

2015 SUMMER SEMINAR

BC COUNCIL FOR INTERNATIONAL EDUCATION

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GLOBAL RESPONSIBILITY AND INSTITUTIONAL MANDATE:
OPPORTUNITY FOR INNOVATION
BCCIE SUMMER SEMINAR 2015
JUNE 21–24, 2015, WHISTLER, BC

Internationalization and Global Engagement

Global Responsibility and Institutional Mandate: Opportunity for Innovation

Patricia Gartland

Superintendent of Schools
School District #43 (Coquitlam)

Internationalization and Global Engagement

Global Responsibility and Institutional Mandate: Opportunity for Innovation

This presentation will look at the mechanisms that are in place to ensure that educators present our services internationally in a framework of honesty, integrity and legality.

Featured topics will be the roles of Immigration Consultants of Canada Regulatory Council (ICCRC), the training and certification process for educators (RISIA's), and the Canadian Course for Education agents (ICEF) involved in providing study in Canada information to students.

Best Practices for Working with Agents in Compliance with Canadian Legislation Regarding Advice and Representation

Amendments to the Immigration and Refugee Protection Act concerning rules governing agents, representation, and the provision of immigration advice have added a new level of complexity to the international education sector and the roles of agents, educators, and student advisors. Best practices for developing agent contracts and positive working relationships with agents will be outlined. Suggested policies and procedures that comply with new immigration legislation will be described and discussed. This session provides solutions for dealing with the new regulatory rules and, at the same time, provides practical answers to Frequently Asked Questions regarding Study Permit applications and renewals, implied status, custodianship, Temporary Resident Visas, and other requirements.

Council of Minister of Education (CMEC)

The Council of Ministers of Education (www.cmec.ca) has published a report regarding the provision of advice and representation, the regulation of Canadian Immigration Consultants, and working with agents: “The Role of Education Agents in Canada’s Education System”.

The report provides an environmental scan of recruiting agent use in Canada’s education systems. Key issues discussed include:

- the scope of agent involvement within and across education sectors;
- the nature of agent transactions with key stakeholders (e.g., students, parents, and institutions);
- current regulatory frameworks in Canada and abroad regarding agent use; and
- the benefits and risks of agent involvement.

IMMIGRATION AND REFUGEE PROTECTION ACT (IRPA)

Representation or advice for consideration

91. (1) Subject to this section, no person shall knowingly, directly or indirectly, represent or advise a person for consideration — or offer to do so — in connection with a proceeding or application under this Act.

Persons who may represent or advise

(2) A person does not contravene subsection (1) if they are

(a) a lawyer who is a member in good standing of a law society of a province or a notary who is a member in good standing of the Chambre des notaires du Québec;

(b) any other member in good standing of a law society of a province or the Chambre des notaires du Québec, including a paralegal; or

(c) a member in good standing of a body designated under subsection

(5).

REGULATION DESIGNATING A BODY

Vol. 145, No. 15 — July 20, 2011

Registration

SOR/2011-142 June 28, 2011

Immigration and Refugee Protection Act

The Minister of Citizenship and Immigration, pursuant to subsections 91(5) (see footnote a) and (7) (see footnote b) of the Immigration and Refugee Protection Act (see footnote c), hereby makes the annexed Regulations Designating a Body for the Purposes of Paragraph 91(2)(c) of the Immigration and Refugee Protection Act.

DESIGNATION OF REGULATORY BODY UNDER IRPA

Ottawa, June 27, 2011

JASON KENNEY

Minister of Citizenship and Immigration

REGULATIONS DESIGNATING A BODY FOR THE PURPOSES OF PARAGRAPH
91(2)(C) OF THE IMMIGRATION AND REFUGEE PROTECTION ACT
INTERPRETATION

1. The following definitions apply in these Regulations.

“Act” means the Immigration and Refugee Protection Act. (Loi)

“ICCRC” means the Immigration Consultants of Canada Regulatory Council, incorporated under Part II of the Canada Corporations Act on February 18, 2011. (CRCIC)

iccrcc

IMMIGRATION CONSULTANTS OF
CANADA REGULATORY COUNCIL



crcic

CONSEIL DE RÉGLEMENTATION DES
CONSULTANTS EN IMMIGRATION DU CANADA

Designation of a Body

2. For the purposes of paragraph 91(2)(c) of the Act, the ICCRC is designated as a body whose members in good standing may represent or advise a person for consideration — or offer to do so — in connection with a proceeding or application under the Act.

