



CIC ADMISSIONS NEWS

S E R V I N G T H E L O W E R M A I N L A N D / F R A S E R V A L L E Y

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Is your organization located in the Greater Vancouver area? Would you like to receive *CIC Admissions News* by fax or e-mail? If so, contact the Client Services Unit by fax at (604) 666-6582 or e-mail at CIC-VancouverClientServices@cic.gc.ca.

Information on Citizenship and Immigration Canada (CIC) programs and services can be obtained by:

Telephone at: 1-888-242-2100 (toll free) or

From the CIC Web site at: www.cic.gc.ca

CIC Vancouver Admissions prepares *CIC Admissions News* from a variety of departmental sources. This newsletter is not a legal document. For precise information consult the *Immigration and Refugee Protection Act and Regulations* or the *Citizenship Act and Regulations*.

CLARIFICATION: CPC VEGREVILLE FAX NUMBER

Effective July 1, 2005, there is no longer a direct fax number for clients to send general correspondence to the Case Processing Centre (CPC) in Vegreville, Alberta. The general fax number (780-632-8101) for the Client Service Unit at the CPC is no longer in service. Unless otherwise directed by the CPC in Vegreville, clients are advised to use Canada Post or a courier company to send correspondence or documents to the CPC.

Clients should continue to refer to **application guides for the correct address/postal code for submitting an application**. Different applications (such as for a work permit, a study permit, or permanent residence) have different postal codes. For example: study permit applications should continue to be sent to the T9C 1X5 postal code listed in the application, and in-Canada spouse and common-law partner applications should continue to be sent to the T9C 1W3 postal code.

Any general correspondence sent by regular mail should be sent to the following address:

Case Processing Centre
Vegreville, Alberta
T9C 1W5

Any general correspondence sent by courier should be sent to the following address:

Case Processing Centre
6212-55th Avenue
Vegreville, Alberta
T9C 1W5

Please note that CPC Vegreville is not open to the public. The physical address is provided only for courier deliveries.

Whenever CPC Vegreville sends a letter to a client asking for further information or documents, the client will be asked to respond to the T9C 1W5 address. For example: A client who needs to mail police certificates after submitting an application for permanent residence should send them to the T9C 1W5 address. ♦

Source: CPC Vegreville

STUDYING IN CANADA: INFORMATION FOR SCHOOLS & EDUCATIONAL ORGANIZATIONS

More than 130,000 students come to study in Canada every year. In addition to this number are many more that come to learn English or French. In order to serve the needs of foreign students it is often necessary for those who work in institutions and educational organizations to be knowledgeable about immigration policy and procedure regarding international students.

The CIC Web site at www.cic.gc.ca provides the information and tools that educators, administrators, and foreign student advisors require.

To access the section of our CIC Web site that is specifically designed for assisting educators, administrators and foreign student advisors please click on "to Study" under the "Choose Canada" heading on the left side of the CIC Home page. Next, under the heading "Studying in Canada," scroll down the page and click on the link to "Information for Institutions and





Educational Organizations.” This will take you to a page with links to the following information:

Letters of acceptance: Find out what letters of acceptance from institutions should include.

Custodian permission forms: If a minor child is coming to study in Canada, they will need a custodian in Canada. All minor applicants must supply a notarized declaration – one signed by the parents or legal guardians in the country of origin, as well as one signed by the custodian in Canada – stating that arrangements have been made for the custodian to act in place of a parent.

Documentation for minor children: Use these guidelines to determine what immigration documentation minor children who are foreign students should have when applying to your school.

Current information on student pilot projects: Details about the various initiatives that CIC and the provinces are undertaking to make Canada “a destination of choice for foreign students.”

Guidelines regarding work and volunteer work:

- Read details about what constitutes work and volunteer work.
- For guidelines regarding co-ops and internships, refer to section 5.10 of *OP12: Students*, and section 5.38 of *FW1: Foreign Worker Manual*;
- For guidelines regarding post-graduation employment, refer to section 5.10 of *OP12: Students*, and section 5.39C of *FW1: Foreign Worker Manual*.

Reporting: If you wish to report an infraction of a study permit at your institution, please contact:
The CIC Call Centre; or
A local CIC Office (listed in the blue pages of your telephone book.)

