



Visa Section  
Laurenzerberg 2  
A-1010 Vienna  
[www.kanada.at](http://www.kanada.at)

## **GENERAL INFORMATION ABOUT APPLYING FOR A STUDY PERMIT**

An Application for a Study Permit can only be considered once an applicant has received a **letter of acceptance** from a Canadian educational institution. As processing can take some time to complete, we recommend that applications be submitted at least three months prior to the intended date of departure. The form must be completed in either English or French and all supporting documents that are not in English or French must be accompanied by a translation. Applications may be submitted by mail **or in person Monday to Friday between 8:30 a.m. and 11:30 a.m.**

Persons wanting to take a program of study of **six months'** duration or less do not require a Study Permit to do so. However, you may still require a temporary resident visa to enter Canada depending on your country of citizenship.

### **DOCUMENTARY REQUIREMENTS**

**In addition to what is requested in the application kit the following must be submitted with your application:**

- 1 a valid **passport** or travel document for all persons included in your application;
2. two passport-size **photographs** for all persons included in your application; additional photographs will be required if we request you to have a medical examination;
3. proof of unconditional **acceptance** at a university, college, technical institution; for attendance at a **primary or secondary school**, a letter from the school board having jurisdiction for the school you are attending (or for private schools, a letter from the school itself), indicating the name of the school, level of study, duration of the course.
4. proof of **sufficient funds** in convertible currency such as bank statements, savings booklets and credit cards (from applicant, or applicants' parents if supporting) available to pay for your studies and living expenses, scholarships, letter of invitation and support from Canadian contact, if applicable;
5. **For all students who are minor children under 18 years of age:** a **notarized** parental declaration of consent (signed by **both parents**) stating that **delegation of parental authority** has been granted to a **custodian in Canada** to act in times of emergency **AND** a **notarized statement of support/custodianship from the host family in Canada**; evidence that health insurance has been arranged prior to departure for Canada;
6. a **police clearance** certificate for all persons 18 years of age and over;
7. the **processing fee** indicated on the enclosed form (**PLEASE NOTE: Processing fees are not refundable.**);
8. for attendance at an educational institution in **Québec**, you will also require a "Certificat d'acceptation du Québec" (Quebec Certificate of Acceptance, or CAQ) issued by the Ministère de l'Immigration et des Communautés culturelles (MICC). You should apply for your CAQ directly at the Service aux étudiants étrangers, Centre de services à la clientèle 285, rue Notre-Dame Ouest, rez-de-chaussée, bureau G-15 Montréal (Québec) H2Y 1T8 CANADA Phone : (514) 864-9191  
<http://www.immigration-quebec.gouv.qc.ca/fr>

Additional documents may be requested, should they be required, in individual cases.

## **MEDICAL EXAMINATIONS**

You **may** be required to complete a medical examination by a doctor on **our** list of Designated Medical Practitioners, especially if your intended stay in Canada will exceed six months.

## **WORKING IN CANADA WHILE YOU ARE A STUDENT**

Unlike most other foreign workers in Canada, the holders of study permits in some cases are permitted to work without certification by Human Resources Development Canada that the job is available to a foreign national.

If you are a full-time student at a degree-granting institution you may work on the campus at which you are registered without the need for a work permit or HRSDC certification. This includes work as a university graduate assistant, teaching assistant or research assistant, who are given their positions under the auspices of their university department. Permission is sometimes given for off-campus employment where the educational institution confirms that work is a normal part of the student's academic program but in such cases a work permit is required. If you are the holder of a study permit you may apply for a work permit after entering Canada. For more information please consult the following web site: <http://www.cic.gc.ca/english/study/work-offcampus-how.asp#step2>

If you are a medical student going to Canada to take part in an elective program at a Canadian institution (hospital or university), to observe **medical or clinical procedures** as part of your medical training, you require neither a student permit nor a work permit. However, you must undergo a medical examination by a doctor on **our** list of Designated Medical Practitioners and you may require a **temporary resident** visa depending on your country of citizenship.

If you are doing research at a Canadian academic institution and are **not** enrolled in a study program, you **may** require a work permit. Depending on the circumstances, HRSDC certification may be required.

## **STUDY AND WORK PERMITS FOR YOUR DEPENDENTS**

If your spouse or partner and dependant children are with you in Canada, and you are the holder of a study permit, they may apply for study permits after arrival.

Spouses or partners of foreign students are allowed to accept employment in the general Canadian labour market. HRSDC certification is not required but a work permit must still be obtained. This may be applied for after arrival in Canada.

