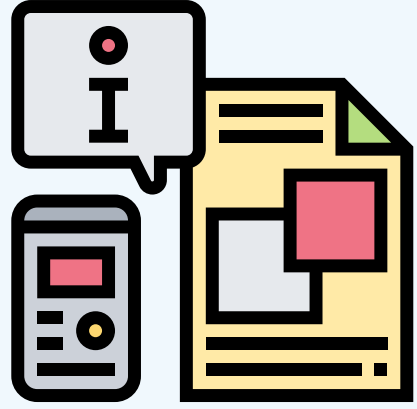




## Support Document Guideline - Deferral Application

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)





# VISA DECISION PENDING

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

The screenshot shows the IRCC Application Status Tracker interface. The browser's address bar shows the URL `/en/applications/details`. The page title is "Application Status Tracker" and it is updated as of "Jun 21, 2023".

Key elements and annotations:

- name**: A red box highlights the user's name in the top navigation bar. An arrow points to it with the text "Your name".
- Background verification**: A red box highlights the "Background verification" status in the "Application details" section, which is currently "In progress". An arrow points to it with the text "Your current applicaiton status".
- Application history**: A red box highlights the "Application received" event in the history, dated "Sep 29, 2022". An arrow points to it with the text "The date of your visa application was submitted".
- Date of screenshot**: A red box highlights the system clock in the top right corner, showing "9月20日 周三 08:51". An arrow points to it with the text "the date of your screenshot was captured".

# VISA DECISION PENDING



Sample support documents for visa decision pending

Application/profile details - Immigration, Refugees and Citizenship Canada

2023/9/20 13:04

Government of Canada / Gouvernement du Canada

Home > Your account

Signed in as **name** | [Account home](#) | [Account profile](#) | [Help](#) | [Log out](#)

## 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:** [Redacted]  
**Unique Client Identifier (UCI):** [Redacted]  
**Application number:** [Redacted]  
**Date Received:** August 30, 2023  
**Biometrics:**  
**Biometrics Number:** [Redacted]  
**Date of Biometrics Enrolment:** [Redacted]  
**Expiry Date:** [Redacted]

