Pre-Arrival Orientation: Immigration Essentials for Undergraduate Students



We're here for you!



We acknowledge that McGill University is located on land which has long served as a site of meeting and exchange amongst Indigenous peoples, including the Haudenosaunee and Anishinaabeg nations. McGill honours, recognizes and respects these nations as the traditional stewards of the lands and waters on which we meet.



Congratulations!

You're going to be part of an incredible community at a world-class university!



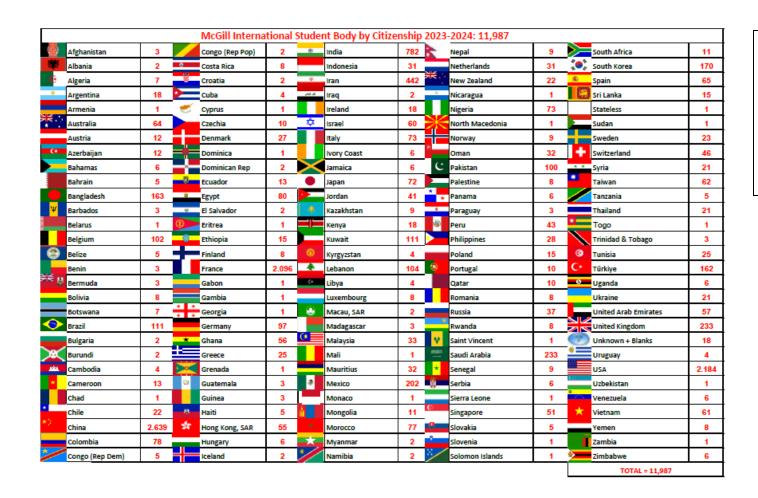








About You: International Students



2023-2024 11,987 International Students

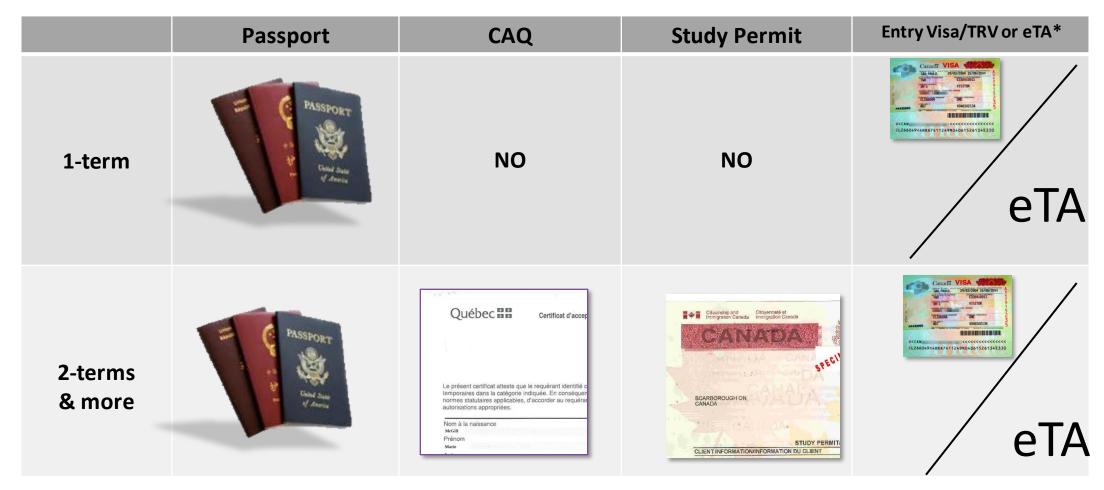
Almost 30% of McGill students are international from over 150 countries!

Today's agenda:

- 1. Immigration documents What you need and how to apply
 - Information on the cap on international students in Canada
 - CAQ
 - Study Permit
- 2. Travelling to Canada
- 3. How and where to get more information and help if needed



What immigration documents do I need?



