Immigration Essentials for Bachelor of Global Engineering Students

McGill | Student Services | International Student Services

We're here for you!

IMPORTANT: The information contained in this presentation is accurate as of September 12th, 2024

Congratulations!

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

About You: International Students

McGill International Student Body by Citizenship 2023-2024: 11,987									
Afghanistan	3	Congo (Rep Pop)	2	India	782	Nepal	9	South Africa	11
Albania	2	Costa Rica	8	Indonesia	31	Netherlands	31	South Korea	170
Algeria	7	Croatia	2	Iran	442	New Zealand	22	Spain	65
Argentina	18	Cuba	4	Iraq	2	Nicaragua	1	Sri Lanka	15
Armenia	1	Cyprus	1	Ireland	18	Nigeria	73	Stateless	1
Australia	64	Czechia	10	Israel	60	North Macedonia	1	Sudan	1
Austria	12	Denmark	27	Italy	73	Norway	9	Sweden	23
Azerbaijan	12	Dominica	1	Ivory Coast	6	Oman	32	Switzerland	46
Bahamas	6	Dominican Rep	2	Jamaica	6	Pakistan	100	Syria	21
Bahrain	5	Ecuador	13	Japan	72	Palestine	8	Taiwan	62
Bangladesh	163	Egypt	80	Jordan	41	Panama	6	Tanzania	5
Barbados	3	El Salvador	2	Kazakhstan	9	Paraguay	3	Thailand	21
Belarus	1	Eritrea	1	Kenya	18	Peru	43	Togo	1
Belgium	102	Ethiopia	15	Kuwait	111	Philippines	28	Trinidad & Tobago	3
Belize	5	Finland	8	Kyrgyzstan	4	Poland	15	Tunisia	25
Benin	3	France	2.096	Lebanon	104	Portugal	10	Türkiye	162
Bermuda	3	Gabon	1	Libya	4	Qatar	10	Uganda	6
Bolivia	8	Gambia	1	Luxembourg	8	Romania	8	Ukraine	21
Botswana	7	Georgia	1	Macau, SAR	2	Russia	37	United Arab Emirates	57
Brazil	111	Germany	97	Madagascar	3	Rwanda	8	United Kingdom	233
Bulgaria	2	Ghana	56	Malaysia	33	Saint Vincent	1	Unknown + Blanks	18
Burundi	2	Greece	25	Mali	1	Saudi Arabia	233	Uruguay	4
Cambodia	4	Grenada	1	Mauritius	32	Senegal	9	USA	2.184
Cameroon	13	Guatemala	3	Mexico	202	Serbia	6	Uzbekistan	1
Chad	1	Guinea	3	Monaco	1	Sierra Leone	1	Venezuela	6
Chile	22	Haiti	5	Mongolia	11	Singapore	51	Vietnam	61
China	2.639	Hong Kong, SAR	55	Morocco	77	Slovakia	5	Yemen	8
Colombia	78	Hungary	6	Myanmar	2	Slovenia	1	Zambia	1
Congo (Rep Dem)	5	Iceland	2	Namibia	2	Solomon Islands	1	Zimbabwe	6
								TOTAL = 11,987	

*Special Administration Region - SAR

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
   - ❑ Documents you will need to apply
   - ❑ Certificat d'acceptation du Québec pour études (CAQ)
   - ❑ Study Permit from *Immigration, Refugees and Citizenship Canada* (IRCC)
   - ❑ Coop Work Permit – for mandatory internships to be completed in Canada
2. **Processing Times**
3. **Non-Immigration Essentials**
4. **Travelling to Canada**
5. **How and where to get more information** and help if needed

Documents Required

1. Letters of Admission

- In order to apply for your immigration documents to study in Canada, you will need your official **offer of admission** from McGill and CentraleSupelec.
  - You can access your McGill offer of admission on **Minerva.**
  - The **electronic** version is **THE official one**!

  NOTE: We generally advise students to begin their application for a CAQ as soon as they have their offer of admission. However, as the first two years of the Global Engineering Program take place outside of Canada, you can apply at a later date.

2. Departmental Support Letter

- Due to the international nature of the program, you will also need a **Letter of Support** from your Department which details the program structure and the term you are expected to graduate.

3. Official transcripts from both McGill and CentraleSupelec for your entire period of studies

- You can request your official e-transcript from McGill though Minerva under:
  - **Student Menu > Student Records Menu > ES Services (Enrolment Services eStore) Menu to request an official electronic transcript.**

Documents Required: continued

4. Cover Letter

- We also recommend including a **Cover Letter**, written by you, that briefly explains the program and how you have begun your studies abroad but will be coming to Quebec to complete the third and fourth years of your program. This letter should be printed out and signed by hand.

5. Proof of enrollment at both McGill and CentraleSupelec for your most recent and upcoming terms

- You can download your McGill proof of enrollment letter(s) from Minerva.

6. Coop Support Letter

- Your department should provide this to you. This is required if you intend to do any of your mandatory internship terms in Canada.

PROCESSING TIMES

- **CAQ**: 5-8 weeks
- **Study Permit (from France)**: 6 weeks

NOTE: Processing times vary throughout the year and can take longer (or shorter) than what is officially posted!

