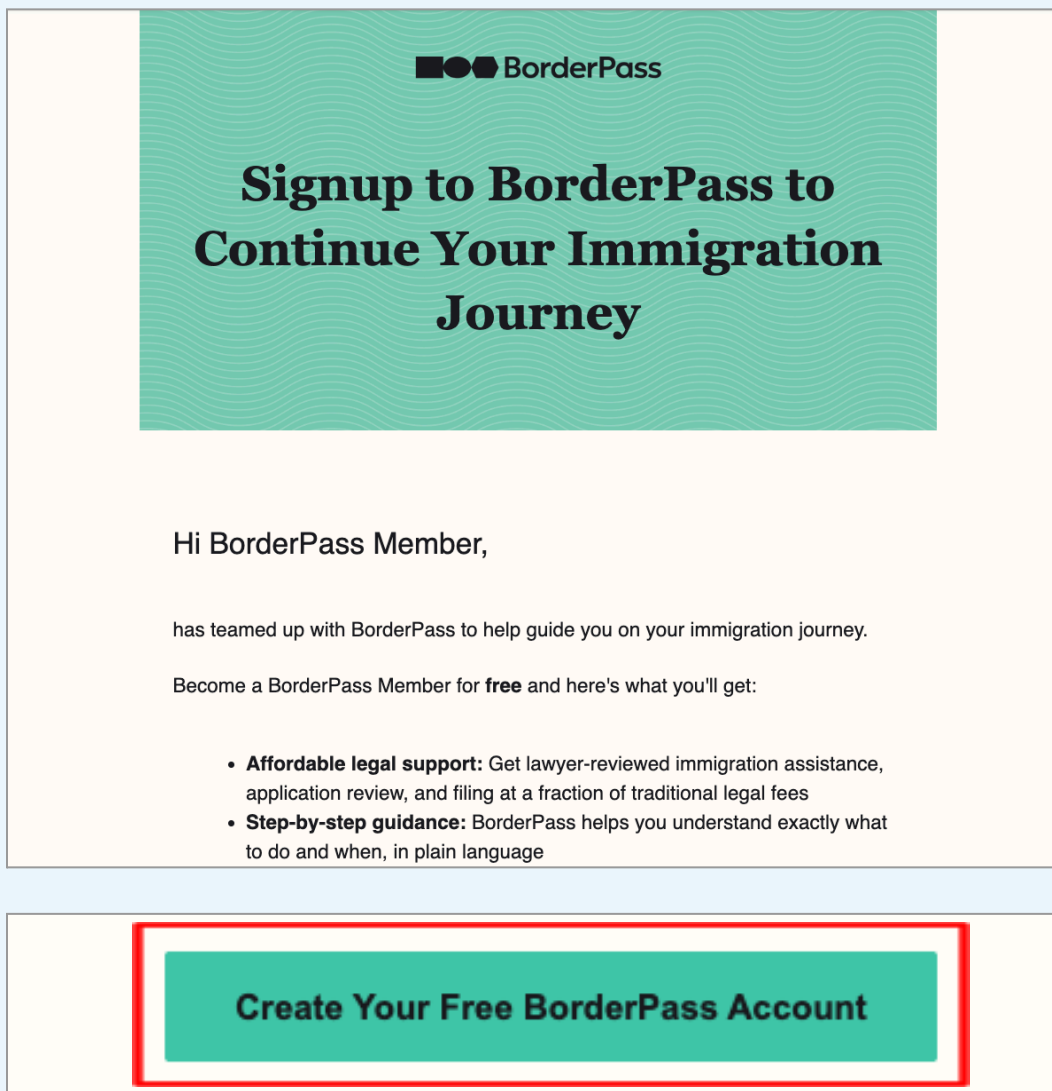


# Apply for Your Study Permit


**Welcome to BorderPass!** Below are clear steps to help complete a strong, accurate study permit application with confidence and expert legal support.

