

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 supporting documentation through the upload section of the deferral form. The Admissions Team will review your submission to determine your eligibility for a deferral. Please click <u>here</u> for our deferral policy.

Below is a guide to help you prepare acceptable support documents based on your current situation.



1. <u>Study Permit Decision Pending (p.2)</u> <u>a. How to Create a Support Document (p.4)</u>

2. Medical Situations (p.6)

<u>3. Late Study Permit Approval (p.7)</u>

<u>4. Judicial Review in Progress (p.8)</u>



We understand that the study permit processing times can be longer than the standard duration. If you have submitted your study permit application but have not received a decision from IRCC, you will need to provide documentation that demonstrates <u>all of the following information:</u>

- A screenshot of the document and its date is captured in the same image.
- The applicant's full name is displayed as the student's name.
- The date the study permit application was submitted
- The current application status, either marked as "In Progress" or indicated in the "Final Decision" section, must be displayed.
- All documents must be legible and easy to read.



Sample support documents for study permit decision pending

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Application Status Tracker	



Sample support documents for study permit decision pending

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	message when there is an update or if we need more information from you.	Unique Client Identifier (UCI): Application number:		
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4. The date of your screenshot was captured

Feb 14, 2025





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We recommend that you provide a screenshot 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:

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



2. Create an account if you do not have one



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

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

5. Once you have uploaded the support document and submitted the "Deposited Not Enrolled" form, the Admissions Office will review your eligibility for an extended deferral. If your deferral is approved, a new Letter of Acceptance (LOA) will be issued within 30 days. We appreciate your patience and continued support.

MEDICAL SITUATIONS

We understand that life can be unpredictable. If you are requesting deferral due to a sudden **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:



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, <u>2021</u> 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 <u>concerns</u> please contact (484) 476-2XXX

Lovette Dobson

Lovette Dobson

LATE STUDY PERMIT APPROVAL

We understand that preparing to study in another country can be stressful and delays in study permit approval may leave you with limited time to prepare. If your study permit has been approved but you do not have sufficient time to finalize your travel arrangements before the registration deadline, you will need to provide a copy of your student visa or POE letter issued by IRCC, for your deferral request.



Sample support documents if you received the study permit approval too late



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 (Y)	YYY/MM/DD): 2025/12/31
Medical Examination validity (YY	YYY/MM/DD): 2025/01/08

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JUDICIAL REVIEW IN PROGRESS

If this is your first deferral request and you intend to pursue a Judicial Review following a study permit refusal, you may be eligible to have your deferral request placed on hold until a decision on the Judicial Review is made.



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

Judith Counsel