Partnerships: Find out more information about ongoing consultations between Citizenship and Immigration Canada and educational institutions and organizations.

For comprehensive information about processing study permit applications outside of Canada, at ports of entry or inland, please consult *Overseas Processing Manual chapter OP 12: Students*. This chapter is a consolidated chapter dealing with the processing of foreign students. There is no need to refer to inland or port-of-entry chapters; readers need only click on appropriate links within OP 12 on the CIC Web site. To access any of the Citizenship and Immigration Canada manual chapters on legislation and policy simply click on the “Policy and Program Manuals” link under the “Quick Links” heading located on the right side of the CIC Web site Home page at www.cic.gc.ca/english/index.html. ♦

Source: CIC Web site, OP 12: Students

UNPAID REPRESENTATIVES OF INTERNATIONAL STUDENTS

On August 23, 2005, a new chapter entitled *IP 9: Use of Representatives Paid or Unpaid* was released. The chapter replaces the previous draft of instructions that were posted when the amended *Immigration and Refugee Protection Regulations* on immigration representatives came into effect on April 13, 2004. The objectives of the Regulations governing the use of representatives are to ensure that all applicants are represented in a professional, competent and lawful manner to preserve the integrity of

Canada’s immigration program, and to provide consumer protection.

Chapter *IP 9: Use of Representatives Paid or Unpaid* provides policy and procedural guidelines for implementing the Regulations on the use of representatives by persons who are the subject of proceedings or applications pertaining to immigration and refugee matters. Immigration representatives fall into two groups: individuals who charge fees for their services and individuals who provide such services at no cost (family members, friends, non-governmental and religious organizations, educational institutions, etc.). Only those representatives who charge a fee need to be registered with one of the following regulatory bodies: a Canadian provincial/territorial law society, the Canadian Society of Immigration Consultants (CSIC) or the *Chambre des notaires du Québec*.

To follow is information regarding unpaid representatives of international students. For complete information on the use of paid or unpaid representatives, including a complete list of unpaid representatives, please consult *Inland Processing Chapter IP 9*.

Family, friends, non-governmental and religious organizations

Family, friends, international agencies, and religious and non-governmental organizations play an important role for applicants with limited resources who feel the need for support and advice. Family, friends, and international, religious and non-governmental organizations who do not charge fees for providing immigration advice or services can continue to represent applicants before Citizenship and Immigration Canada (CIC) or the Canada Border Services Agency (CBSA) without being members of a regulatory body.





Educational stakeholders in Canada

Educational stakeholders in Canada include international student advisors, school administrators, churches and cultural organizations. Since these educational stakeholders are not paid a fee by the student for providing immigration services, they fall under the category of “unpaid representative – other” in section 6 of the IMM 5476 *Use of a Representative* form.

Educational stakeholders can continue to provide students with information, assist in completing work/study permit applications and/or extensions at local CIC offices, and advocate and intervene on behalf of international students if they are unpaid and designated as representatives. They can also provide their mailing address as the point of contact for the student’s study permit application.

The rules are distinctly different for overseas educational agents (see below).

Educational agents abroad

Educational agents, who are often engaged by Canadian educational institutions to assist their foreign students, charge a fee for all their services up to and including sending a signed study permit application to the Canadian embassy. Under the Regulations, agents do not need to meet the definition of an authorized representative to provide services prior to the submission of the application.

However, agents who wish to represent students after their student applications have been submitted will need to be members of a Canadian provincial/territorial law society, the Canadian Society of Immigration Consultants (CSIC) or the Chambre des notaires du Québec in order to conduct business with CIC and the CBSA. ♦

Source: IP 9: Use of Representatives Paid or Unpaid, NHQ Manual Editor Coordinator

LETTER OF ACCEPTANCE

In order to meet the requirements of Section R219 of the *Immigration and Refugee Protection Regulations*, foreign students are required to include a letter of acceptance with their study permit application.

