



# IMMIGRATION Canada

## Studying in Canada

## Applying for a Study Permit Outside Canada



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This application is made available free by  
Citizenship and Immigration Canada and  
is not to be sold to applicants.

**Cette trousse est également  
disponible en français**

## Contact Information

### Web site

For more information on the programs offered by Citizenship and Immigration Canada, visit our Web site at [www.cic.gc.ca](http://www.cic.gc.ca). For some types of applications you can inform us of a change of address and find out what is happening with your application through [on-line services](#) on the Web site.

### Within Canada

If you are in Canada, you can also phone our **Call Centre**. An automated telephone service is available seven days a week, 24 hours a day and is easy to use if you have a touch-tone phone. You can listen to pre-recorded information on many programs, order application forms, and for some types of applications the automated service can even update you on the status of your case.

When you call, have a pen and paper ready to record the information you need. Listen carefully to the instructions and press the number for the selection you want. At any time during your call, you may press \* (the star key) to repeat a message, **9** to return to the main menu, **0** to speak to an agent, or **8** to end your call. If you have a rotary phone, wait for an agent to answer you.

If you need to speak to an agent, you must call Monday to Friday between 8 a.m. and 4 p.m. local time.

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**From anywhere in Canada, call**

**1-888-242-2100 (toll-free)**

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### Using a text telephone?

Call our TTY service from Monday to Friday between 8 a.m. and 4 p.m. local time at: **1-888-576-8502** (toll-free).

### Outside Canada

If you are outside Canada, you can contact a Canadian embassy, high commission or consulate. Consult our [Web site](#) for addresses, phone numbers and Web site addresses of our visa offices.



**This is not a legal document.** For legal information, refer to the *Immigration and Refugee Protection Act and Regulations* or the *Citizenship Act and Regulations*, as applicable.

**This publication is available in alternative formats upon request.**

# Overview

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This guide is designed for persons who wish to apply for a study permit from **outside Canada**, to study in Canada. It provides all of the necessary information, instructions and application forms for you to complete and submit.

This guide does **not** provide general information about renewing a study permit. For information on renewing a study permit refer to the guide *Applying to Change Conditions or Extend Your Stay in Canada as a student* (IMM 5552). The guide may be obtained by visiting our [Web site](#) or you can contact the Call Centre listed under the [Contact Information](#) section of this guide.

**Note:** The Call Centre number is only accessible inside Canada.

A renewal of a study permit does not affect your temporary resident visa. To obtain a temporary resident visa, you must apply outside of Canada. It is your responsibility to ensure your temporary resident visa remains valid to re-enter Canada.

If you want to study in Canada you must meet the necessary requirements and you may require a temporary resident visa. A temporary resident visa is an official document issued by a visa office abroad, that is placed in your passport to show that you have met the requirements for admission to Canada as a temporary resident. (See [Appendix A, Temporary Resident Visa Exemptions](#) for information on persons who are exempt from obtaining a temporary resident visa to visit Canada). If you require a temporary resident visa it is not necessary to make a separate application or pay a separate fee; an officer will issue it at the same time as the documentation necessary for your entry to Canada as a student.

You must have a letter confirming that you have been accepted by an educational institution **before** you apply for a study permit. An educational institution includes a university, college or other educational institution. The institution will decide if you meet its academic and language requirements. To obtain such acceptance, you must deal directly with the educational institution in which you are interested.

The entry of international students into Canada is regulated by the Government of Canada. Nevertheless, your admission to an educational institution may be subject to policies in the province or territory where you want to study.

## Before You Apply

- Read all the instructions carefully before you begin to complete the application forms.
- Gather all of the necessary documents.
- Photocopy the blank forms and use one as a working copy. Keep the working copy for your records.
- Fill in the forms carefully and completely. Use a typewriter or print clearly, in black ink.
- Add appropriate characters for languages that do not use the Latin alphabet.(e.g. Chinese, Arabic, Cyrillic, Japanese, Hebrew, etc.)
- Sign and date your application forms.
- Verify acceptable methods of payment with the office where you submit your application.

# Studying in Canada

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## What is a study permit?

This is the official document issued by an officer that allows someone who is not a Canadian citizen or permanent resident of Canada to study in Canada.

