

CA Canada Study Visa – Step-by-Step Process (General Guide)

Step 1: Initial Consultation and Onboarding

1. **Initial Discussion** (Consultant and Client review eligibility, program types (Diploma, UG, PG), and immigration goals.)
2. **Service Agreement** (Optional but recommended scope, responsibilities, and refund terms.)
3. **Initial Payment** (Client pays **50% of consultancy charges** to initiate the process.)

Step 2: Document Compilation & Verification

Client Responsibilities:

- Submit original and **authentic documents**, attested by **IBCC, HEC, MOFA** (if applicable).
- Comply with **FBR tax requirements** where relevant.
- Provide: Valid Passport, Academic Documents (front/back), Language Score (IELTS/TOEFL - 6.0 bands min recommended for SDS stream), Resume (as per Canadian format), Statement of Purpose (SOP), Passport-size photographs

Consultant Responsibilities:

- Review all documents for completeness and authenticity.
- Guide on: SOP, LORs (if applicable), Resume, GIC, Bank Statements, and tuition payment strategy, Provide templates and samples for key documents.

Step 3: College/University & Program Selection

Consultant Responsibilities:

- Shortlist **10+ Designated Learning Institutions (DLIs)** eligible for study permit and post-graduate work permit (PGWP).
- Match course offerings to Client's educational background and career goals.
- Clarify tuition costs, intakes (Fall, Winter, Spring), and co-op/internship options.

Client Responsibilities:

- Approve the final selection of institutions and courses.

Step 4: Admission Application Process

1. **Portal Setup & Applications** Consultant applies to **up to 3 DLIs** (application fees agreed).
2. **Offer Letter Timeline:** College/university **Letter of Acceptance (LOA)** within 2–8 weeks.
3. **Next Step Based on Outcome:**
 - If **Offer Letter is Received:** Client pays remaining consultancy fee.
 - If **No Offer Letter:** Partial refund issued excluding admin/application fees.

Step 5: GIC, Tuition Fee & Visa Preparation

Client Responsibilities:

- Pay first-year **tuition fee** to institution. Open a **GIC Account** (CAD \$20,000) with a Canadian bank (e.g., Scotiabank, CIBC, ICICI Canada). Purchase **medical insurance** (included in some tuition packages). Arrange accommodation and travel plan.

Consultant Responsibilities:

- Assist with: GIC Account Setup, Tuition Payment Guidance, Health Insurance, Travel Booking, Accommodations, SOP and complete **visa file preparation**

Step 6: Visa Filing (IRCC Submission) & Biometrics

- Consultant submits **Study Permit Application** online (via IRCC portal).
- Schedule **biometrics** appointment.
- Help track application progress via GCKey or IRCC Portal.

! Refund Policy After Visa Filing:

- Once the visa application is submitted, **no refund** is issued regardless of outcome.

✓ Responsibilities Summary

Client Responsibilities:

1. Provide **authentic and attested documents**.
2. Pay **GIC and tuition fee** to the institution.
3. Complete **biometrics** and provide accurate personal information.
4. Pay final consultancy fee upon offer issuance.

Consultant Responsibilities:

1. Shortlist suitable **DLIs with PGWP eligibility**.
2. Prepare and submit university applications.
3. Guide on GIC, visa SOP, and complete documentation.

💰 Payment Breakdown Example

Step	Amount Due
Initial Payment (Before Step 2)	50% of total fee
Final Payment (After Offer Letter)	Remaining 50%
Application Fees	Included or as agreed
GIC & Tuition Payment	Paid by Client separately
Visa Fee (CAD \$150)	Paid by Client