## 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.

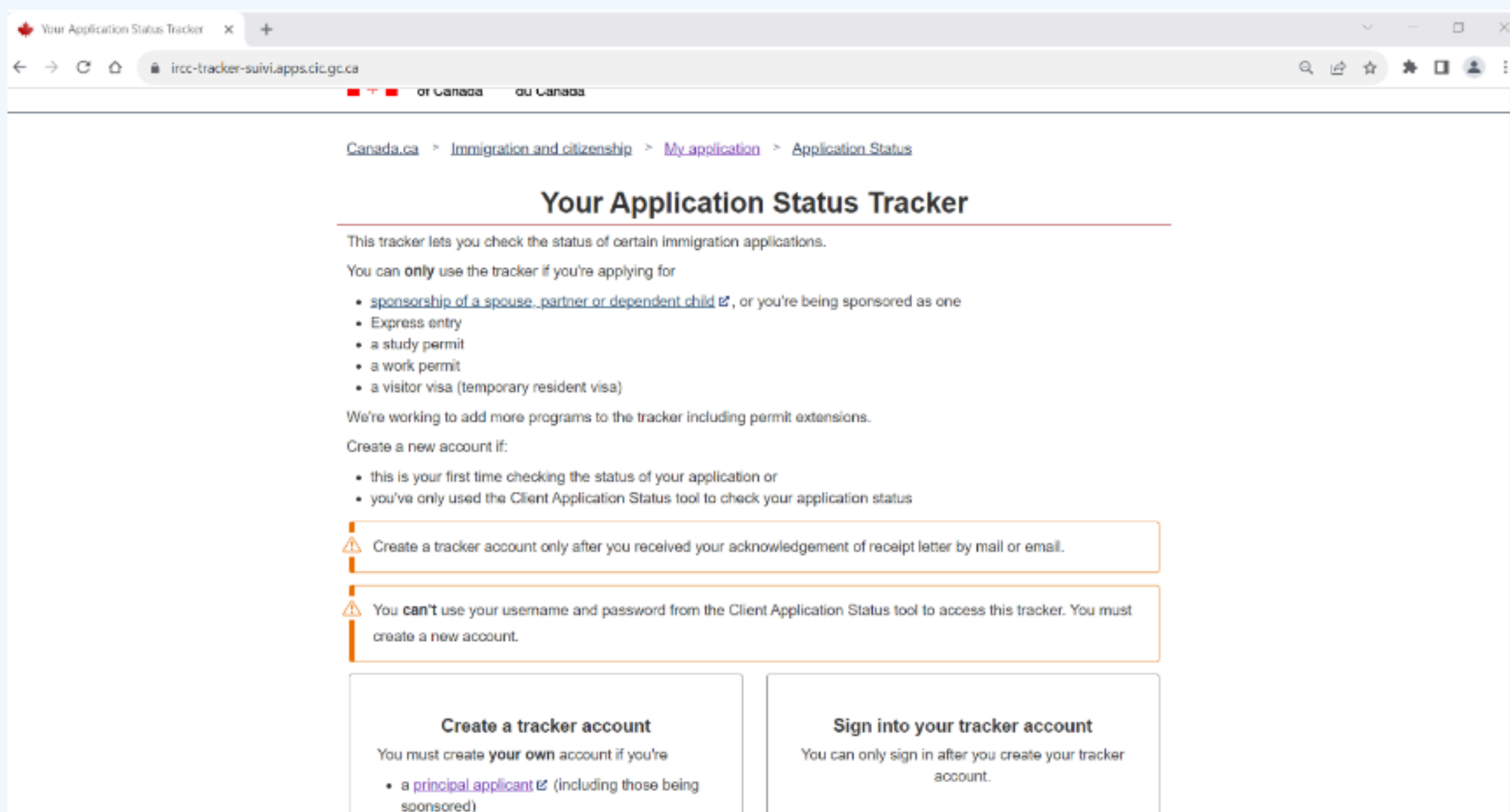
# VISA DECISION PENDING

## How to create a support document

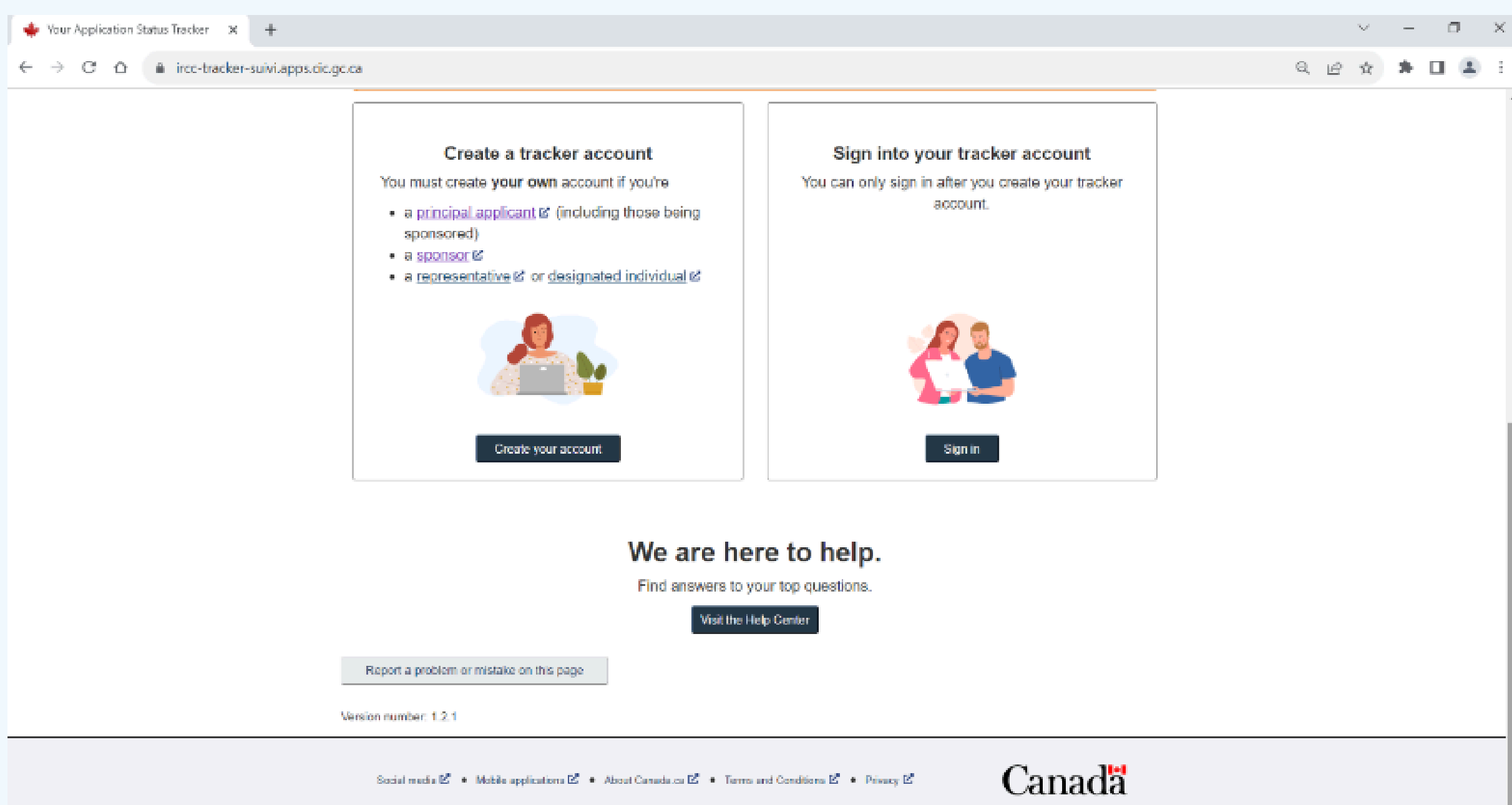


We recommend you provide a screen shot of “Your Application Status Tracker” through the following link: <https://ircc-tracker-suivi.apps.cic.gc.ca/>. Here is how you can create the support documentation below:

1. Go to the IRCC tracker website through this link: <https://ircc-tracker-suivi.apps.cic.gc.ca/>



2. Create an account if you do not have one



# VISA DECISION PENDING

3. Login and take a screenshot of the full page or use the print screen function

The screenshot displays the 'Application Status Tracker' page for the Government of Canada. The page is titled 'Application Status Tracker' and shows the application is in 'Decision' status, updated on May 25, 2023. A message indicates that the system is working to update the FAQ to include information for all application types. The application details section shows the following status updates:

- Biometrics: Completed
- Medical exam: Completed
- Disability: Completed
- Background verification: In progress

The 'Application history' section provides a detailed timeline of events:

- May 15, 2023: We received your enquiry.
- May 04, 2023: We received your enquiry.
- May 04, 2023: We received your enquiry.
- Apr 14, 2023: We received the information you sent us. We'll review it and let you know if we need any other information from you.
- Mar 08, 2023: We received your enquiry.
- Mar 23, 2023: We received your enquiry.
- Nov 07, 2022: We received the information you sent us. We'll review it and let you know if we need any other information from you.
- Sep 14, 2022: Activity status updated: Medical exam. Medical exam status has been updated to Completed.
