



Step-by-Step Visa Application Canada

The below information is correct as of April 2026. For the most up-to-date information visit:

[Canada Immigration and Citizenship](#)

1. Determine Visa Requirements

If you plan to study in Canada for **less than 6 months**, you do not require a Study Permit; instead, you will need a **Visitor's Visa**. This option is ideal for students engaging in short-term studies or exchange programs.

For those intending to study longer, you must obtain a **Study Permit**. If you plan to study in **Quebec**, you will also need a **Québec Acceptance Certificate (CAQ)**, which costs CAD 150 as of January 1, 2026. More information about the CAQ can be found on the [Québec government website](#).

Universities in Canada to Study Abroad from the University of Galway:

- Carleton University (Ontario)
- Concordia University (Montreal, Quebec)
- McGill University (Quebec)
- University of Fraser Valley International (British Columbia)
- University of Manitoba (Winnipeg)
- University of Windsor (Ontario)
- York University (Ontario)

2. Obtain a Letter of Acceptance

- Request your Letter of Acceptance: Ensure you receive an official acceptance letter from the Canadian institution you plan to attend. This document is necessary for your study permit application.

3. Gather Required Documents



Prepare the following documents for your study abroad permit application

- **Valid passport:** Ensure your passport is valid for the duration of your studies in Canada.
- **Letter of Acceptance:** As mentioned above.
- **Proof of financial support:** Demonstrate that you have sufficient funds to cover tuition, living expenses, and return transportation.
- **Passport-sized photos:** Follow the photo specifications provided by the Canadian government.
- **Statement of purpose:** Explain your study plans and intentions upon completing your studies.
- **Additional documents:** Depending on your situation, you may need to provide police certificates, medical exams, or other documentation.

4. Complete the Application

- **Choose the application method:** You can apply online through the [Immigration, Refugees and Citizenship Canada \(IRCC\) website](#).
- **Fill out the application form:** Complete the study permit application form (IMM 1294). Ensure all information is accurate and matches your supporting documents.

5. Pay the Application fee

- **Application Fee:** Pay the study permit application fee (currently CAD 150). If required, also pay the biometrics fee.
- **Keep your receipt:** You will need to submit proof of payment with your application.

6. Submit Biometrics

- **Biometrics appointment:** If required, schedule an appointment to provide your biometrics (photo and fingerprints) at a local collection point. Check the IRCC website for locations.
- **Keep your biometric receipt:** You'll need this for your application.

7. Submit Your Application

- **Online submission:** When applying online, upload all your documents and submit your application electronically.



8. Wait for Processing

- **Application processing times:** Check the [IRCC website for estimated processing times](#) , which can vary based on the time of year.
- **Track your application:** Use your application number to track the status of your application online.

9. Prepare for Arrival in Canada

- **Receive your study permit approval:** If approved, you will receive a Port of Entry (POE) letter of introduction.
- **Travel Documents:** Carry your letter of acceptance, proof of funds, and any other documents you may need at the border.

10. Arrival in Canada

- **Show documentation at the border:** When you arrive, present your passport, study permit approval (POE letter), and other required documents to the border services officer. If everything is in order, the officer will issue your study permit.

11. Settle into your studies

- **Register at your institution:** Follow the enrolment process at your Canadian University.
- **Seek support services:** Familiarize yourself with international student services got assistance with settling in, as well as the Irish embassy.

Process Differences by Region

Ontario (Carleton University, University of Windsor, York University)

Ontario has the Ontario Health Insurance Plan (OHIP) for residents, but international students may need to purchase private health insurance or apply for OHIP if eligible.

Quebec (Concordia University, McGill University)



OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

Quebec universities may have additional French language requirements, especially for programs taught in French. Quebec has its own health insurance plan (RAMQ) for residents. International students may need to apply for this, but eligibility varies.

If studying at McGill for more than 6 months (e.g., a two-term exchange), you must apply for both a CAQ and a Study Permit. If studying for 6 months or less (e.g., a one-term exchange), you do not require a CAQ or Study Permit, though applying for one may be beneficial.

<https://www.quebec.ca/en/education/study-quebec/temporary-selection-studies>

Manitoba (University of Manitoba)

Manitoba offers the Manitoba Health Plan, but international students may need to get private insurance during their first three months.

Other Information

If you enter Canada as a student and obtain a Study Permit upon entry, you are authorized to work on-campus and off-campus as long as you are registered full-time.

IMPORTANT: An activity may be considered “work” even if it is unpaid. You can read more about what constitutes work on the [Government of Canada Work website](#) and the [Government of Canada Temporary and Foreign Worker and International Mobility website](#).

You may remain in Canada to travel after your exchange ends if you have a Study Permit that is still valid.



Visa Application Checklist

- Determine if you need a Study Permit or Visitor's Visa
- Obtain a Letter of Acceptance from your Canadian institution
- Gather required documents:
 - o Valid passport
 - o Letter of Acceptance
 - o Proof of financial support
 - o Passport-sized photos
 - o Statement of purpose
 - o Additional documents (if applicable)
- Choose your application method (online or paper)
- Complete the study permit application form (IMM 1294)
- Pay the application fee (CAD 150) and keep your receipt
- Schedule and attend biometrics appointment (if required)
- Submit your application online or via paper
- Wait for processing and track your application status
- Prepare for arrival with all necessary documents
- Present required documentation at the border upon arrival
- Register at your institution and seek support services

If you have questions, please contact lisa.folan@universityofgalway.ie