*US Citizens and US permanent residents are exempt from both Entry Visa/TRV and eTA

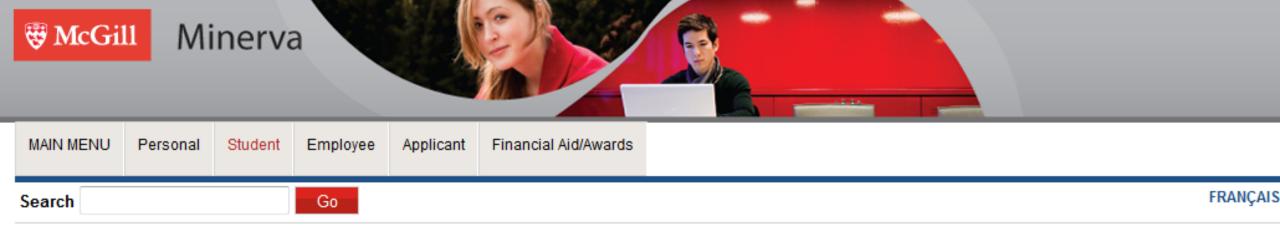
You should NOT make travel plans until you have received your CAQ, Letter of Introduction and your TRV or eTA.



ONE-Term Exchange Students Only

- Applying for a CAQ and study permit is optional
- CAQ and study permit are not required to study in a program that is less than 6 months
- If you want to WORK during your exchange, you must hold a valid study permit.
 (CAQ is not required)
- All one-term exchange students must have either*:
 - A valid eTA; or
 - A valid TRV





Student Menu

Student Records Menu

Application for Graduation: For most undergraduate students and all non-thesis graduate students (masters, certificates, diplomas), you may now apply for graduation.

Admission Letter from McGill

- Needed for your immigration applications
 - Undergraduate Students: access it on Minerva
- The electronic version is THE official one!
- We recommend that you apply for your CAQ as soon as you receive your admission letter from McGill





McGill University 3415 McTavish Street Montreal, QC, Canada H3A 0C8 Gestion de l'effectif étudiant Université McGill 3415, rue McTavish Montréal (Québec) Canada H3A 0C8

> February 20, 2023 McGill ID:

Congratulations! You have been admitted to McGill University. This is where some of the brightest minds from around the world come to collaborate, innovate and forge new ways forward. Our vibrant campus community will help you build the confidence to follow your passions and thrive.

This letter is your official proof of admission to the program named below. McGill will issue a separate decision for each program to which you have applied.

Program:

Bachelor of Engineering

Concentration:

Faculty/School: Specifications:

Faculty of Engineering

Start Term: Fall 2023

Your Minimum Credit Requirement:

This offer of admission remains valid provided you maintain your current level of academic achievement

and receive the International Baccalaureate Diploma.

Remarks:

Major:

You must arrange to have the examination results sent to us by the International Baccalaureate

organization. For deadlines for the receipt of official final documents, see

www.mcgill.ca/accepted/nextsteps/finalmarks. Your file will be reviewed for advanced standing credit upon

Accommodation:

Priority for residence accommodation is given to new first year students. To confirm your housing

reservation in McGill's Residences, the application will be available in Minerva sometime in mid-March.

More information can be found at: www.mcgill.ca/students/housing.

To accept your offer of admission, please confirm with a deposit as soon as possible, and no later than May 1, 2023. Confirming for one program will not affect your chance of admission to another. Deposits are non-refundable, but they can be transferred to another

We look forward to having your unique perspective on campus. You can find information on next steps, from key dates and financial aid, to connecting with your new community, at: www.mcgill.ca/accepted.

On behalf of the McGill community - congratulations! We are excited to take this next step with you.

Sincerely,

Martin Mayor

Ali Martin-Mayer

Director, Admissions and Recruitment



Information on the cap on International Students

On **January 22, 2024**, Immigration Canada (IRCC) announced that the Government of Canada has set an intake cap on international study permit applications for a period of two years.

Who at McGill will be affected by the cap? New undergraduate admits

What is the cap? Each province has been given a quota on the number of study permit applications for students admitted at the undergraduate and collegial level. This quota is then distributed amongst institutions in Quebec.

How do I know whether my study permit application is part of the cap? Every study permit application submitted to IRCC after January 22, 2024 at 8:30am ET will require a provincial attestation letter (PAL) from a province or territory. The PAL will serve as proof that the student has been accounted for under the provincial cap. In Quebec, the CAQ will serve as the PAL.

The Provincial Attestation Letter (PAL) and the CAQ

How to get a CAQ that is also a PAL? For your CAQ to act as your provincial attestation letter, it needs to include the following remark:

"This attestation letter confirms that the applicant has a place in Quebec's share of the distribution of study permit applications or is exempt from it."

CAQs issued as of **February 13, 2024** should already include this remark.

What if my CAQ was issued before February 13, 2024 and does not include the PAL remark?

