Valid Temporary Resident Documents [IMM 1436]</i>  To avoid delays with your application, always download the most current form from the <a href="#">IRCC website</a> .

## 2. Gather your required documents

A document checklist is included on the last page of the [IMM 1436] application form. Check off all the items you are sending in your package and include the document checklist in the package as well.

[Download the \[IMM 1436\] form](#)

## Documents you will need

**Important:** Even though the document checklist indicates you can include either a letter of acceptance **or** a letter of enrolment; you must include **both** of these documents.

- A. **Letter of Enrollment / Registration:** Please fill this out, Confirmation of Enrollment Letter (Otterburne) from [my.prov.ca: Registrar's Office](http://my.prov.ca:Registrar's Office)
- B. **Passport :** You must provide a scanned copy of the bio-data page (the page with your name, date of birth, passport number, expiry date, etc.). The passport should be the one you used when you applied for your study permit.
- C. **Government-issued ID :** Include a copy of a government-issued or internationally recognized identification that is not your passport. Examples include a National Identity Card, birth certificate, marriage certificate, or driver's license.
- If your document(s) are not in English or French, they must be accompanied by:
- the English or French translation; and
  - an affidavit from the person who completed the translation; and
  - a certified copy of the original document.
- D. **Original Study Permit :** In order to process your amendment request, you must include your original study permit in your application package. Keep a clear photocopy on hand in case you need it, as you will no longer have the original.

### 3. Fill out the application form

Your application form is an important part of your amendment request. Missing or incorrect information can negatively impact the outcome of your application.

#### A. Download the newest form

Required for all applicants: Request to Amend the Record of Landing, Confirmation of Permanent Residence or Valid Temporary Resident Documents [IMM 1436]

IRCC makes periodic updates to their application forms. Always make sure you are using the most current application form by downloading it directly from the [IRCC website](#).

Download the latest form [Request to Amend Valid Temporary Resident Documents or Information Contained in the Confirmation of Permanent Residence - Canada.ca](#)

#### B. Complete your application

Complete the form and sign it by hand before mailing it. If you do not sign the form, your application will be sent back to you unprocessed.

At the end of this form is a document checklist, which you must print and include with your package.

#### C. Get help with commonly asked questions

- ✓ How do I fill out the “Information to be Amended” section?

### For question 1

You may indicate either your study permit document number or the date of issue and expiry date of the permit.

A document ID 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.

#### PART B - INFORMATION TO BE AMENDED

<b>1</b> Please indicate for which of the following you need a correction. If you have more than one <b>valid</b> temporary resident document, indicate the document ID number or if unknown, the document issue date and expiry date of the requested document.					
<input type="checkbox"/> Immigrant Visa and Record of Landing - Confirmation of Permanent Residence	<input type="checkbox"/> Exclusion Order	<input type="checkbox"/> Departure Order			
<input type="checkbox"/> Authorization to Return to Canada	<input type="checkbox"/> Permit to Come Into or Remain in Canada - Temporary Resident Permit	<input type="checkbox"/> Protected Person			
<input type="checkbox"/> Work Permit ▶ ID No.: _____	OR Issue date: (YYYY-MM-DD) _____	and Expiry date: (YYYY-MM-DD) _____			
<input checked="" type="checkbox"/> Study Permit ▶ ID No.: <u>FXXXXXXXX</u>	OR Issue date: (YYYY-MM-DD) 2018-01-02	and Expiry date: (YYYY-MM-DD) 2022-03-31			
<input type="checkbox"/> Visitor Record ▶ ID No.: _____	OR Issue date: (YYYY-MM-DD) _____	and Expiry date: (YYYY-MM-DD) _____			

### For questions 2 - 12

You only need to fill in information that needs to be changed. Do not complete any fields if the information is already correct on your study permit.

If you are requesting an amendment to indicate your work eligibility on your study permit, and you don't require any other corrections, leave questions 2-11 blank. For question 12, indicate “Conditions/remarks regarding student work authorization.” You will then need to explain your request in “Part C”.

#### PART B - INFORMATION TO BE AMENDED (continued)

2 - Surname(s) (Family name)		3 - Given name(s)	
4 - Date of birth (YYYY-MM-DD)	5 - Place of birth (City, state/province)		
6 - Country of birth	7 - Citizenship	8 - Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
9 - Marital status <input type="checkbox"/> Never married <input type="checkbox"/> Married <input type="checkbox"/> Common-law partner <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated			
10 - Date of original entry (YYYY-MM-DD)	11 - Date permanent residence or temporary residence was granted (YYYY-MM-DD)	12 - Other change (Provide a description in PART C, section 2 below) <u>Conditions/remarks regarding student work authorization</u>	

✓ How do I fill out the "Part C" section?