- IRCC Processing Times

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)

Period of study in Québec

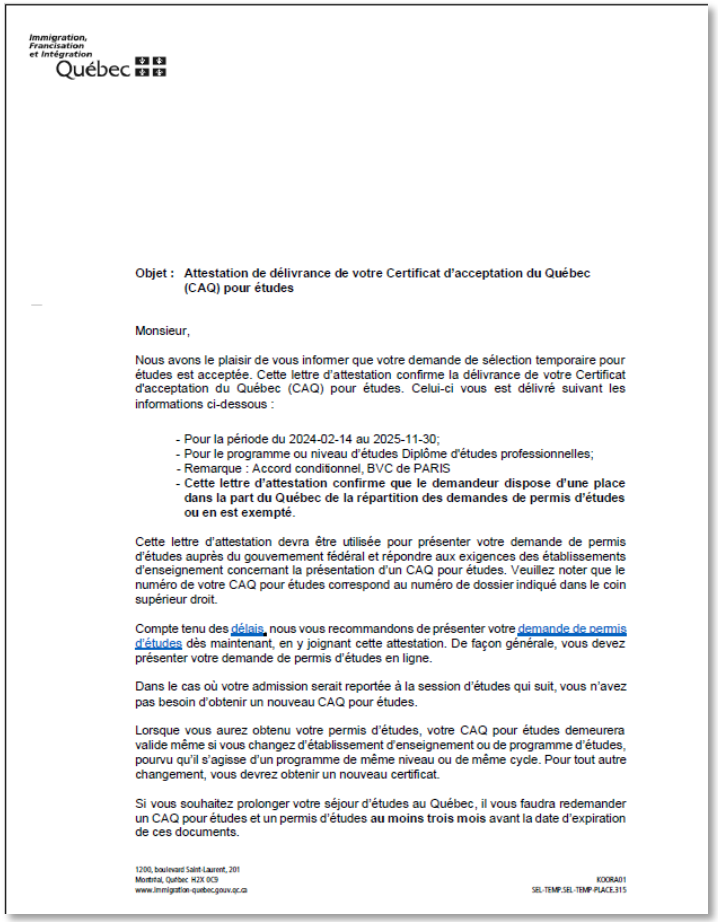
Obtaining authorizations to study in Québec

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.



Immigration, Francisation et Intégration
Québec

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.

Compte tenu des délais, nous vous recommandons de présenter votre demande de permis d'études 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 cycle. Pour tout autre changement, vous devrez obtenir un nouveau certificat.

Si vous souhaitez 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.ca

KOORA01
SEL-TEMP-SEL-TEMP-PLACE-315

Step 2: Apply for your

Quebec Acceptance Certificate (CAQ)

More information on the Immigration Quebec website

CAQ

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

Arrima Online System

C. Pay the application fee ($128) through Arrima

D. Return to the Immigration Quebec (MIFI) online portal to access your Personalized Document Checklist

Provincial document: CAQ

E. Upload and submit your required documents on Arrima

- Proof of **financial capacity** will 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.

Arrima Online System

F. Receive confirmation online and download your CAQ!

- You can check the status of your application on the Immigration Quebec 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)

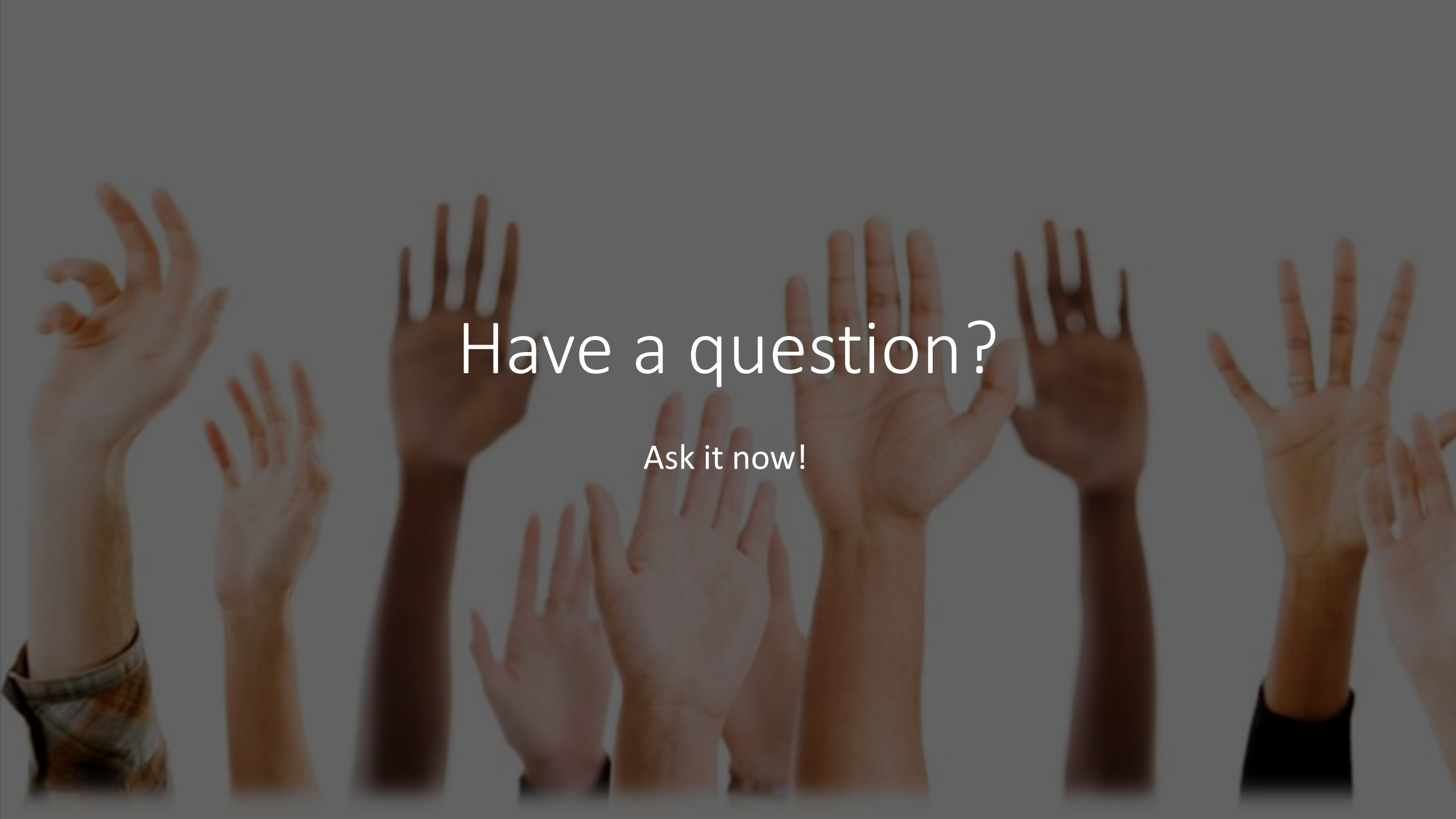
IMPORTANT! Do not forget to upload your **Cover Letter** in the section "autres documents", along with all the other documents mentioned previously **– even if you are not prompted to do so.**

