

RESOURCES FOR YOU

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Office of International Relations

- international@etsmtl.ca
- Facebook des étudiants internationaux
- Make an online or in-person appointment
- ÉTS website—<u>Immigration</u>

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

1-877-864-9191 8 AM to 4:30 PM

Immigration, Refugees and Citizenship Canada (IRCC)

1-888-242-2100 (from within Canada)

8 AM to 4 PM

IRCC webform



CONTENT OF THE PRESENTATION

- Resources
- Quick ÉTS overview
 - Admissions letter
 - MonÉTS portal
- Applying for your official documents
 - Passport
 - CAQ
 - Study permit
 - Visa or eTA
 - Biometrics
 - Medical exam
- Planning your arrival to Canada
- Deferring your admission



RESOURCES

Newsletters from the Office of International Relations

- Immigration
- Cost and financing your studies
- Course registration
- Practical information: insurance, housing
- Orientation activities

ÉTS website

- <u>Immigration Before your studies</u>
- Planning your budget and arrival
- Insurance and health care
- Information for new students

♦ MonÉTS portal

- Admissions letter
- Proof of registration/tuition bill
- Immigration and insurance reminders

YOUR ADMISSIONS LETTER

- Available via the Omnivox platform
- Contains your access codes to activate your MonÉTS portal

The admissions letter with ÉTS' designated learning institution (DLI) number is the only official document issued by ÉTS. You need to use this letter for your immigration procedures.

- Tuition fees: Your tuition fees are NOT listed in the admissions letter. ÉTS does not issue official documents confirming tuition fees as they are subject to change. Please refer to the <u>ÉTS</u> website for tuition costs.
- Length of your studies: The length of your program is indicated in your admissions letter (in years for undergraduate students; with start and ending sessions for grad students). For exact dates, please see the <u>academic calendar</u>.
- If you have questions about your admission (conditions or otherwise), please write to admission@etsmtl.ca.



Décision d'admission

26 mars 2021

Programme demandé: Maîtrise avec projet - Concentration Gestion des infrastructures urbaines (309N)

Session de début: Automne 2021

Dernière session pour compléter votre programme: Été 2023

Régime d'études: Temps plein, 2e cycle

Code permanent de l'ÉTS:

Code universel ÉTS: .

Votre adresse courriel ÉTS:

Décision d'admission: Admis sans condition

Il nous fait plaisir de vous informer que votre demande d'admission dans le programme mentionné ci-dessus a été acceptée et que vous êtes admis(e) sans condition.

Dès votre arrivée à Montréal, vous devrez passer au Bureau de la registraire pour présenter vos documents officiels (passeport, permis d'études et CAQ). Vous devrez aussi payer la prime d'assurance maladie pour étudiants étrangers de l'ÉTS ou encore nous transmettre votre preuve d'affiliation à la RAMQ à assurances.etrangers@etsmtl.ca. Notez que l'ÉTS n'offre aucun programme entièrement à distance. Votre présence sur le campus sera essentielle pour poursuivre vos activités d'enseignement et terminer votre programme d'études, et ce, dès la réouverture des frontières canadiennes et que les règles de santé publique le permettront.

Vous pouvez dès maintenant créer votre compte étudiant afin d'accéder au portail MonÉTS, en suivant les instructions ci-dessous.

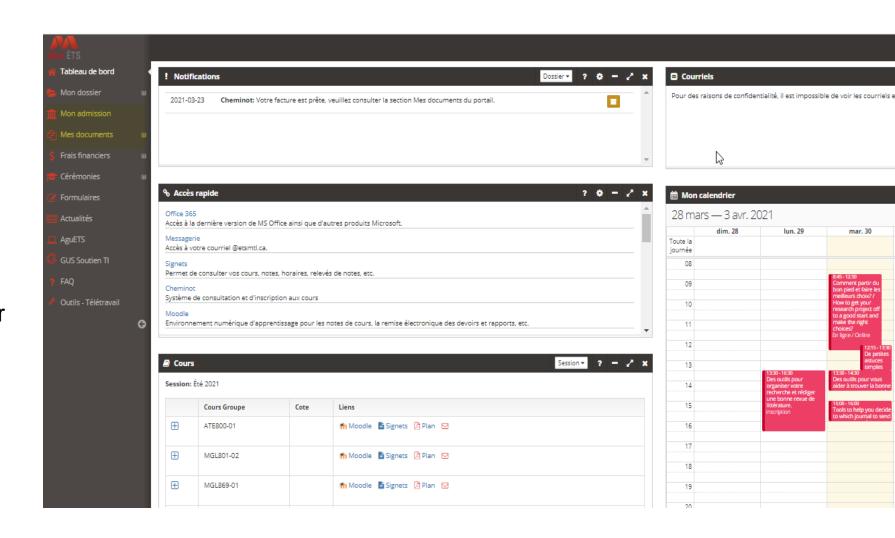
Cette offre d'admission n'est valable que si elle est suivie d'une inscription à la session Automne 2021. Nous vous félicitons de votre choix et nous vous souhaitons beaucoup de succès dans vos études.