## Step 1: Create Your Free Account

Check your inbox for an email from your Agent inviting you to sign up for BorderPass. Open it and click “Create Your Free BorderPass Account”.



The image shows a screenshot of an email invitation. At the top, there is a green header with the BorderPass logo and the text "Signup to BorderPass to Continue Your Immigration Journey". Below this, the email body starts with "Hi BorderPass Member," followed by a paragraph stating that the sender has teamed up with BorderPass to help guide the recipient on their immigration journey. It then says "Become a BorderPass Member for **free** and here's what you'll get:" and lists two bullet points: "Affordable legal support" and "Step-by-step guidance". At the bottom, there is a prominent red-bordered button that says "Create Your Free BorderPass Account".

 BorderPass

## Signup to BorderPass to Continue Your Immigration Journey

Hi BorderPass Member,

has teamed up with BorderPass to help guide you on your immigration journey.

Become a BorderPass Member for **free** and here's what you'll get:

- **Affordable legal support:** Get lawyer-reviewed immigration assistance, application review, and filing at a fraction of traditional legal fees
- **Step-by-step guidance:** BorderPass helps you understand exactly what to do and when, in plain language

**Create Your Free BorderPass Account**

## Step 2: Select Your Partner Institution

If you currently have an offer letter from a **BorderPass partner institution**, scroll down and click on the institution's logo.

Or, if you do not have an offer letter from one of the BorderPass partner institutions shown on this page, click "Sign Up Here".




# Become a BorderPass Member

If you are not associated with one of our partners below, get started here:

[Sign Up Here →](#)

Or find out if you are already a member through one of our partners:


Search for a partner school or organization 🔍



### Step 3: Enter Your Information

Enter your personal information. If you are signing up through a BorderPass partner institution, you will need to enter your Student ID Number, found on your offer letter.

When you are done, click “Get Started with BorderPass”.

 University of Windsor

## Become a BorderPass Member Today

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Already have an account? [Login](#)

**What is your student number?**

University of Windsor

**Please enter your name exactly as shown in your passport**

Given Name

Family Name(s)

---

Email

---


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I have read and agree to the [Terms of Service](#) and the [Privacy Policy](#).

Get Started with BorderPass →

## Step 4: Get Started

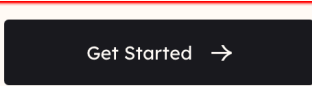

Welcome to BorderPass! Click “Get Started” to continue past the welcome screen, then click “Apply for a Study Permit” to begin your application.



University of Windsor

BorderPass is your trusted partner in navigating the journey to study, work, and settle in a new country. With the backing of legal experts, we're here to provide clear, affordable, and reliable support every step of the way.


To get started, tell us about your journey so we can personalize your experience and help you get set up for success — let's move forward together!



### What is the first step of your journey?


BorderPass is here to provide trusted immigration guidance. Select an option to get started:

**Apply for a Study Permit**  
Begin your journey towards studying in Canada  
Start Application →




**Get a Study Permit Extension**  
Extend your stay in Canada as a student  
Extend Permit →

**Apply for Permanent Residence**  
Calculate your Express Entry score and apply to stay in Canada  
Check Your Eligibility →



**Apply for a Visitor Visa**  
Visit Canada for tourism, business, short-term studies, or to see loved ones  
Apply Now →

**Explore BorderPass**  
See everything we have to offer  
See Options →



## Step 5: Begin Your Pre-Assessment

The first step in completing your Study Permit Application is to begin your Pre-Assessment.

This section includes multiple questions about your education and employment history, family, and marital status.

### What is your highest level of education?

Select your highest level of education completed or currently in progress.

For example, if you are currently in high school, select "Secondary School (High School) Diploma."

Use the name of your degree in your country (for example, a bachelor's degree in your home country is a bachelor's degree in Canada for the purpose of this question).