Provincial document: CAQ

Who Needs to Prove Financial Capacity?

- Students **currently residing** in France **must** also include **recent proof** that they can pay for **tuition and related fees , living expenses and travel costs** for one **YEAR OF STUDIES in Canada**.
- 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 as a French citizen *(e.g*. Canadian rate of tuition), this should be clearly stated.
- If someone else is funding your studies (*e.g.* parent), they must sign and date a ***Declaration 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

Tuition Fee Calculator



Have a question?

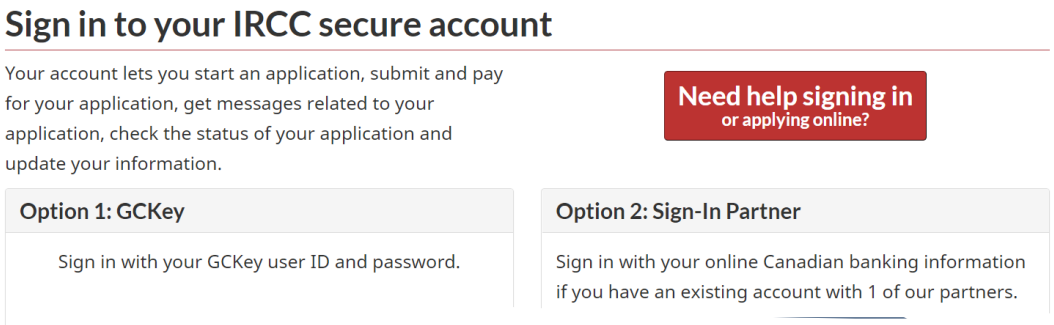
Ask it now!

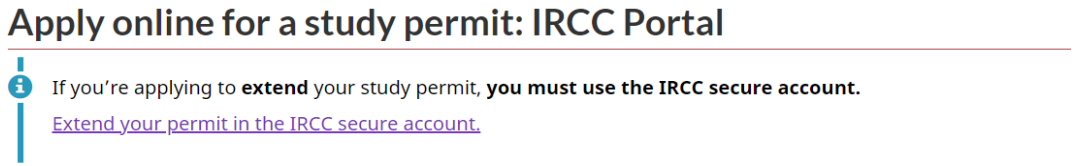
Federal Document: Study Permit

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 "Check your eligibility" 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 **Port of Entry (POE) Letter of Introduction** *If necessary, you will be prompted to mail your passport to the Visa Office in order to obtain your TRV.