La registraire,

Sandra Lacroix, CPA, CGA, M. Fisc.

THE MonÉTS PORTAL

- Admissions letter
- Proof of registration/tuition bill
- Reminder checklist for immigration and insurance
- Forms
- Calendar for courses and other activities
- Links for your course syllabi, Moodle, etc.
- Etc. ...



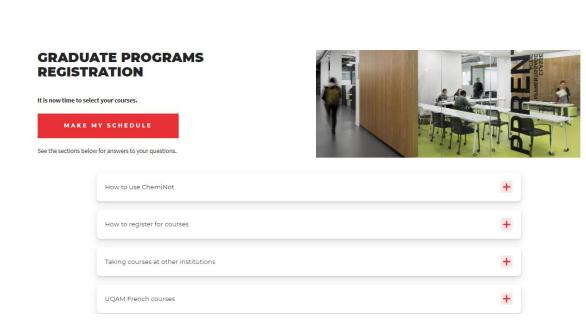
REMINDER – ADMISSION VERSUS REGISTRATION

Being *admitted* means that you meet the criteria to study in a specific program. Students can be admitted unconditionally, or with conditions. If there are conditions associated with your admission, they will be indicated in your admissions letter.

Questions? Write to admission@etsmtl.ca

Registration refers to your enrollment in courses. Course registration takes place each session during a specific period as indicated in the academic calendar. For each session in which you are registered, you will have a tuition bill.

Questions? Visit our <u>webpage</u>.



OBTAINING YOUR IMMIGRATION DOCUMENTS

- 1. Have a valid passport
- 2. Apply for your Québec Acceptance Certificate (CAQ)
- 3. Apply for your study permit
 - Apply for a co-op work permit (depending on your program)
 - Biometrics
 - Medical exam <u>depending on your situation</u>
- 4. Send in your passport for your visa (TRV) (depending on your citizenship)
- 5. Reserve your airline ticket

PASSPORT

You must have a valid passport when applying for your CAQ, although your CAQ will be issued based on the length of your program.

However, your study permit and visa will not extend past the expiration date of your passport.

- Evaluate whether you should renew your passport prior to applying for your study permit
- Check with the appropriate government agency in your country
- Pay attention to processing times



QUÉBEC ACCEPTANCE CERTIFICATE (CAQ)

- The CAQ is issued for a specific level of studies and its validity is based on the typical length of your program
- Required only for studies in Québec

Cost: \$120 (subject to change January 1 of each year)

Processing times: 20 working days (if your file is complete)

How to apply

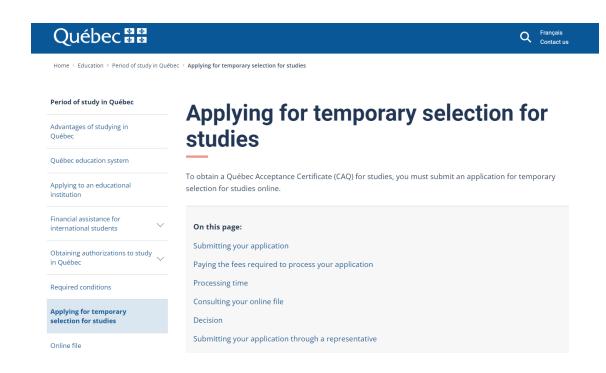
- Apply on the MIFI website and pay the associated fees
- Prepare your documents
 - Checklist and application form, signed and dated
 - Declaration of financial support (depending on your situation), ÉTS admission letter, financial capacity (depending on your country of origin)
 - Physically sign the declaration form –your signature needs to match the one on your passport!
 - Double check the accuracy of all information!
- Create digital files and save a copy for your records
- Upload all documents to the <u>Arrima platform</u>



QUÉBEC ACCEPTANCE CERTIFICATE (CAQ)

A few reminders

- The MIFI will not start processing your application until you have submitted all supporting documents on the Arrima platform.
- You can submit your documents 48 hours after having applied for the CAQ on the MIFI website.
- The 20 working days processing time starts once your documents have been submitted on the Arrima platform.
- Once you have submitted documents, it is NOT possible to modify them unless the MIFI contacts you ('intent to refuse').



