Support Document Guideline - Deferral Application

We understand that unexpected situations can happen, If you are unable to begin your studies in the anticipated entry term, you will be required to submit support documentation to the drop box on the deferral form to be reviewed by the admissions team to determine your eligibility for a deferral. (Please click here for our deferral policy)

This is a guide on how you can prepare acceptable support documents based on the situation you are currently experiencing.

Please refer below to the support document for the following scenarios:

1. Visa decision pending (p.2)
   a. How to create a support document (p.4)
2. Special situations (p.6)
3. Late visa approval (p.7)
4. Judicial review in progress (p.8)
We are aware that sometimes the visa application time can be longer than the normal processing time. If you have applied for your visa but you have not received a decision from the IRCC(visa) office, you will need to provide a document that demonstrates all of the following information:

- A timestamp of the day the document was prepared.
- The date the visa application was submitted.
- Student’s name
- The support document needs to reflect that no decision has been made by the IRCC for this visa application cycle.

Sample support documents for visa decision pending
VISA DECISION PENDING

Sample support documents for visa decision pending

Application status and messages

Check the status, review the details and read messages for your application. View submitted application or upload documents

You have 3 unread message(s).

Application status

We are processing your application. We will send you a message when there is an update or if we need more information from you.

Applicant information

Principal Applicant:
Unique Client Identifier (UCI):
Application number:
Date Received: August 30, 2023
Biometrics:
Biometrics Number:
Date of Biometrics Enrolment:
Expiry Date:

Details about your application status

When we get your application, there are a series of steps it may go through before we make a decision. Use the following table to find out the current status of each application step.

- Review of eligibility
  - Your application is in progress. We will send you a message when we start reviewing your eligibility.

- Review of medical results
  - You do not need a medical exam. We will send you a message if this changes.

- Review of additional documents
  - We do not need additional documents.

- Interview
  - You do not need an interview. We will send you a message if this changes.

- Biometrics
  - We need your fingerprints to process your application. Check your messages below for details.

- Background check
  - We are processing your background check. We will send you a message if we need more information.

- Final decision
  - Your application is in progress. We will send you a message once the final decision has been made.
**VISA DECISION PENDING**

How to create a support document

We recommend you provide a screen shot of “Your Application Status Tracker” through the following link: [https://ircc-tracker-suivi.apps.cic.gc.ca/](https://ircc-tracker-suivi.apps.cic.gc.ca/). Here is how you can create the support documentation below:

1. Go to the IRCC tracker website through this link: [https://ircc-tracker-suivi.apps.cic.gc.ca/](https://ircc-tracker-suivi.apps.cic.gc.ca/)

2. Create an account if you do not have one
3. Login and take a screenshot of the full page or use the print screen function

4. Upload the screenshot as a support document through the dropbox

5. Once the support document is uploaded and you have submitted the “Deposited not Enrolled Form” The admissions office will review your eligibility for an additional deferral and if your deferral is approved, we will issue your deferred LOA by March 18th, 2024. We appreciate your patience and support.
We understand that life can be unpredictable. If you are requesting deferral due to special situations such as a sudden new medical condition, you will need to provide a doctor’s note to support your request. A certified or notarized English translation must accompany the original document if the document is not issued in English.

Sample support documents for the medical situation:

Main Line Health
Well ahead.

Lankeanu Medical Center
100 E Lancaster Ave, Wynnewood, PA 19096
(484) 476-2XXX

Jane Doe
DOB: 10/18/1006
Female
May 19, 2021

To whom it may concern,

This certifies that Jane Doe came into Lankeanu medical center on May 19, 2021 she was experiencing XXXX. She was and is under our professional care. We have treated and put her on bed rest for XXX until she is expected to return to XXXXX

If you have any questions or concerns please contact (484) 476-2XXX

Lovette Dobson
LATE VISA APPROVAL

We understand that preparing to study in another country might be stressful and delayed visa approval might not allow you sufficient time to prepare for this change. If you have been approved for a visa but you do not have sufficient time to have your travel documents in place before the registration deadline, you will need to provide a copy of your visa sticker or POE letter issued by IRCC.

Sample support documents if you received visa approval too late

[Image of sample support documents]
If you have received a visa rejection and planning on applying for a Judicial Review, you might be eligible to have your deferral put on hold until a Judicial Review decision is made.

Sample support documents