Check your eligibility questionnaire

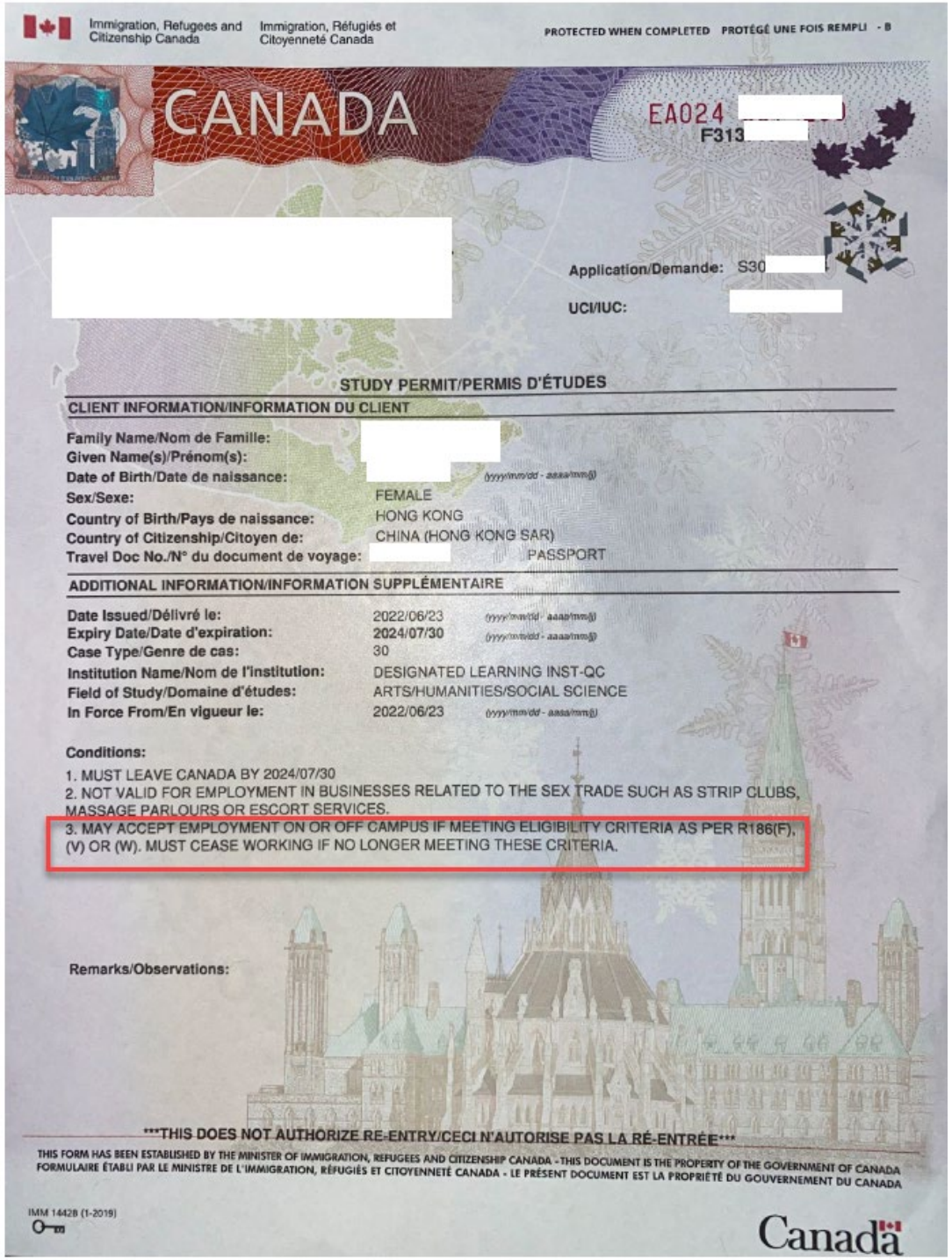




Federal Document: Study Permit

- **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 designated country 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.

- As your program **requires** you to complete an internship, you should apply for **your Co-op Work Permit** in the same application. To do so, answer YES to the question, "*Is work an essential component of your studies*?"
  *You may need to complete an upfront medical exam (see above).
- Entry Visa/TRV **or** eTA will be issued automatically if needed



Immigration, Refugees and Citizenship Canada / Immigration, Réfugiés et Citoyenneté Canada

PROTECTED WHEN COMPLETED PROTÉGÉ UNE FOIS REMPLI - B

CANADA

EA024 [redacted]
F313 [redacted]

[redacted]

Application/Demande: S30 [redacted]

UCI/IUC: [redacted]

STUDY PERMIT/PERMIS D'ÉTUDES

CLIENT INFORMATION/INFORMATION DU CLIENT

Family Name/Nom de Famille: [redacted]
Given Name(s)/Prénom(s): [redacted]
Date of Birth/Date de naissance: [redacted] (yyyy/mm/dd - aaaa/mm/jj)
Sex/Sexe: FEMALE
Country of Birth/Pays de naissance: HONG KONG
Country of Citizenship/Citoyen de: CHINA (HONG KONG SAR)
Travel Doc No./N° du document de voyage: [redacted] PASSPORT

ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE

Date Issued/Délivré le: 2022/06/23 (yyyy/mm/dd - aaaa/mm/jj)
Expiry Date/Date d'expiration: 2024/07/30 (yyyy/mm/dd - aaaa/mm/jj)
Case Type/Genre de cas: 30
Institution Name/Nom de l'institution: DESIGNATED LEARNING INST-QC
Field of Study/Domaine d'études: ARTS/HUMANITIES/SOCIAL SCIENCE
In Force From/En vigueur le: 2022/06/23 (yyyy/mm/dd - aaaa/mm/jj)

Conditions:

1. MUST LEAVE CANADA BY 2024/07/30
2. NOT VALID FOR EMPLOYMENT IN BUSINESSES RELATED TO THE SEX TRADE SUCH AS STRIP CLUBS, MASSAGE PARLOURS OR ESCORT SERVICES.
3. 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.

