

# The Admissions Department





# New Student Steps



## Record

Copy Passport,  
Study Permit, and  
Canadian re-entry  
Visa for our  
records

## Input

Update all  
information in  
Tracker System

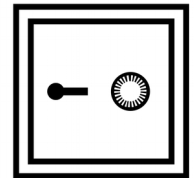


## Gather

Inform student of  
expiry date, gather  
documents,  
upload application  
to Immigration  
Canada, and  
monitor status

## Follow Up

E-mail student with  
updates on  
application,  
process new Study  
Permits



# Frequently Asked Questions:

## Question

1. When should my child(ren) renew their Study Permit?
2. As a parent / guardian, how can I help?
3. How much does it cost to renew a Study Permit?

## Answer

1. Three months before the expiry date
2. Encourage your child(ren) to come and visit room 163 to discuss their Study Permit with an Admissions Officer
3. The current fee from Immigration Canada is \$150.00. If applied after the expiration date, the total cost is \$350.00



# Post-Secondary Study Permits

\*If your child(ren) is studying at Columbia International College in grade 12 and will graduate by December 2019, May 2020, or June 2020:

## Question

1. When can my child(ren) apply for a Post-Secondary (University or College) level Study Permit?

## Answer

1. Once your child(ren) has received an Offer Letter from a Canadian University or College, the Post-Secondary Study Permit can be applied for



Created by Bonegolem  
from Noun Project



# Contact



**Frontline Staff:** Mr. Matt, Miss. Naomi, Miss. Brew, and Miss. Loretta



**Location:** Ainsliewood Room 163



**Hours:** Monday – Friday 8:00 AM – 5:00 PM

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**E-mail:** [visa.inquiry@cic-totalcare.com](mailto:visa.inquiry@cic-totalcare.com)

\*include student name and I.D. Number in all communication