PENALTIES

Penalties

- (9) Every person who contravenes subsection (1) commits an offence and is liable
- (a) on conviction on indictment, to a fine of not more than \$100,000 or to imprisonment for a term of not more than two years, or to both; or
 - (b) on summary conviction, to a fine of not more than \$20,000 or to imprisonment for a term of not more than six months, or to both.

Attribute	Regulated Canadian Immigration Consultant	Unauthorized Providers
Accountable to ICCRC; complaints are taken seriously	Yes	No – accountable to no one
Monitored by ICCRC; non-compliance is taken seriously	Yes	No – may operate unknown to authorities
Supported by ICCRC to enhance quality of services	Yes	No – not supported by anyone
Knowledgeable and informed on immigration law and Canadian immigration system	Yes	No – no education prerequisite on immigration issues
Proficient in English and/or French	Yes	No – may be unable to communicate properly in English or French
Required to abide by stringent ethical and professional rules that are designed to protect consumers	Yes	No – not subject to any ethical requirements
Possess valid Errors and Omissions Insurance for enhanced consumer protection	Yes	No – may not have any Errors and Omissions Insurance
Work with agents known to ICCRC	Yes	No – no information on their associates
Required to provide evidence of good character prior to becoming Regulated	Yes	No – may have committed fraudulent or illegal activities in the past

APPLICATION BEFORE ENTRY

- Application before entry
- 213. Subject to sections 214 and 215, in order to study in Canada, a foreign national shall apply for a study permit before entering Canada.



STUDY PERMITS

- Study permits
- 216. (1) Subject to subsections (2) and (3), an officer shall issue a study permit to a foreign national if, following an examination, it is established that the foreign national
 - (a) applied for it in accordance with this Part;
 - (b) will leave Canada by the end of the period authorized for their stay under Division 2 of Part 9;
 - (c) meets the requirements of this Part;
 - (d) meets the requirements of subsections 30(2) and (3), if they must submit to a medical examination under paragraph 16(2)(b) of the Act; and
 - (e) has been accepted to undertake a program of study at a designated learning institution.

APPLICATION OUTSIDE CANADA

The following are the forms that must be filled out and submitted:

Application For Study Permit Made Outside of Canada (IMM 1294)
(PDF, 427.00 KB)

Family Information (IMM 5645) (PDF, 67.10 KB)

Document Checklist (IMM 5483) (PDF, 156.79 KB)

Schedule 1 — Application for Temporary Resident Visa (IMM 5257 –
Schedule 1), if applicable

Statutory Declaration of Common-law Union (IMM 5409) (PDF, 636.51
KB), if applicable

Custodianship Declaration – Custodian for Minors Studying in Canada
(IMM 5646) (PDF, 1.02 MB), if applicable

Use of a Representative (IMM 5476) (PDF, 596.50 KB), if applicable

STUDY PERMITS

To be eligible to study in Canada

You must have been accepted by a school, college, university or other educational institution in Canada. You must prove that you have enough money to pay for your:

- tuition fees;
- living expenses for yourself and any family members who come with you to Canada; and
- return transportation for yourself and any family members who come with you to Canada.

STUDY PERMITS

To be eligible to study in Canada

- You must be a law-abiding citizen with no criminal record and not be a risk to the security of Canada. You may have to provide a police certificate.
- You must be in good health and willing to complete a medical examination, if necessary.
- You must satisfy an immigration officer that you will leave Canada at the end of your authorized stay.

ACCEPTANCE LETTER

- Acceptance letter
- 219. (1) A study permit shall not be issued to a foreign national unless they have written documentation from the designated learning institution where they intend to study that states that they have been accepted to study there.

FINANCIAL RESOURCES

- Financial resources
- 220. An officer shall not issue a study permit to a foreign national, other than one described in paragraph 215(1)(d) or (e), unless they have sufficient and available financial resources, without working in Canada, to
 - (a) pay the tuition fees for the course or program of studies that they intend to pursue;
 - (b) maintain themselves and any family members who are accompanying them during their proposed period of study; and
 - (c) pay the costs of transporting themselves and the family members referred to in paragraph (b) to and from Canada.

APPLICATION OUTSIDE CANADA

Use this application if you:

are not a Canadian citizen or permanent resident of Canada, and want to study temporarily in Canada. We will issue a study permit if we accept the application.