Remarks/Observations:

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

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

IMM 1442B (1-2019)

Canada

Federal Document: Study Permit

Collect all of the supporting documents listed on your personalized "Document Checklist“ and upload in the corresponding field.

IMPORTANT TO KNOW!

- If you are currently residing in France but it is not your country of habitual residence or citizenship, you **MUST** include proof of your legal immigration status in France **AND** an explanation letter as to why you are applying for your study permit from an immigration office that is in not your country of habitual residence or citizenship.
  - If you are not a citizen of France, check the **Visa Office Instructions Guide** for your country of citizenship to see if there are any other required documents for you to submit that may not appear in your "Document Checklist".

NOTE: If any 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. This is also where you should upload your **Cover Letter**, **Departmental Support Letter** and **proof of enrollment letters** for your past and upcoming terms from both McGill and CentraleSuplec.

Additional requirements

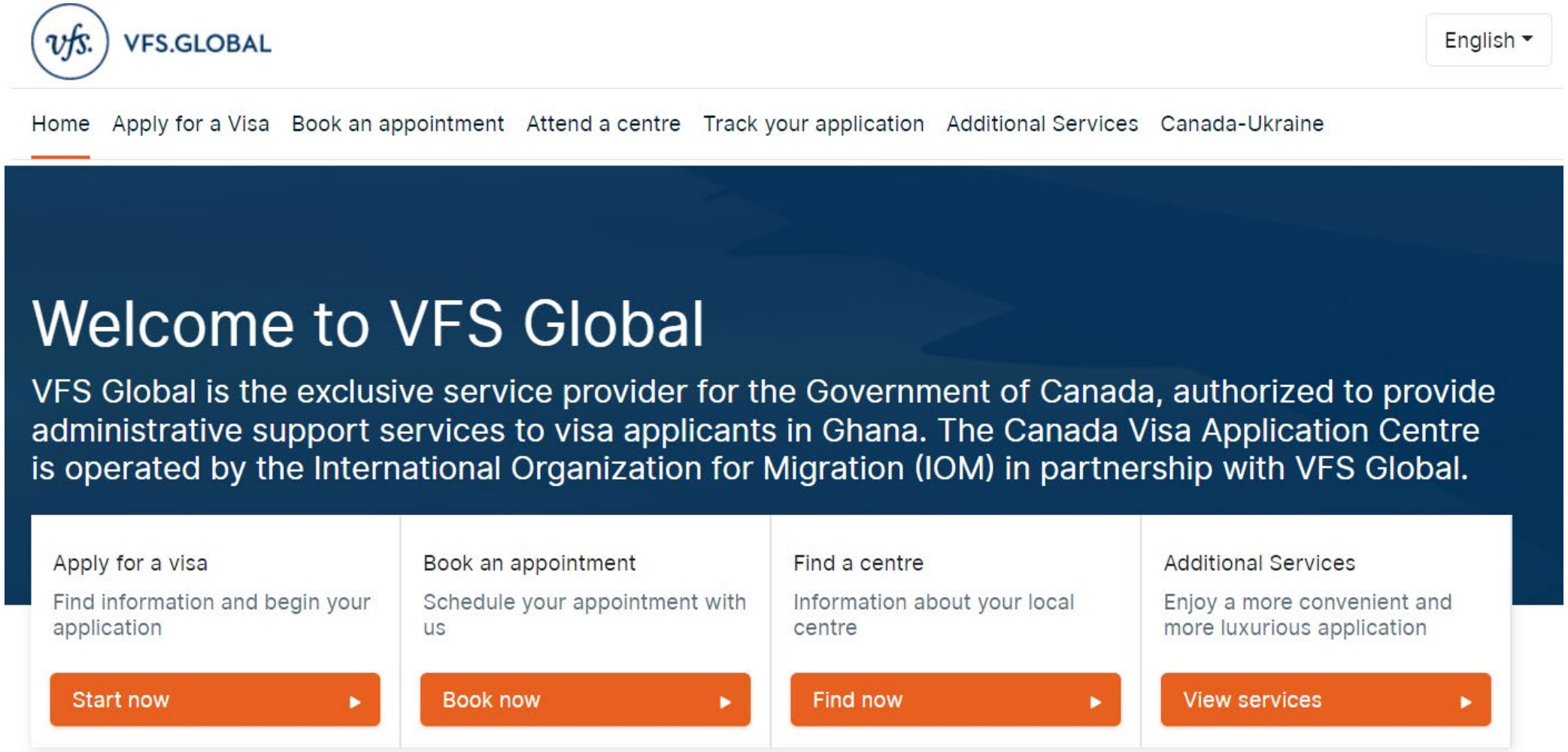
- Certain applicants may need a **medical** exam.
  - **NOTE:** If a medical exam is required with your application, you must bring a copy of your valid eMedical receipt with you when you travel.
- You may be asked to submit **biometric** information. Fee of $85
  - **NOTE:** Immigration Canada has expanded their biometric program, which now affects most students. Please see Immigration Canada's website 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