### For question 1

Write “N/A” – it does not apply to you as a study permit holder.

### ***For question 2***

**Write the following (as applicable):**

- **If you are studying in a Providence degree or diploma program:**

*“Please amend my study permit to reflect my eligibility to work on and off campus in Canada so that I may apply for a Social Insurance Number. I am a full-time, [degree/diploma/] student at the Providence University College.*

*Thank you.”*

## **4. Mail your application**

Mail your application and all supporting documents to the Operations Support Centre in Ottawa.

### **Important:**

It is strongly recommended that you mail your application using a trackable method, such as Canada Post's [Xpresspost](#) service or a courier. This allows you to confirm whether and when IRCC receives your application; after delivery, print or take a screenshot of the delivery confirmation for your records. IRCC will not send you a confirmation when they receive your application.

## **Mailing address**

### **If sending your package by regular mail or XpressPost, send it to:**

#### **Amendment to the Record of Landing, Confirmation of Permanent Residence or Temporary Resident Document**

Operations Support Centre (OSC)  
P.O. Box 8784 STN T CSC  
Ottawa, Ontario K1G 5J3

### **If sending your package by courier, send it to:**

#### **Amendment to the Record of Landing, Confirmation of Permanent Residence or Temporary Resident Document**

Operations Support Centre (OSC)  
365 Laurier Avenue West  
Ottawa, Ontario K1A 1L1

## **5. Get your study permit**



If your amendment request is approved, IRCC will mail the new study permit to the your mailing address you included in your application.

## **Check your study permit**

Your new study permit should now include a condition or remark that states “May accept employment..” or “May work...”; examples include:

- May accept employment on or off campus if meeting eligibility criteria as per R186(f), (v) or (w). Must cease working if no longer meeting these criteria.

## **Save a copy**

You should immediately save and keep a digital copy of your study permit immediately in a safe and accessible location.

## **After you receive your study permit**

To be paid for work in Canada, you will need to apply for a Social Insurance Number (SIN).

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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>	\$100.00 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>	<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><i><b>Applying for family members:</b> When generating your checklist for your family members through IRCC's online system, the correct forms (e.g. [IMM5257]) <u>will not</u> be triggered for your family members. Unfortunately, the system generates a different form: [IMM5708].</i></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><i><b>Important:</b> Choose this form even if you are applying from within Canada.</i></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 must obtain Guard.Me Health Insurance to study at Providence, except for those who have a 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](#)

## 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 or 24 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 typically 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 24 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?

#### [New rules around off-campus work hours for international students](#)

**New:** The Minister announced on April 29, 2024, that the [temporary policy](#) allowing students to work more than 20 hours per week off campus will come to an end on April 30, 2024, and it will not be extended. This fall, IRCC intends to change the number of hours students may work off campus per week to 24 hours.

Students who come to Canada must be here to study. As such, allowing students to work up to 24 hours per week will ensure they focus primarily on their studies while having the option to work if necessary. Like before, students who have a scheduled academic break can also continue working unlimited hours.

**Note:** Starting this fall, 2024, international students with a work condition on their study permit can work off-campus for up to 24 hours per week.

- 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 24 hours per week during the regular academic year (September to April).

If you are eligible to work during a scheduled break, you may work full-time (no hours limit) during academic scheduled breaks (summer session, Reading Week, and breaks between terms).

- **Graduate programs**

If you are studying for a graduate degree that meets Providence's definition of full-time for immigration purposes, you are considered to have an ongoing, full-time status with the university. You, therefore, may work off campus up to a maximum of 24 hours per week during academic terms.

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

- **Exchange Students**

You cannot work during scheduled breaks if you plan to come back to your home country after this scheduled break 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 24 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 24 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.

## 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 part-time 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 24 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.

## **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. Leave Canada and apply through the online process outside Canada.
3. Travel, then return to Canada and apply online within the required timeframe.