Students can establish acceptance to a course of study by showing officers an original letter of acceptance from the educational institution that they will be attending. The following list of items should be included in all the letters of acceptance from educational institutions submitted by students at the time of their application. There is no legal requirement for the institution to provide all of the following information but it helps an officer assess an application:

- full name, date of birth and mailing address of the student;
- the course of study for which the student was accepted;
- the estimated duration or date of completion of the course;
- date on which the selected course of study begins;
- the last date on which a student may register for a selected course;
- the academic year of study that the student will be entering;
- whether the course of study is full-time or part-time;
- the tuition fee;
- any conditions related to the acceptance or registration, such as academic prerequisites, completion of a previous degree, proof of language competence, etc.;
- clear identification of the educational institution, normally confirmed through its letterhead;
- where applicable, licensing information for private institutions normally confirmed through letterhead.

In cases where the program is jointly offered by more than one institution, the letter of acceptance should be issued by the institution that will be granting the degree or diploma (or, where a degree or diploma is granted jointly by more than one institution, the letter of acceptance should be issued by the institution at which students will begin their studies). The letter should note that the program of study includes courses/sessions (specify which semesters/courses) given at another institution (specify institution name, type, i.e., college, university, technical institute, etc., and location).

If letters of acceptance are incomplete, officers may need to seek additional information from the applicant.

To view an example of a standard form letter of acceptance, visit our CIC Website at the following link:
<http://www.cic.gc.ca/english/pdf/pub/aclet-e.pdf>

Exceptions

A family member accompanying a foreign national who will become a student or a worker is exempted from the acceptance-letter requirement from the educational institution [R219(2)(a)].

Students whose study permits expire less than 90 days after the completion of their course of studies may apply for an extension. The extension may only be issued for a validity period of 90 days starting the day the student receives written notification from their educational institutions of successful completion of their studies. In this situation, a student does not need to provide a letter of acceptance [R219(2)(b) and R219(3)]. ♦

Source: CIC Web site – Chapter OP12 - Students





VALIDITY PERIOD FOR STUDY PERMITS

Effective January 31, 2005, a policy change came into effect concerning study permit validity for foreign students at the secondary (high school) level. Study permits for high school students, previously issued on a year-to-year basis, may now be issued for the full length of the intended period of study at a Canadian high school, for those foreign students completing more than one year of secondary education in Canada.

To follow is information from the *Overseas Processing manual chapter OP 12: Students* regarding validity periods for study permits.

DETERMINING VALIDITY PERIODS

Once officers have determined that a student is bona fide and meets the requirements, the operational goal is to eliminate, or at least minimize, further transactions with the student. One of the most effective ways to minimize further transactions is to issue long-term study permits, along with a long-term multiple entry visa, if applicable.

Type of student & period of validity

On regular straightforward cases, the recommended length for a study permit depends on the type of student.

Post-secondary students (and most adult students even if not at a post-secondary institution): The study permit should correspond to the duration of their proposed course of studies, plus an additional three months.

Secondary students:* The study permit should correspond to the duration of their proposed course of studies, plus an additional three months.

Primary students: The study permit should be issued on a year-to-year basis, except for dependent children of persons who have been issued long term study or work permits, provided the period does not exceed that which has been given to the head of the family.

Quebec-bound students: The study permit should coincide with the duration of the CAQ which has a maximum duration of 3 years.

Rotary exchange students: Study permits should be valid until August 31st of the following year.

* Secondary students in all provinces outside of Quebec are defined as those destined to grades 9-12. Grades Kindergarten to 8 are considered primary students. In Quebec, secondary students are defined as *Secondaire III* through *Secondaire V* (equivalent of grades 9-11).

Limiting the duration of a study permit due to some concerns with the case should be the exception. If an officer restricts the validity period of the study permit, they should note the reason in the "Remarks" box.

Note: If a temporary resident visa (TRV) is issued in conjunction with the study permit, visas should be issued for multiple entries, valid for the same period as the study permit or the passport, whichever is shorter, unless otherwise restricted.

Note: The length of the period authorized upon entry, or when extending a temporary status or renewing a permit must not extend beyond the validity of the foreign national's passport or travel document [R52, R183(2)(c)].

