GETTING STARTED WITH MYCIC:
TIPS FOR INITIAL STUDY PERMIT APPLICANTS

MyCIC is the online application tool for Immigration, Refugees and Citizenship Canada (IRCC). Creating a MyCIC account allows you to apply online for documents like study permits, work permits, and visitor visas.

This guide walks you through the creation of a MyCIC account, including answering the IRCC questionnaire (also known as the “Come to Canada” wizard).

The tips are intended to help first-time users who are applying for their initial study permit online.

This guide has 4 parts:

- Part 1: Register using the GCKey option
- Part 2: Create your MyCIC account
- Part 3: Complete the IRCC questionnaire
- Part 4: Understand the “Your document checklist” page

The information in this guide may change

The immigration information in this guide has been reviewed and endorsed by Regulated Canadian Immigration Consultants (RCICs) or Regulated International Student Immigration Advisors (RISIAs) in compliance with the Immigration and Refugee Protection Act and Regulations. However, this is not a legal document and information may change without notice. Always refer to Immigration, Refugees and Citizenship Canada (IRCC) at www.cic.gc.ca for the most up-to-date information.
Part 1: Register using the GCKey option

1. Go to the IRCC “Create an account or sign in” page at www.cic.gc.ca/english/e-services/account.asp.

2. You'll see two options for registering:
   a. “Continue to Sign-in Partner”
   b. “Continue to GCKey”

3. We recommend the GCKey option. Click “Continue to GCKey”.

4. You’ll be directed to the “Welcome to GCKey” page. Click “Sign Up” on the right.

5. You’ll be guided through 4 steps to create your GCKey:
   a. Review the “Terms and Conditions of Use” and click “I accept” if you agree.
   b. Create your username.
   c. Create and confirm your password.
   d. Create your recovery questions, answers, and hints.

6. When you’ve successfully created your GCKey, you’ll see a page that says “GCKey Sign Up Complete”. Click “Continue”.
Part 2: Create your MyCIC account

1. After you have created your GCKey, you’ll be prompted to accept “Terms and Conditions” again. Review the info and click “I Accept” to continue.

2. On the “Create an account” page, enter your name, email address, and preferred language of notification.

3. Create your security questions and answers.
   a. You’ll need to answer one of your security questions every time you sign in to your MyCIC account.

Once you complete the above steps, you will be brought to the home page of your account. This is the page that you see every time you sign in.
Part 3: Complete the IRCC questionnaire

1. On the home page of your account, click on “Apply to come to Canada”.

2. You’ll see the “Personal checklist” page:
   a. You will **NOT** have a Personal Reference Code, so **ignore** this section.
   b. **Scroll down** to the “I do not have a Personal Reference Code” section.
   c. Click on “Visitor visa, study and/or work permit”.

![Application screenshot](image-url)
3. Your screen now says “Find out if you’re eligible to apply”.
   a. You’ll be guided through a series of questions to determine your eligibility to apply for your initial study permit.
      i. Click on the blue question mark if you need help answering a question.

4. When you’ve answered all the eligibility questions, you’ll see a screen that indicates your eligibility to come to Canada as a student. Click “Continue”.

International Student Advising • isa@students.ubc.ca
www.students.ubc.ca/international-student-guide
Updated April 16, 2019 • Page 5 of 8
5. Next, you’ll be guided through a series of questions that will generate your personal document checklist.

   a. Click “Continue” on the “Create your personal checklist” screen to begin.

   b. **Important:** There are two questions that commonly confuse students:

   i. **“Is work an essential component of your studies?”**
      1. Select “No”.
      2. Even if you are enrolled in a co-op program – or will enrol later – you can apply for your co-op work permit after your arrival at UBC.

   ii. **“Have you visited or lived in any one of the designated countries for 6 consecutive months in the last year?”**
      2. Select “Yes” if the statement applies to you. Select “No” if it does not.

6. After completing the IRCC questionnaire, you will see a screen that says “Review your answers”.
   a. **Double-check** your responses because they determine your document checklist.
   b. Make any corrections if necessary. Then click “Continue”.

7. The next screen, “Submitting your application”, provides technical information to help you during your application process.
   a. Review this information carefully.
   b. Click “Continue” on the bottom right.

8. You will now see the “Your document checklist” page.
Part 4: Understand the “Your document checklist” page

1. This page lists your required documents and links to any forms you need to fill out.

   a. Review your list of required documents.
      i. **Important**: you still need to check for **any additional documents** required by your country’s visa office – check the initial study permit tutorial page for details on how to do this.

   b. Download applicable forms by putting your cursor over the document name. You’ll see a note that says “(Opens a new window)”, which indicates a form can be downloaded.
c. If you see a “Please wait...” message when you're downloading a form:
   i. Click on the download arrow at the top right to save the file onto your computer and then open it with Adobe Reader.
   ii. If you don’t see the arrow, move your cursor to the top of the screen and it will appear.

2. Once you’ve gathered your required documents (Step 3 in the tutorial), you will upload them to the “Your document checklist” page using the corresponding “Upload File” button on the right.