## Do I require a study permit?

If you are **not** a Canadian citizen, a permanent resident of Canada or a family member of a foreign representative accredited to Canada or a member of the armed forces of a country that is a designated state for the purpose of the *Visiting Forces Act*, you must obtain a study permit to study in Canada. The Protocol Division of Foreign Affairs issues an acceptance to everyone who has diplomatic, consular, or official status in Canada and their family members. If you have this approval, you do not need a study permit to take courses in Canada.

## What courses do not require a study permit?

A study permit is **not** needed for:

- any program of study that is six months or less that can be completed within the period authorized upon entry into Canada;
- courses that are not academic, professional or vocational in nature that can be completed within the period authorized upon entry into Canada;
- courses included in tour packages as a secondary activity for tourists; and
- nursery schools or kindergartens

If your program of study is six months or less but you intend to continue your studies in another program you should apply for a study permit before coming to Canada. This will allow you to apply to extend your stay as a student from within Canada. Otherwise, if you do not hold a study permit you will have to apply for one outside Canada.

## When should I apply?

The time required to process an application to study in Canada may vary at different visa offices. You should apply as soon as you receive your letter of acceptance from the educational institution.

## What are the requirements I must meet?

You must show the officer that you meet the requirements of the *Canadian Immigration and Refugee Protection Act* and *Regulations* and that you will be in Canada for a temporary stay. You must also:

- satisfy an officer that you will leave Canada at the end of your studies
- have been accepted by an educational institution;
- prove that you have enough money during your stay in Canada to pay for:
  - tuition fees;
  - living expenses for yourself and accompanying family members; and
  - return transportation for yourself and accompanying family members;

- be law abiding and have no record of criminal activity (you may be asked to provide a Police Clearance Certificate);
- not be a risk to the security of Canada;
- produce any additional documents requested by the officer to establish your admissibility;
- complete a medical examination, if required.

## What documents do I need to apply for a study permit?

Complete the application form, and include the documents listed below.

**Important:** Although the documents listed below are normally needed in support of your application, local requirements may also apply. **You must satisfy an officer that you will leave Canada.** Visit the local Web site of the visa office responsible for your area or contact their office to verify all required documents, before submitting your application.

### 1. Proof of acceptance

- for attendance at a university, college or technical institution, a letter from the educational institution to show:
  - the name of the institution;
  - confirmation of your acceptance and/or registration as a student;
  - the course of study;
  - the duration of the academic program; and
  - the latest date you may register.
- for attendance at a primary or secondary school, a letter from the school board having jurisdiction for the school you are attending (or for private schools, a letter from the school itself), indicating:
  - the name of the school;
  - the level of study; and
  - the duration of the course.

### 2. Proof of identity

- a valid passport or travel document that guarantees re-entry to the country that issued it (citizens and permanent residents of the United States, St. Pierre and Miquelon, and Greenland do not require a passport but do require proof of status and citizenship such as a national identity card or an alien registration card); and
- two recent passport size photos for you and each accompanying family member (the name and date of birth of the person should be written on the back of each photo).

### 3. Proof of financial support

- evidence that you can support yourself and accompanying family members while you study in Canada. Such evidence may include:
  - proof of a Canadian bank account in your name if money has been transferred to Canada;
  - your bank statements for the past four months;
  - a bank draft in convertible currency;

- proof of payment of tuition and residence fees;
- for those with a scholarship or those with a Canadian funded educational program: proof of funding paid from within Canada;
- if foreign exchange control measures exist in your country, you must provide proof that you will be permitted by the exchange control authorities of your country to export funds for all of your expenses.

**In addition, note that:**

- if you are not a citizen of the country in which you are applying, you must provide proof of your present immigration status in the country of application;
- if the government that issued your passport or travel document requires a re-entry permit this must be obtained before you apply for a Canadian visa; and
- additional documents may be required

## **Are there additional documents required if I'm attending an educational institution in Quebec?**

Yes, you will also require a *Certificat d'acceptation du Québec* (Quebec Certificate of Acceptance, or CAQ) issued by the Ministère des Relations avec les citoyens et de l'Immigration (MRCI) prior to requesting your study permit at the Canadian visa office.