You may also need a temporary resident visa. Check the list of countries and territories whose citizens need a visa.

Everyone must fill out and sign their own form, including those travelling as a family. If you are under the age of 18, your parent or guardian must sign your form.

APPLICATION OUTSIDE CANADA

Everyone must fill out and sign their own form, including those travelling as a family. If you are under the age of 18, your parent or guardian must sign your form.

Many visa offices have specific instructions about which documents you must send with your application. Check the list of Canadian visa offices to find the office that serves your country. It will tell you the procedures you must follow.

You must include the fee with your application. To find out how to pay, check the website of the Canadian visa office that serves your country.

Find out if you need to give your biometrics.

PORT OF ENTRY

At the Port of Entry you should be ready to show the following documents:

- a valid passport
- the letter of introduction from the visa office that you received when your study permit was approved a valid temporary resident visa (if required)
- a copy of the letter of acceptance from the school proof that you have enough money to support yourself during your stay in Canada and
- letters of reference or any other documents recommended by the visa office where you applied.

The CBSA officer will make the determination.

APPLICATION FOR RENEWAL

- Application for renewal
- 217. (1) A foreign national may apply for the renewal of their study permit if
 - (a) the application is made before the expiry of their study permit; and
 - (b) they have complied with all conditions imposed on their entry into Canada.
 - (c) [Repealed, SOR/2014-14, s. 13]
- Renewal
- (2) An officer shall renew the foreign national's study permit if, following an examination, it is established that the foreign national continues to meet the requirements of section 216.

IMPLIED STATUS

If you apply for a renewal of your study permit, and the permit expires before you receive an answer, you can continue to study in Canada under the same conditions until you receive a decision.

You should apply to renew your study permit if you intend to travel outside Canada and your permit will expire while you are travelling.

You cannot extend your study permit beyond the expiry date on your passport.

If your study permit has expired, and you have not applied for an extension, you must leave Canada.

APPLICATION AFTER ENTRY

- Application after entry
- 215. (1) A foreign national may apply for a study permit after entering Canada if they
 - (a) hold a study permit;
 - (b) apply within the period beginning 90 days before the expiry of their authorization to engage in studies in Canada under subsection 30(2) of the Act, or paragraph 188(1)(a) of these Regulations, and ending 90 days after that expiry;
 - (c) hold a work permit;
 - (d) are subject to an unenforceable removal order;

APPLICATION AFTER ENTRY

- (e) hold a temporary resident permit issued under subsection 24(1) of the Act that is valid for at least six months;
- (f) are a temporary resident who
- (i) is studying at the preschool, primary or secondary level,
- (ii) is a visiting or exchange student who is studying at a designated learning institution, or
- (iii) has completed a course or program of study that is a prerequisite to their enrolling at a designated learning institution; or
- (g) are in a situation described in section 207.

STUDY PERMIT APPLICATION WITHIN CANADA

If you are in Canada as a visitor and wish to apply for a study permit to attend a designated learning institution, you may be able to do so from within Canada.

As of June 1, 2014, certain foreign nationals may apply for and receive a study permit from within Canada.

These include:

- minor children studying at the primary or secondary level;
- exchange or visiting students; and
- students who have completed a short-term course or program of study that is a condition for acceptance at a designated institution.

APPLICATION WITHIN CANADA

The following persons may apply from within Canada:

- Holders of valid work or study permits and their family members;
- Persons studying at pre-school, primary or secondary level;
- Visiting or exchange students studying at a Designated Learning Institution (DLI);
- Persons who have completed a short-term course or program of study that is a prerequisite to their enrolling at a DLI;
- Holders of temporary resident permits (TRPs) valid for a minimum of six months and their family members;
- Refugee claimants and persons subject to an unenforceable removal order;

APPLICATION WITHIN CANADA

The following persons may apply from within Canada:

- In-Canada permanent resident applicants and their family members who are determined eligible for permanent residents (PR) status in one of the following classes:
- live-in caregiver, spouse or common-law partner, protected persons, and humanitarian and compassionate considerations (H&C);
- Persons whose study permits were authorized by a visa office abroad, where the permit was not issued at a port of entry;
- Family members of athletes on a Canadian-based team, media representatives, members of the clergy, or military personnel assigned to Canada.