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

## How to apply Post-Graduation Work Permit

A post-graduation work permit (PGWP) allows you to stay and work full-time in Canada after completing degree programs, a bachelor's degree, a master's degree, or a doctoral degree from a university. You can apply for the PGWP without needing a job offer and work in any occupation anywhere in Canada. Some jobs may require a medical exam, especially those related to working with children or in healthcare settings. However, you are not permitted to work in jobs at risk of exploitation.

A PGWP is a practical way to pursue your career aspirations and gain work experience in Canada after finishing your studies at Providence. For students interested in applying for Canadian permanent residency (PR), the permit offers the opportunity to acquire one year of skilled work experience in Canada, which can be beneficial for certain PR programs.

You can only apply for the PGWP once in your lifetime. If you are uncertain about staying or returning to Canada after your studies, it is advisable to apply for the PGWP just in case your plans change, as you will lose the opportunity to apply 180 days after your completion letter becomes available. It's important to note that you are not required to live in Canada or hold a job at all times to keep the work permit valid.

## 1. Overview of the process

**Eligibility** Visit the [Post-graduation work permit](#) page

**When to apply** **Apply within 90 days** of when your Letter of Completion first becomes available AND when your study permit is still valid, **OR**

**Apply within 180 days** of when your Letter of Completion first becomes available, have previously held a valid study permit, and one of the following:

- Applied for visitor status before your study permit became invalid
- Applied to restore your temporary resident status
- Apply from outside of Canada

*This 180-day period begins when your Letter of Completion first becomes available via your program. NOT the date of your graduation ceremony*

If you have plans to travel, learn about [travel scenarios](#).

<b>Cost</b>	\$255.00 CAD and \$85.00 CAD for biometrics, if applicable
<b>Processing time</b>	IRCC processing times vary widely. Check typical processing times for your country on the <a href="#">IRCC website</a> .
<b>How to apply</b>	Online through the <a href="#">IRCC website</a>
<b>Application form</b>	Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker [IMM5710] <b>To avoid delays with your application, always download the most current form from the <a href="#">IRCC website</a>.</b>

## 2. Create your document checklist

### If you are applying online

1. Create a MyCIC account on the [IRCC website](#).
2. Complete the questionnaire to generate a list of required forms and 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

#### Letter of Completion

You need to request a letter from the Registrar's office confirming that you have met all the requirements for your Providence program.

Your document must state that:

- You have successfully completed all of the requirements of your program OR
- Your degree requirements have been met

Documents **NOT** accepted:

A letter stating that you will soon complete your requirements is **not acceptable** for a post-graduation work permit application (e.g. you are expected to complete requirements pending final grades for the term). You must wait until after you have completed your requirements before you can apply. Submitting this document with your application **will result in a refusal** of your application.

**Important:** once your letter of completion becomes available you are no longer eligible to work on or off campus and **must stop work immediately**. To ensure there is no gap in your eligibility to work, apply for your PGWP when your Letter of Completion becomes available (as long as you meet all eligibility criteria).

### **Transcript**

A copy of your official transcript must be submitted in your application. You must wait until all final grades are available before requesting it. [my.prov.ca: Request A Transcript](https://my.prov.ca: Request A Transcript)

### **Passport**

You must provide a scanned copy of your passport merged into one PDF document that includes:

- a copy of the bio-data page (the page with your name and photo)
- a copy of **every page** in your passport that has stamps, signatures, visas, or any other markings from Canada or other countries

**If your passport will expire soon:** Consider extending it before applying for a post-graduation work permit, because your post-graduation work permit cannot be issued past your passport's expiry date. However, do not wait too long for a new passport - you have only 180 days after program completion to apply for the work permit.

### **Digital photo**

Make sure your photo meets [IRCC's specifications](#).

### **Proof of language proficiency**

As of November 1, 2024, all PGWP applications require proof of language ability in English or French.

Only some language tests are accepted, and your language test results must be less than 2 years old at the time you submit your PGWP application.

If you have recently completed a language test, confirm if it meets the requirements. Otherwise, you should book a language test well in advance of applying for your PGWP. Consider planning enough time to retake the test, if necessary.

For English, you need a minimum of [Canadian Language Benchmark](#) (CLB) 7. You can provide:

- Canadian English Language Proficiency Index Program (CELPIP): [CELPIP-General option](#)
- International English Language Testing System (IELTS): [IELTS General Training option](#)
- Pearson Test of English (PTE): [PTE Core option](#)

Check the [language test equivalency charts](#) to find the necessary level you need to obtain in each test.