- Sep 08, 2022: Activity status updated: Background verification. Background verification status has been updated to In progress.
- Sep 04, 2022: Activity status updated: Medical exam. Medical exam status has been updated to In progress.
- Sep 04, 2022: Complete your immigration medical exams. We sent you a request to complete a medical exam. Read the message for more details.
- Aug 08, 2022: We received the passport(s)/travel document(s) you sent us.
- Aug 05, 2022: We received the passport photos you sent us.
- Aug 04, 2022: We received the information you sent us. We'll review it and let you know if we need any other information from you.
- Aug 04, 2022: We sent you a message about your application. Read the message carefully and take appropriate action as necessary.
- Aug 04, 2022: Payment of biometric fees. We sent you a message with instructions on how to pay your biometric fees. Once we've processed your payment, we'll send instructions on when and how to give your biometrics. Please complete by the date shown in your message.
- Aug 04, 2022: Application received. We received your application and we're checking to make sure you've submitted all the required forms and documents on the document checklist. If your application is incomplete, we'll return it to you without processing it. If your application has all the requested forms and documents, you'll get a message confirming we've accepted your application for processing.

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 - **Term, Year**" The admissions office will review your eligibility for an additional deferral, and if your deferral is approved, we will issue your deferred LOA by the date listed on the deferral page. We appreciate your patience and support.