Your educational institution should give you all necessary information about the procedures that apply in Quebec. For residents of some countries where there is a Quebec Immigration Service or SIQ (eg. France, Monaco, Austria, Mexico or the Hong Kong Administrative Region) you should apply there for your CAQ. Otherwise, you should send your application to the MRCI Regional office that serves your educational institution in Quebec (or, if the institution is in the Montreal area, through the Direction des services d'immigration sociale et humanitaire in Montreal).

Refer to the MRCI [Web site](#) for appropriate contact information and for the latest updates on the process and documents required in Quebec.

**Note:** Certain persons do not require a CAQ. Visit the MRCI Web site at: <http://www.immigration-quebec.gouv.qc.ca/anglais/immigration/students/exemptions.html> for a complete list of persons who do not require a CAQ.

Minor children who are travelling alone must have information (name, address, phone number) about the person or school who will be responsible for them. If the child is the subject of a custody order, proof of custody and the other parent's consent must also be provided. Minors travelling without their parents require a letter of permission from the non-accompanying parent(s) and a letter from their custodian in Canada.

Children coming to Canada to study require a custodianship form until they are of legal age of the province of destination. **Legal age varies from one province to another.** Children under **18** years of age in Alberta, Manitoba, Ontario, Prince Edward Island, Quebec and Saskatchewan will require a custodianship form.

Children under **19** years of age in British Columbia, New Brunswick, Newfoundland, Nova Scotia, Northwest Territories, Nunavut and the Yukon will require a custodianship form.

Custodianship forms may be obtained by visiting our [Web site](http://www.cic.gc.ca/english/pdf/pub/custodian-parent.pdf) at: [www.cic.gc.ca/english/pdf/pub/custodian-parent.pdf](http://www.cic.gc.ca/english/pdf/pub/custodian-parent.pdf).

## Are there any conditions on my study permit?

An officer may impose, vary, or cancel conditions on your study permit. 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 time and place at which you shall report for medical examination or observation
- the time and place at which you shall report for the presentation of evidence in compliance with applicable conditions
- the prohibition of engaging in employment
- the duration of your stay in Canada

## May my spouse or common law partner and dependent children accompany me to Canada?

Yes. They may either accompany you to Canada or they may join you at a later date.

Family members are the immediate members of your family. Your husband, wife or common-law partner is your family member. A common-law partner is a person of the opposite or same sex who is currently cohabiting and has cohabited in a conjugal relationship with you for a period of at least one year.

Dependent children may be your own children or those of your spouse or common-law partner. A child must meet the requirements of **type A, B or C** below to be considered a dependent child:

### Type A

He or she is under the age of 22 and single, that is, not married and not in a common-law relationship.

### Type B

He or she married or entered into a common-law relationship before the age of 22 and, since becoming a spouse or a common-law partner, has

- been continuously enrolled and in attendance as a full-time student in a post-secondary institution accredited by the relevant government authority; and
- depended substantially on the financial support of a parent.

**or**

He or she is 22 years of age or older and, since before the age of 22, has

- been continuously enrolled and in attendance as a full-time student in a post-secondary institution accredited by the relevant government authority; and
- depended substantially on the financial support of a parent.

### Type C

He or she is 22 years of age or older, has depended substantially on the financial support of a parent since before the age of 22 and is unable to provide for him/herself due to a medical condition.

Your spouse or common law partner and children must meet all the requirements for temporary residents in Canada. They must satisfy an officer that they are genuine temporary residents who will be in Canada for a temporary stay. They may be required to provide evidence that they are law

abiding and have no criminal record. If your family member applies for a TRV, they must also meet all the conditions to obtain a visa.

Include them on your application by providing their names and other information in the appropriate space on the application form.

**Important:** You may be required to provide a marriage certificate and birth certificates for any accompanying family members. If you are in a common-law relationship and your common-law partner will accompany you to Canada, you may be required to complete the enclosed form *Statutory Declaration of Common-Law Union (IMM 5409)*. Also provide evidence outlined on the form to support your relationship.

If your family members wish to follow you to Canada at a later date, they must make a separate application for admission.

## May my children attend school?

Your accompanying children may be able to study in Canada. They must apply for a study permit at the same time of your application. If they intend to join you later they must obtain a study permit before coming to Canada to join you.