## **4. Complete the application form**

Your application form is a legal document and is an important part of your application. Missing or incorrect information can lead to a refusal. Below are five steps to help create a comprehensive application.

**i. Download the newest forms**

Required for all applicants: *Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker [IMM5710]*

IRCC makes periodic updates to their application forms. Always make sure you are using the current version by downloading the form(s) directly from the IRCC website.

Click here: [Find an IRCC application package or form](#)

**ii. Get help with commonly asked questions**

UCI:

1	UCI
	11112222

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.

**I am applying for one or more of the following:**

3	I am applying for one or more of the following:
<input type="checkbox"/> * A work permit with the same employer	<input checked="" type="checkbox"/> * An initial work permit or a work permit with a new employer
<input type="checkbox"/> * Restoration of your status as a worker	<input type="checkbox"/> * Temporary Resident Permit

Select “An initial work permit or a work permit with a new employer”.

How should I fill out the “Current mailing address” section?

1	Current mailing address		
P.O. box	Apt/Unit	Street no.	* Street name
		10	College Crescent

This section is very important as the officer will use your address to mail you your work permit. If the address is inaccurate, you might not receive your work permit.

- A “P.O. Box” is a paid lockable mailbox located in a post office station which you pay to rent. Your mail box number in your apartment or residence is **not** a P.O. Box 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 that indicates the location of a building on a street.
- Some “street names” also contain numbers, such as West 10th Ave, but this number is part of the street name.
- If you live in a residence on campus, you might have an assigned mailbox number. You can provide your mail box number in brackets after the street name; for example: “Lower Mall (mailbox 4025)”.

If you are unsure of your mailing address or might move during the time your application is being processed, you can provide a 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 and not your friend’s name.

### Details of my prospective employer:

DETAILS OF INTENDED WORK IN CANADA			
1		* a) What type of work permit are you applying for?	
		Post Graduation Work Permit	
		b) Other	
2 Details of my prospective employer (attach original offer of employment)			
*a) Name of Employer (If you are employed by a foreign employer who has been awarded a contract to provide services to a Canadian entity, please identify the foreign employer here)			
Not applicable			
*b) Complete Address of Employer (Canadian or Foreign):			
Not applicable			
3 Intended location of employment in Canada?			
*Province	*City/Town	*Address	
MB	Winnipeg	Not applicable	
4 My occupation in Canada will be:			
*Job title		*Brief description of duties	
Job seeker		As assigned	

Because the post-graduation work permit is an open work permit, you are not required to have a job offer. Even if you have a job offer, it is best to follow the above example and indicate “Not applicable” in these fields.

### Intended location of employment in Canada:

In this section you can select “MB”, “Winnipeg”, and type “Not applicable” in the field provided for an address.

How should I complete the question about the “**My occupation in Canada will be**”?

If you do not have a job, you may indicate your occupation as “Job seeker”. In the field provided for “brief description of duties” you may type “As assigned”.

### Duration of expected employment:

5	Duration of expected employment ▶	*From 2015-02-23 YYYY-MM-DD	*To 2018-02-23 YYYY-MM-DD
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**In the “From” field:** Type in the date when you will submit your application.

**In the “To” field:** Type in a date that corresponds with the length of work permit that you are eligible. For example, students who complete a program of two years or more in length are eligible for a three-year work permit. For more information on post-graduation work permit length, refer to the [IRCC website](#).

### Education:

The information you provide in this section gives IRCC a fuller picture of your current post-secondary education.

- Indicate ‘yes’ to the first question as you have studied at Providence. Type in the current year and month in the “to” field.
- Type in your completed program (e.g. Associate of Arts in Business) at Providence.
- If you need more space, provide additional information in a letter of explanation.

### Employment:

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)				
1	From 2023 01 *YYYY *MM	*Current Activity/Occupation Student	*Company/Employer/Facility name Providence University College	
	To 2024 06 *YYYY *MM	*City/Town Winnipeg	*Country or Territory Canada	*Province/State MB

The first section under employment is your “current activity”.

- You can type in “student” and include the time you studied at Providence.

Provide information about your employment history, including full time or part time work in the past 10 years in any country, if applicable. If you need more space, provide additional info in a Letter of Explanation.

### Background Information:

You must answer these questions truthfully.

**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?**

Please speak with your immigration advisor if you answered “yes” to questions 2(a) or (b) because it will affect other parts of your application.

