COLLEGE POLICY

Policy No. & Title:	**C-322 International Admissions**
Policy Sponsor:	President
Reference Cmtee:	Policy & Procedure Committee
Effective:	2025-05-01
Next Review:	2028-07-31

Purpose

This policy outlines the study permit requirements for international students applying to Eastern College programs. It ensures compliance with Immigration, Refugees and Citizenship Canada (IRCC) regulations and supports accurate processing of student applications and co-op work permit eligibility.

Scope

This policy applies to all international student applications for Eastern College programs, whether students are residing inside or outside of Canada, and is intended for use by the Eastern College International Admissions and Recruitment team.

NOTE: Unless otherwise specified below, Eastern College requires all international students obtain and provide a valid study permit for their program of study at Eastern College prior to the start of their program and regardless of the length of the program; this includes short-term programs that are under six months in length (i.e. such as the Continuing Care Assistant program in Halifax).

Definitions

Study Permit: A document issued by IRCC authorizing a foreign national to study at a Designated Learning Institution (DLI) in Canada.

Open Work Permit: A work permit that allows the holder to work for any employer in Canada.

Closed Work Permit: A work permit that restricts the holder to employment with a specific employer.

Co-op Work Permit: A work permit required for students whose academic program includes a mandatory work placement component.

Designated Learning Institution (DLI): A school approved by a provincial or territorial government to host international students.

POLICY

International Students Residing Outside of Canada

- All international students residing **outside Canada** must **obtain and provide a valid study permit for their program of study at Eastern College prior to the start of their program**.
- This is required to ensure eligibility for a **co-operative (co-op) work permit**, which is mandatory in all programs that include an internship (work-integrated learning component).

International Students in Canada on an Open Work Permit (Issued before June 7, 2023)

- International students **already in Canada** who hold a valid **open work permit issued on or before June 7, 2023**, **are permitted to study at Eastern College without a study permit as per the Temporary Public Policy**, provided:
    - The work permit is valid for at least **90 days beyond the end date** of the program.
    - Students may also qualify under this policy if they can provide proof that their application for an open work permit was submitted before June 7, 2023, even if the actual permit was issued after that date
    - This temporary public policy is in effect until **June 27, 2026**.
    - Students must graduate prior to June 27th 2026
    - Source: IRCC Public Policy - Study Without a Study Permit

International Students in Canada on an Open Work Permit (Issued After June 7, 2023)

- Students already in Canada with an **open work permit issued after June 7, 2023**, must **obtain and provide a valid study permit for their program of study at Eastern College prior to the start of their program**.
- Their open work permit may be used to satisfy the **co-op work permit requirement**, provided it remains valid during the co-op portion of the program and 90 days beyond the end of the program.
- However, **Eastern College advises students to request a co-op work permit when submitting their study permit application**, to ensure compliance with placement requirements. If their open work permit is not valid for 90 days after the program, the Student must apply and obtain a co-op work permit.

International Students in Canada on a Closed Work Permit

- Students in Canada on a **closed (employer-specific) work permit** must **obtain and provide a valid study permit for their program of study at Eastern College prior to the start of their program**.

- **A closed work permit does not satisfy eligibility requirements** for co-op work permits or for studying at a Designated Learning Institution (DLI).

International Transfer Students with Study Permits

- **Students transferring to Eastern College from another Designated Learning Institution (DLI) must obtain a new Provincial Attestation Letter (PAL)** issued by Eastern College.
- Students then must obtain a **new study permit that designates Eastern College as their DLI and provide it to Eastern College before they can begin their program**.

Work or Study Permits with Restrictions

Some study or work permits may include the following condition: **"Not authorized to work in childcare, primary/secondary school teaching, health service field occupations."**

- This restriction typically applies to applicants from countries that are **exempt from completing a medical exam** as part of their initial application.
- If a student holds a **study or work permit with this restriction**, they must apply to **IRCC to have the condition removed** once they arrive in Canada and **before starting classes**.
- Students **are not permitted to attend their internship or co-op placement while this restriction remains on their permit**.
- Reference: IRCC Medical Exam Requirements by Country

PROCEDURE

- Required documentation (study permits, work permits) must be submitted to Eastern College **no later than two weeks prior to the program start date**.
- **Students without valid documentation by the start date will be deferred to a future intake until requirements are met.**
- Refund and deferral policies will apply as outlined in the enrollment agreement.
- Documentation must be uploaded to the student application portal (XCAS or LSQ) or submitted directly to the Admissions team for verification.
- Staff must verify the permit issue date and expiry date to determine eligibility under the temporary public policy or standard IRCC requirements.