STUDY PERMIT NOT REQUIRED

There are courses that do not require a study permit. Generally, a study permit is not required for:

- attending preschool;
- completing distance learning;
- following audit courses (where a student is permitted to attend an academic course without obtaining credit for it);
- taking courses included in tour packages as a secondary activity for tourists;
- following a course which is not academic, professional or vocational in nature that can be completed within the period authorized upon entry to Canada;
- following a course or a program of study which is six months or less that can be completed within the period authorized upon entry into Canada.

SIX MONTHS OR LESS OF STUDY

A study permit is not needed if you want to take short-term courses or programs of study of six months or less. You may enroll in short-term programs at any learning institution, regardless of whether or not it is designated.

If, however, you would like to get a study permit for studies of six months or less, you must attend a designated learning institution.

If you are from a non-visa-exempt country, you must have a valid visitor visa.

COMPLIANCE WITH CONDITIONS

- Evidence of compliance with conditions
- (4) The holder of a study permit must provide evidence to an officer of their compliance with the conditions set out in subsection (1) if
 - (a) the officer requests the evidence because the officer has reason to believe that the permit holder is not complying or has not complied with one or more of the conditions; or
 - (b) the officer requests the evidence as part of a random assessment of the overall level of compliance with those conditions by permit holders who are or were subject to them.

CONDITIONS

You must remain enrolled at a DLI and make reasonable and timely progress towards completing your program. Failing to do so may lead to your removal from Canada. The DLI will report your continued academic enrolment and status to CIC. An officer may impose, vary or cancel conditions on a study permit.

CONDITIONS

- Conditions — study permit holder
- 220.1 (1) 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.

CONDITIONS

These may include one or more of the following:

- the type of studies or course you may take;
- the educational institution you may attend;
- the location of your studies;
- the time and period of your studies;
- the times and places at which you shall report for medical examination or observation;
- the times and places at which you shall report for the presentation of evidence of compliance with applicable conditions;
- the prohibition of engaging in employment; or
- the duration of your stay in Canada

FAILURE TO COMPLY

FAILURE TO COMPLY WITH CONDITIONS

221. Despite Division 2, a study permit shall not be issued to a foreign national who has engaged in unauthorized work or study in Canada or who has failed to comply with a condition of a permit unless

- (a) a period of six months has elapsed since the cessation of the unauthorized work or study or failure to comply with a condition;
- (b) the work or study was unauthorized by reason only that the foreign national did not comply with conditions imposed under paragraph 185(a), any of subparagraphs 185(b)(i) to (iii) or paragraph 185(c); or
- (c) the foreign national was subsequently issued a temporary resident permit under subsection 24(1) of the Act.

SOR/2004-167, s. 62.

MINOR CHILDREN

If you want to extend your stay in Canada as a student, you must complete the Application to Change Conditions or Extend Your Stay in Canada. Check the expiry date on your study permit, and make sure you apply before that date. You should apply for renewal at least 30 days before your current permit expires.

Note: Children who are less than 17 years of age and studying in Canada without a parent or legal guardian must complete and include the Custodianship declaration (IMM 5646) with their study permit application. See the Instructions Guide (IMM 5552) for more information.

Note: The minimum age required to be a custodian is 19 years of age, regardless of province.

NEW RULES: JUNE 1, 2014

New rules that will reduce the potential for fraud or misuse of the program while protecting Canada's international reputation for high-quality education and improving services to genuine students will come into force on June 1, 2014. The new rules will:

- limit the issuance of study permits to applicants who will be studying at a designated learning institution, including institutions that are designated by provinces and territories on the basis of meeting minimum standards;
- require students to actively pursue their studies while in Canada; and
- allow full-time international students enrolled at designated institutions in certain programs to work part time off campus and full time during scheduled school breaks without a work permit.

ACTIVELY PURSUE STUDIES

As of June 1, 2014, all study permit holders in Canada will need to actively pursue studies. This means that:

- if you hold a study permit, you must remain enrolled and make reasonable and timely progress towards completing your program; and
- failing to do so could lead to your removal from Canada.

Your educational institution will report to CIC on your continued enrolment and academic status. You may also be asked by an immigration officer to provide evidence of your continued enrolment and academic status.

COMPLETION OF STUDIES

Note: Under the new rules, your study permit will become invalid 90 days after you have completed your study program. If you switch to a shorter-term program or finish your studies early, your study permit will expire 90 days after your study program has been completed.

Your program is considered complete when you receive written notification of program completion (for example, a transcript or an official letter) from your institution or once you obtain your degree, diploma or certificate.