CAQ-INTENT TO REFUSE

If your application is incomplete, you will receive an *intent to refuse* letter in your online file.

- 60 days to provide the requested documents
- Make sure you understand what's missing and what the MIFI is asking for
- Not answering correctly will lead to a refusal for the CAQ

CAQ-APPROVAL

If your application is approved...

- You will receive a confirmation letter in your online file with the MIFI
- Use this confirmation letter to apply for your study permit

The original CAQ

- Sent by mail; bring it with you to Canada
- If you don't receive the original by mail before coming to Canada, you must request a duplicate upon arrival by calling the MIFI
- The Registrar's Office must have the original in order to finalize your registration.

STUDY PERMIT

Cost

\$150 for the permit + \$85 for biometrics

Processing times vary: check online

*As of December 2022: 9 weeks

How to apply

- Apply <u>online</u> or through a <u>visa application centre</u>
- Pay the associated fees
- Prepare your documents. Essentially the same as those for applying for the CAQ, but you will have a personalized checklist based on how you answer questions

IMPORTANT – Check the <u>specific application requirements</u> for the visa office in your region. You may need to include additional documents (ex. : police certificate).





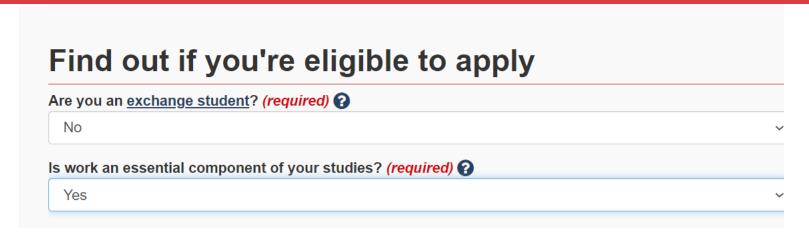
APPLY ONLINE

- **Step 1 :** Sign in to your IRCC secure account by clicking on the GCKey option or the Sign-In Partner option.
- Step 2 : Click on the Apply to Come to Canada link.
- **Step 3 :** The system will guide you through a series of questions in order to determine the documents you need to present as part of your application.



- **Step 4 :** At the end of the questionnaire, you will need to upload your supporting documents and include ÉTS' DLI number: **EEDO19359201210**.
- **Step 5 :** Within 24 hours of having applied, you will receive a confirmation in the *Messages* section of your MyCIC account.

CO-OP WORK PERMIT



Bachelor's students: Upload your admissions letter

Master's with project: Upload your admissions letter (page 2 mentions the internship possibility)

Answer yes to the question « Is work an essential component of your studies? »

Other programs (DESS, Master's with thesis, PhD) - Co-op is not part of your program

BIOMETRICS

The vast majority of international students (exception: those from the United States) will have to provide their biometrics as part of their study permit application.

Find out if you have to provide your biometrics on the **IRCC** website.

Procedure

- You will receive an instruction letter in your MyCIC account a few hours after having applied for your study permit
- Make an appointment at a visa application centre
- Pay the \$85 fee unless you already paid it as part of your study permit application

Important - Your study permit application will not be approved until you have provided your biomterics.

Validity: 10 years

MEDICAL EXAM

Who needs a medical exam?

If you will be studying in Canada for longer than 6 months <u>and</u> have lived in a <u>designated country or</u> <u>territory</u> for a period of 6 consecutive months during the previous year.

Who can administer the exam?

You must consult a doctor who is on <u>IRCC's designated</u> <u>list</u>.

When?

You can have your medical exam done prior to applying for your study permit, or afterwards. If afterwards, you will receive instructions from IRCC.

Cost?

Varies depending on your country

And afterwards?

The doctor will forward the results directly to IRCC

Validity?

12 months

Visit the IRCC website for more information.

EXPLANATION LETTER

We recommend that you include an <u>explanation letter</u> with your study permit application. This letter should explain your plan of study, why you wish to study at ÉTS and in Canada, the financial resources at your disposition and prove that you are a <u>bona fide student</u>.

Visa Office, Canadian Embassy ADDRESS

DATE

Dear Sir or Madam,

I have been accepted to the XYZ program at École de technologie supérieure (ÉTS) in Montréal starting in the (fall/winter/summer) (YEAR) session which starts on (DATE – refer to the academic calendar).

