



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.

The **International Education Centre (IEC)** can help answer some of your questions. Current international students can email iecsupport@algonquincollege.com for assistance or visit the IEC office:

- Location: **C021, Student Central, DARE District**
- Office hours: **Monday to Friday from 8:30 am to 4:45 pm**

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)

1. 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 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

Check QR Code to assess the website



If you are unable to download the proof of enrolment letter, you can request a letter at <https://www.algonquincollege.com/international/letter-request/>

IRCC's Help Centre website provides helpful information
<http://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=207&top=17>



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

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/contact-ircc/offices/international-visa-offices.html>





2. 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](https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/letter-invitation.html) that you would write here:
<https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/letter-invitation.html> (check QR code or link embedded to assess the website)



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).

3. 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](https://www.algonquincollege.com/ro/graduate/) here:
<https://www.algonquincollege.com/ro/graduate/> (check QR code or link embedded to assess the website)



If you do not see information about your Convocation ceremony and you would like to include the details on your letter of invitation, visit the **Registrar's Office (RO)** in the Student Central location for more information. You can also ask about your Convocation Ceremony details by sending an email to askus@algonquincollege.com.

