How to Submit Online MyCIC Applications: General Tips

The immigration information on this page has been reviewed and endorsed by Regulated Canadian Immigration Consultants (RCIC) in compliance with the Canadian Immigration and Refugee Protection Act. However, this is not a legal document and information may change without notice. Always refer to www.cic.gc.ca for the most up-to-date information, or contact UBC International Student Advisors (RCICs).


**APPLICATION FORMS:**  Start by going to [http://www.cic.gc.ca/english/e-services/mycic.asp](http://www.cic.gc.ca/english/e-services/mycic.asp) and logging into “MyCIC.” You will be provided with the appropriate application form based on your answers to the “Come to Canada” online questionnaire (which is important to answer correctly!) You can always “Start Again” or “Modify my answers” if you make a mistake.

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**Before you begin**

- You need a valid credit card (VISA or MasterCard) to pay online.
- **UCI** stands for “unique client identifier” – also known as “universal client ID.” It has eight numbers with a hyphen in between (e.g. 0000-0000). It is on your CIC documents (e.g. your study permit). When you fill out the application form, do not enter the hyphen.
- A **document number** is a letter followed by 9 numbers (e.g. “F981545693”). It appears on the top right of some CIC documents (e.g. your study permit) in black ink.
- A **temporary resident permit (TRP)** is a special permit issued to people who are deemed inadmissible by CIC but have a justified reason to travel to Canada. Most students do **NOT** have a TRP. Be careful not to confuse TRP with TRV or ‘temporary resident visa.’

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**Instructions**

If you do not have your MyCIC account yet, you must register first at [http://www.cic.gc.ca/english/e-services/mycic.asp](http://www.cic.gc.ca/english/e-services/mycic.asp). You may choose one of the options below to register

a) **“Sign-In Partner”** (this refers to people who have accounts with CIC-affiliated banks. Most students choose to create a GCKey Log In instead.)

b) **“GCKey”**— this handout follows this option.
Next, log in (or click “register” to create)

You can choose to fill out this “Come to Canada” questionnaire first, but we suggest you log into MyCIC first, THEN fill out the “Come to Canada” questionnaire.

For people with CIC-affiliated bank accounts

Most students use GCKey. Click here to log in or create one. You will select this to log in each time you enter MyCIC.
**Read the Terms and Conditions and click 'I Accept'**

**Terms and Conditions of Use**

In return for the Government of Canada providing you with a GCKey, you agree to abide by the following Terms and Conditions of Use:

- You understand and accept that you are at all times responsible for your GCKey User ID, Password and Recovery Questions, Answers and Hints. If you suspect that others have obtained them, you are responsible for revoking your GCKey and obtaining a new one with a new User ID and Password.
- You understand and accept that the Government of Canada can revoke your GCKey for security or administrative reasons.
- You understand and accept that the Government of Canada disclaims all liability (except in cases of gross negligence or willful misconduct) in relation to the use of, delivery of or reliance upon the GCKey service. More details can be found in our **Disclaimers**.

By selecting the **I accept** button, you are accepting the GCKey Terms and Conditions as stated above. You can choose to not register for a GCKey by selecting **I decline** to end this process.

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**Next, fill out the blanks to create a GCKey**

Your User ID must contain between eight and sixteen characters, no special characters (for example: %, @, &) and may contain up to seven digits. When creating your User ID, we recommend that you:

- make your User ID easy for you to remember and hard for others to guess;
- avoid using personal information such as your name, Social Insurance Number (SIN), mailing address or email address;
- always keep your User ID secure and do not share it with anyone.

### Create Your User ID: (required)

Your recovery question, answers and hints are used to help you if you forget your Password. Please complete all the required fields below to continue the registration process.

Your recovery question, answers and hints should be easy for you to remember but hard for others to guess. You can optionally use hints to assist you with remembering your answers.

Your answers must contain at least three characters and contain no special characters (for example: %, @, &). Your hints must contain at least three characters and may contain letters, numbers and the following punctuation characters: apostrophe ('), comma (,), dash (-), period (.) and question mark (?).

### Select a Recovery Question: (required)

Write down your answers so you don’t forget!
Upon successful completion, you will get this confirmation of your GCKey Registration. Click ‘Continue’

GKey Registration Complete
You have successfully created your GKey.
Please select Continue to leave the GKey service and return to the department.

Now that you have a GKey Log In, you can create a MyCIC Account. Read the terms and conditions and click ‘I Accept’

MyCIC Terms and Conditions
By accessing MyCIC, you are agreeing to abide by the following Terms and Conditions of Use:
- You agree to keep your identification number(s) confidential and to not share it (them) with anyone. If you suspect that others have obtained your identification number(s), you are responsible for contacting Citizenship and Immigration Canada (CIC) immediately.
- You certify that any information provided by you is true, accurate and complete.
- You understand and accept that as a security measure for administrative reasons, CIC can revoke your access to MyCIC if you fail to abide by the Terms and Conditions of Use.
- You understand and accept that CIC is not responsible for any losses or damages incurred by anyone because of:
  1. The use of the information available to MyCIC
  2. Any restrictions, delay, malfunction, or unavailability of MyCIC
- You understand and accept that by using MyCIC and applying online, CIC can communicate with you (or your representative, if applicable) via e-mail.
- To continue, choose “I Accept” to indicate your acceptance of these Terms and Conditions. If you do not agree with these Terms and Conditions, choose “I Do Not Accept”. Note, you will not be able to access MyCIC unless you accept the Terms and Conditions.