Program of study

It is important to demonstrate that your choice of program of study is coherent with your previous studies and goals, and to be able to convince the agent that your program is not simply a pretext to come to Canada. Try to answer the following questions in your letter.

- Why do you wish to study in Canada in the program to which you have been admitted?
- Describe your academic plans and goals in relation to previous studies.
- · Why are you not choosing to study in this field in your country of origin/residence?
- Have you researched similar programs in your country of origin/residence?
- . If it's been over two years since you were a full-time student, include a copy of your C.V.

Opportunities in your country of origin

You should mention all the different contributing factors that would lead you to return to your country of origin/residence after having completed your studies. Ideally, you should include supporting documents. Try to answer the following questions in your letter.

- How will completing this program of study improve your job opportunities in your country of origin/residence?
- What are your career goals?
- What ties do you have with your country of origin/residence? (ex: home ownership, business, family, spouse, children, job perspectives, etc.)

Travel history/Family living abroad

Depending on your situation, you should mention your family living abroad and be able to convince the agent that your goal is not simply to join them. The objective should also be to demonstrate that you

have a proven travel history and have returned to your country of origin. Try to answer the following questions.

- · Have you traveled outside of your country of origin?
- · Have you ever been granted an entry visa to a Western country?
- Do you have family members who have traveled to Europe or North America and who returned to your home country?
- Do you have family who live on a permanent basis in Canada or the United States?

Financial capacity

You will need to demonstrate that you have the financial means to support yourself and any accompanying family members during your studies. This includes living expenses (approximately \$14,000 CDN per year for one person), health insurance, cost of your airline ticket to and from your country of origin and your tuition fees (variable, depending on your country of origin and your program of study). Try to answer the following questions.

- Mention the tuition fees at ETS: https://www.etsmtl.ca/en/Studies/tuition-fees-ets
- If you are receiving the exemption for additional fees as a PhD student at ÉTS, include the confirmation letter available in your MonETS portal
- Mention that you are aware of the cost of living in Quebec/Canada http://www.immigration-guebec.gouv.qc.ca/en/immigrate-settle/students/obtaining-authorizations/requirements/financial-capacity.html
- Provide the total of the financial resources at your disposition
- · Explain the source of the resources
- · If someone else is assuming responsibility for your costs, explain your relationship

Thank you for your consideration.

Sincerely,

First name LAST NAME

ADDRESS

FINANCIAL CAPACITY AND RESOURCES

The government will verify that you have the financial resources necessary for studying in Canada. For the <u>majority of</u> <u>students</u>, this evaluation will take place when applying for the study permit rather than for the CAQ.

You must demonstrate your financial capacity for the first year of your studies, regardless of the length of your program. However, the visa agent must also be convinced that you will continue to have sufficient financial resources for the duration of your program.

Your financial resources must cover:

- Living expenses
 - \$13,481 for a single adult / \$19,773 for two adults in 2022 (details on the MIFI website)
- Annual tuition fees (see <u>ÉTS website</u>)
 - Vary depending on your program (ex: \$18,930 for the Master's program in 2022-2023)
- Health & hospitalization insurance
 - \$900 / year for Desjardins; free if covered by the RAMQ
- Transportation (return airline ticket)
 - Varies depending on your country of origin
- Costs associated with getting settled in Montréal
 - \$500

Example: An Iranian student at the Master's degree level must have a minimum of \$35,000 in funds for the first year.

Living expenses

Living expenses cover the expenses of daily life in Québec.

The following are the amounts, in Canadian dollars, that you must have between January 1 and December 31, 2022. They may vary depending on the age and number of people included in your application:

- One person under the age of 18: \$6,742
- One person aged 18 and over: \$13,481
- Two people aged 18 and over: \$19,773
- Two people aged 18 and over and one person under the age of 18: \$22,149
- Two people aged 18 and over and two people under the age of 18: \$23,905

FINANCIAL CAPACITY AND RESOURCES

Types of documents to submit

- Official confirmation of a scholarship
- Bank letter (see the MIFI <u>website</u> or use the model available through your visa application centre)
- Bank statements from the previous 4 months
- Proof of a student loan.
- Guaranteed Investment Certificate if applying through the Student Direct Stream
- Proof that you have already paid tuition fees and/or lodging;
- Proof of a Canadian bank account if you have already opened an account and transferred funds

If another person is supporting you financially

- This person will need to sign the declaration of financial support, provide their financial information and explain their relationship to you
- MIFI: <u>Declaration of financial support</u>

Make sure you check the requirements for the <u>visa application centre</u> for your region, as you may have to provide additional documents.