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

<b>2</b>	<p>a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada? <span style="float: right;"><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</span></p> <p>b) Have you ever been refused a visa or permit, denied entry or ordered to leave Canada or any other country? <span style="float: right;"><input checked="" type="checkbox"/> *No <input type="checkbox"/> *Yes</span></p> <p>c) Have you previously applied to enter or remain in Canada? <span style="float: right;"><input type="checkbox"/> *No <input checked="" type="checkbox"/> *Yes</span></p> <p>*d) If you answered "yes" to question 2a), 2b) or 2c), please provide details.</p> <div style="border: 1px solid black; padding: 5px; min-height: 80px;"> <p>Applied for and obtained a study permit in 2012; renewed study permit in May 2013, then applied for a new TRV which I obtained in July 2013; applied for and obtained a co-op work permit in August 2015</p> </div>
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If you have ever applied for a Canadian study permit, a Temporary Resident Visa (TRV), or a work permit, whether it was approved or refused, you must report it to IRCC by checking the box "Yes" to 2(c) and writing down when you applied for each type of document in the box and provide details. Most students will need to answer “Yes” to this question.

### IMM5710 form:

How can I sign the [IMM5710] form if I apply online? You will be prompted to electronically sign your application later in the online application process after you have uploaded all documents.

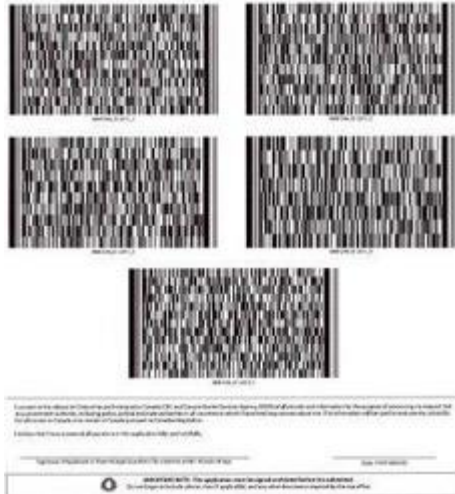
### iii. Validate your form

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. Always validate before uploading.
- Remember to validate, save, and upload the final form.

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





If you do not see any barcodes when you validate your application, please visit the [IRCC help page](#).

#### iv. Take screenshots as you apply

It is a good practice to take screenshots as you apply 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:

1. The **"Your document checklist"** page after all your documents have been successfully uploaded to your MyCIC account
2. The **"Acknowledgment of receipt"** page after the application has been submitted
3. After you submit your application, if an IRCC officer requests you submit any additional documents, take a screenshot to prove you uploaded them

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

#### 5. After you've applied

Once you have submitted your application, you will receive a letter from IRCC. You can use this as proof of your PGWP application submission.

Date: May 21, 2024

Application no.: WP 101117

*Please quote this reference number when referring to this application.*

Dear ,

This confirms that your application has been received by Immigration, Refugees and Citizenship Canada (IRCC) on May 22, 2024 (yyyy/mm/dd).

Please attach this letter to your present Study permit Number F5114-335 as proof that you are authorized to work for any employer, in any occupation with no restrictions on hours until November 17, 2024 or until a decision is made on your application, whichever is first.

This period of work is authorized as per subsection 186(w) of the Immigration and Refugees Protection Regulations.

**When will IRCC contact me?**

You are expected to provide a COPY of your passport with your electronic application. If IRCC needs your physical passport, IRCC will request that you submit it to our office. IRCC will also contact you if we require additional information, documents or an interview. For general guidance on what to expect, you can visit [Work permit: After you apply](#) or consult the "What Happens Next" section of the instruction guide associated with the application form you used.

Please do not send to IRCC any documentation related to this online application by mail, courier or fax. Any mail received, other than what is received in your account, will NOT be considered.

**How long will it take to process my application?**

Processing times vary. Please refer to the following page for processing times related to your application: <http://www.cic.gc.ca/english/information/times/index.asp>.

CAUTION: Do not submit multiple applications for the same service in an effort to speed up your application. Doing this may result in both applications being processed and delay the finalization of your application. IRCC does not refund processed applications.

Unless your application has exceeded normal processing times, please limit your correspondence to notifying us of changes in your application.

For additional information, consult the IRCC website at [www.cic.gc.ca](http://www.cic.gc.ca).