Source: OP 12 - Students

POLICY FOR INTERNATIONAL STUDENTS WHO WANT TO CHANGE SCHOOLS

On January 31, 2005 Citizenship and Immigration Canada introduced a new "level of study" policy for international students attending post-secondary institutions in Canada. The term "level of study" or "type of institution" describes particular types of education: e.g. "university" and "college."

The new policy allows students to change their level of study without applying for a change to their study permit. They can now transfer between programs of study and institutions and also transfer between public and private institutions.

This change applies to students who have a valid study permit for training or studying at the post-secondary level such as university, community college, CEGEP or institute, private university, Career College, academy, school or training institution, ESL/FSL and other language training.

The new policy does not apply to students from kindergarten to grade 12. ♦

Source: CIC Web site

PAYMENT OF FEES THROUGH THE INTERNET

Did you know that you can pay your fees online and print an official fee receipt through CIC's Web site on the Internet? To access this service go to CIC's Web site at www.cic.gc.ca and choose "On-Line Services" from the menu at the top of any CIC Web page. Choose the "Payment of fees through the Internet" option to pay your fees and print an official fee receipt. In this section you can view a complete list of Citizenship and Immigration applications that can be paid





for on-line. As well, a diagram is provided which explains each step in the payment process. Application kits also include information about making an on-line payment.

Before using this on-line service, please ensure that you have:

- completed the appropriate application(s) for service(s) you will be paying
- a valid email address for delivery of official CIC receipt
- your credit card ready
- Adobe Acrobat Reader installed on your computer (this is required to view and print the official CIC receipt)
- access to a printer
- JavaScript enabled on your browser

Source: CIC Web site

UPDATES TO CIC MANUALS

To access update information for the various CIC manual chapters go to the "Policy and Regulations" section of CIC's Web site at www.cic.gc.ca. Click on the "Manuals and Operations Memoranda" link to access the various CIC manuals, choose the manual you wish to view, and then choose the manual chapter you wish to view. A link to "Manuals and Operations Memoranda" can also be found on the right side of the main page under the "Quick Links" heading. Each chapter has an "Updates to Chapter" section in the index that lists updates to the chapter by date.

A list of acronyms and names for the CIC manuals is shown below:

- CP – Citizenship Policy
- ENF – Enforcement
- FW – Temporary Foreign Workers Guidelines
- IL – Legislation
- IN – Information Sharing

- IP – Inland Processing
- IR – Reference
- OP – Overseas Processing
- PP – Protected Persons

To follow is a list of manual chapter changes made between July 26 and August 31, 2005. Some background is given for chapters with substantive changes. Go to CIC's Web site for full details of the changes made to each manual chapter.

Aug 31 – OP 6 – Federal Skilled Workers

Aug 26 – ENF 1 – Inadmissibility
Changes were made to reflect CIC and CBSA policy responsibility and service delivery roles.

Jul 28 & Aug 25 – FW 1 – Foreign Worker Manual

Extensive amendments have been made throughout this manual. Of note are changes to the following sections:

- Section 5.9 – Clarification regarding professional and semi-professional athletes and coaches has been added
- Section 5.23 – Instructions regarding persons who may apply for a work permit at the port of entry have been amended to reflect the August 2004 regulatory change
- Section 5.24 – Instructions regarding persons who may apply for a work permit in Canada have been amended to reflect the August 2004 regulatory change
- In addition, guidelines have been added regarding existing work permit holders applying at the port of entry
- Section 5.38 – Further clarification regarding eligibility of institutions for C30 was added
- Section 5.39 – Various modifications were made to C43, post-graduation employment provisions, including an allowance for part-time and self-employment

- Section 8 – Under "Procedures," officers, when issuing a Visitor Record, are advised to refer to R186 or to the fact that a person is "authorized to work.."

Aug 17 & 23 – IP 9 – Use of Representatives Paid or Unpaid

This new chapter replaces the previous draft of instructions that were posted when the amended *Immigration and Refugee Protection Regulations* on immigration representatives came into effect on April 13, 2004. The objectives of the Regulations governing the use of representatives are to ensure that all applicants are represented in a professional, competent and lawful manner to preserve the integrity of Canada's immigration program, and to provide consumer protection.

Jul 26 – ENF 21 – Recovering Missing, Abducted and Exploited Children ♦

Source: CIC Web site, National Manual Editor Coordinator





You Asked About...?