SAMPLE OF A BANK LETTER

(on Bank letterhead)

CERTIFICATE

first name and last name account at our institution	's name and contact information), cere e) [our client, Ms (first name and leads with a current balance of t this person has sufficient financial re-	ast name)], holds an (specify
	udies in Québec of	
	sts (round-trip from/to country of origin for the first year (costs estimated at \$	The state of the s
and for the entire duration o	of the student's program of studies in 0 :	Québec, which will be:
www.immigration-quebe	to determine the minimum require ec.gouv.qc.ca/financial-capacity-studio	<u>es</u>);
as well as the annual tu	ition fees in the amount of	•
Signed in	on	

(City and country or territory)

STUDY PERMIT APPROVAL

- Introduction letter available in your online MonCIC account.
- The actual study permit will be issued by the border agent upon arrival in Canada, if you meet the entry conditions.
- The temporary resident visa (TRV) or electronic travel autorization (eTA) are issued at the same time as the introduction letter.

Visa or eTA

Depending on your citizenship, <u>find out if you need a</u> <u>visa or eTA</u> to enter Canada.

Electronic travel authorization - eTA

- For students who are exempt from obtaining a visa
- Issued automatically with the study permit
- Valid for 5 years, or when your passport expires (if earlier)

Temporary resident visa - TRV

- Instructions sent to you when you receive the introduction letter for the study permit
- Validity: same as the study permit, or when your passport expires (if earlier)

WHEN SHOULD I ARRIVE IN CANADA?

Students should be present as of the first day of the session (see <u>academic calendar</u>). Exception: New PhD students can arrive up until the 10th week

- The summer session starts on May 3rd, 2023.
- Plan to arrive 3 or 4 weeks before the start of the session in order to get settled in Montreal and attend orientation activities for new students.
- Orientation for new students usually takes place during the week preceding the start of the session (invitations to come).

Important reminders

- Arriving too early may make the border agent doubt your intentions. You are NOT authorized to work prior to day 1 of the session!
- Due to the pandemic, it is essential that you are able to demonstrate the reasons for your trip and that you
 are a bona fide student (ex.: proof of financial capacity). Make sure that you know how to log in to your
 MonETS student portal.
- All information related to the pandemic and travel restrictions is subject to change. It is your responsibility to check the <u>ÉTS website</u> and the <u>Canadian government website</u>.

STUDY PERMIT REFUSAL

IRCC either approves or refuses your application. If your application is incomplete or contains errors, it will be refused.

Main reasons for refusal...

- 1. «You have not convinced the agent that you will return to your country of origin »
- 2. Insufficiant financial resources
- 3. Weak ties to country of origin

Refusal rates are high for certain countries and regions. Keep this in mind and carefully prepare your application!

Please visit our website for information on study permit refusals.

Top 25 Source Countries: Study Permit Refusal Rates January 1 to May 31, 2019

	Refusal Rate
India	36%
People's Republic of China	15%
Nigeria	81%
Iran	48%
Socialist Republic of Vietnam	55%
Korea, Republic of	4%
Brazil	18%
Algeria	86%
Philippines	40%
France	10%
Bangladesh	67%
Federal Republic of Cameroon	82%
Colombia	25%
Mexico	22%
Japan	4%
United States of America	14%
Pakistan	81%
Congo, Democratic Republic of the	75%
Nepal	79%
Turkey	29%
Senegal	71%
Morocco	51%
Ghana	62%
Taiwan	10%
Kenya	70%

DEFERRING YOUR ADMISSION

You will need to defer your admission if you won't be able to get your study permit on time for the start of the session (or in the case of new PhD students, up through the 10th week of the first session).

ÉTS allows students to defer their admission up to 2 times for a maximum of 1 year.

- How : go to the <u>Omnivox platform</u>
- Processing times: several days or up to a week depending on the time of year
- Deadline: Prior to the end of the 2nd week of the session, otherwise your file will be closed.

Validity of your immigration documents in the case of deferral

- If you haven't yet applied for your immigration documents, wait for the new admission letter prior to applying
- Study permit: You don't have to apply for a new study permit (see section E on deferred admission the <u>IRCC</u> website)
- CAQ: As of November 2022, you do not need to apply for a new CAQ if you are postponing the start of your program of study to the following semester. However, in all other cases, you must apply for a new CAQ.

IMPORTANT – If you defer your admission after having arrived in Canada, make sure you continue to respect the conditions of your study permit.

WE LOOK FORWARD TO SEEING YOU AT ÉTS!

Questions?

- Write to us at international@etsmtl.ca
- Make an online or in-person appointment with one of our advisors

