

Teacher Training Program-Study Permit and Visa Process

Deadline:

The processing time for Study Permit/Visa applications is 4 to 6 weeks.

First Step: Medical Examination:

All principal applicants (learners) must complete an **upfront medical examination** with one of IRCC's Panel Physicians (<http://www.cic.gc.ca/pp-md/pp-list.aspx>). Failure to do so will result in processing delays.

The Panel Physician will give the applicant a print-out which contains details of the e-Medical exam. This sheet will have the applicant's IME# which is the medical file number with IRCC. **The e-Medical sheet must be submitted along with the study permit application.**

Second Step: Application submissions at The Visa Application Centre:

The applicants must attend the nearest **Visa Application Centre (VAC)** to submit their applications along with their passports. They will also enroll **biometrics** (fingerprints and photographs) at the same time. Here are the VAC addresses in Saudi Arabia:

Riyadh

Canada Visa Application Centre,
1st floor, Dove Plaza (Hyper Panda), Omm Al Hamam street, Omm Al Hamam, Riyadh, Kingdom of Saudi Arabia.

Jeddah

Canada Visa Application Centre,
TasHeel Commercial Center, Ground Floor,
Suwaid Bin Sakher Street,
Off Jundub Bin Kaab Street (Off Prince Sultan Street),
Al Mohammadiya District 1, Jeddah.

Al Khobar

Canada Visa Application Centre,
1st floor, Al Katheery Centre, King Faisal Street, Raka
Al Khobar, Kingdom of Saudi Arabia.

Days of Operation: open from Sunday to Thursday (excluding declared holidays)

Hours of Operation: opening time 09.00 – 17.00

Application Submission: Sunday to Thursday 09:00-16:00

Passport Collection: Sunday to Thursday 16:00-17:00

Helpline number: +966 12 5107805

Helpline email:

Riyadh : info.canriyadh@vfshelpline.com

Jeddah : info.canjeddah@vfshelpline.com

Al Khobar: info.canalkhobar@vfshelpline.com

Prepare a Complete Application:

For the **principal application** (applying for a study permit), the following application and supporting documents are required:

1. Signed and Validated Application for Study Permit made Outside of Canada (IMM 1294): the application must be filled out on a computer, validated (once validated, the form will generate a barcode page), printed, then signed by the applicant; <http://www.cic.gc.ca/english/pdf/kits/forms/imm1294e.pdf>
2. Family Information (IMM 5645): <http://www.cic.gc.ca/english/pdf/kits/forms/imm5707e.pdf> (duly signed and completed on the computer);
3. Supplementary and Travel Information form: duly signed and completed on the computer; <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5887E.pdf>
4. **Letter of Acceptance from the University of Toronto or York University (two-page PDF document containing the letter of acceptance and the CO-OP letter)**;
5. Employment letter indicating title, salary and length of employment;
6. Two passport-sized photos with white background;
7. Original Passport plus copy of passport;
8. Copy of e-Medical sheet with IME#

For **accompanying family members** (applying for visitor visa or TRV), the following application and supporting documents are required:

1. Signed and Validated Application for Temporary Resident Visa (IMM 5257): the application must be filled out on a computer, validated (once validated, the form will generate a barcode page), printed, then signed by the applicant; <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5257E.pdf>
2. Family Information (IMM 5645): duly signed and completed on the computer; <http://www.cic.gc.ca/english/pdf/kits/forms/imm5707e.pdf>
3. Supplementary and Travel Information form: duly signed and completed on the computer; <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5887E.pdf>
4. Two passport-sized photos with white background;
5. Original passport plus copy of passport;
6. For the accompanying spouse – employment letter indicating title, salary and length of employment.

NOTES:

- a. **The Visa Office at the Canadian Embassy has set up the above process, internally as well with the VACs, for receiving these files through the VACs. If any applicant were to submit an online e-app, he must advise the Cultural Bureau of the e-app #. The Cultural Bureau will in turn forward the e-app # to Visa Section. Otherwise, the application will be processed under regular processing.**
- b. **The Saudi Cultural Bureau will provide a master list of all sponsored educators and accompanying family members.**
- c. **Minor children (age 5 and over) are required to obtain study permits to be able to study in Canada. They need to submit form IMM 1294 and supporting documents – same as the principal applicant.**
- d. **Minor children under age 14 are not required to undergo medical exams unless asked to do so by the Visa office.**