

How to Submit Online MyCIC Applications: General Tips

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PROCESSING TIMES: <http://www.cic.gc.ca/english/information/times/temp.asp> (updated weekly)

APPLICATION FORMS: Start by going to <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.

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.'

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>. 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.



Step 1 – Register or log in using GCKey or Sign-In Partner (SecureKey Concierge)

The Government of Canada is now offering a choice of service providers that you can use when logging in to government online programs or services.

To access your MyCIC account you need to log in using one of two ways:

1. Log in with a Sign-In Partner (SecureKey Concierge) – this option allows you to log in with a User ID and password that you may already have, such as for online banking.

[Tell me more about logging in with a Sign-In Partner \(SecureKey Concierge\)](#)

Note: When choosing this option, you will be temporarily leaving the Citizenship and Immigration website.

For additional information, please see [Important Notices](#).

OR

2. Log in with GCKey – this option allows you to log in using a Government of Canada User ID and password.

Whether you choose to use Sign-In Partner (SecureKey Concierge) or GCKey, no personal information held by your financial institution will be provided to CIC during your login process. Similarly, CIC will not share with your financial institution any personal information about the government services you access.

For additional information about security and privacy, or for other general queries about credential services, please refer to the [Frequently Asked Questions \(FAQs\)](#).

To log in with a Sign-In Partner, select the [Sign-In Partner Log In](#) button below.

Sign-In Partner Log In

For people with CIC-affiliated bank accounts

To log in or register with GCKey, select the [GCKey](#) button below.

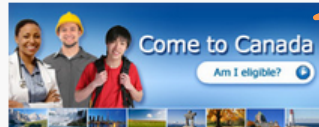
GCKey Log In

Most students use GCKey. Click here to log in or create one. You will select this to log in each time you enter MyCIC.

Step 2 – Register or log into MyCIC

Once you have logged in using GCKey or Sign-In Partner (SecureKey Concierge), you will need to register or log into MyCIC to apply online. Instructions will be given to you once you have logged in using GCKey or Sign-In Partner.

Find out if you are eligible



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.

Next, log in

(or click “register” to create)

Definitions	Frequently Asked Questions (FAQs)	Help
GCKey	GCKey Log In or Register	
Register	Welcome to the Government of Canada's GCKey service.	
Enabled Services	You will need a GCKey in order to securely conduct online transactions with multiple Government of Canada programs and services.	
	From this page, you can:	
	<ul style="list-style-type: none">• Register for a new GCKey• Log in with an existing GCKey	
	If you already have a GCKey, please enter your GCKey User ID and Password below and select Log In . Once you have logged in you can also change your password, change your recovery questions and answers, and revoke your GCKey.	
	User ID: (required)	
	<input type="text"/>	
	Password: (required)	
	<input type="password"/>	
	Forgot Your Password? Register for a new GCKey	



Read the Terms and Conditions and click 'I Accept'

Definitions Frequently Asked Questions (FAQs) Help

Home > GCKey Registration Step 1 of 2


GCKey Registration Step 1 of 2

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.



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)**

Please select a question...

My Recovery Answer: **(required)**

My Memorable Person: **(required)**

My Memorable Person Hint:

My Memorable Date (YYYY-MM-DD): **(required)**

My Memorable Date Hint:

Your Password must be between eight and sixteen characters, contain at least one upper case letter, one lower case letter and one digit, and be different from your User ID.

Create Your Password: **(required)**

Confirm Your Password: **(required)**

Please select **Continue** to proceed or click **Cancel** to end this process.

Write down your answers so you don't forget!




Upon successful completion, you will get this confirmation of your GCKey Registration. Click 'Continue'

Home > GCKey Registration Complete

GCKey Registration Complete

You have successfully created your GCKey.

Please select **Continue** to leave the GCKey service and return to the department.




Now that you have a GCKey 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:
 - The use of the information available to MyCIC
 - 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? ?

You must be 16 years of age or older to enrol for a MyCIC account.

Email Address ?

Preferred language of notification ?



Fill in the blanks to complete creating your MyCIC account

My Information

Notification Information

Complete the following information so we can send you an email if there is an update to your application or message in your MyCIC account.

Email Address (required)

Preferred language of notification

I would like to receive monthly updates about my application

?
?
?

Click on the '?' icon for further explanation of each criteria

Scroll-down further and you will see:

What would you like to do today?

Apply for:

- 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

Continue my application, not yet submitted

Show 10 entries Search:

Application number	Application type	Date Created	Days left to submit	Date last saved	I'd like to:
	Online Application	December-16-2013	59	December-16-2013 03:19:04 PM PST	Continue my application Delete my application

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

View my submitted applications

Show 10 entries Search:

Application number	Applicant's name	Date submitted	Last updated by CIC on:	Details	Messages	Action
No data available in table						

Showing 0 to 0 of 0 entries < Previous Next >

MyCIC account messages

For messages about your application, see "check status and messages" under the "submitted applications" section. Note: The "submitted applications" section appears only if you have submitted an application to CIC.