- Attended High School **in Canada**
- Attended High School **outside Canada**
- Diploma or Certificate Not Requiring a Bachelor's Degree
- Bachelor's Degree or a 3-Year Program
- Post-Graduate Diploma or Certificate that Requires at Least a Bachelor's degree

## Step 6: Select Your Agent

During the Pre-Assessment, you will be asked if you are currently working with an Education Agent and to enter the name of your Education Agent (this refers to their company name).

If your Agent's company name is not included on the dropdown list, please select "Other" and enter your Agent's company name in the box below.

### Education Agent

1. Are you currently working with, or did you previously work with an Education Agent?

This information helps BorderPass and your school.

Yes  No

2. What is the name of your Education Agent?

If you select "Other", please provide the name of your Education Agent.

Select...  
Other  
UniExplore  
Straight Forward Education

## Step 7: Upload Key Documents

Once you have answered the questions in your Pre-Assessment, you will need to upload some of your personal documents. Please upload each of the documents labelled as “Required”. Carefully follow the instructions listed for each document.

### Upload Your Documents

Please upload the following documents to continue. Upload PDFs or scan documents (do not photograph documents) for clear, small files.

→ **Tip:** Uploading more documents helps you complete your application faster and allows BorderPass to provide more personalized guidance.

**Passport Photo Page**  
Upload your passport photo (biodata) page. This should include your photo, full name, passport number, and expiry date.

**Required** Continue →

**Letter of Acceptance (LoA)**  
Upload the official letter from your school confirming that you have been accepted into your study program. It must include your name, program details, start date, and tuition.  
If you receive a new LoA, click **Update** and upload your most recent

**Required** Upload Document ↗

## Step 8: Accept the Acknowledgement

The final step in your Pre-Assessment is to read the “Acknowledgement” terms and click the checkbox at the bottom of the page.

### Acknowledgement

**Accuracy and Honesty:** You are required to provide accurate, truthful, and complete information to immigration authorities and officials. Failure to do so may result in enforcement actions, including but not limited to exclusion orders, findings of misrepresentation, or adverse effects on future visa or permit applications.

**Documentation Use:** You acknowledge that the information you provide may be included in official immigration documentation, including application forms, letters, and other relevant materials. While BorderPass makes efforts to assist in ensuring the accuracy and completeness of your application, you are responsible for all information submitted.

**No Guarantee of Approval:** Proceeding with this application does not guarantee approval of any visa, permit, or similar application by immigration authorities. Decisions remain at the sole discretion of the immigration body assessing your application.

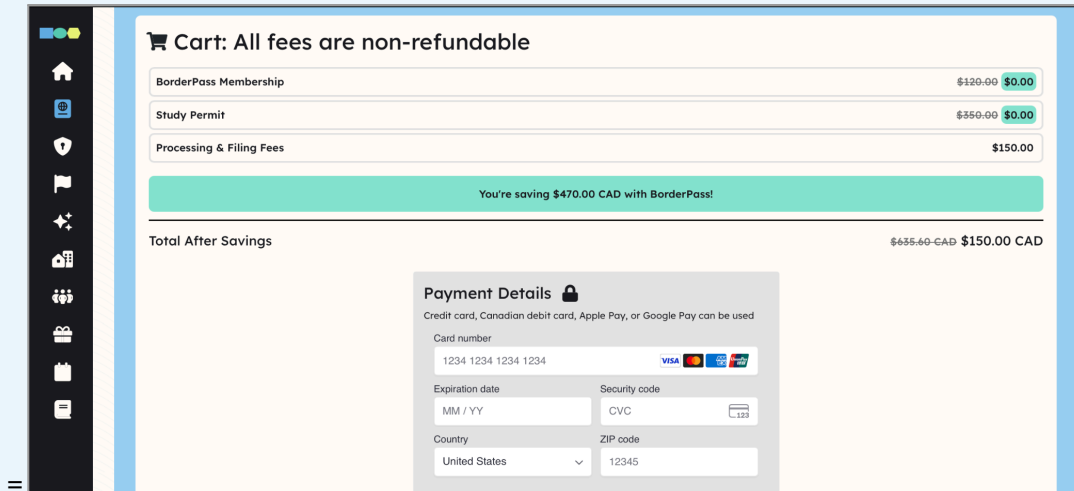
**Data Sharing:** By continuing, you agree to permit the sharing of your assessment results with applicable third parties as necessary.