## **THIS VISA OFFICE'S GEOGRAPHIC AREA OF RESPONSIBILITY**

The Canadian visa office at Vienna is responsible for processing applications for a study permit from residents of: Austria, Slovenia, Croatia, Bosnia-Herzegovina, the Slovak Republic, Hungary, the Czech Republic, Macedonia and Kosovo. **Applicants not resident in these countries are normally required to come to Vienna in person for an interview.**

## **IMPORTANT NOTICE FOR NON-RESIDENT APPLICANTS:**

***If you are not normally a resident of one of the above countries it may take extended amounts of time to process your application at our office. We may send your documents for verification to the visa office normally serving your country of residence. We can not assume any responsibility for the extra processing time.***

## **WHAT THE APPLICANT MUST PROVE**

The visa officer must be satisfied that the foreign national is not inadmissible and meets the requirements of the Immigration and Refugee Protection Act and Regulations and that the foreign national will leave Canada by the end of the period authorized for their stay. **The burden of proving that his or her admission would not be contrary to the Act or the regulations rests with the applicant.**

**Visa Section  
Canadian Embassy  
Vienna, Austria**



**APPLICATION FOR A STUDY PERMIT MADE OUTSIDE OF CANADA**  
**DEMANDE DE PERMIS D'ÉTUDES PRÉSENTÉE À L'EXTÉRIEUR DU CANADA**

I want service in:  English / Je veux être servi(e) en :  Anglais  French / Français

File - Référence

<b>1</b>	APPLICANT(S) REQUÉRANT(S)	APPLICANT REQUÉRANT	SPOUSE OR COMMON-LAW PARTNER AND CHILDREN CONJOINT OU CONJOINT DE FAIT ET ENFANTS			
	Family name Nom de famille					
	First name Prénom					
	Second name Autre prénom					
	Relationship Lien de parenté	SELF LUI-MÊME				
	Sex Sexe					
	Date of birth Date de naissance	D - J M Y - A	D - J M Y - A	D - J M Y - A	D - J M Y - A	D - J M Y - A
	Place of birth Lieu de naissance					
	Citizenship Citoyenneté					
	Passport no. N° de passeport					
	Passport expiry date Date d'expiration du passeport	D - J M Y - A	D - J M Y - A	D - J M Y - A	D - J M Y - A	D - J M Y - A
	Country of issue Pays de délivrance					
	Marital status État matrimonial					
Will accompany you to Canada? Vous accompagnera au Canada?		<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui

<b>2</b>	My current mailing address. All correspondence will go to this address unless you indicate your e-mail address below, thereby authorizing correspondence, including file and personal information, be provided to the specified e-mail address. If you wish to authorize the release of information from your case file to a representative, indicate their address below and on the form IMM 5476. Mon adresse postale actuelle. Toute la correspondance sera envoyée à cette adresse, sauf si vous fournissez une adresse de courriel, auquel cas la correspondance autorisée, y compris vos renseignements personnels, sera envoyée à cette adresse de courriel. Si vous désirez autoriser la transmission de renseignements concernant votre dossier à un représentant, indiquez son adresse ci-dessous et sur le formulaire IMM 5476.	<b>3</b>	My residential address (if different from your mailing address) Mon adresse personnelle (si elle est différente de votre adresse postale)
E-mail / Courriel		Telephone number / Numéro de téléphone	Fax number / Numéro de télécopieur

<b>4</b>	My present job is (give a brief description of your position) Ma profession actuelle (Indiquer le titre de votre emploi et une brève description du poste)	<b>5</b>	Name and address of my present employer or school Nom et adresse de mon employeur actuel ou de l'établissement d'enseignement
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<b>6</b>	a) Immigration status of applicant(s) in country where applying: Statut par rapport à l'immigration du (des) requérant(s) dans le pays où la demande est présentée	b) Valid until / Valide jusqu'au	D - J M Y - A
<input type="checkbox"/> Citizen / Citoyen	<input type="checkbox"/> Permanent resident / Résident permanent	<input type="checkbox"/> Temporary Resident / Résident Temporaire	<input type="checkbox"/> Worker / Travailleur
<input type="checkbox"/> Student / Étudiant	<input type="checkbox"/> Other (Provide details below) / Autre (Précisez ci-dessous)		

**DO NOT WRITE IN THIS SPACE**  
**ESPACE RÉSERVÉ**

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Officer - Agent





