Citizenship and Immigration Canada (CIC) generally considers research placements as work, whether the research placement is paid or unpaid. For that reason, Visiting Research Students need authorization to work in Canada.

In order to be authorized to work on campus without a work permit, it is necessary to be enrolled as a Full-Time Student and to have a valid Study Permit. Western University enrolls all Visiting Undergraduate Students (Research Only) as full-time students through the Visiting Undergraduate Student (Research Only) Plan and a Study Permit is also required before any research placement on campus can begin.

Visiting Undergraduate Students (Research Only) must:

Register at Western
AND
Apply for a Study Permit

Step 1: Register at Western by submitting the Visiting Undergraduate Student (Research Only) Plan.

When you prepare the Visiting Undergraduate Student (Research Only) Plan, please select ‘Study Permit’ as your Anticipated Immigration Status. In addition to the Plan, you will need to provide an approval letter from your home university. Please coordinate with your supervisor at Western University to submit the Plan to the Office of the Registrar.

After registration, you will receive an official Letter of Acceptance from the Office of the Registrar. This is the letter you will submit in your application for a Study Permit.

Step 2: Prepare to Apply for a Study Permit

Check the current application processing times for your Visa Office. Apply for the Study Permit in advance so that you can begin your research on time.

Visiting Undergraduate Students must apply for a Study Permit even if the duration of their stay in Canada will be less than six months. Without a Study Permit you are not authorized for research work on campus.

For information on how to apply for a Study Permit, please visit the webpage of the International and Exchange Student Centre.

**Step 3: To Apply Online for a Study Permit, Complete CIC’s Online Questionnaire**

In order to apply online for a Study Permit, when you complete CIC’s online questionnaire you **MUST** indicate that the period of your stay is **more than six months** – the online system will then refer you to the study permit application.

Western University is a Designated Learning Institution. Western’s Designated Learning Institution number is: O19375892122 (it starts with the letter "O" and not zero). You will need to provide this number on the Study Permit application form.

Visiting Undergraduate Students (Research Only) are **not** exchange students.

Work is **NOT** an essential component of the studies for Visiting Undergraduate Students (Research Only). Only international students enrolled in a co-op degree at Western University may respond ‘yes’.

This question asks whether you have attended an immigration medical exam (carried out by a doctor approved by Citizenship and Immigration Canada). This is not the same as a normal medical visit.

Spending more than six months in certain countries (during the past year) means that a medical exam is needed. See the [list of designated countries](#).
In order to apply online, you must have access to a scanner or computer, and you must confirm that you can pay the fees online by credit card. (If you cannot pay by credit card or cannot make a digital copy of your documents, you will be directed to apply by paper.)

**Step 4: Prepare Your Application Materials**

Each Visa Office may have slightly different requirements. This is an example of the types of documents that may be required for an online Study Permit application:

Under **‘Letter of Acceptance’**, SUBMIT ONLY the official Letter of Acceptance issued by the Office of the Registrar, confirming your acceptance to Western University.

You may only upload one file under each item in the Supporting Documents list. If you have multiple pages, ensure that you save them as one file e.g. multiple passport pages should be scanned and saved as one PDF.

**Note:** “All documents must be provided in either English or French. If you have a document in another language, please provide a copy of the document in the original language with an English or French translation.”

If for any reason the Visa Office informs you that you need to apply for a work permit, please immediately contact the International and Exchange Student Centre (iesc@uwo.ca) as well as your supervisor. Western University will need to assess whether you are eligible for a work permit and whether Western will be able to support the application.

Effective from February 2015, CIC requires employers to submit an Employer Form and pay a $230 compliance fee to CIC before the prospective worker can submit an application for a work permit. For that reason, it is not possible to apply for a work permit without Western’s commitment to prepare the Employer Form and pay the compliance fee.
Step 5: Complete the Study Permit Application Form

Page One
If you have not applied for a Study Permit or Work Permit before, you will not have a UCI number – leave that box blank.

Page Three
All applicants must complete box 1 of the Employment section. If you are currently studying (not working), insert student as your current activity/occupation, and insert the name of your home university as the company/employer/facility name.

Page Four
If you apply online, do NOT print and sign the application form. Instead, simply type your name in the signature box.

After you complete the application form, click the blue “Validate” button. If you make any changes to the form, make sure to click Validate again before saving the form.
Step 6: Check If You Need Other Documents to Complete Your Application

Temporary Resident Visa
Check whether you will need a Temporary Resident Visa to enter Canada.

When you apply for a Study Permit, the Visa Office will automatically issue a Temporary Resident Visa (TRV) to you if you will require a TRV to enter Canada. You will not be charged an additional fee or be required to submit an additional application form for the TRV.

Medical Exam (Requirement for Occupation)
You may need to complete a medical exam prior to entering Canada, depending on the nature of your research project. Clinical lab work and work involving patient contact will require a medical exam. Please see the list of jobs for which a medical exam is required.

Please visit CIC’s website for the detailed Medical Exam Instructions.

Step 7: Entry to Canada

Visiting Undergraduate Students (Research Only) will require the Study Permit approval letter from the Visa Office abroad before travelling to Canada.

When you arrive at the airport in Canada, you will need to give your study permit approval letter to the Immigration Officer who will then immediately issue your Study Permit.

Note: If you enter Canada as a Visitor without a Study Permit approval letter, you cannot begin your research placement at Western until you receive your approval letter and exchange it for a Study Permit at a port-of-entry. Once you receive the Study Permit, you are authorized to begin work.

Questions?

If you have any questions about the Study Permit application and supporting documents, please contact the International and Exchange Student Centre at: iesc@uwo.ca. In the Subject line, please write: Visiting Undergraduate Student (Research Only). In your email message, please provide your name, Western Student Number (if available), current address and telephone number.

This document is for information purposes only; it is not legal advice and should not be relied upon as such. The immigration information in this document has been reviewed by an Authorized Immigration Representative in compliance with the Immigration and Refugee Protection Act. Please note that the information may change without notice. Visit the CIC website for the most current information and contact the International and Exchange Student Centre to speak with an Authorized Immigration Representative if you need assistance or have any questions.