## Will I or my family members need a medical examination?

In some cases you will require a medical examination. If a medical examination is required, you will be informed by an officer who will provide instructions on how to proceed. It may **add over three months** to the processing of your application.

## May I leave, then re-enter Canada?

In order to return to Canada, you must be in possession of a valid passport or travel document. You also need to hold a valid study permit if you are returning to study in Canada.

If you are a citizen of a country that requires a temporary resident visa to travel to Canada, you will also need to be in possession of a valid entry visa to return, unless:

- you are returning to Canada following a visit only to the United States or St-Pierre and Miquelon; and
- you return before the expiry of the period initially authorized for your entry or any extension to it, either as a visitor, student or worker.

Possession of these documents does not guarantee re-entry. All persons must establish that they meet all of the requirements of *The Immigration and Refugee Protection Act and Regulations* before being authorized to enter or re-enter Canada.

**Note:** Citizens of the U.S. do not require passports or travel documents to enter or return to Canada. Permanent residents of the U.S. do not require passports or travel documents if they are entering or returning to Canada from the U.S. or St. Pierre and Miquelon. However, both must provide documentary proof of citizenship or permanent residence, such as a national identity card or an alien registration card.

# Working in Canada while you study

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## May I work during my stay in Canada?

Generally, foreign students are not allowed to work while studying in Canada.

However, there are some exceptions for full-time students at publicly funded or degree granting institutions who may apply for work permits. A full-time student is a person whose program of study is normally at least 15 hours of instruction per week, leading to a diploma or certificate, unless otherwise defined by an educational institution. (**Note:** The definition of a full time student varies from one educational institution to another and you should refer to the guidelines of your educational institution to ensure you are considered a full-time student.) A work permit is issued if it is established that:

- the intended employment is an essential and integral part of your course of study (this does not apply to medical interns or medical residents); or
- the intended employment is related to an approved research or training program; or
- you hold a study permit and have become temporarily destitute through circumstances beyond your control or beyond the control of any person whom you are dependent on for financial support to complete your term of study. **You must show proof that you are not able to obtain the money needed for daily expenses and that it is a temporary situation.**
- you have successfully completed a community college or university program in Canada and wish to work for a maximum of one year in employment related to your course of study. You must submit your application for a work permit within **90** days of the completion or notification of completion of your program . Your study permit must be valid upon submission of your application for a work permit . For further details refer to the Foreign Workers Manual (see Post Graduate Employment) located on our [Web site](#) or if you are in Canada, contact the Call Centre.

**Note:** Spouses and common-law partners of full-time students at publicly funded or degree/ diploma granting institutions can apply for an open work permit. For further details refer to the guide *Applying to Change Conditions or Extend Your Stay in Canada as a Worker (IMM 5553)*. The guide may be obtained by visiting our [Web site](#) or you can contact the Call Centre listed under the [Contact Information](#) section.

**Note:** Some study permits are arranged with the Canadian International Development Agency (CIDA). These students must obtain an approval letter from CIDA to be eligible for a work permit related to their course of study.

## Do students need a work permit to work on campus?

A full-time student attending a degree-granting post-secondary institution does not need a work permit when the employment offered is on the campus of the college or university where the student is registered full-time, for as long as the study permit is valid. The employer may be a private contractor operating on the campus.

## Are there medical restrictions on the work I seek?

Yes, there are some restrictions on the jobs you can take based on the following medical factors:

- if you have passed an immigration medical examination, you may work in any type of job;

- if you have passed an immigration medical examination with some restriction, you may work but you may not take a job involving child care, primary or secondary teaching or health services;
- if you come from a country that Health Canada says has a high rate of serious communicable diseases, you may not work in certain agricultural jobs, childcare, primary or secondary teaching and health services fields, unless you have passed an immigration medical examination.

# How to Complete Your Application

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The documentation you provide will be used to establish that your authorization to remain in Canada would not be contrary to the *Act*. Failure to provide complete, truthful and accurate material will result in your application being assessed based on the documentation submitted, which may result in your application being refused.

To complete your application you will need to know the cost of your education including tuition fees and books, medical insurance, return transportation costs and living costs for yourself and any family members while in Canada. Living costs vary in each province.