Questions received from our readers this month include:

Question: I am an international student advisor and I have a student who is from a country that requires a temporary resident visa (TRV) to enter Canada. Her study permit is valid until August 31, 2006, but her TRV expired July 31, 2005. She would like to go to the United States for the weekend. Will she have to apply for a new Canadian TRV in the U.S. in order to re-enter Canada?

Answer: The first step is for your client to contact the United States authorities to inquire about the requirements for entry to the US.

The *Immigration and Refugee Protection Regulations* and CIC's policy provide the answer to your question about the re-entry of foreign nationals to Canada from the United States. Section R190(3)(f) of the *Regulations* states:

“(3) A foreign national does not require a temporary resident visa if they are seeking to enter and remain in Canada solely (f) to re-enter Canada following a visit solely to the United States or St. Pierre and Miquelon, if they (i) held a study permit or a work permit that was issued before they left Canada on such a visit or were authorized to enter and remain in Canada as a temporary resident, and (ii) return to Canada by the end of the period initially authorized for their stay or any extension to it;”

Chapter *ENF 4: Port of Entry Examinations* also explains Regulation R190(3)(f).

So, although your client's TRV expired on July 31, 2005, because she has a study permit valid until August 31, 2006, she can re-enter Canada without the need for a new TRV if she has only visited the United States. In other words, she can re-enter Canada from the United States within the validity of her current study permit. Your client must comply with all other entry requirements. In this circumstance, re-entry to Canada is based upon the client's study permit. If she visits any other country than those listed she is not exempt under this provision.

Source: *Immigration & Refugee Protection Regulations, CIC Web site, ENF 4*



Kit Update News

- CIT 0002 – Application for Canadian Citizenship – Adults**
- CIT 0003 – Application for Canadian Citizenship – Minors**
- CIT 0001 – Application for a Citizenship Certificate from Inside Canada**
- CIT 0006 – Application for a Citizenship Certificate from Outside Canada**

Extensive revisions have been made throughout all four of the above Proof and Grant application kits. The revision date for the guides and forms is 06-2005 and old versions should be discarded.

CIT 0300 – Application to Register and Retain Canadian Citizenship Under Section 8

One minor change was made in the guide to reflect new audio and Braille versions of the *A Look at Canada* publication.

IMM 5196 – Sponsorship of parents, grandparents, adopted children and other relatives – The Sponsor's Guide

The section on the Right of Permanent Residence Fee (RPRF) has been amended with new fee payment instructions. The version date is 07-2005 and old copies should be discarded.

IMM 5445 – Applying for a Permanent Resident Card

The guide in this application has been updated, a document checklist form has been added (IMM 5574), the IMM 5444 form has been amended, a yes/no option has been added to question 18, and question mark icons have been added. The revision date is 06-2005 and old copies can be used until supplies are exhausted.



Around the Web

Citizenship and Immigration Canada operates an Internet Web site located at www.cic.gc.ca. The site is a valuable source of information on CIC programs and services. Recent postings to the site include:

August 18, 2005: CIC Web Site Evaluation Results from the winter 2005 survey.

August 4, 2005: Facts and Figures 2004: Immigration Overview – Permanent and Temporary Residents

July 5, Citizenship Judge Appointments News Release





Announcement

Permanent Resident Card Distribution Centre is moving

Effective the 19th of September, the Permanent Resident Card Distribution which was co-located with the Vancouver Citizenship Court at 200- 800 Expo Boulevard will move to the following address:

Citizenship & Immigration Canada
1148 Hornby Street
Vancouver, BC
V6Z 2C3

Appointment letters have been amended to include this new address. Clients who attend the previous address to pick up their permanent resident card after the 19th of September will be directed by the Commissionaire to report to the new address above for service.

Hours of Operation

The hours of operation are from 8:00 AM - 4:00 PM, Monday to Friday. All clients will be scheduled appointments with a specific date and time to pick up their permanent resident cards. Letters will be mailed to clients in advance with this information.

If a client is unable to make the scheduled appointment, they may present themselves at our office between the hours of 8:00 AM – 3:30 PM.

