

GETTING STARTED WITH MYCIC:

TIPS FOR INITIAL STUDY PERMIT APPLICANTS

MyCIC is the online application tool for Immigration, Refugees and Citizenship Canada (IRCC). Creating a MyCIC account allows you to apply online for documents such as study permits, work permits, and visitor visas.

This guide walks you through how to create a MyCIC account, including how to fill in the IRCC questionnaire. This guide is for first-time users applying for their initial study permit online.

This guide has four parts:

- Part 1: Register using the GCKey option
- Part 2: Create your MyCIC account
- Part 3: Complete the IRCC questionnaire
- Part 4: Understand the "Your document checklist" page

The Information on this guide may change.

The immigration information in this guide has been reviewed and endorsed by Regulated Canadian Immigration Consultants (RCICs) in compliance with the Immigration and Refugee Protection Act and Regulations. However, this is not a legal document and information may change without notice. Always refer to Immigration, Refugees and Citizenship Canada (IRCC) for the most up-to-date information.

PART 1: REGISTER USING THE GCKEY OPTION

- Go to the IRCC "Create an account or sign in" page.
- You'll see two options for registering:
 - "Register with Sign-in Partner"
 - "Register with GCKey"
- We recommend the GCKey option. Click "Register with GCKey".

Register with GCKey

A GCKey lets you securely access the Government of Canada's online services.

It includes a username and password that you choose. You must also create security questions. These steps keep your data secure and let you recover your account.

To register with GCKey

1. Click Register with a GCKey below.
2. Click Sign Up.
3. Read the Terms and Conditions of Use and click I Accept.
4. Create a username. Click Continue.
5. Create a password. Click Continue.
6. Create your security questions and responses. Click Continue.
7. Click Continue to get to the Sign Up Complete page.
8. Read the Terms and Conditions. Click I Accept.
9. Enter your information and follow the steps to create your account.


Register with GCKey

- You'll be directed to the "Welcome to GCKey" page. Click "Sign Up" on the right.
- You'll be guided through four steps to create your GCKey:
 - Review the "Terms and Conditions of Use" and click "I accept" if you agree.
 - Create your username.
 - Create and confirm your password.
 - Create your recovery questions, answers, and hints.
- When you've successfully created your GCKey, you'll see a page that says "GCKey Sign Up Complete". Click "Continue".

PART 2: CREATE YOUR MYCIC ACCOUNT

- After you have created your GCKey, you'll be prompted to accept "Terms and Conditions" again. Review the info and click "I Accept" to continue.
- On the "Create an account" page, enter your name, email address, and preferred language of notification.
- Create your security questions and answers.
 - You'll need to answer a security question every time you sign in to your MyCIC account.

Once you complete the above steps, you will be brought to the homepage of your account. This is the page that you see every time you sign in.



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Quest Student's account

View the applications you submitted

Review, check the status or read messages about your submitted application.

Search: Showing 0 to 0 of 0 entries | Show 5 entries

Application type	Application number	Applicant name	Date submitted	Current status	Messages	Action
No data available in table						

Did you apply on paper or don't see your online application in your account? [Add \(link\) your application to your account](#) to access it and check your status online.

PART 3: COMPLETE THE IRCC QUESTIONNAIRE

No data available in table

Did you apply on paper or don't see your online application in your account? [Add \(link\) your application to your account](#) to access it and check your status online.

Continue an application you haven't submitted

Continue working on an application or profile you haven't submitted or delete it from your account.

Search: Showing 0 to 0 of 0 entries | Show 5 entries

Application type	Date Created	Days left to submit	Date last saved	Action
No data available in table				

Start an application

[Apply to come to Canada](#)
Includes applications for visitor visas, work and study permits, Express Entry and International Experience Canada. You will need your personal reference code if you have one.

[Refugees: Apply for temporary health care benefits](#)
Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.

[Citizenship: Apply for a search or proof of citizenship](#)
Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.

[Students: Transfer schools](#)

On the homepage of your account, click on "Apply to come to Canada".

You'll see the "Personal checklist" page:

- You will **not** have a Personal Reference Code, so **ignore** this section.
- **Scroll down** to the "I do not have a Personal Reference Code" section.
- Click on "Visitor visa, study and/or work permit".

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Personal checklist

Personal Reference Code

If you have already completed the Come to Canada or the Express Entry wizard, you would have received a document checklist and/or a personal reference code, based on the answers you provided.

* Please enter your personal reference code to begin your application. *(required)*

Continue

Cancel

I do not have a Personal Reference Code

If you do not have a personal reference code, you may answer a series of questions to find out if you are eligible to apply for a visa and/or permit, apply for Express Entry, and begin an online application.

If you begin your application **after you have logged into your account**, you will not receive a personal reference code, as the system will save your document

Your screen now says "Find out if you're eligible to apply".

- You'll be guided through a series of questions to determine your eligibility to apply for your initial study permit.

Find out if you're eligible to apply

What would you like to do in Canada? *(required)* ?

Please make a selection

How long are you planning to stay in Canada? *(required)*

Please make a selection

Select the code that matches the one on your passport. *(required)* ?

Please make a selection

What is your current country/territory of residence? If you are presently in Canada, you should select Canada. *(required)* ?

Please make a selection

Do you have a [family member](#) who is a Canadian [citizen](#) or [permanent resident](#) and is 18 years or older? *(required)*

Please make a selection

What is your date of birth? *(required)* ?

Select year ▾

Select month ▾

Select day ▾

Save and Exit Questionnaire

Next

- Click on the blue question mark if you need help answering a question.