As most of the form is self-explanatory, supplementary instructions have only been provided when necessary. Follow the numbered instructions which correspond to the application form, carefully. **Your application will be returned to you if it is not properly completed, or if all of the necessary documents have not been submitted.** Attach a separate sheet of paper if you need more space and indicate the letter or number of the question you are answering.

## ***Application for a Study Permit (IMM 1294)***

1. Print your name under the applicant section and provide the information requested for each of your family members. You must provide details about each of your family members and indicate whether they will be accompanying you to Canada. If you have more than three family members, photocopy the first page of the application before you start completing it. Make enough copies to fill in details about all your family members. Print all names as they appear on the passport or identity document. Do not use initials.
2. Provide your current mailing address, telephone number, and fax number. All correspondence will be sent to this address.  
**Note:** If you wish to authorize a Canadian representative to receive correspondence concerning your application, indicate their address in this box and on the form *Use of a representative (IMM 5476)*.
3. Provide your residential address if different from your mailing address.
4. Provide the name of your present job. Briefly describe your position.
5. Print the name and address of your present employer or school.
6. a) Provide details of your immigration status in the country in which you are applying- this may be temporary resident, student, worker, permanent resident or citizen.  
b) Print the expiry date of your temporary status in the country where you are making your application.
7. Provide the full name and complete address of the educational institution you will be attending while in Canada. Attach an original letter of acceptance from the educational institution.
8. Provide the name of your course and its level. For example, Bachelor of Arts in History.
9. Provide the date your course in Canada will start and the date it will finish. (For example, for a four year program of study you would indicate 05/10/2002 until 30/04/2006.)
10. Provide the total cost of your education and living expenses while in Canada.
11. Provide details of funds available to you and your family members while in Canada. Indicate who will be paying your expenses. If you will be receiving any scholarships, bursaries or grants, place an "X" in the box "Other" and give details. Attach proof of funds available such as a bank

statement, or a letter from the bank stating how much money you have in your bank account. The letter must indicate your name and account number.

12. Each question must be answered for each applicant. Place an “X” in the yes or no box. If you answer “yes” to any of these questions, give the name of the person with an explanation in the space provided. If you need more space use a separate sheet.
13. Print an “X” in the box which applies to you or any accompanying family member. Provide the name of the countries and length of stay for each accompanying member.
14. You must sign and date the application. Failure to do so will result in it being returned to you.

## **Use of a Representative (IMM 5476)**

### **Complete this form if you are appointing a representative.**

If you have dependent children aged 18 years or older, they are required to complete their own copy of this form if a representative is also conducting business on their behalf.

A **representative** is someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada. When you appoint a representative, you also authorize CIC to share information from your case file to this person.

You are not obliged to hire a representative. We treat everyone equally, whether they use the services of a representative or not. If you choose to hire a representative, your application will not be given special attention nor can you expect faster processing or a more favourable outcome.

The representative you appoint is authorized to represent you only on matters related to the application you submit with this form. You can appoint only **one** representative for each application you submit.

### **There are two types of representatives:**

#### **Unpaid representatives**

- friends and family members who do not charge a fee for their advice and services
- organizations that do not charge a fee for providing immigration advice or assistance (such as a non-governmental or religious organization)
- consultants, lawyers and Québec notaries who do not, and will not, charge a fee to represent you

#### **Paid representatives**

If you want us to conduct business with a representative who is, or will be charging a fee to represent you, he or she must be authorized. Authorized representatives are:

- immigration consultants who are members in good standing of the Canadian Society of Immigration Consultants (CSIC)
- lawyers who are members in good standing of a Canadian provincial or territorial law society and students-at-law under their supervision
- notaries who are members in good standing of the *Chambre des notaires du Québec* and students-at-law under their supervision

If you appoint a paid representative who is not a member of one of these designated bodies, your application will be returned. For more information on using a representative, visit our [Web site](#).

## **Section B.**

### **5. Your representative’s full name**

If your representative is a member of CSIC, a law society or the *Chambre des notaires du Québec*, print his or her name as it appears on the organization’s membership list.

## 8. Your representative's declaration

Your representative must sign to accept responsibility for conducting business on your behalf.

### Section D.

## 10. Your declaration

By signing, you authorize us to complete your request for yourself and your dependent children under 18 years of age. If your spouse or common-law partner is included in this request, he or she must sign in the box provided.