**Warning:** BorderPass prioritizes your security and has implemented robust measures to safeguard your personal information. However, granting access to your account is entirely your decision. By sharing access with a third party, you assume full responsibility for any actions they take within your BorderPass account.

I acknowledge I have read and understood the above.

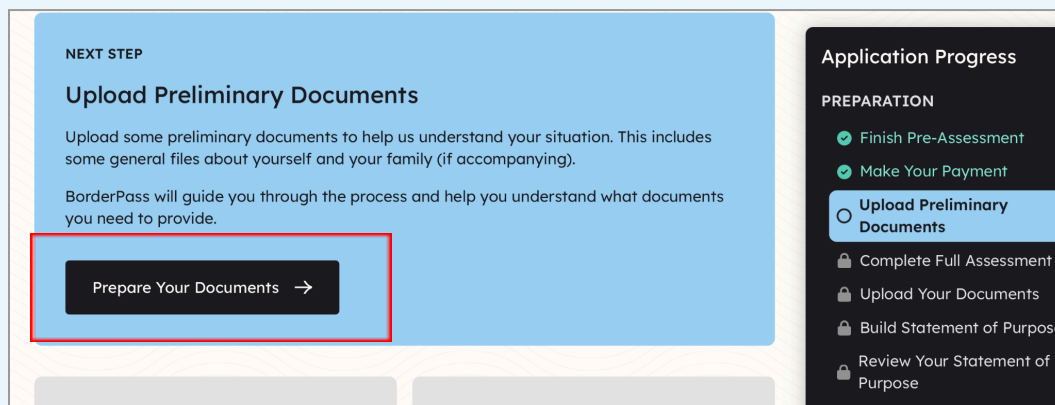
## Step 9: Complete Your Payment

Complete the payment for your Study Permit Application.



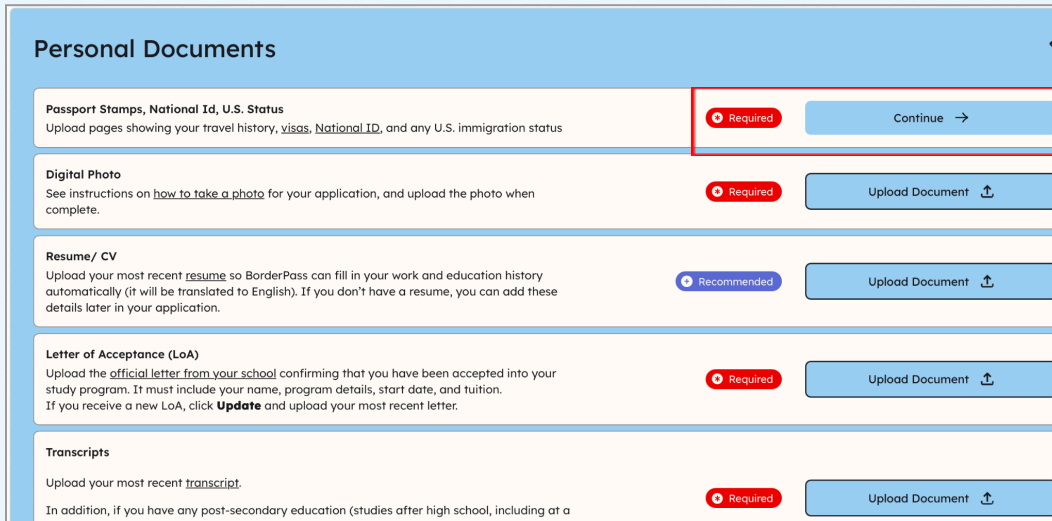
## Step 10: Upload Additional Documents

The next step of your application is to upload your Preliminary Documents. Click "Prepare Your Documents".