- If you applied for the study permit before January 22nd, 2024 your CAQ does not need to include the PAL remark. ✓
- If you did not apply for the study permit by January 22nd 2024 you must complete a webform on the MIFI website to request an updated CAQ that includes the PAL remark. Provide your CAQ file number in the form.

Objet : Attestation de délivrance de votre Certificat d'acceptation du Québec (CAQ) pour études

Monsieur

Nous avons le plaisir de vous informer que votre demande de sélection temporaire pour études est acceptée. Cette lettre d'attestation confirme la délivrance de votre Certificat d'acceptation du Québec (CAQ) pour études. Celui-ci vous est délivré suivant les informations ci-dessous :

- Pour la période du 2024-02-14 au 2025-11-30;
- Pour le programme ou niveau d'études Diplôme d'études professionnelles;
- Remarque : Accord conditionnel, BVC de PARIS
- Cette lettre d'attestation confirme que le demandeur dispose d'une place dans la part du Québec de la répartition des demandes de permis d'études ou en est exempté.

Cette lettre d'attestation devra être utilisée pour présenter votre demande de permis d'études auprès du gouvernement fédéral et répondre aux exigences des établissements d'enseignement concernant la présentation d'un CAQ pour études. Veuillez noter que le numéro de votre CAQ pour études correspond au numéro de dossier indiqué dans le coin supérieur droit.



Details concerning the letters of attestation on MIFI website

The Provincial Attestation Letter (PAL) and the study permit

When can I apply for my study permit? Once you have your CAQ that includes the PAL remark.

What if I applied for my study permit with a CAQ that does not include the PAL remark? If you applied for the study permit before January 22, 2024 at 8:30am, your application will continue to process as normal.

IMPORTANT:

- o If you apply for your study permit **after January 22, 2024** and your CAQ was issued before Immigration Quebec began to include the remark on February 13, 2024 then your study permit application may be cancelled.
- You may wish to wait until you are issued an amended CAQ with the remark or contact Immigration
 Quebec to receive a new CAQ with the remark before applying for your study permit.
- If your CAQ was issued after Feb 13, 2024 and does not include the remark then your study permit application will be cancelled by IRCC and your application fee will be returned to you as your application did not fall within the cap.



Step-by-Step Guide: Applying for your documents

Step 1: Make sure you have a passport that is valid for at least 1 year (preferably for the duration of your studies)

Québec 🚟



Home < Education < Period of study in Québec < Applying for temporary selection for studies

Period of study in Québec

Obtaining authorizations to study in Ouébec

Required conditions

Applying for temporary selection for studies

Applying for temporary selection for studies

To obtain a Québec Acceptance Certificate (CAQ) for studies, you must submit an application for temporary selection for studies online.

Step 2: Apply for your Quebec Acceptance Certificate (CAQ)



More information on the Immigration Quebec website Immigration,
Francisation
et Intégration
Québec

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Compte tenu des <u>délais</u>, nous vous recommandons de présenter votre <u>demande de nermis</u> <u>d'études</u> dès maintenant, en y joignant cette attestation. De façon générale, vous devez présenter votre demande de permis d'études en ligne.

Dans le cas où votre admission serait reportée à la session d'études qui suit, vous n'avez pas besoin d'obtenir un nouveau CAQ pour études.

Lorsque vous aurez obtenu votre permis d'études, votre CAQ pour études demeurera valide même si vous changez d'établissement d'enseignement ou de programme d'études, pourvu qu'il s'agisse d'un programme de même niveau ou de même cyde. Pour tout autre changement, vous devrez obtenir un nouveau certificat.

Si vous souhaîtez prolonger votre séjour d'études au Québec, il vous faudra redemander un CAQ pour études et un permis d'études au moins trois mois avant la date d'expiration de ces documents.

1200, boulevard Saint-Laurent, 201 Montréal, Québec H2X 0C9 www.immigration-quebec.gouv.qc.

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Provincial document: CAQ

A. Answer the online questionnaire through the Immigration Quebec online portal

- Start of program?
 - August 28, 2024 (or earlier if specified by program)
- Duration of program?
 - Undergraduate: Maximum 4 years



Access the online application

B. Create your profile on Arrima

- Use the application number found in the Immigration Quebec online portal
- C. Pay the application fee (\$128) through Arrima
- D. Return to the Immigration Quebec online portal to access your Personalized Document Checklist



Arrima Online System

Provincial document: CAQ

E. Upload and submit your required documents on **Arrima**

- Proof of financial capacity may be required
- **Handwritten signature** required for forms (electronic or iPad signatures are not accepted)
- After uploading all documents, you must submit them by clicking "Deposer" in order to complete the CAQ application.