Medical Exam info

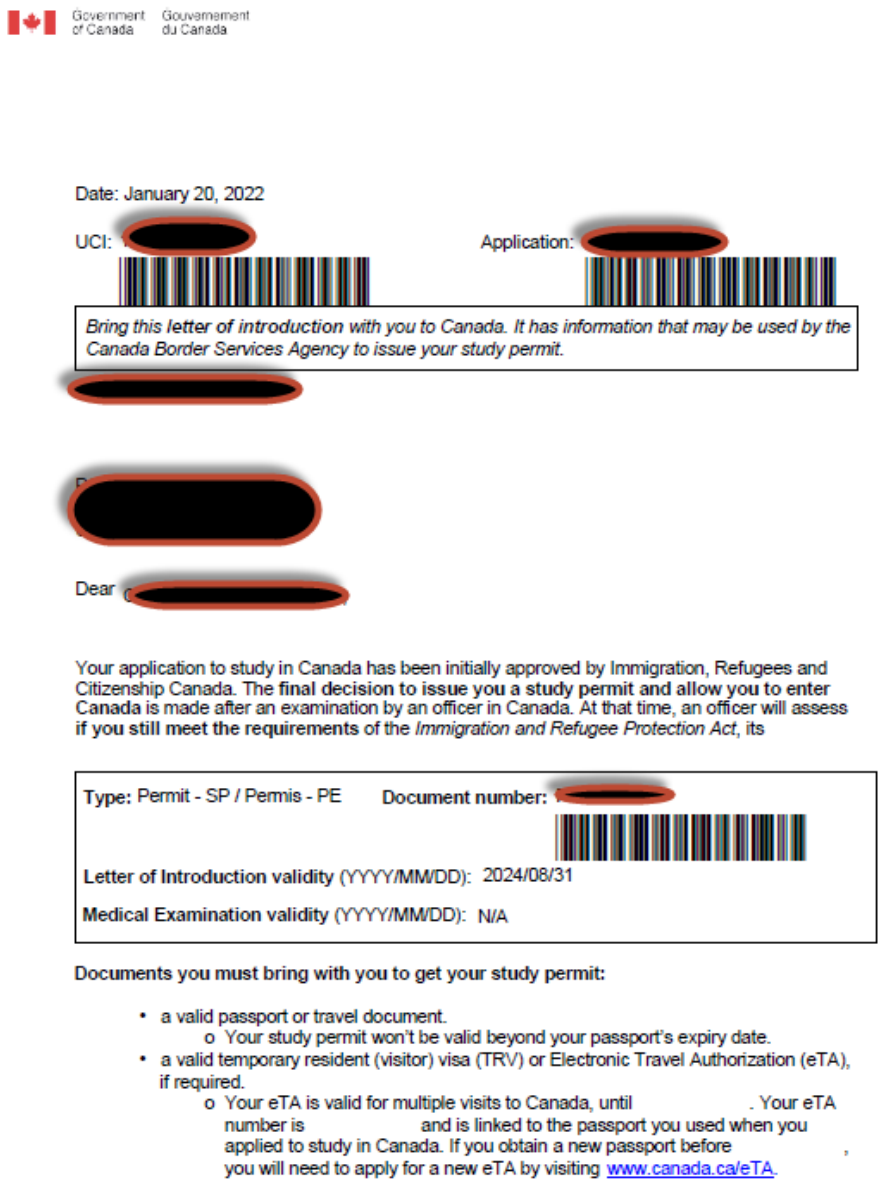
*US citizens are exempt from needing a TRV or eTA and biometrics.

Federal Document: Study Permit

A **Visa Application Centre (VAC)** can assist you with your application for a nominal fee. There are two VACs in France, one in Paris and the other in Lyon.



Federal Document: Study Permit – Letter of Introduction



Government of Canada / Gouvernement du Canada

Date: January 20, 2022

UCI: [redacted] Application: [redacted]

Bring this letter of introduction with you to Canada. It has information that may be used by the Canada Border Services Agency to issue your study permit.

[redacted]

Dear [redacted]

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:** [redacted]

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.
  - 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.

Canada IMM 5813 (10-2021) E GCMS

Federal Document: Coop Work Permit

If you will be doing any of your mandatory summer internship(s) in Canada, you are required to have a valid Coop Work Permit.

- You will need a co-op work permit ***before*** you begin working
- The co-op work permit is **required** even if your mandatory internship is during a **regularly scheduled break**
- You should apply for your co-op work permit **at the same time** as your study permit

To apply:

- You must obtain a **Coop Support letter** from your co-op/internship office

Co-op/Internships – ISS Website

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

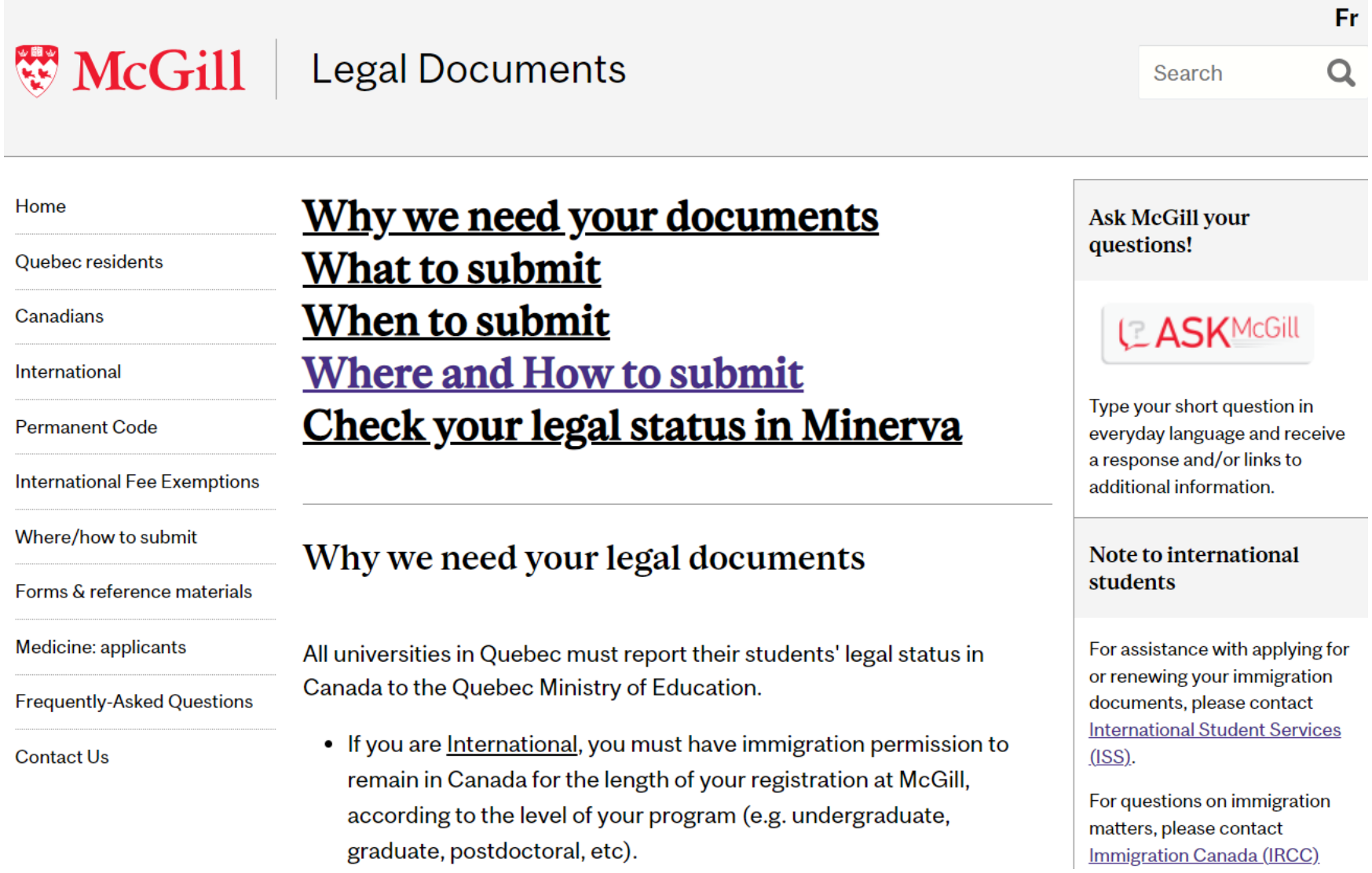
If you are a US citizen of permanent resident, once you have your CAQ, you can apply for your study permit at your **Port of Entry** (*e.g.* **land border** or **airport**) upon entering Canada.

Info about Biometrics

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

NON-IMMGRATION ESSENTIALS



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.

SOCIAL INSURANCE NUMBER (SIN)

What is it?

A 9-digit number that you need to work in Canada (to be paid!)

When do I need it?

You can apply before you find a job.

Latest: within 3 days of starting your job.

Where do I get one?

Service Canada, and it's FREE!

Apply online, by mail, or in-person

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 listening to a pre-recorded *International Health Insurance and Navigating Healthcare* webinar.