## Step 11:

Upload the documents labelled as “Required”. You are also encouraged to upload any documents labelled as “Recommended” to strengthen your Study Permit application.



**Personal Documents**

**Passport Stamps, National Id, U.S. Status**  
Upload pages showing your travel history, visas, National ID, and any U.S. immigration status. **Required** Continue →

**Digital Photo**  
See instructions on [how to take a photo](#) for your application, and upload the photo when complete. **Required** Upload Document ↗

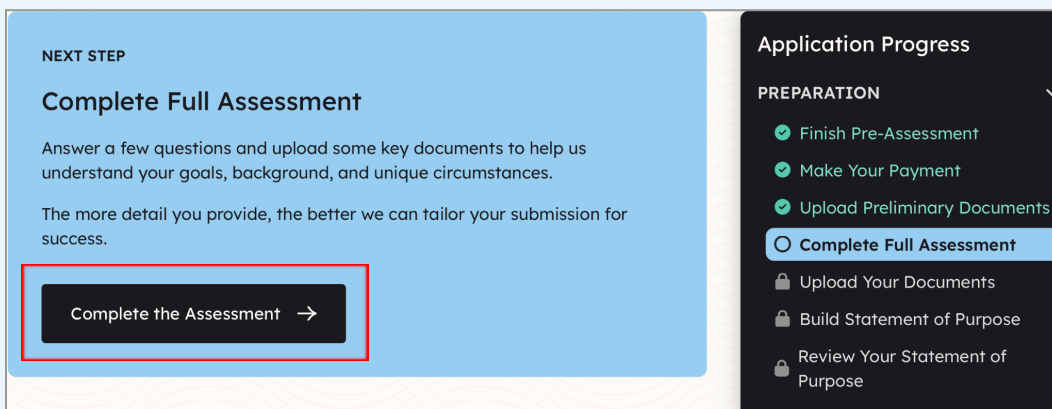
**Resume/ CV**  
Upload your most recent [resume](#) so BorderPass can fill in your work and education history automatically (it will be translated to English). If you don't have a resume, you can add these details later in your application. **Recommended** Upload Document ↗

**Letter of Acceptance (LoA)**  
Upload the [official letter from your school](#) confirming that you have been accepted into your study program. It must include your name, program details, start date, and tuition. If you receive a new LoA, click **Update** and upload your most recent letter. **Required** Upload Document ↗

**Transcripts**  
Upload your most recent [transcript](#).  
In addition, if you have any post-secondary education (studies after high school, including at a

## Step 12:

The next step of your application is to complete your Full Assessment. Click “Complete the Assessment”.



**NEXT STEP**

**Complete Full Assessment**

Answer a few questions and upload some key documents to help us understand your goals, background, and unique circumstances.

The more detail you provide, the better we can tailor your submission for success.

**Complete the Assessment** →

**Application Progress**

**PREPARATION**

- ✓ Finish Pre-Assessment
- ✓ Make Your Payment
- ✓ Upload Preliminary Documents
- Complete Full Assessment**
- 🔒 Upload Your Documents
- 🔒 Build Statement of Purpose
- 🔒 Review Your Statement of Purpose

## Step 13:

This section includes multiple questions about your birthplace and citizenship, travel history, family members, and other important information. Carefully answer each question.

### What is your birthplace and citizenship?

---

1. Where were you born?

Select Country

---

2. What countries are you a citizen of? Add all countries and the date you became a citizen of each.

Canada

[+ Add Country of Citizenship](#)

## Step 14:

The next step of your application is to upload your Final Documents. Click “Upload Documents”.

**NEXT STEP**

### Upload Your Documents

- Upload all **Required** documents to move forward.
- Documents marked **If Applicable** must be uploaded if they were issued to you.
- **Recommended** documents can improve your application and increase your chances of approval.

Providing more documents helps you finish your application faster and lets BorderPass offer more personalized guidance.