This does not apply to you if your study permit application was received before June 1, 2014, or if you were issued a study permit before June 1, 2014.

VALIDITY AND EXPIRY

VALIDITY AND EXPIRY OF STUDY PERMITS

Invalidity

- 222. (1) A study permit becomes invalid upon the first to occur of the following days:
 - (a) the day that is 90 days after the day on which the permit holder completes their studies,
 - (b) the day on which a removal order made against the permit holder becomes enforceable, or
 - (c) the day on which the permit expires.

DESIGNATED LEARNING INSTITUTIONS

To apply for a study permit on or after June 1, 2014, you will need to have a letter of acceptance from a designated learning institution.

Provincial Jurisdiction

Each province and territory in Canada is responsible for designating schools at the post-secondary level that may enroll international students on or after June 1.

DLI

A list of designated learning institutions at the post-secondary level will be available on the CIC website by June 1, 2014.

List of Provinces

- List of provinces
- 211.2 The Minister shall publish a list of those provinces with which the Minister has entered into an agreement or arrangement in respect of learning institutions that host international students.

DESIGNATED LEARNING INSTITUTION

- **211.1** In this Part, “designated learning institution” means
- (a) the following learning institutions:
 - (i) a learning institution that is administered by a federal department or agency,
 - (ii) if a province has entered into an agreement or arrangement with the Minister in respect of post-secondary learning institutions in Canada that host international students, a post-secondary learning institution located in the province that is designated by the province for the purposes of these Regulations on the basis that the institution meets provincial requirements in respect of the delivery of education,

DESIGNATED LEARNING INSTITUTION

(iii) if a province has entered into an agreement or arrangement with the Minister in respect of primary or secondary learning institutions in Canada that host international students, a primary or secondary learning institution located in the province that is designated by the province for the purposes of these Regulations on the basis that the institution meets provincial requirements in respect of the delivery of education, and

(iv) if a province has not entered into an agreement or arrangement with the Minister in respect of primary or secondary learning institutions in Canada that host international students, any primary or secondary level learning institution in the province;

DESIGNATED LEARNING INSTITUTIONS

Refusal

If your study permit application is received on or after June 1 and your letter of acceptance is from an institution that is not designated for international students, your application will be refused.

K-12

All primary and secondary institutions in Canada are automatically designated but will not appear on the designated learning institution list. If you are applying for your child to study in Canada at the primary or secondary level, please see [Get a study permit](#).

DESIGNATED LEARNING INSTITUTIONS

Post-Secondary

For schools at the post-secondary level, you must consult the Designated Learning Institution List.

If you were issued a study permit before June 1st, 2014, and are studying at an institution that is not designated for international students OR If the institution loses its status as a DLI after you have already been issued a study permit:

- you will be able to pursue the program of study that you are enrolled in for the duration of your current permit; and
- you will be able to renew your study permit in order to complete your program, but not beyond June 1, 2017.

DLI NUMBER

DLI Number

To apply for a study permit on or after June 1, 2014, you will need to identify the institution by its designated learning institution number on the application form.

This number can be found on the designated learning institution list, which will be published on the CIC website by June 1, 2014.

You must also meet the standard eligibility criteria for a study permit.

WORKING OFF CAMPUS

New rules that take effect on June 1, 2014, make it easier for study permit holders to work off campus. Full-time students pursuing an academic, professional or vocational training program at a designated learning institution will be:

- eligible to work off campus without a work permit;
- allowed to work off campus for up to 20 hours per week during a regular academic session and full time during regularly scheduled breaks; and
- able to work off campus immediately rather than waiting six months.

To be able to work in Canada, however, you must be registered and enrolled at your designated learning institution, and you must get a Social Insurance Number from Service Canada.

WORKING OFF CAMPUS

On June 1, 2014, if you hold a study permit and a work permit under the Off-Campus Work Permit Program, you may continue to work off campus under your existing Off-Campus Work Permit.

On June 1, 2014, if you hold a study permit and you have applied for but not yet received your Off-Campus Work Permit, you should wait for your work permit application to be processed and begin working off campus once you have received your Off-Campus Work Permit.

On June 1, 2014, if you hold a study permit but you have not yet applied for an Off-Campus Work Permit, you are authorized to work off campus without a work permit as long as you meet the eligibility requirements for working off campus.

CONDITIONS

If you apply for a study permit on or after June 1, 2014, the conditions relating to your eligibility to work off-campus will be written on your study permit.

