

IRCC - Online Applications



You can apply on-line for Immigration, Refugees and Citizenship Canada (IRCC) related applications including:

- Study permit - Paper document
- Study permit extension – Paper document
- Temporary Resident Visa (TRV) – Sticker in your passport (if applicable)
- Co-op/Internship Work Permit – Paper document
- Post-Graduate Work Permit – Paper document
- Change/update Designated Learning Institution (DLI)

You do not need a work permit to work on or off-campus, your study permit will allow you to work on or off-campus if you are eligible.

Computer Software Requirements

Choose the latest version of Internet Explorer for PC and the latest version of Safari for mac for the best user experience with IRCC's on-line application system

TIPS

- If you are unable to open the application form, change your browser to Internet Explorer or Safari
- Your permit or visa will be sent to the mailing address you indicate on the application form
- There is no fee for the Co-op/Internship work permit
- Application information is transmitted to IRCC after your application is submitted.

STEP 1

Create or sign into your IRCC account:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>

Choose the **Sign-in Partner** or **GCKey**. This is your choice. Either option will do.


Continue to Sign-In Partner ←

- Use the same sign in information you use for other online services (for example, online banking)
- None of your information will be shared with us. Your Sign-In Partner will not know which government service you are using.
- You will temporarily leave Canada.ca to use your Sign-In Partner

▶ View the full list of Sign-In Partners

Continue to GCKey ←

- Sign in with a GCKey user ID and password if you don't use a Sign-In Partner.
- Register for a GCKey user ID and password if you don't have one.



After creating your account, scroll down and click on “Apply to come to Canada”. Processing times are found at: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html>

STEP 2

Click on **study/visit/work** link to access a questionnaire.

Note – if you do not have a Personal Checklist Code, scroll down and choose “I do not have a Personal Checklist Code” and then click on the study/visit/work link to access the questionnaire.

Answer the questions in the questionnaire by choosing the answer that best applies to what you want to apply for. You will be provided a drop down list of answers for most questions in the questionnaire.

For example, if you are applying for a Post-Graduate Work Permit, answer no to all work related questions and yes for the post-graduate work permit question. For the Co-op/Internship work permit application, answer no to all questions related to work and yes to the Co-op/Internship question.

STEP 3

Get your application and document checklist, upload documents and pay.

After completing the questionnaire, you will find your application and required documents. On the application form, click on the Validate button found at the top or bottom of your application before you begin and answer the questions that are highlighted. After completing the application form, click on Validate once again. Save your application to your desktop and the upload to your IRCC account. Upload the document checklist and then pay and submit!

*If you are unable to open the application form, choose a different browser such as the latest version of Internet Explorer for PC and the latest version of Safari for mac or choose a different version of Adobe.