Your results

Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.

Students (Study permit- outside of Canada, no work permit)

You may be eligible to come to Canada as a student.

Continue

Exit Questionnaire

When you've answered all the eligibility questions, you'll see a screen that indicates your eligibility to come to Canada as a student. Click "Continue".

Next, you'll be guided through a series of questions that will generate your personal document checklist.

- Click "Continue" on the "Create your personal checklist" screen to begin.
- Important: There are two questions that commonly confuse students:
 - **"Is work an essential component of your studies?"**
 - Select "Yes".

You are required to complete an Experiential Learning at Quest and you should apply for your co-op work permit with your study permit.

Find out if you're eligible to apply

Are you an exchange student? (required) ?

Please make a selection

Is work an essential component of your studies? (required) ?

Yes

Are you a spouse, common-law partner or child of certain skilled worker or of certain full time international student that has or will have status in Canada? (required) ?

Please make a selection

Are you:

- A recipient of a Commonwealth scholarship; or
- A recipient of a full bursary (covering all expenses) from the Canadian International Development Agency (CIDA), including Francophonie scholarships; or
- A participant in a Canadian aid program for developing countries? (required) ?

Please make a selection

- **"Have you visited or lived in any one of the designated countries for 6 consecutive months in the last year?"**
- See the list of designated countries.
- Select "Yes" if the statement applies to you. Select "No" if it does not.

After completing the IRCC questionnaire, you will see a screen that says "Review your answers".

- **Double-check** your responses because they determine your document checklist.
- Make any corrections if necessary. Then click "Continue".

The next screen, "Submitting your application", provides technical information to help you during your application process.

- Review this information carefully.
- Click "Continue" on the bottom right.

You will now see the "Your document checklist" page.

PART 4: UNDERSTAND THE "YOUR DOCUMENT CHECKLIST" PAGE

This page lists your required documents and links to any forms you need to fill out.

- Review your list of required documents.
 - Important: **you still need to check for any additional documents required by your country's visa office**
 - Each local Visa office has a Study Permit manual **with additional required documents specific to the country of application**. You must select the country/territory from which you will be applying to get your local visa office instructions and associated supporting documents. Please be sure to download a PDF of your Visa Office's Study Permit Instructions and include the contents with your application. These are specific to your Country of Origin/Country of Application. The Local Visa Office Instructions, as well as any additional documents you wish to include in the application - such as a Cover Letter/Letter of Explanation, Study Plan, etc. **may be made into a single .pdf document and uploaded to the "Client Information" file in the "Optional Documents" section.**
- Download applicable forms by putting your cursor over the document name. You'll see a note that says "(Opens a new window)", which indicates a form can be downloaded.

Your document checklist

Your documents


This is the list of documents you need to submit in order to apply. You cannot proceed until each file has been uploaded. Select the question mark button to learn more about each document.

[Are you having difficulty downloading a form?](#)

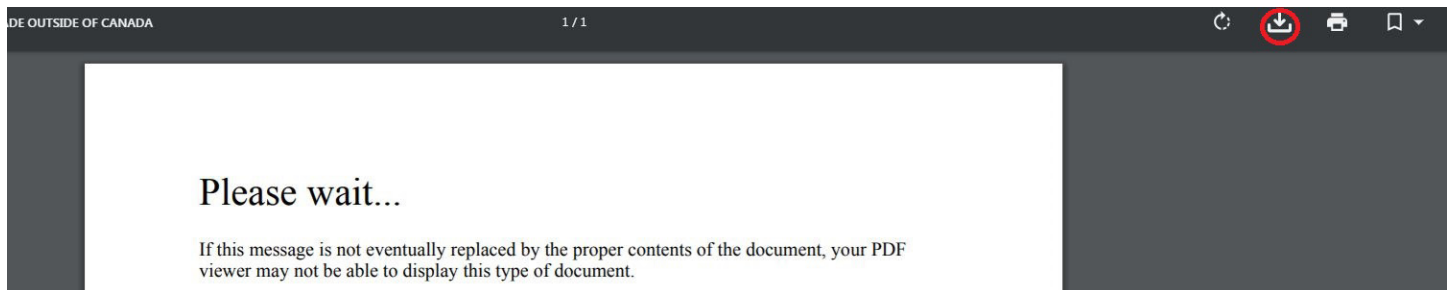
Versions of application forms for study permits and work permits dated November 2013 (11-2013), or later, and applications for temporary resident visas dated March 2014 (03-2014), or later, can only be uploaded to the IRCC Portal.

Note: You are responsible for ensuring that the documents you submit are correct. Carefully review the documents you have attached to this application. A decision concerning your application will be made based upon the information you submit. You will not be able to make changes to your application once it has been submitted. Please ensure that you scan and attach all relevant documents to your online submission. Any documents received by mail related to this application will not be considered.

Application Form(s)

Application Form(s)			
Details	Document Name	Instructions	Options
Not Provided	 Application for Study Permit Made Outside of Canada (IMM1294) (required)	?	<button>Upload File</button>

- **If you see a “Please wait...” message when you’re downloading a form:**
 - Click on the download arrow at the top right to save the file onto your computer and then open it with Adobe Reader.
 - If you don't see the arrow, move your cursor to the top of the screen and it will appear.
 - If you are having trouble opening the required application form(s), please review this link to the CIC Helpcentre. This link contains instructions for both PC and MAC users.



Once you've gathered your required documents, you will upload them to the “Your document checklist” page using the corresponding “Upload File” button on the right.

Your documents


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