In all scenarios, you must continue to meet the conditions of your study permit in order to remain eligible for off-campus work. If you are studying English or French as a second language (ESL/FSL), or participating in general interest or preparatory courses, you will not be eligible to work during your studies, unless you become eligible to apply for a work permit with a positive Labour Market Opinion from Employment and Social Development Canada.

It is your responsibility and your employer's responsibility to ensure that you are eligible to work off campus without a work permit before you begin working. If you begin working off campus without meeting the eligibility requirements, you may be subject to enforcement action under the Immigration and Refugee Protection Regulations.

CO-OP INTERNSHIP

New rules may affect your eligibility to work as part of a co-op or internship program:

Starting June 1, 2014, you will be able to work as part of a co-op or internship program only if the work is an essential part of an academic, vocational or professional training program offered by a designated learning institution.

To work as part of a co-op/internship program, you will need a co-op work permit that is separate from your study permit.

If you are studying English or French as a second language (ESL/FSL), or participating in general interest or preparatory courses, you will not be eligible to work during your studies, unless you become eligible to apply for a work permit with a positive Labour Market Opinion from Employment and Social Development Canada.

CO-OP INTERNSHIP

On June 1, 2014, if you already have a co-op work permit and are not studying at a designated learning institution, you will be able to:

- work for the duration of your current permit; and
- renew your co-op work permit in order to complete your program, but not beyond June 1, 2017.

On June 1, 2014, if you already have a co-op work permit and are enrolled in a program that does not qualify as an academic, vocational or professional training program, you will be able to:

- work for the duration of your current permit; and
- renew your co-op work permit in order to complete your program, but not beyond June 1, 2017.

CO-OP INTERNSHIP

If your application for a co-op work permit is received before June 1, 2014, you do not need to be enrolled in an academic, vocational or professional training program offered by a designated learning institution to receive the work permit.

You may also renew your co-op work permit in order to complete your program, but not beyond June 1, 2017.

POST-GRADUATION WORK PERMIT

The PGWPP allows students who have graduated from a participating Canadian post-secondary institution to gain valuable Canadian work experience. Skilled Canadian work experience gained through the PGWPP helps graduates qualify for permanent residence in Canada through the Canadian Experience Class (CEC).

A work permit under the PGWPP may be issued for the length of the study program, up to a maximum of three years. A post-graduation work permit cannot be valid for longer than the student's study program, and the study program must be a minimum of eight months in length. For example, if you graduate from a four-year degree program, you could be eligible for a three-year work permit if you meet the criteria. If you graduate from an eight-month certificate program, you would be eligible for a work permit that is valid for no more than eight months.

AGENTS

Request information regarding the RCIC designation of the agent or employee of the agency in your institution's agent agreements and guidelines:

“Be aware that **only** an ICCRC (Immigration Consultants of Canada Regulatory Council) member in good standing or a lawyer can advise individuals (students) on immigration matters.”

Require that an employee of the agency have an RCIC designation:

“Are you, or do you have a Registered Certified Immigration Consultant within your agency to advise individuals (students) on immigration matters?

NO YES If yes, please provide name RCIC #

_____.”

ICCRC AGENTS REGULATION

- a. “Agent” means a person or company who:
- i. does not provide immigration advice for a fee in contravention of Immigration and Refugee Protection Act (IRPA);
 - ii. represents an ICCRC member in furtherance of the member’s practice;
 - iii. solicits or facilitates business in connection with the ICCRC member’s practice;
 - iv. is registered, or required to be registered, as an Agent pursuant to ICCRC’s By-law;
- and for greater certainty, “Agent” does not include an individual who merely refers a Client to a member but does not otherwise take any part in a proceeding or application, or potential proceeding or application, under the IRPA.
- b. “Agent Agreement” means the contract between a Member and an Agent that sets out the terms of the business arrangement between them.

Regulated International Student Immigration Advisors (RISIAs)

ISAs are salaried employees of universities, career and community colleges, and some school boards. They are not independent agents.

The RISIA scope of practice is limited to giving advice only on study permits, immigration matters arising out of study permits such as “Do I need a Temporary Resident Visa (TRV) to re-enter from the USA?” or “Where do I send my TRV application so I can travel home?”. No advice may be given on any other immigration-related matter, and no representation may be provided. Nor may RISIAs complete immigration forms.