<u>Arrima Online</u> <u>System</u>

F. Receive confirmation online and download your CAQ!

- You can check the status of your application on the <u>Immigration Quebec</u> portal. Once your CAQ is approved, you will receive the CAQ on the your Immigration Quebec portal
- Approximate processing time: 5 weeks (after supporting documents are received)



Minors – under 17
ISS website

IMPORTANT! If you will be **younger than 17** upon arriving in Quebec, you will need a **legal custodian**. Please consult our website for detailed information on procedures.

Provincial document: CAQ

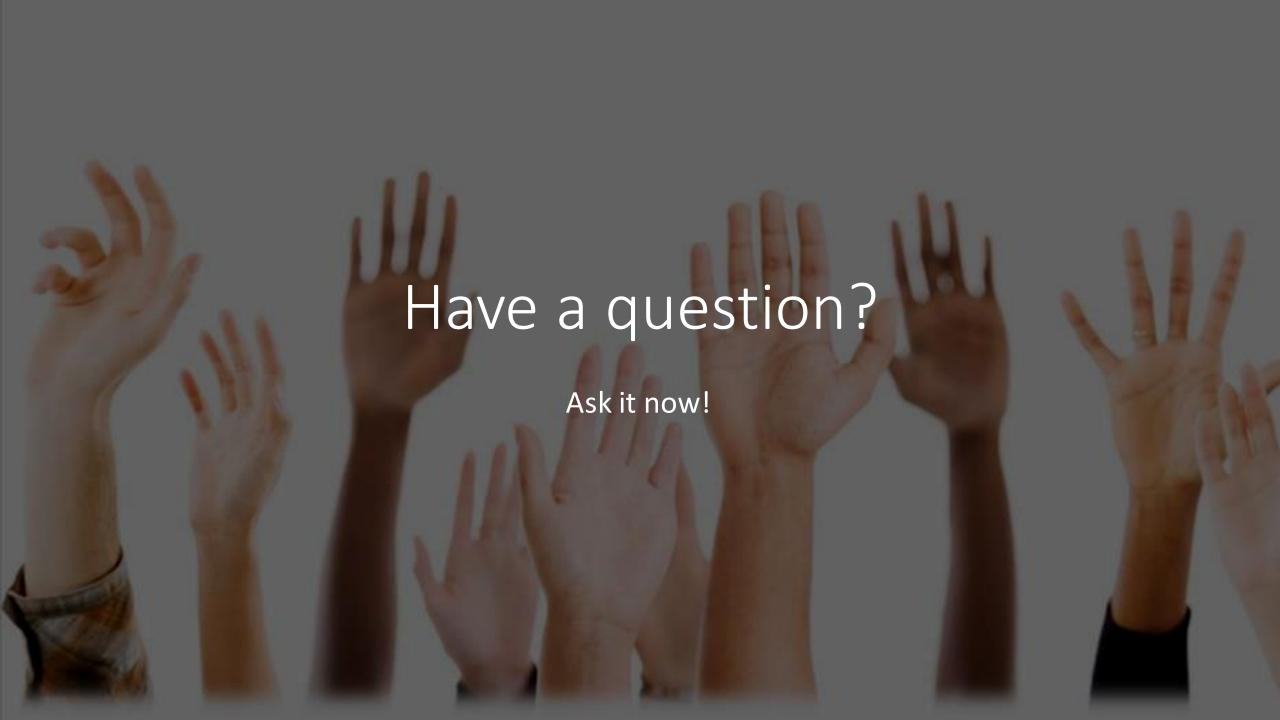
Who Needs to Prove Financial Capacity?

- Students currently living in Austria, Canada, U.S., France (including La Réunion), Greenland, Hong Kong, Mexico, Monaco, or Saint-Pierre-et-Miquelon must also include recent proof that they can pay for <u>tuition and related fees</u>, <u>living expenses</u> and travel costs for their FIRST YEAR OF STUDIES.
- Living expenses are approximately \$15,078 per year for a single student
- Documents that can demonstrate financial capacity:
 - 3 most recent bank statements
 - Recent bank letter indicating balance in account(s)
 - Proof of financial aid, scholarship, award, bursary
 - If you will be paying reduced tuition (e.g. Quebec rate of tuition), this should be clearly stated.
- If someone else is funding your studies (e.g. parent), they must sign and date a <u>Declaration</u> of financial support form
- (OPTIONAL) A cover letter explaining the costs of your first year of studies and how you will be paying these costs





<u>Tuition Fee</u> Calculator



Step 3: Once your CAQ has been approved, apply for your **study permit.** Your CAQ will be issued to you in your Immigration Quebec portal >> save this!