[Upload Documents →](#)

### Application Progress

**PREPARATION**

- ✓ Finish Pre-Assessment
- ✓ Make Your Payment
- ✓ Upload Preliminary Documents
- ✓ Complete Full Assessment
- Upload Your Documents**
- 🔒 Build Statement of Purpose
- 🔒 Review Your Statement of Purpose

**LAWYER REVIEW**

- 🔒 Wait for Lawyer Review
- 🔒 Add Missing Documents

Passport Expiry

Submit Before IRCC

## Step 15:

Upload the remaining application documents, starting with your “Proof of Finances”.

### Personal Documents

**Proof of Finances**  
Upload documents showing you have enough money to support yourself in Canada. This must meet IRCC's minimum requirements.

Completed
View or Update →

**Provincial Attestation Letter**  
You need your PAL before submitting your application. Upload now if you have it, or complete the rest of your application and upload later.

Required
Continue →

You cannot use a PAL that was already used in another application, even if that application was refused. However if your application was withdrawn or incomplete, you **can** reuse your PAL.

**Language Test Results**

Recommended
Continue →

## Step 16:

When uploading the documents for your Proof of Finances, you will need to upload documents under multiple different headings. These documents must show that you have the “Total Required Funds” needed to be eligible for a study permit.

Bank Statements	Completed →
Bank Certificate	Recommended →
GIC (Guaranteed Investment Certificate)	Recommended →

### Proof of Finances Complete

**Your Minimum Required Funds** ⓘ

First Year's Tuition	\$12,000
Living Expenses	+ \$20,635
Main Applicant	\$20,635
Travel	+ \$1,000
<b>Total Required Funds</b>	<b>\$33,635</b>

**Your Available Funds** ⓘ

Your Funds: \$202,600

Your Additional Funds  
The more you show, the better

Minimum Required:  
\$33,635

\$0 CAD

## Step 17:

You must now download the Official Forms, sign them, and upload. These forms are necessary for BorderPass to file your Study Permit application with the Canadian government.

### Official Forms

**Use of a Representative Form**  
Complete this digital form to allow BorderPass to file your application on your behalf. Required [Continue →](#)

**Family Information Form**  
Download the latest version of this official IRCC form from the link provided here (do not search the internet or re-use old forms). Use Adobe Acrobat to complete the form and upload here when done. Required

[Download Blank Form](#) [Upload Completed Form](#) [Review & Edit Form](#)

**Authorization for Case Notes**  
Download and complete this form to allow BorderPass to collect your case notes from the Government of Canada (Global Case Management System, or GCMS notes). This will save you time and money in the future. Recommended

Once the form is complete and signed in blue ink, upload it here.

[Download Blank Form](#) [Upload Completed Form](#)

**Study Permit Inside Canada Form**  
Download and complete the form. Required

[Download Blank Form](#) [Upload Completed Form](#)

## Step 18:

The final step of your application is to complete your Statement of Purpose (SOP).

## Complete Your Statement of Purpose Assessment

Please answer the following questions to help us draft your Statement of Purpose. The more details you provide, the stronger your visa application will be. Some questions may seem repetitive, but each response is essential. We've also provided example answers for reference. This will take about 10-20 minutes. You can return at any time to complete the assessment.

## Step 19:

In this section, you will be asked multiple questions to help you draft your SOP. Carefully read the instructions and write your answers in the spaces provided. Please include as much detail as possible to ensure that your SOP reflects your personality and the unique reasons why you want to study in Canada.

Clearly state your step-by-step career plan upon completing your Canadian study program and returning to your home country.

This may include further studies, returning to your current employer, getting an entry level position in your field (make sure to state the role), pursuing your dream job, starting your own business, etc. Please provide a timeline for each step of your career plan (ie. how long will it take you to complete each step). The focus should be your plan upon returning to your home country.

[See Example](#)

## Step 20:

Once you have answered each question, BorderPass will generate your SOP.

