



**Bow Valley
College**

Study Permit Guide

January/Winter 2025

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Do I have to start my program inside Canada (in person) in January 2025?

Bow Valley College requires all international students whose program starts in January 2025 to begin their studies on campus and only with proof of IRCC study approval.

Documents required to start classes in January 2025:

Students who wish to start their program must first receive and submit to Bow Valley College:

<p><u>Letter of Introduction/Port of Entry letter issued by IRCC</u></p>	<p>The document issued by a visa office which confirms approval of the study permit application. Students must present this document at the Port of Entry when arriving in Canada.</p>
<p>OR</p>	
<p><u>A valid Study Permit</u></p>	<p>The document issued at the Port of Entry in Canada which authorizes a foreign national to study at an educational institution.</p>
<p>OR</p>	
<p><u>A valid Work Permit</u></p>	<p>Please contact us through your VAS account if you have a valid work permit (not co-op work permit)</p>

To enter Canada prior to starting classes you will require:

<p><u>Student Visa or eTA</u></p>	<p>In addition to the Letter of Introduction/Port of Entry letter issued by the visa office, international students also require a Temporary Resident Visa for students, or an electronic Travel Authorization (eTA). The visa office determines which of these you receive.</p>
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Please use Google Chrome to open all links

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What should I do if IRCC refuses my study permit application?

Submit a copy of IRCC’s refusal letter no later than the **Visa Approval/Denial Deadline (Previously known as 'Study Permit Deadline'), November 26, 2024** to qualify for a refund of the confirmation deposit and any additional tuition fees paid. **Deferring your program start date is not an option if your study permit application is refused.**

Attendance Decision	Refund Outcome
<p>If you submit proof of Visa/study permit refusal by November 26 (Visa Approval/Denial Deadline)</p>	<p>The \$1,500 confirmation deposit and any additional *tuition and fees paid will be refunded.</p>
<p>If you do not submit proof of Visa/study permit refusal by November 26, OR if you decide to drop all your courses after the start of term by January 20, 2025 (Add/Drop Deadline)</p>	<p>The \$1,500 confirmation deposit is forfeit (non-refundable). Any additional *tuition fees paid (excluding student association and health and dental fees) will be refunded.</p>

*To qualify for a tuition refund students **must** first drop all registered courses in their MyBVC student portal. This includes **students of ELL, Health Care Aide, and all Centre for Entertainment Arts programs**; although course registration is automatic, students in these programs are personally responsible for emailing registrar@bowvalleycollege.ca to request their courses be dropped to qualify for a refund.

We recommend you review the [tuition and fees](#), [refund](#) and [important dates and deadlines](#) pages for additional relevant information.

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Provide your decision for your January 2025 Application

CLICK HERE to log into the VAS portal and confirm your attendance for January 2025

After you sign into your account in VAS:

[Leave a message](#) on your application informing us of your attendance decision and upload the required supporting documents in VAS **NO LATER THAN November 26, 2024.**

- **Message: “I received my IRCC study permit approval and will start classes in January 2025”**
 - Upload a copy of IRCC’s letter of introduction/student visa/study permit (& co-op work permit, if applicable) or work permit by **November 26, 2024.**
- **Message: “I received an IRCC study permit refusal letter”**
 - Upload a copy of IRCC’s refusal letter by **November 26, 2024.**
 - You can then request a refund for your confirmation fee and any additional tuition fee paid.

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Provide your decision for your January 2025 Application

- **Message: “I have a valid IRCC work permit and will start classes in January 2025”**
 - You **MUST** contact us through your VAS account by **November 26, 2024**, since we need to review your work permit and advise.

NOTE: Please note that Work Permit is different than Co-op Work Permit. If you have a Co-op Work Permit, then this DOES NOT APPLY TO YOU.
- **Message: “I want to request a deferral”**
(approval not guaranteed; and previously deferred applications **cannot** be deferred a second time)
 - Upload a copy of the study permit application submission confirmation letter from IRCC (showing the date you submitted the application to IRCC) by **November 26, 2024**. Deferral requests received after the deadline will be denied.
- **“But, what if I am still waiting for IRCC’s decision on my study permit application?”**
 - Message us in VAS **now** if you have questions about your situation – do not wait until close to the deadline to get advice. You also need to upload a copy of the study permit application submission confirmation letter from IRCC (showing the date you submitted the application to IRCC) by **November 26, 2024**.

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Provide your decision for your January 2025 Application

IMPORTANT – All international students **must have** IRCC approval documents and **must register for in-class courses** for the January 2025 intake to be eligible for post-graduation work permit. Please note the latest changes from IRCC regulations regarding the post-graduation work permits for international students [Study program requirements - Canada.ca](#).

For assistance with course selection and program planning, please contact [Academic Advising](#).