- Register for an online IRCC account (either IRCC secure account or IRCC portal)
- If using IRCC secure account:
 - Answer "<u>Check your eligibility</u>" questionnaire
 - Fill out PDF form(s) provided
- Scan and upload documents on checklist and pay fees
- Once your application is approved you will receive a <u>Port of Entry (POE) Letter of Introduction</u> *If necessary, you will be prompted to mail your passport to the Visa Office in order to obtain your TRV.



<u>Check your eligibility</u> guestionnaire

Sign in to your IRCC secure account

Your account lets you start an application, submit and pay for your application, get messages related to your application, check the status of your application and update your information.

Need help signing in or applying online?

Option 1: GCKey

Sign in with your GCKey user ID and password.

Option 2: Sign-In Partner

Sign in with your online Canadian banking information if you have an existing account with 1 of our partners.

Apply online for a study permit: IRCC Portal

If you're applying to **extend** your study permit, **you must use the IRCC secure account.**<u>Extend your permit in the IRCC secure account.</u>

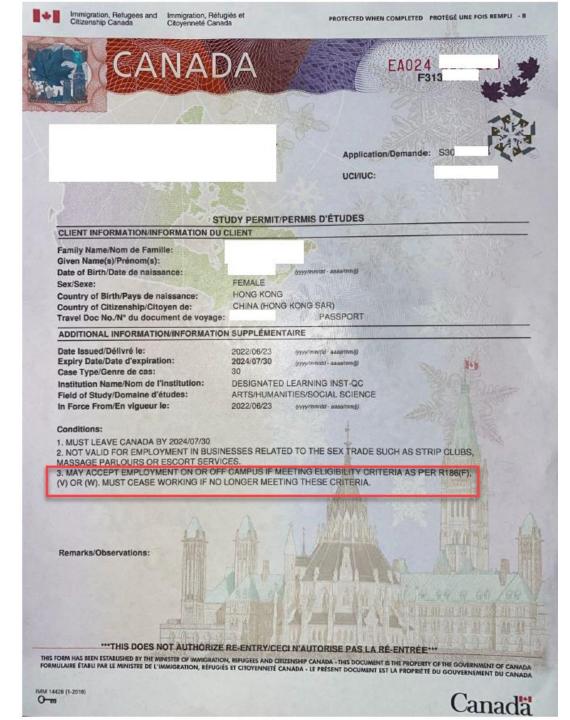
- Collect all of the supporting documents listed on your personalized "Document Checklist".
- Check the <u>Visa Office Instructions Guide</u> for your region to see if there are any other required documents for you to submit that may not appear in your "Document Checklist".
- If additional documents are required that do not appear on your "Document Checklist", merge them into one file and upload under the Optional Documents Client Information section of your online account.

STUDENT DIRECT STREAM (SDS)

<u>Student Direct</u> <u>Stream (SDS)</u>

IMPORTANT! Certain visa offices outside of Canada may require students to provide **proof** that they have paid the tuition fees for the first year of their studies (e.g. some students from China and India, and students applying through the **Student Direct Stream**). See our <u>Study Permit Application Guide</u> for more information.

- All applicants must include proof of financial capacity for their first year of tuition and fees, annual living expenses and travel costs.
- Valid credit card needed (\$150 CAD + 85\$ biometrics)
- Medical exam may be required
 - If you have lived in a <u>designated country</u> for 6 months or longer in the past year; OR
 - If your program* requires you to work in an occupation that brings you into contact with children, the elderly and other vulnerable populations— **even if** your Document Checklist does not include a medical exam.
- If your program **requires** an internship/Co-Op, apply for <u>your Co-op</u> <u>Work Permit</u> in the same application. Depending on your program or where you live, you may need to complete an upfront medical exam (see above).
- Entry Visa/TRV or eTA will be issued automatically if needed



