

Inviting Friend(s) or Family Member(s) to Visit You



For the most up-to-date information about **Immigration, Refugee and Citizenship Canada** (IRCC), please refer to the IRCC web site at: www.canada.ca (immigration tab) or call them at 1-888-242-2100. it is your responsibility to know the rules and regulations that apply to you as an international student.

Inviting Friends or Family Members

If a family member or friend would like to visit you in Ottawa, they will need to apply to visit Canada. You can provide supporting documentation to help support their application to visit Canada, namely:

- Proof of Enrollment Letter
- Letter of Invitation
- Convocation details (optional)

Proof of Enrollment Letter

You can print your own Proof of Enrolment letter from your **ACSIS account**. You will need to know the expected graduation date of your academic program when requesting your letter. If you are not sure, check with your program coordinator, and make sure to add two months. For example, if you are in your final semester and complete your final exams in:

- **April** - choose **June** as your expected graduation date
- **August** - choose **October** as your expected graduation date
- **December** - choose **February** as your expected graduation date

On the site above if your friend or family member wants to visit Canada, they must apply to the Visa Office responsible for his or her country or region. A visa officer will review the application and decide whether to issue a visa/permit. See the Canadian Visa Offices at

canada.ca/en/immigration-refugees-citizenship/corporate/contact-ircc/offices/international-visa-offices.html

If you are unable to download the proof of enrolment letter, you can request a letter at

algonquincollege.com/international/letter-request

IRCC's Help Centre website provides helpful information

cic.gc.ca/english/helpcentre/answer.asp?qnum=207&top=17

International Education Centre (IEC)

The IEC is located in room C021. On-campus services are by appointment only.

Current international students can send immigration related questions using our **Ask the International Education Centre case system**. Students may also book a face-to-face or virtual meeting. Click here to get in touch or book an appointment with us. algonquincollege.com/international/how-to-contact-us

You may also wish to visit our events calendar to register for upcoming immigration workshops and more. Visit algonquincollege.libcal.com/calendar/international/?cid=7448&t=m&d=0000-00-00&cal=7448&inc=0 for more information.

IEC office work hours are from Monday to Friday from 8:30 am to 4:30 pm excluding holidays - unless otherwise specified.

Letter of Invitation

You can help your friend or family member by writing a **letter of invitation**. It should explain how you will help the person. A letter of invitation can help, but it does not guarantee the person will get a visa/permit.

See more about the letter of invitation that you would write here:
canada.ca/en/immigration-refugees-citizenship/services/visit-canada/letter-invitation.html

Note that the IEC **does not prepare invitation letters or letters** that include information about the Convocation Ceremony. This is information that you can include in the invitation letter that you write yourself and provide to your family member(s) or friend(s).

Convocation Ceremony

If you are graduating and you would like to invite your family member(s) or friend(s) to attend your Convocation Ceremony, you can **include** the details of your **Convocation Ceremony** on your **invitation letter**.

See more about your Convocation Ceremony here:
algonquincollege.com/ro/graduate

If you do not see information about your Convocation ceremony and you would like to include the details on your letter of invitation, contact the **Registrar's Office (RO)** in the Student Central here: algonquincollege.force.com/myACRegistrarOffice/s/login/?ec=302&startURL=%2FmyACRegistrarOffice%2Fs%2F

Work Hours

Monday-Friday, 8:30 a.m.-4:30 p.m.

**Algonquin College of
Applied Arts and Technology** 1385
Woodroffe Avenue
Ottawa, ON K2G 1V8
Canada

Ways to Connect

[algonquincollege.com/international/
how-to-contact-us](https://algonquincollege.com/international/how-to-contact-us)