

## III. Glossary of Definitions

### 1.0 Definitions – General

#### **GCKey**

A unique electronic credential that allows the user to communicate securely with online enabled Government of Canada services.

#### **Designated Learning Institution (DLI)**

A school in Canada that a foreign national must be accepted at before they can qualify for a study permit. Consult the [designated learning institutions list](#) for schools at the post-secondary level.

#### **International Student**

A temporary resident who is legally authorized to study in Canada on a temporary basis. With a few exceptions, foreign students must get a study permit if they are taking a course of studies that will last for more than six months.

#### **Primary DLI User**

A Primary DLI User is an employee of a Designated Learning Institution (DLI) who is responsible for managing their institution's Secondary DLI User access, as well as, submitting their institution's compliance reports (both ad-hoc and periodic) to Citizenship and Immigration Canada.

#### **Secondary DLI User**

A Secondary DLI User is an employee of a Designated Learning Institution (DLI) who has been granted access to the Portal by their institution's Primary DLI User. Secondary DLI Users are able to complete, but not submit compliance reports to CIC.

#### **Ad-Hoc Verification**

An ad-hoc verification is a request from CIC to obtain one or more students' academic/enrolment status outside of the regularly scheduled reporting periods.

#### **Periodic Verification**

A periodic verification is a regularly scheduled request (twice a year) from CIC to obtain the academic/enrolment status of all students who applied for and obtained a study permit after June 1, 2014.

## 2.0 Definitions – Academic/Enrolment Status

### **Full-time**

Students who meet the following:

- enrolled at a Designated Learning Institution;
- registered in a program whereby the duration of the academic sessions is **seven months** or more in a calendar year;
- registered in **60%** or more of the program's full course load during an academic session; and
- a minimum of **60%** of the course load must require the student's physical attendance at the Designated Learning Institution in Canada (i.e., online/distance learning course do not count).

Or

Students who are enrolled at a Designated Learning Institution and are completing an internship or co-op work placement that is part of their program of study.

### **Part-time**

Students who do not meet the full-time definition are considered to be having part-time status.

### **Academic break**

An academic break is a regularly scheduled break during an academic session (e.g., reading break) or between academic sessions (e.g., winter/summer holidays).

In the context of off-campus work authorization for international students, an academic break should not be more than five months, combined, within a twelve month period. Students are expected to return to their program of study after an academic break (the only exception is when the student is in their final academic session).

### **Program/degree completed**

Students who are issued a formal notification of completion of their degree, diploma or certificate from the Designated Learning Institution indicating that they have met all of the requirements for graduation.

### **Academic probation**

Suspension: Students who have been temporary dismissed from the Designated Learning Institution. This means that they have maintained status at the Designated Learning Institution and that they intend to return to their program of study after the temporary dismissal is lifted.

### **Authorized leave**

Students who have formally obtained the Designated Learning Institution's approval to be temporarily absent from the institution. This means that they have maintained status at the

Designated Learning Institution and that they intend to return to their program of study after the period of approved absence.

**No longer registered/enrolled**

Persons who have been permanently dismissed from the Designated Learning Institution and there is no possibility for them to return to that Designated Learning Institution.

Persons who obtained a letter of acceptance from the Designated Learning Institution but who did not subsequently registered in courses.

Persons who withdrew from their program or course of studies during an academic session.

**Unknown/record**

The Designated Learning Institution does not have a record that a letter of acceptance was issued to this person.