Create a MyCIC Account

Enrol for a MyCIC account
Enter the following information as it appears on your passport. Use the “help” buttons to get details on where you can find this information. All fields are mandatory:

Given Name
Last Name
Are you 16 years of age or older? No
Email Address
Preferred language of notification
English
Continue Cancel
Fill in the blanks to complete creating your MyCIC account

Click on the ‘?’ icon for further explanation of each criteria

Scroll-down further and you will see:

**What would you like to do today?**

- **Visitor visa, study and/or work permit**
- **Eligibility verification number**
- **Interim Federal Health Program (IFHP)**

Most students need this option

An Eligibility Verification Number (EVN) is only required if you apply for an Off-Campus Work Permit.

Here, you will see applications you are currently working on, as well as ones you have already submitted

Once you begin your application, your file will be saved and you have 60 days to submit it. Check remaining

Click here to continue working on your application the next time you log in

After your applications are submitted, this is where you should check for the status and/or notices afterwards

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www.students.ubc.ca/international • Updated December 16, 2014 • Page 5 of 10
The next screen will ask for your ‘personal checklist code.’ Click ‘Determine your eligibility and apply online’

**MyCIC Personal Checklist**

**Personal Checklist Code**
If you have already completed the Come to Canada wizard on the CIC website, you would have received a document checklist and a personal checklist code, based on the answers you provided.

Please enter your personal checklist code to begin your application. (required)

Continue  Cancel

**I do not have a Personal Checklist Code**
If you do not have a personal checklist code, you may answer a series of questions to find out if you are eligible to apply for a visa and/or permit, and begin an online application.

If you begin your application after you’ve logged into MyCIC, you will not receive a personal checklist code, as the system will save your document checklist right into your MyCIC account.

Determine your eligibility and apply online

Next, you will answer questions about your situation. Answer the questions carefully.

**Find Out if You’re Eligible to Apply**

What would you like to do in Canada? 🔎
Please make a selection

How long are you planning to stay in Canada?
Please make a selection

What is the country of nationality of your passport? 🔎
Please make a selection

What is your current country of residence?
If you are presently in Canada, you should select Canada. 🔎
Please make a selection

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older?
Please make a selection

What is your date of birth? 🔎
Select Day Select Month Select year

Next, you will answer more questions about your situation.

Are you a permanent resident of the United States and have your alien registration card (Green Card) or other proof of permanent residence? 🔎
Please make a selection

What is your current immigration status in Canada?
Please make a selection

What is your current marital status? 🔎
Please make a selection

What is your province of destination?
If visiting multiple provinces, select the one in which you will be spending most of your time. 🔎
Please make a selection
The website will show the application(s) you may submit based on your answers. If you see the wrong application, click 'Start Again' at the top of the page and re-answer the questions. If you see the correct application, click 'Continue.'

Your Results
Based on the information you provided, the result(s) below indicates whether you may be eligible to come to Canada.

Study Permit (in Canada)
You may be eligible to extend your stay in Canada as a student.

Temporary Resident Visa
You will need a temporary resident visa to return to Canada.
If you are working or studying in Canada, your temporary resident visa may expire at the same time as your work or study permit. If your work or study permit is expiring soon, please renew it.

If your citizenship requires a TRV to enter Canada, you must first renew your study permit. After you receive your new study permit, you can return to MyCIC to finish the TRV application.

A personal checklist of application documents will be created after you answer more questions.

Create your personal checklist
Study Permit (in Canada)
You are almost there...
We are going to ask you a few more questions. Based on your answers, we will provide you with a personal checklist of all the documents you need to submit with your application.

CAUTION: Do not submit multiple applications for the same service in an effort to speed up your application. Doing this may result in both applications being processed and delay the finalization of your application. CIC does not refund processed applications.

Are you accompanying a family member who has status in Canada?
Please make a selection

You may apply for multiple permits at once, such as a study permit and a co-op work permit.

Do you also want to apply for a work permit?
Please make a selection

Yes, I wish to apply for a CoOp Work Permit
Yes, I wish to apply for an Off-Campus Work Permit
No

You can find your status expiry date on a stamp in your passport or on a paper permit.

When does your status in Canada expire?

Date
Select Day, Select Month, Select Year
You may also submit applications for family members

Select ‘Yes’ if you wish to submit an application for a family member as well

Most students pay fees (except for co-op work permits, which are free)

If you don’t have a camera or a scanner, you can use UBC scanners –available in libraries and the IKB Learning Centre

Make sure to review your answers, then click ‘Continue’
Next, you will see how to submit the required documents

Submitting Your Application

On the next screen, you will be asked to upload the documents for your application. Please do not use your browser’s navigation buttons, “Back” and “Forward”, as they will not work properly within this application.

- **Step 1: Use your MyCIC account**
  You must be logged into your own MyCIC account to submit an application. You cannot use another person’s MyCIC account.

- **Step 2: Save your application**
  If you select the exit button, your information will be saved and you will return to the MyCIC home page. You can continue your application at any time by logging into your MyCIC account and selecting the e-Application link under the In-Progress section.
  Please note that you have 60 days to submit your online application. The number of days remaining to submit your application appears in your MyCIC home page. If your application is not submitted within 60 days, it will automatically be deleted.

- **Step 3: Upload your documents**
  Here are some guidelines for your documents:
  - Your form(s) and document(s) must be in an electronic format.

Scroll down and you will see:

- After you complete and “validate” your application, save it to your computer and click here to upload.

- Click here to download the application

- Click the ‘?’ icon to get detailed information about each supporting document.
If you want to include an optional cover letter to explain your situation or an additional document, upload it in the “Letter of Explanation” section.

Refer to these guides if necessary.

After you upload all your documents, you may review, pay, and submit your application. You can always refer to the top of the page to check where you are at in the application process.

Note that when you log back in using your GC Key, you will see this page. You can navigate your application by selecting ‘My Application’ on the top navigation tab.

Be sure to log out each time.