



Study Permit Guide September 2024

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Do I have to start my program inside Canada (in person) in September 2024?

Bow Valley College requires all international students whose program starts in September 2024 to begin their studies on campus and only with proof of IRCC study approval.

Documents required to start classes in September 2024:

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

[Letter of Introduction/Port of Entry letter](#) issued by IRCC

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.

OR

[A valid Study Permit](#)

The document issued at the Port of Entry in Canada which authorizes a foreign national to study at an educational institution.

OR

[A valid Work Permit](#)

Please contact us through your VAS account if you have a valid work permit (**not co-op work permit**).

To enter Canada prior to starting classes you will require:

[Study Visa or eTA](#)

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.

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'), July 22, 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
If you submit proof of study permit refusal by the July 22nd (Visa Approval/Denial Deadline)	The \$1,500 confirmation deposit and any additional *tuition and fees paid will be refunded.
If you <u>do not</u> submit proof of study permit refusal by July 22, OR you start your program but then decide to drop all courses on or before the September 12, 2024 (Add/Drop Deadline)	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.

*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 September 2024 Application

CLICK HERE to log into the VAS portal and confirm your attendance for September 2024

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 July 22, 2024.**

- **Message: “*I received my IRCC study approval and will start classes in September 2024*”**
 - Upload a copy of IRCC’s letter of introduction/student visa/study permit (& co-op work permit, if applicable) or work permit by **July 22, 2024.**
- **Message: “*I received an IRCC study refusal letter*”**
 - Upload a copy of IRCC’s refusal letter by **July 22, 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 September 2024 Application

- **Message: “I have a valid IRCC work permit and will start classes in September 2024”**
 - You **MUST** contact us through your VAS account by **July 22, 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 **July 22, 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 **July 22, 2024**.

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Provide your decision for your September 2024 Application

IMPORTANT – All international students **must have** IRCC approval documents and **must register for in-class courses** for the September 2024 intake to be eligible for post-graduation work permit.

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

Please see the link below for course registration information:

<https://bowvalleycollege.ca/student-resources/academic-services/important-dates>

June 24	Self-Registration for new students in eligible Health and Wellness programs
June 25	Self-Registration for new students in the School of Technology programs and Centre for Entertainment Arts
June 26	Self-Registration for new students in the Chiu School of Business programs
June 27	Self-Registration for new students in the School of Community programs

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 July 22, 2024, your application will be automatically closed, and your confirmation fee will be non-refundable. Please see the **Learner Accounts Policy:**

[International Documents and Resources | Bow Valley College](#).

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Provide your decision for your September 2024 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:

Change status Send message Print offer Print offer details **Upload document** Edit profile More

Upload other documents (Optional)

Select document

Save

Type	Name	Size / Type	Updated by	Updated on	Action
Passport*			<input type="button" value="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)*			<input type="button" value="select a file to upload"/>	Maximum file size 5.00 MB	
Add more documents					

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

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Register for courses

*****REGISTER EARLY IN FIRST-TERM COURSES FOR BEST SELECTION. NEW STUDENTS CAN BEGIN REGISTERING FOR COURSES [JUNE 24-27, 2024](#)*****

September 2024: 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](#).

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.

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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.

Please note: no tuition refunds after the add/drop deadline.

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Prepare for start of term

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 for September 2024 will take place 27 - 29 August. Emails will be sent to your MyBVC email on **August 6th 2024** with registration information.

- [International Student Welcome](#): August 27, 2024
- [New Student Orientation \(NSO\)](#): August 28, 2024
- [College Readiness Sessions](#): August 29, 2024

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](#).