Additional requirements

- Certain applicants may need a medical exam.
 - **NOTE:** If a medical exam is required with your application, you must bring a copy of your valid eMedical receipt with you when you travel.
- You may be asked to submit biometric information. Fee of \$85
 - NOTE: Immigration Canada has expanded their <u>biometric program</u>, which now affects most students. Please see <u>Immigration Canada's website</u> for more information.
- Citizens of certain countries will automatically receive an Entry Visa/TRV*, if you're applying from outside of Canada
- If you do not require a TRV, you will automatically receive an Electronic Travel Authorization (eTA)* linked to your passport

If you're coming as a visitor (for a 1-term exchange), you will need to apply separately for a TRV or an eTA*

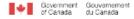


Medical Exam info



^{*}US citizens are exempt from needing a TRV or eTA and biometrics.

Federal
Document:
Study Permit –
Letter of
Introduction







Your application to study in Canada has been initially approved by Immigration, Refugees and Citizenship Canada. The final decision to issue you a study permit and allow you to enter Canada is made after an examination by an officer in Canada. At that time, an officer will assess if you still meet the requirements of the Immigration and Refugee Protection Act. its

Type; Permit - SP / Permis - PE Document number:

Letter of Introduction validity (YYYY/MM/DD): 2024/08/31

Medical Examination validity (YYYY/MM/DD): N/A

Documents you must bring with you to get your study permit:

- a valid passport or travel document.
 - Your study permit won't be valid beyond your passport's expiry date.
- a valid temporary resident (visitor) visa (TRV) or Electronic Travel Authorization (eTA), if required.
 - o Your eTA is valid for multiple visits to Canada, until

 . Your eTA number is

 and is linked to the passport you used when you applied to study in Canada. If you obtain a new passport before you will need to apply for a new eTA by visiting www.canada.ca/eTA.



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A <u>Visa Application Centre (VAC)</u> can assist you with your application for a nominal fee.



U.S. Citizens & U.S. Permanent Residents (Green Card Holders)



Info about Biometrics

Once your CAQ has been approved, you can apply for your study permit at your **Port of Entry** (e.g. land border or airport)

Bring with you:

- your valid passport
- your CAQ with PAL remark
- your Letter of Admission from McGill (from Minerva)
- a photocopy of your proof of financial capacity
- the processing fee of \$150 CAD (U.S. or CAD cash, credit & debit card accepted)
- U.S. Permanent Residents (Green Card Holders) may have to provide their biometrics and pay a fee of \$85





Home

Legal Documents

Search

Fr



HOII	ic .
Que	bec residents
Can	adians
Inte	rnational
Pern	nanent Code
Inte	rnational Fee Exemptions
Whe	ere/how to submit
Forn	ns & reference materials
Med	icine: applicants
Fred	uently-Asked Questions
Con	tact Us

Why we need your documents What to submit When to submit Where and How to submit Check your legal status in Minerva

Why we need your legal documents

All universities in Quebec must report their students' legal status in Canada to the Quebec Ministry of Education.

• If you are International, you must have immigration permission to remain in Canada for the length of your registration at McGill, according to the level of your program (e.g. undergraduate, graduate, postdoctoral, etc).

Ask McGill your questions!



Type your short question in everyday language and receive a response and/or links to additional information.

Note to international students

For assistance with applying for or renewing your immigration documents, please contact International Student Services <u>(ISS)</u>.

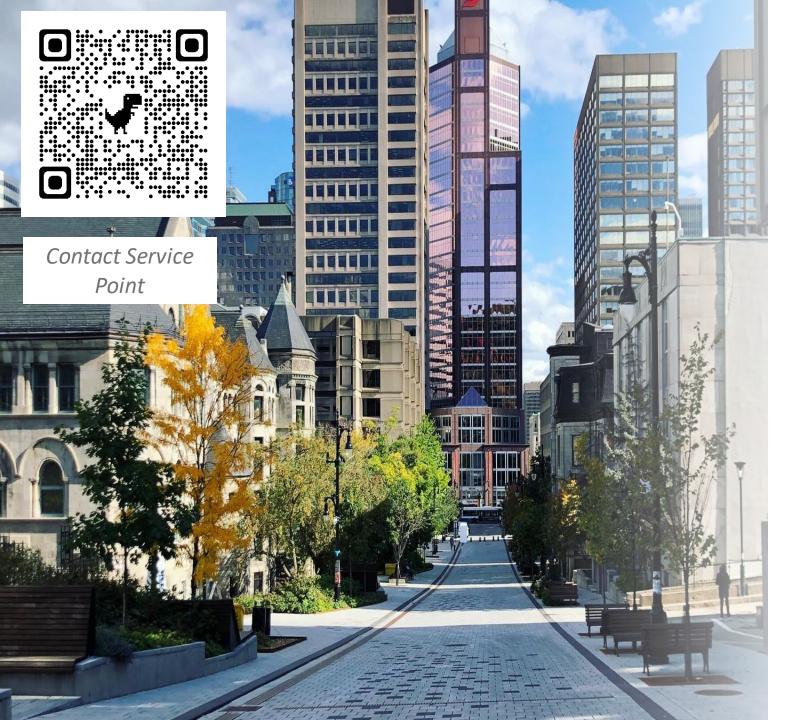
For questions on immigration matters, please contact Immigration Canada (IRCC)