Please see the link below for course registration information:

[Important Dates for Students](#)

If you do not provide any attendance update and proof of your visa/study permit approval (please see page 2 of this guide) in VAS on or before November 26, 2024, your application will be closed, and your confirmation fee will be non-refundable.

Please note: **Full tuition payment** is due on **January 8, 2025** and there are **no** tuition refunds after the add/drop deadline (January 20, 2025).

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Provide your decision for your January 2025 Application

Upload the following immigration documents (submit each document when/if you receive it):

- Passport request letter
- Letter of Introduction/approval letter
- Student visa
- Study permit (+ Co-op work permit, if applicable)
- Work Permit
- Refusal letter

How to upload your documents in VAS:

The screenshot shows the VAS portal interface. At the top, there is a navigation bar with several buttons: "Change status", "Send message", "Print offer", "Print offer details", "Upload document" (highlighted with a red circle), "Edit profile", and "More". Below this is a section titled "Upload other documents (Optional)" with a dropdown menu labeled "Select document" and a "Save" button. The main section is titled "Documents" and contains a table with columns: "Type", "Name", "Size / Type", "Updated by", "Updated on", and "Action". The table lists two documents: "Passport*" and "High school transcripts - diploma/certificate and marksheets/transcripts (Scanned to include original AND translation in one PDF)*". Each document has a "select a file to upload" button and a "Maximum file size 5.00 MB" label. At the bottom of the table, there is a dropdown menu labeled "Add more documents".

Type	Name	Size / Type	Updated by	Updated on	Action
Passport*			select a file to upload	Maximum file size 5.00 MB	
High school transcripts - diploma/certificate and marksheets/transcripts (Scanned to include original AND translation in one PDF)*			select a file to upload	Maximum file size 5.00 MB	

Questions? Please send a message in your [VAS portal](#).

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Preparing for term and registering for courses

*****REGISTER EARLY IN FIRST-TERM COURSES FOR BEST SELECTION.** NEW STUDENTS CAN BEGIN REGISTERING FOR COURSES [OCTOBER 28 TO 31, 2024](#)

***** NOTE: Students registered in the [English Language Learning \(ELL\)](#) program, [Health Care Aide](#) program, or [any program in the Centre for Entertainment Arts \(CEA\)](#), will be *automatically* registered in courses.**

January 2025: Course Registration & Delivery Mode

International students **must** register for **in-class courses** when available and must take a majority of courses in-class throughout their program to satisfy study permit and post-graduation work permit (PGWP) requirements.

Registration in a **minimum of 3 courses/9 course credits per term** is required to maintain full-time student status and is required of all international students.

All international students in programs with a work experience/practicum/co-op component require a Co-op Work Permit along with a Study Permit.

Please see our website for more information: [Co-op Work Permits](#)

Detailed information about [course registration](#) will be emailed to you separately before registration opens.

Contact [International Student Advising](#) for questions about [course delivery modes](#).

Please note: **Full tuition payment** is due on **January 8, 2025** and there are **no** tuition refunds after the add/drop deadline (January 20, 2025).

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Prepare for term and register for courses

Important information about start of term activities will be sent to your **MyBVC student email** account.

You are responsible for checking your MyBVC account regularly to ensure you remain updated.

New Student Orientation (NSO) for January 2025 will take place 3 - 7 January. Information on how to register for NSO will be sent to your MyBVC email account.

- **[International Student Welcome](#)**: January 3, 2025
- **[New Student Orientation \(NSO\)](#)**: January 6, 2025
- **[College Readiness Sessions](#)**: January 7, 2025

For frequently asked questions on what to expect at New Student Orientation, please click [here](#).

International Student Advisors can help with academic and immigration questions and are available for appointments for **registered** students.

You can email issc@bowvalleycollege.ca or book an appointment [here](#).

Housing options

Bow Valley College does not offer on or off-campus housing, however we offer a list of resources for [housing options](#).

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Travel information

Before you come to Canada

In preparation of your arrival in Canada, please see the Government of Canada's [pre-departure guide](#) for tips and the Canadian Border Service Agency's information for international students [here](#).

Entering Canada

For important updates, we encourage you to review our [Pre-Arrival Resources](#). Students are responsible for checking additional travel requirements through the below webpages:

- Immigration, Refugees and Citizenship Canada (IRCC): www.canada.ca
- Travel Canada: www.travel.gc.ca
- Canada Border Services Agency: www.cbsa-asfc.gc.ca

Important Reminders

Travel window date

There is no set time frame for you to arrive in Canada before you begin your studies. You are not allowed to work on or off campus until you begin your studies in Canada, and you cannot start classes until we have a copy of your study permit.

Please note: **Full tuition payment** is due on **January 8, 2025** and there are no tuition refunds after the add/drop deadline (January 20, 2025).