You have no messages.

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



The next screen will ask for your 'personal checklist code.' Click 'Determine your eligibility and apply online'

[Share with CIC](#)

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)

?

ContinueCancel

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? ?

Remember that you can click on the '?' icon for further explanation

How long are you planning to stay in Canada?

What is the country of nationality of your passport? ?

What is your current country of residence?
If you are presently in Canada, you should select Canada. ?

If you are currently living in Canada, be sure to select 'Canada' here

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

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? ?

What is your current immigration status in Canada? ?

What is your current marital status? ?

What is your province of destination?
If visiting multiple provinces, select the one in which you will be spending most of your time. ?



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.

Here you will see your eligibility for coming to / staying in Canada

Study Permit (in Canada)

You may be eligible to extend your stay in Canada as a student

Click on 'Continue' to apply for your Study Permit

Continue

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 re-apply for a temporary resident visa.

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.

Continue

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

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

Do you want to submit an application for a [family member](#)?


Please make a selection

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

Are you giving someone access to your application? 

- Yes, I will be appointing a representative to apply on my behalf
- Yes, grant authorization for Citizenship and Immigration Canada to release your application information to another person.
- Yes, both appoint a representative and grant authorization to release information to another person
- No

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

There are fees associated with this application. Will you be paying your fees or are you fee exempt? 

Please make a selection

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

Are you able to make a digital copy of your documents with a scanner or camera? 

Please make a selection

Will you be paying your application fees online? To pay online, you need a Visa, MasterCard or American Express. 

Please make a selection

Make sure to review your answers, then click 'Continue'

IdentificationUpload DocumentsReview ApplicationPaymentApplication Submitted

Review Your Answers

Please review your results and modify your answers if required.

What would you like to do in Canada?
Study

How long are you planning to stay in Canada?
Temporarily - more than 6 months

What is the country of nationality of your passport?
China, People's Republic of

What is your current country of residence? If you are presently in Canada, you should select Canada.
Canada

Do you have a [family member](#) who is a Canadian [citizen](#) or [permanent resident](#) and is 18 years or older?
No

What is your date of birth?
29 September 1988

Are you a permanent resident of the United States and have your alien registration card (Green Card) or other proof of permanent residence?
No

Click here to modify your answer if necessary



Next, you will see how to submit the required documents

Identification
Upload Documents
Review Application
Payment
Application Submitted

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.

Details	Document Name	Options
<p>Click here to download the application</p>	<p>Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709) (required)</p>	<p>?</p> <p>Upload File</p>

Supporting Documents		
Details	Document Name	Help
Not Provided	Proof of Means of Financial Support (required)	?
Not Provided	Passport or Travel document (required)	?
Not Provided	Proof of Medical Exam (required)	?
Not Provided	Digital Photo (required)	?
Not Provided	Letter of Acceptance (required)	?



Optional Documents

Optional Documents

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.

Name	Help	Options
	?	Upload Schedule 1
	?	Add Letter of Explanation

Fees

Fees

Application	Quantity	Price (CAD) per unit	Total (CAD)
Work Permit	1	\$150	\$150
Study Permit	1	\$125	\$125

Total Price (CAD) \$275

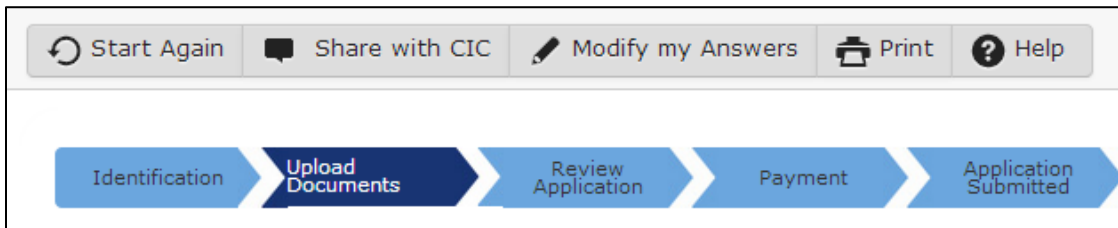
[Can I save my application and return to complete it later?](#)

[How do I upload my documents?](#)

[My documents are too large to upload. How do I reduce the file size?](#)

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

The screenshot shows the MyCIC interface. At the top, there is a navigation bar with links for 'Immigrate', 'Visit', 'Work', 'Study', 'Citizenship', 'New immigrants', 'Canadians', and 'My Application'. A red arrow points to the 'My Application' dropdown menu, which is open and shows options like 'Check application status', 'Find forms and guides', 'Check processing times', 'Apply online', 'Pay your fees', 'Change your address', 'Find a CIC office', 'Get medical or police checks', and 'My Application - Main page'. Below the navigation bar, there is a 'Welcome to MyCIC' message with a user name and a 'Logout' button. A red arrow points to the 'Logout' button, and a callout box says 'Be sure to log out each time'. The page also includes a 'My Information' section with 'Notification Information'.