Legal Documents webform

Once you receive your documents, you must submit scanned copies via webform to McGill Legal Documents.

IMPORTANT! You should NOT make travel plans until you have received your CAQ, Letter of Introduction and your TRV or eTA. 28



Quebec Permanent Code

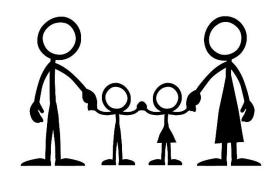
- All students who attend an educational institution in Quebec must have a Quebec Permanent Code
- A Quebec Permanent Code is a government ID number created and assigned to you by the Quebec Ministry of Education
- You do not have to take any steps to obtain a Quebec Permanent Code
- This code is generated for you once McGill receives your legal documents
- For more information contact <u>Service</u> <u>Point</u> (scan QR code)

Bringing a Spouse and/or Dependent Children

Your spouse or common-law partner may be eligible to apply to accompany you to Canada:

- a) as a Visitor, OR
- b) as a Worker, by applying for an Open Work Permit (OWP) as an accompanying spouse. Only spouses or common-law partners of international students in the following professional programs are eligible for the OWP:
- Doctor of Dental Surgery (DDS, DMD)
- Bachelor of Law or Juris Doctor (LLB, JD, BCL)
- Doctor of Medicine (MD)
- Doctor of Optometry (OD)
- Pharmacy (PharmD, BS, BSc, BPharm)

- Doctor of Veterinary Medicine (DVM)
- Bachelor of Science in Nursing (BScN, BSN, BNSc)
- o Bachelor of Education (B. Ed.)
- Bachelor of Engineering (B. Eng., BE, BASc)



Children

- 5 years old or less (going to daycare/kindergarten): can come as Visitors
- Of school age: should come as Students (must have a CAQ and Study Permit)

Bringing a Spouse and/or Dependent Children

Tips:

- We recommend that you apply for your dependents' documents at the same time you apply for your immigration documents. You must use the IRCC secure account (not the IRCC portal) if you intend to apply together!
- We recommend that families travel and enter Canada together



IRCC secure account

McGill Family Care Resources

- For information about daycares, schools, and events and activities for families, visit the McGill Family Care website.
- You can also join the McGill Parents' Network via MS Teams.



McGill Family Care website





Health Insurance

All international students are automatically provided with McGill's health insurance (IHI) plan once registered.

You do not need to provide proof of health insurance when applying for your immigration documents.

