



Examples of IRCC Request Letters

Property of NAIT International Student Experience



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Letters sent from IRCC may vary in format; however, there are key elements you must identify in any letter received:



1 Date: [REDACTED]

2 UCI: [REDACTED]
Application: [REDACTED]

Email:

Dear [REDACTED]

This is in reference to your temporary resident status as a student in Canada.

Subsection 220.1(1) of the *Immigration and Refugee Protection Regulations* states:

The holder of a study permit in Canada is subject to the following conditions:
(a) they shall enroll at a designated learning institution and remain enrolled at a designated learning institution until they complete their studies; and
(b) they shall actively pursue their course or program of study.

3 In order for us to verify your compliance with the study permit conditions, we require both of the following documents:

- A formal letter from your designated learning institution confirming your current enrolment status; and
- Current and previous transcripts from any designated learning institution(s) you have attended in Canada.

This is in reference to your application for temporary residence. The following documents are required to continue processing your application:

[REDACTED]:

> LOA: An original letter of acceptance from the intended educational institution. Please provide an **updated letter of acceptance or enrolment letter** that reflects your current level of studies.

The letter should be recently issued and should outline the following:

- the type of course of study or program you are registered for,
- the start date and the expected completion date,
- show that all conditions have been met,
- whether the program is full-time or part-time studies and
- support the extension date you are requesting.

This must be received at this office by: [REDACTED]

This is in reference to your application for temporary residence. The following documents are required to continue processing your application:

Please submit a recent obtained copy of official transcripts for all studies in Canada to date, including any incomplete or in-progress programs. Please also provide a copy of your attendance records for studies in Canada, as well as a copy of any diplomas or certificates completed in Canada. If you have more than one transcript to submit, you must upload them in a single file. Please be advised that online generated or other unofficial transcripts will not be accepted. Any gap in studies must be supported by an explanation letter.

This must be received at this office by: [REDACTED]

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Please scan your documents as a single Portable Document Format (.pdf) file and send a copy of your documents by email to IRCC.DNISPCompliance-ConformitePEERN.IRCC@cic.gc.ca within **21 days from the date of this letter**. Please enter the Application Number found at the top of this letter in the subject line of your email to ensure that your response is matched to your file.

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Failing to provide the required documents within 21 days could result in the loss of your temporary resident status in Canada.

Please note:

- If you are unable to provide the requested information, please provide an explanation of why it is not available, and provide supporting documents if needed.
- Any documents not in English or French must be accompanied by a certified translation in either English or French.

Need more information?

For more information about the study permit conditions, please refer to the following link:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/while-you-study/study-permit-conditions.html>

1. **Date** – The date on the letter may be important for you to determine the deadline to submit the requested documents.
2. **UCI and Application Number** – Confirm that these details correspond to your Unique Client Identifier and the application you have in process with IRCC.
3. **Document(s) being requested** – You must read carefully the specific documents that are being requested by IRCC and take the necessary measures to obtain all of the required documents. If it is not possible to obtain one of the documents required, it is important to provide a Letter of Explanation and supporting documentation to show the attempts made to obtain these documents, and that they are not available. Failure to provide the requested documents or information to IRCC could result in the delay or refusal of your application.
4. **Instructions on how to provide these documents to IRCC** – Depending on the request, you may have to provide documents to IRCC through email or through your IRCC Secure Account. You must read the request letter carefully and follow **all** the instructions provided by IRCC. Failure to do so could result in delays or the refusal of your application.

5. **Deadline** - The deadline may be given as a date ('May 1, 2025') or give you a certain number of days ('within 21 days'). It is important that you respond to IRCC before the deadline, or it could result in the refusal of the application. Additionally, you must keep in mind that IRCC uses Coordinated Universal Time (UTC), which differs from Edmonton local time. This means that the deadline to submit documents may be earlier than expected, and it is not recommended leaving this to the last minute.