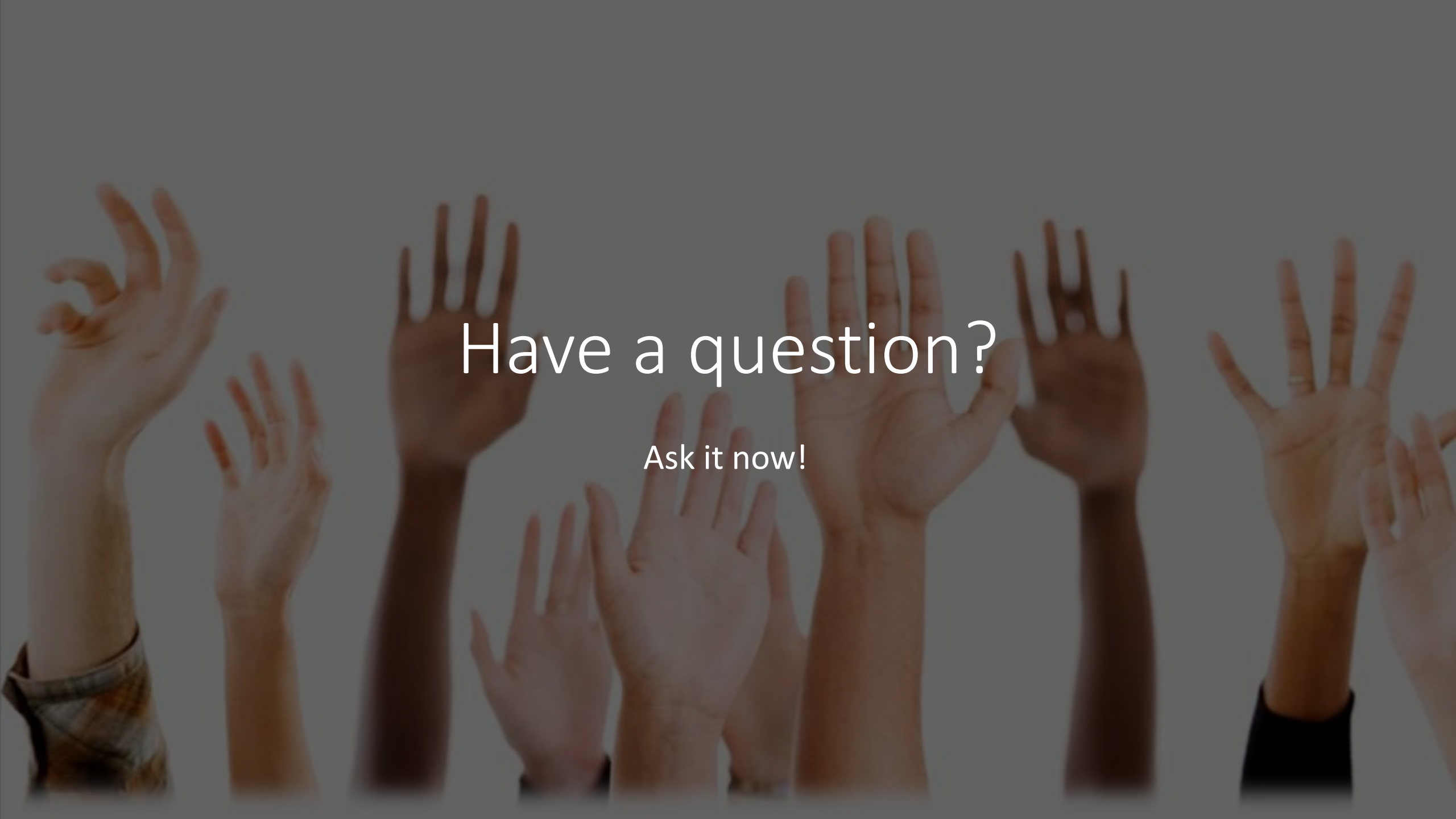
Travelling to Canada

Travelling to Canada

IMPORTANT TIPS!

- ✓ If you plan on travelling to Canada **at any time** during your program – even before the McGill portion begins - we recommend that you only do so if you have a valid CAQ and your study permit has been approved. It is not advised to try and enter as a visitor even if you have a valid eTA or TRV (as applicable).
- ✓ You will not be authorized to begin your studies at McGill until you have obtained a valid CAQ and study permit.
- ✓ If you plan on doing any of your required internships in Canada, you must have:
  - A valid CAQ
  - A valid study permit; **and**
  - A valid Coop Work Permit

NOTE: Because you will be arriving midway through your program, we advise you to travel with all the documents you used in your initial study permit application, including updated proof of financial capacity. You should also be prepared to explain your situation to the border agent, as they may question why you are arriving well past the official start date of your program.



Have a question?

Ask it now!

Need more details or assistance?

FAQs (scan QR)

Frequently Asked Questions

CAQ

CAQ FAQs

Study Permit

Study Permit FAQs

Travel FAQs

Travel FAQs

Work

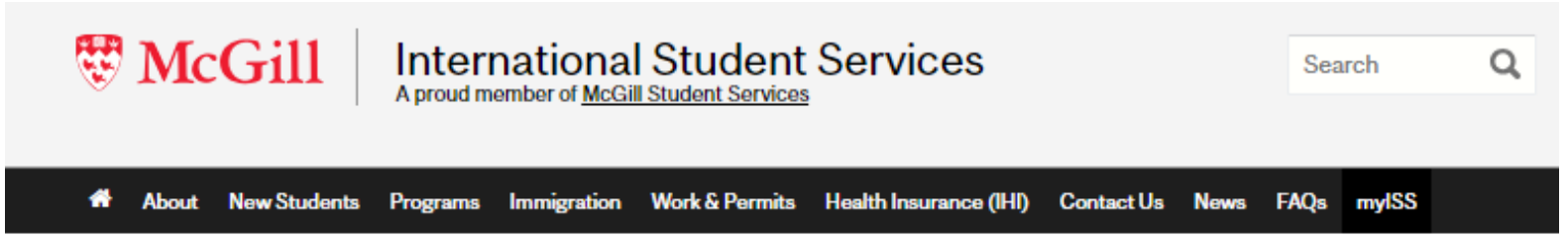
Work FAQs

Health Insurance

Health Insurance

Immigration Guide

Essentials for Graduate Students



McGill.CA / INTERNATIONAL STUDENT SERVICES

MyISS

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

Frequently Asked Questions

CAQs, Study Permit, Work, Travel, Health

myISS Request Form

Use this form to submit a request for information (RFI) or to book an appointment

myISS Student Portal*

Schedule/Cancel advising appointments; upload documents

***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

Follow ISS and Healthier McGill on Facebook and Instagram

Connect with us online!

Instagram
@issmcgill

Facebook
@mcgill.iss

Thank you for joining & Welcome to McGill!