Regulated International Student Immigration Advisors (RISIAs)

Only ISAs employed by educational institutions may become RISIAs. Most of these institutions are public universities and colleges. ISAs exist to ensure that international students get the information they need to adapt to life in Canada and stay in school. Most ISAs already have an employment contract to work under an internal scope of practice, code of conduct and a job description imposed by their employer which restricts their activities to advising international students so that they can stay in school.

Regulated International Student Immigration Advisors (RISIAs)

RISIAs have no interest in providing advice outside the scope of practice that has been established and will face serious consequences from their employer and ICCRC if they do. Their employers will certainly monitor the activities of RISIAs and are aware of the restricted scope of practice for RISIAs. Complaints against RISIAs will be handled in the same way as complaints against RCICs. In addition, RISIAs would be subject to discipline processes under the conditions of their employment with the education institutions.

Regulated International Student Immigration Advisors (RISIAs)

Experienced ISAs will need to pass an entry-to-practice exam. New ISAs will need to complete a training program before writing the exam. All RISIAs will need to complete a minimum number of CPD hours annually, submit a compliance audit, and be covered by Errors & Omissions (E & O) insurance. ICCRC has tried as much as possible to mirror the entry-to-practice and professional requirements for RISIAs to those of RCICs, albeit aligned with a very restricted scope of practice.

REGULATED CANADIAN IMMIGRATION CONSULTANTS

Refer students to an RCIC or lawyer for assistance with Study Permit, Work Permit and Temporary Resident Visa applications and renewals and other immigration-related matters.

Contract the services of an RCIC or lawyer for advice regarding Study Permits, Work Permits, Temporary Resident Visas and other immigration-related matters.

ICEF Agent Training Course (ITAC)

Welcome to the ICEF Agent Training Course (IATC) offered by ICEF in partnership with Pier Online. We have designed the IATC to support excellence and professional standards in international education.

The IATC is a practical, professional training course for agency-based student counsellors. It provides student counsellors with:

- An understanding of the overall international education market and the main destination countries for international students
- The skills and research parameters to analyse destination countries and their education products and processes
- The functional dynamics of dealing with students, education institutions, and governments.

ICEF Agent Training Course (ITAC)

The course covers three areas:

Course Unit A

The Context of International Education

Destination countries, education systems, legal requirements, and visas.

Course Unit B

The People in International Education

Students, education institutions' personnel, and immigration authorities.

Course Unit C

Promoting International Education

Working effectively, marketing, and ethics.

There are no qualifications or specific language requirements to the IATC.

However, English proficiency equivalent to an IELTS score of 5.0 (or TOEFL

PBT 500/TOEFL iBT 61) is advisable for English as a Second Language

readers.

ICEF Canada Course

The Canada Course provides education agents with

An understanding of why Canada is one of the top study destinations in the world.

An overview of the study options available in Canada, including examples of flexibility within the higher education system between programmes and institutions.

Information about how to apply to study, as well as costs and scholarships.

Tips about how to best prepare for living and studying in Canada.

ICEF Canada Course

Welcome to the Canada Course for Education Agents, created by the Department of Foreign Affairs, Trade and Development Canada (DFATD), with the Canadian Consortium for International Education (CCIE) and ICEF. The Canada Course supports professional development for agents specialising in Canada as a study destination.

By taking the Canada Course, agents will acquire a firm foundation in the benefits and organisation of Canada's education systems, and will gain access to resources with which to help international students study in Canada at the most appropriate institutions and in the best programmes for their goals.

ICEF Canada Course

The Canada Course is free and is delivered in a self-paced modular format.

Examinations for the Canada Course are conducted online, at ICEF workshops and when advertised, at related international education events. An exam fee of CA\$350 will be charged. This fee includes 3 attempts at the final test if required.

Education agents who pass the Canada Course examination will receive a notification indicating that they have successfully passed and will be acknowledged with a Canada Course Graduate listing on the ICEF and CCIE websites.

ICEF Canada Course

Completion of the exam after taking the course does not provide authorisation, endorsement or accreditation by the Canadian Government. By successfully completing the exam, the candidates name will appear on a list of agents who have passed the course, providing global audiences with a resource of those agents who have acquired comprehensive information on Canada. All education agents should be aware of Citizenship and Immigration Canada Bill C-35 that regulates immigration consultants.

THANK YOU!

Patricia Gartland
Superintendent of Schools
School District #43 (Coquitlam)
pgartland@sd43.bc.ca