### Release of information to other individuals

To authorize CIC to release information from your case file to someone other than a representative, you will need to complete form *Authority to Release Personal Information to a Designated Individual* (IMM 5475) which is available on our Web site at [www.cic.gc.ca/english/applications/release-info](http://www.cic.gc.ca/english/applications/release-info) and from Canadian embassies, high commissions and consulates abroad.

The person you designate will be able to obtain information on your case file, such as the status of your application. However, he or she will **not** be able to conduct business on your behalf with CIC.

**You must notify us if your representative's contact information changes or if you cancel the appointment of a representative.**

# Paying the fees

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## Required Fees

You **must** pay a processing fee when you submit an application for a study permit. The processing fee is \$125.00 per person.

Use this chart to calculate the required fees. (All fees are in Canadian dollars).

**Note:** You may be required to pay fees in local currency.

	Number of Persons	Amount per Person	Amount Due
*Application for a Study Permit		x \$125	
*Subject to change at any time			<b>Total</b> \$

Make sure that you are eligible to apply before you pay your fees and that you provide all the information requested before you submit your application. **The processing fee will not be refunded**, regardless of the final decision on your application. For example, a determination that you are not eligible for a study permit is considered as “processing” and the fee will not be refunded. If you apply again, you will have to pay another processing fee.

## Paying the fees

Contact the local [Web site](#) of the visa office responsible for your area, for information on fees and methods of payments. Visa offices cannot accept fee payment receipts from banks in Canada.

**Note:** Personal cheques are **not** acceptable methods of payment.

## Where do I Apply?

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You must submit your application to the Canadian visa office responsible for your area, for processing. Consult the relevant [Web site](#) or office regarding accepted methods of submitting applications. (i.e. general mail, in person, by courier etc.)

**Note:** If you are from the U.S.A., Greenland, or St. Pierre and Miquelon, you can apply at a Canadian Port of Entry.

## What Happens Next?

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Your application will be reviewed to ensure it has been completed correctly and contains all of the required documents for processing.

After reviewing your application, an officer will decide if an interview is necessary. If so, the officer will inform you of the time and place.

If your application is approved, you will receive a letter of introduction confirming the approval. This letter is not your study permit. When you arrive in Canada, you must show this letter to a Canadian officer at the Port of Entry. The officer will determine whether you may enter Canada and how long you may stay. You will be issued a study permit at this time. You **must** leave Canada on or before the date on your study permit, set by the officer or have your status extended by an officer in Canada.

If you move or change your address, telephone or fax number before your application has been processed, you must advise us of this new information by contacting the visa office where you submitted your application

When you apply for your study permit, there is no guarantee of acceptance. We do not recommend that you make any final steps, such as purchasing plane tickets or quitting your job, until your study permit is approved.

# Appendix A, Temporary Resident Visa Exemptions

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**\*Persons who do not require a visa to visit Canada include:**

\*Subject to change at any time

- citizens of Andorra, Antigua and Barbuda, Australia, Austria, Bahamas, Barbados, Belgium, Botswana, Brunei Darussalam, Cyprus, Denmark, Finland, France, Republic of Germany, Greece, Iceland, Ireland, Israel (National Passport holders only), Italy, Japan, Liechtenstein, Luxembourg, Malta, Mexico, Monaco, Namibia, Netherlands, New Zealand, Norway, Papua New Guinea, Portugal, Republic of Korea, St. Kitts and Nevis, St. Lucia, St. Vincent, San Marino, Singapore, Solomon Islands, Spain, Swaziland, Sweden, Slovenia, Switzerland, United States, and Western Samoa;
- persons lawfully admitted to the United States for permanent residence who are in possession of their alien registration card (Green card) or can provide other evidence of permanent residence;
- British citizens and British Overseas Citizens who are re-admissible to the United Kingdom;
- citizens of British dependent territories who derive their citizenship through birth, descent, registration or naturalization in one of the British dependent territories of Anguilla, Bermuda, British Virgin Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Pitcairn, St. Helena or the Turks and Caicos Islands;
- persons holding a valid and subsisting Special Administrative Region passport issued by the Government of the Hong Kong Special Administrative Region of the People's Republic of China; and
- persons holding passports or travel documents issued by the Holy See.