

2023/2024

Guidance for Study Plans and Letters of Intent



The intent of this document is to support you in the development of a study plan.

While study plans are not always requested, it is still a good idea to include this information in a letter of intent that will accompany your application.

This guidance will **strengthen** your application. It does **not guarantee** that you will be approved. There are many factors that are considered when assessing each individual application.

This guidance is provided to you based on our current research and understanding.

This document provides guidance for those applying for new study permits, but does not consider the unique elements of the Student Direct Stream. For information on that stream, including to determine your eligibility, please visit [here](#)

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Important Reminders

Be concise

Sections 1, 2, and 3 described below should be in **one to two pages**. Try to answer the questions in one or two sentences. Avoid descriptive language about Canada and your love of Canada because that takes up unnecessary space.

You may wish to make sections 1 and 2 longer if you don't have content for section 3 and plan to leave that out.

Bold key words

What keywords do you want to highlight?? Choose carefully; if you bold too many words, the impact of this technique will be lost. We have tried to demonstrate the technique in this document.

Purpose of Study / Current Studies and Past Employment

Why do you want to study in Canada?

Purpose of your Study Plan is to demonstrate your interest in pursuing Higher Education **in Canada** as opposed to studying in your home country. This is not the place to discuss your future immigration aspirations.

What are the details of your education history?

Explain any past **educational and/or work history** and how that relates to the studies that you hope to pursue in Canada. If your employment history is relevant to your goals and education, please discuss that in this section. You can include a full timeline of your employment and education history in a separate document. If your past education and employment is not relevant to your proposed study in Canada, explain why you have chosen to alter your career path.

What is your overall education goal?

Your plan must demonstrate a logical path towards your goals, explaining the decisions you have made to reach your goal. Make sure your **career goals** are clearly defined.

Remember that explaining your career goals does not make you contractually obligated to pursue that path. It is always possible to change your path as you progress in your education.

If you don't have clearly defined goals, that is also okay, but you should talk about why coming to Canada is of interest. What do you hope to learn and accomplish by studying in Canada?

Why are you not pursuing a similar plan in your country of residence or citizenship?

You should indicate why you **cannot** take this program in your home country, or why it is in your **best interest** to take this program in Canada. Talk about the research you have done to see whether this specific program you are interested in is provided in your country and how the program in Canada is the right fit for you

How will you meet your conditions of admission prior to starting your program?

If your admission letter lists any **conditions** you must meet prior to starting your program, you should address them directly. If you do not have any conditions for admission, you can ignore this question.

Section

2

Motivation to leave Canada after your studies (future plans)

While we recognize that many international students wish to apply for a Post-Graduation Work Permit(PGWP) after graduation and gain Canadian work experience, it is important to note that the immigration officer will look for evidence that you are **planning** to return to your home country once you complete your studies in Canada.

No matter what your future immigration plans are, you should demonstrate that going home to apply the learning you have gained in Canada is a **valid option** for you.

For a detailed explanation of considerations for this section, please review the relevant [IRCC Webpage](#)

How will this program enhance your employment opportunities in your country of residence or citizenship?

You should discuss how this would improve your society and contribute to your family and country. Discuss how continuing your education in Canada will prepare you for a career or a position you have set as a goal in your home country.

What ties do you have to your country of residence or citizenship?

Do you have family at home? Property? Responsibilities? You should describe all the reasons why you would be expected to return home after your academic program. If you do not live in your country of citizenship, explain how you came to live in your country of residence.

You should disclose if you have children, other family, and if you are married to someone in your country of residence. You can also mention your financial ties to your home country/country of residence (like property or businesses that your parents own or if you have a potential job offer or employment opportunities etc.)

What is your travel history?

If you have studied in other countries, or even traveled abroad, it is helpful to indicate that you have traveled **previously** and have **returned** home. Specifically, you can indicate:

"When traveling to other countries, I held the required documents, abided by the regulations, and left on time as required."

You can also say:

"I will abide by the regulations associated with my travel to Canada, and will leave Canada at the end of my authorized stay."

Have you committed or been charged with a crime?

If you have ever committed a crime, been charged, or convicted of a crime, be sure to address these issues in your letter. It is critical not to misrepresent yourself or to omit information that is part of the consideration of your application.

Talk about:

- What was the charge or crime?
- When did this occur?
- If there was a sentence, please explain the details.
- What are the circumstances (briefly)
 - the officer will want to consider whether the crime committed also qualifies as a crime in the Canadian system. For example, if you were arrested for an act of free speech, that might not be considered an issue here in Canada. What is important is that you do not try to hide the issue by omitting it from your application.

[This concludes your one page document.](#)

[Please see the next page for appendices to include as separate documents](#)

How will you pay for your program and living expenses?

Provide official documents to demonstrate that you have the minimum amount required for your first year in Canada.

- Student:
\$10,000 for twelve-month period, prorated at \$833 per month, **plus** cost of tuition.
- Spouse/common-law partner/first family member:
\$4,000 for twelve-month period prorated at \$333 per month.
- Dependent child/subsequent family member:
\$3,000 for twelve-month period per dependent child of any age, prorated at \$255 per month

In addition to the documents demonstrating that you have sufficient funds, you should include a **summary spreadsheet** of all your expected expenses and all your resources to clearly demonstrate that you have enough money to pay for your academic and living expenses. It is also good to convert **your currency** into Canadian dollars.

Here is a sample:

Source	Type of Document	Amount in INR	Amount in CAD Converted on May 3, 2022
Scholarship (one year entrance)	Scholarship Letter from University/College	₹ 59,229.70	\$ 1,000.00
Personal Savings	Bank statement	₹ 177,689.00	\$ 3,000.00
Parental support	Bank statement and letter of commitment	₹ 118,459.00	\$ 2,000.00
GIC	GIC Certificate	₹ 592,297.00	\$ 10,000.00
Total		₹ 947,674.70	\$ 16,000.00

Important note from your advisors on the cost of living in Canada:

The actual costs of living are much higher than the minimum costs that IRCC asks you to demonstrate in the chart above. A more accurate number is your tuition + \$1500 per month for living costs for 1 person.

For Cost of Living information, the Nova Scotia Community College has prepared the following helpful information on [their website](#).

Are you relying on a third party to provide financial support?

If you are relying on a **family member** for their financial support, be sure to include a letter of commitment from them that confirms their intent to support you. This should be included in addition to their official financial documentation, such as bank statements. If you have a **scholarship** that you will be relying on for financial support, you should provide evidence for a secondary source of funding should your scholarship become unavailable for any reason.

Appendix

B

Employment/Education History (if applicable)

List a chronological history of your employment and education with dates and addresses, etc

Date	Activity	School/Company	Location
2004-2008	Highschool	Reedley International School	Pasig, Philippines
2008-2011	Receptionist	Languages International School	Quezon City, Philippines
2011-2016	University Student, BSc. Psychology	University of Santo Tomas	Manila, Philippines
2016-2020	Program Coordinator	Languages International School	Quezon City, Philippines
2020-2022	International Student Learning Coordinator	Cebu International School	Cebu, Philippines