IMM 0127 E (09-2023) GCMS

You may begin working full-time immediately after submitting your Post-Graduation Work Permit application while you are waiting for a decision from IRCC if, at the time you submitted your application, you met **all** of the following requirements:

- You had a valid study permit and applied within 90 days of your Letter of Completion first becoming available
- You completed your program of study
- You were eligible to work off campus without a work permit during your studies
- You did not work off-campus for more than the permitted overtime hours per week during academic sessions.

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 the 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 PGWP.

If you plan to travel, visit [travel scenarios](#) for more information to review your options.

## 6. After you receive your work permit

### Check your work permit

Once you receive your post-graduation work permit, check the length of the work permit to make sure it was issued correctly:

- If your program of study was at least eight months and less than two years in length, your work permit should match the length of your program
- If your program of study was two years or more in length, or a graduate program that was 16-23 months in length with no scheduled breaks, you should receive a three-year work permit

**Exception:** Your work permit cannot be issued for a period longer than your passport. As a result, if your passport is set to expire soon, you may receive a shorter work permit that aligns with your passport's expiry date. In this situation, you will need to extend your passport first, and afterward, you can apply to extend your work permit for the remaining time you are eligible.

### Keep your documents up to date

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

1. Keep track of the expiry date of your work permit. You must either leave Canada or apply for another immigration document before your work permit expires.
2. Apply for or extend your Social Insurance Number (SIN). You need a valid a SIN to be paid for work in Canada.
3. Be sure to extend your Guard.me insurance via [Guard.me: RECENT GRADUATES](#)
4. Apply for a new Temporary Resident Visa (TRV) to enter Canada (if required), OR
5. Check that you have an Electronic Travel Authorization (eTA) that is valid until the same date or a future date. An eTA is required to re-enter Canada for citizens of specific countries.

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

### Leaving and entering Canada

Every time you enter Canada, be prepared to prove at the border that you can support yourself financially (that is, carry an updated bank statement). If you don't have a job, bring proof that you are actively looking for work (your resume, list of jobs you are applying for, etc.)

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## Key Considerations for Your Journey

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

# Taking Time Away from School

## Gaps during Your Academic Journey

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" to maintain your student status in Canada and your eligibility for the Post-Graduation Work Permit. The duration and nature of your gap determine whether you are regarded as actively pursuing studies during that period.

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

- Deferring your program start date after arrival in Canada
- Switching programs within the same DLI (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 will 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

**If you change institutions, as of Nov 8, 2024, you must apply for a study permit extension for your new institution and most students need to receive the new study permit before beginning studies at your new institution: [Changing your school or program - Canada.ca](https://www.canada.ca/en/immigration-refugees-citizenship/services/study-permit/change-school-program.html)**

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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 courses 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.

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 as 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, the IRCC officer may question if you are making sufficient progress toward 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 maintain 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 semester
- Work full-time off-campus during scheduled breaks if you are enrolled full-time 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 6 credits (PDT students) or 12 credits(OTT students)**

If you withdraw from one or more courses and end up with fewer than 6 credits (PDT students) or 12 credits(OTT students, 9 credits OTT Graduate students), 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 6 credits (PDT students) or 12 credits(OTT students, 9 credits OTT Graduate students), and still be considered full-time for immigration purposes.

- Being in your final academic term and requiring fewer than 6 credits (PDT students) or 12 credits(OTT students, 9 credits OTT Graduate students) 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.

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.

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## 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 studying in a Master's (16 months or longer) or doctoral degree program or participating [in an eligible program](#), 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.

More detail: [Help your spouse or common-law partner work in Canada - Canada.ca](#)

### **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.

### **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
  - Please contact the International Student Services Coordinator to get a sample 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)

- Visit here and fill out COE form: [my.prov.ca: Registrar's Forms](https://my.prov.ca: Registrar's Forms)
- 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 registrar office stating your program, your status as a student, and your expected date of program completion.
- 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 \(winnipeg.sd.ca\)](http://winnipeg.sd.ca)
  - [Registration \(winnipeg.sd.ca\)](http://winnipeg.sd.ca/Registration)
  - [Student Registrations and Enrolment \(winnipeg.sd.ca\)](http://winnipeg.sd.ca/StudentRegistrationsandEnrolment)

### 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 \(winnipeg.sd.ca\)](http://winnipeg.sd.ca/OurSchools)
  - [Find A School \(winnipeg.sd.ca\)](http://winnipeg.sd.ca/FindASchool)