

Faculty Guidelines on Writing Letters for Students for their Study Permit Application

In order for a student to apply for a study permit, they will need a letter of admission and/or an enrollment letter that states their anticipated graduation date. It is the Registrar's Office that issues these letters for undergraduate students and the School of Graduate Studies that issues these letters for graduate students.

Outside of proof of admission/enrollment, some international students may require:

- Proof of fees payment- issued by Cashier's office
- Proof of coop work term/placement- issued by coop/placement officer for faculty
- Student Exchange letter- issued by outbound mobility coordinator at the Internationalization Office

As a faculty member, a letter from you is not required for a student to apply for a study permit. However, if you know the student and their work, a letter of reference from you could be very valuable to the student in their study permit application. This is because the student has to satisfy the visa officer that they are a genuine student who will abide by the conditions of their stay in Canada. They have to convince an officer of the reasons they want to do this program and convince them that they will actively pursue their studies. References on their previous education, work ethic, etc. can go a long way in helping to convince an officer and remove doubt in an officer's mind about the students' study intentions.

We advise that you only agree to provide a letter of reference for a student if you have rapport with them and can speak to what they will study and/or if you can speak to their application to the program and why it was accepted. For example:

- You are their supervisor and have agreed to supervise them because of their knowledge in X area. Your letter of reference can speak to the work you do, what the student will do and how they will add value to your project.
- You are on the admissions committee and have reviewed the student's application. Your letter of reference can speak to the entry requirements for the program and how the applicant met those requirements and why they were selected.

You should have a conversation with the student to be clear about what information they are comfortable with including in the letter and avoid providing too much personal information about the student.

Your letter of reference should:

- Be on Memorial University letterhead
- Indicate in what capacity you are writing the support letter/ Indicate your relationship to the student
- Indicate the program the student has been admitted to and for which semester
- Indicate how the student will contribute to your lab/work (if applicable)
- Indicate any financial support you are providing (if applicable)
- Indicate what you know about the student in terms of how they are qualified/selected to undertake this program of study
- Provide your title/description of your role at the university
- Provide contact information should IRCC wish to follow up with you (optional)