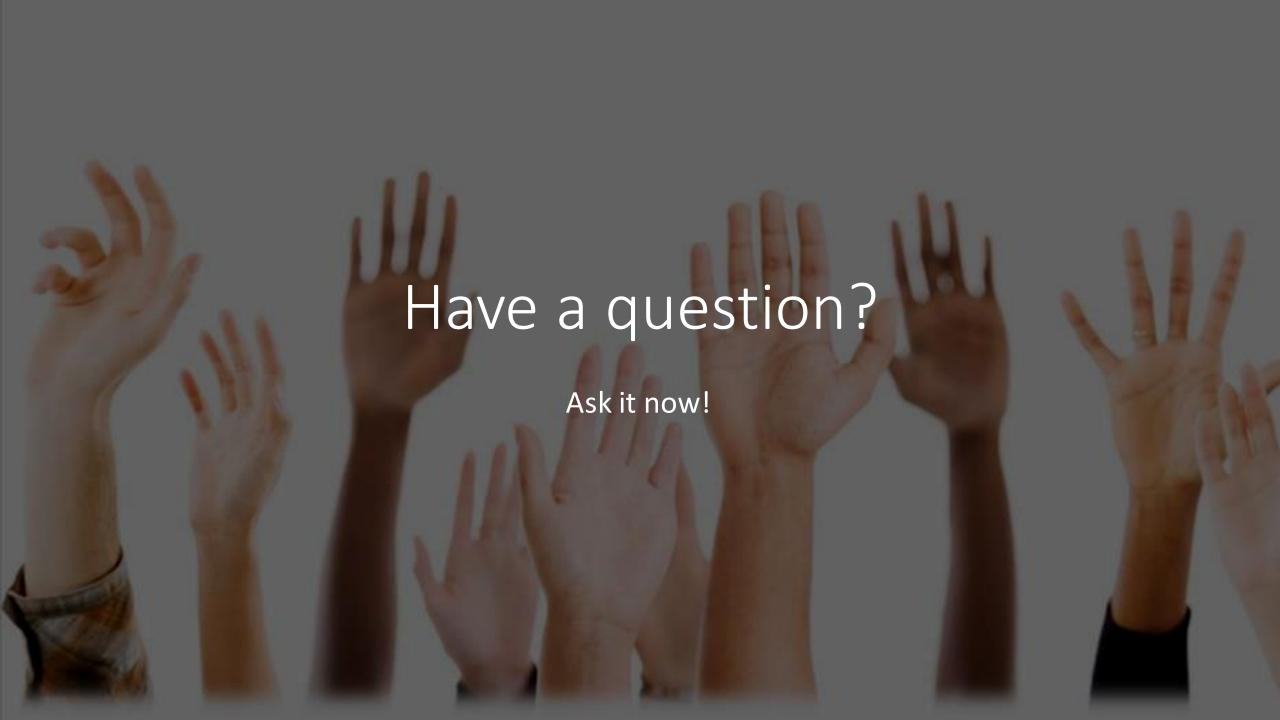
Important: We invite you to find out more about health insurance by joining us during our *International Health Insurance and Navigating Healthcare* webinar. Next webinar is on Wednesday, June 12 at 3pm.

August 1st 2024 - contract activation will open for the 2024-2025 academic year on Minerva -> Student Menu -> International Student Health Insurance Form.



Travelling to Canada

- Even if your immigration documents are issued to you in the summer, we do not recommend that you travel to Canada more than 4-6 weeks before the start of your program.
- If you must travel, be prepared to explain your situation at the border





ORIENTATION FALL 2024







In person Info-sessions

New International Students Meet and Greet Events Bite-Size Tours



Buddy Program







Don't miss our other International Pre-Arrival Orientation webinars!

- International Student Guide to McGill and Montreal
- International Health Insurance plan and Accessing Healthcare in Quebec
- Pre-Arrival Webinars Organized by Campus Life & Engagement

Registration is open for all Fall 2024 webinars



Need more details or assistance? <u>FAQs</u> (scan QR)



Frequently Asked Questions

CAQ

Study Permit

Travel FAQs

CAQ FAQs

Study Permit FAQs

Travel FAQs

Work

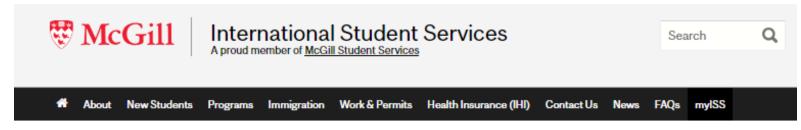
Health Insurance

Immigration Guide

Work FAQs

Health Insurance

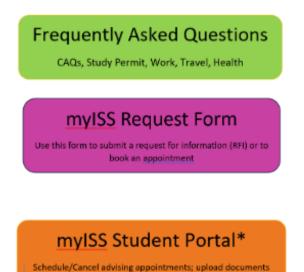
Essentials for Graduate Students



McGill.CA / INTERNATIONAL STUDENT SERVICES

MyISS

*Please note that ISS does NOT advise on Permanent Residence (PR).



*Note: in order to gain access to the Student Portal, ISS will need to create a student record for you.

Please first submit an RFI and tell us how we can help you.

ISS Rapid Advising

Sign-up for a 5-minute ISS Advising Appointment



myISS Request form

Need help or more information?



For immigration or other questions: website (scan QR code)





For International Health Insurance questions: international.health@mcgill.ca



+1 (514) 398-4349

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Connect with us online!





Instagram @issmcgill





Facebook @mcgill.iss



Thank you for joining & Welcome to McGill!