### Your Statement of Purpose

Your Statement of Purpose is being generated, and you will be able to review it shortly to request additional changes. Once reviewed, your application will be submitted to your assigned BorderPass lawyer. If you requested changes to your Statement of Purpose, your lawyer will apply these changes, and upload a final version to your Document Vault. Your lawyer may also request additional information or documents from you to complete your application.

## Step 21:

The next step is to review your SOP and make any edits that you think are necessary. Please note that once you complete this review, you will not be able to make further changes to your SOP. Ensure that you carefully review your SOP and provide all desired change requests at this time. Click the checkbox to acknowledge that you understand this information and click “Get Started”.

### Review Your Statement of Purpose

Please review your draft Statement of Purpose carefully to make sure it's accurate and complete. You must identify any errors, inaccuracies, or omissions. Here's how:

Video disabled for development environment

- Each section of the Statement will be shown to you in sequence
- Click **Approve This Section** if it's accurate, or **Request Changes** if you want to inform your lawyer of errors, inaccuracies, or omissions:
  - If requesting changes, clearly write what's wrong and how to fix it—be very specific
  - See below for examples of do's and don'ts when requesting changes

#### Requesting Changes to Your Draft Statement of Purpose

Do Write 👍	Don't Write 🙅
“I am 21 years old, not 20”	“I'm 21”
“After graduation, I would like to work for Microsoft or Google, but not Stripe”	“I don't want to work for any of these companies”

I acknowledge I have read and understand the above, and that I cannot make further edits to my Statement of Purpose once my review is complete.

Get Started →

## Step 22:

You will now be able to review each section of your SOP. If no changes are required, click “Approve this Section”. If changes are required, click “Make Corrections” – this will open a new webpage where you can add more details to your SOP. Once you have approved each section of your SOP, click “Confirm”.

### Review Your Statement of Purpose

---

**Introduction**

Dear Sir or Madam,

My name is Dana White, and I am a resident of Canada and a citizen of India. I am writing to express my sincere interest in applying for a Canadian Study Permit to attend Carleton University in Ottawa, Ontario for the Psychology Program. My program begins on May 18, 2024, and will be completed on November 18, 2027. I am eager to expand my knowledge and skill set in the field of Psychology in order to reach my career goals.

[Make Corrections](#) [Approve This Section →](#)

Status: Approved ✓

---

I confirm that the information provided is correct and up to date.

[Back to Last Section](#) [Confirm →](#)

### Step 23:

Once you have completed your SOP, your Study Permit application is complete. Click “Send my Application for Lawyer Review”.

### Your Application Is Ready for Lawyer Review!

Your Statement of Purpose has been completed and your Study Permit application is now ready for review by the BorderPass immigration lawyer assigned to you.

Important! While your application is being reviewed by a lawyer, it does not mean your application has been submitted to IRCC yet. Once you submit for lawyer review, you cannot make any changes or add additional documents to your application while it is in lawyer review. Your lawyer will reach out if any further information or documents are required.

**You confirm that the information, documents, forms, and letters provided by you to BorderPass, to your best knowledge, only contain accurate, complete, and true information, and all documents prepared on your behalf have been reviewed by you and you confirm their accuracy and that they are ready for submission to IRCC. You also acknowledge that if our Legal Team deems your application ready for submission, the Application may be submitted to IRCC on your behalf for processing.**

[Send my Application for Lawyer Review →](#)

### Step 24:

A BorderPass lawyer will now review your application and submit it to IRCC. If further information is required, you will be contacted via email through the address linked to your BorderPass profile.

## Study Permit Dashboard

**NEXT STEP**

### Wait for Lawyer Review

This step will take approximately 1 days. Your BorderPass lawyer will get in touch with you if they require more information to strengthen your application.

Please wait to hear from us.

### Application Progress

PREPARATION >

LAWYER REVIEW ▾

- Wait for Lawyer Review
- Add Missing Documents
- Awaiting IRCC Application Receipt