# SPECIAL SITUATIONS

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

A handwritten signature in black ink that reads "Lovette Dobson".

**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.

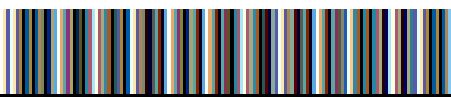
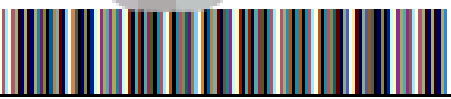


Sample support documents if you received visa approval too late

 Government of Canada / Gouvernement du Canada

Date: January 17, 2024

UCI: 11-2291-1979      Application: S30540


Bring this letter of introduction with you to Canada. It has information that may be used by the Canada Border Services Agency to issue your study permit.

2-1308 Yixin Street  
Chengdu Shuangliu 610  
China

Dear **Name of the student**

Your application to study in Canada has been initially approved by Immigration, Refugees and Citizenship Canada. The final decision to issue you a study permit and allow you to enter Canada is made after an examination by an officer in Canada. At that time, an officer will assess if you still meet the requirements of the *Immigration and Refugee Protection Act*, its Regulations and any other Canadian legislation.

Type: Permit - SP / Permis - PE      Document number: F3



Letter of Introduction validity (YYYY/MM/DD): 2025/12/31  
Medical Examination validity (YYYY/MM/DD): 2025/01/08



# JUDICIAL REVIEW IN PROGRESS

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

IMM-7434-22

Between:

 **FEDERAL COURT**

**Name of the student**

Applicant

and

THE MINISTER OF CITIZENSHIP AND IMMIGRATION

Respondent

APPLICATION FOR LEAVE and for JUDICIAL REVIEW

TO THE RESPONDENT:

AN APPLICATION FOR LEAVE TO COMMENCE AN APPLICATION FOR JUDICIAL REVIEW has been commenced by the applicant under SUBSECTION 72(1) OF THE IMMIGRATION AND REFUGEE PROTECTION ACT.

UNLESS A JUDGE OTHERWISE DIRECTS, THIS APPLICATION FOR LEAVE will be disposed of without personal appearance by the parties, in accordance with paragraph 72(2)(d) of the *Immigration and Refugee Protection Act*.

IF YOU WISH TO OPPOSE THIS APPLICATION FOR LEAVE, you or a solicitor authorized to practice in Canada and acting for you must prepare a Notice of Appearance in Form IR-2 prescribed by the *Federal Courts Citizenship, Protection Rules*, serve it on the tribunal and each case where an applicant does not have a licant, and file it, with proof after service, in the or the day on which this application for leave is

Court may dispose of this application for leave and, a subsequent application for judicial review u.  
want Rules of Court, information on the local office ther necessary information may be obtained from



Department of Justice  
Canada

Ministère de la Justice  
Canada

Prairie Region - Saskatoon  
Office  
National Litigation Sector  
410 - 22nd St E, Suite 410  
Saskatoon, Saskatchewan  
S7K 7E8

Région des Prairies - Bureau de Saskatoon  
Secteur national du contentieux  
410 - 22e rue E, bureau 410  
Saskatoon (Saskatchewan) S7K 7E8

Telephone/Téléphone: (306) 518-0755  
Fax /Télécopieur: (306) 975-4030  
Email/Courriel: Judith.Boer@justice.gc.ca

Via Email

Our File Number: LEX- [redacted]

October [redacted]

Protected B

[redacted]  
Saskatoon, SK S7W 0N5

Re: [redacted] et al. v. MCI (IMM-7434-22)

The Respondent, the Minister of Citizenship and Immigration, offers to resolve the above noted judicial review proceedings on the following basis. Upon Notice of Discontinuance being filed at the Federal Court:

- The decision is to be set aside;
- The matter is to be re-determined by a different visa officer;
- The processing office will grant the Applicant an opportunity to make additional submissions; and
- No costs to either party.

Please note that there are likely to be delays in processing this re-determination due to the ongoing impacts of COVID-19 on operations.

If the above is acceptable to you, kindly provide our office with a filed copy of a Notice of Discontinuance at your earliest convenience.

Sincerely,

*Judith* [redacted]

Judith [redacted]  
Counsel