

File an application and record IRCC's decision

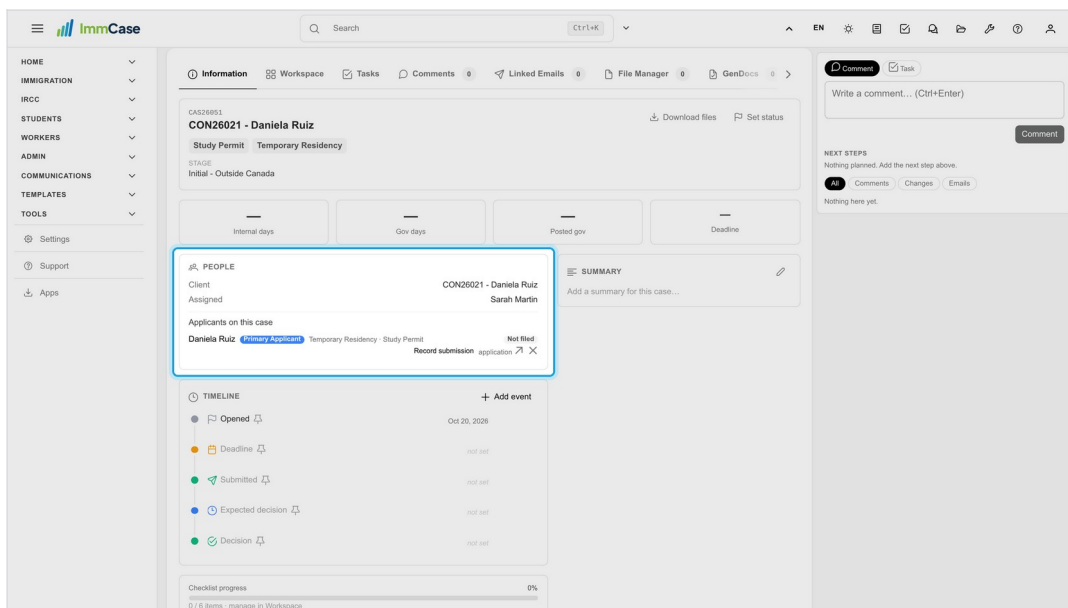
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Each person on a case has an **application**: their filing with IRCC. Record when it was sent, then, when IRCC decides, paste the status page from the IRCC portal: ImmCase reads the decision and the document IRCC issued, and keeps them on the client's file.

The client («Daniela Ruiz»), her application, her UCI and the permit in this guide are **fictional**.

1. The people on the case

Open the case. On **Information**, the **People** card lists each applicant with their application. **Not filed** means it hasn't been sent yet.



2. Record the submission

Click **Record submission**. Enter the date you sent it, the **IRCC application number** and the client's **UCI**, then **Save**. When every application on the case is filed, the case moves to **Submitted**.

The screenshot shows a modal form titled "Paste from IRCC portal" overlaid on a case page. The form contains three input fields: "Date submitted to IRCC" with the value "10/06/2026", "IRCC application number" with the value "S000000187", and "UCI" with the value "1100000187". The "UCI" field is highlighted with a blue border. At the bottom right of the modal are "Cancel" and "Save" buttons.

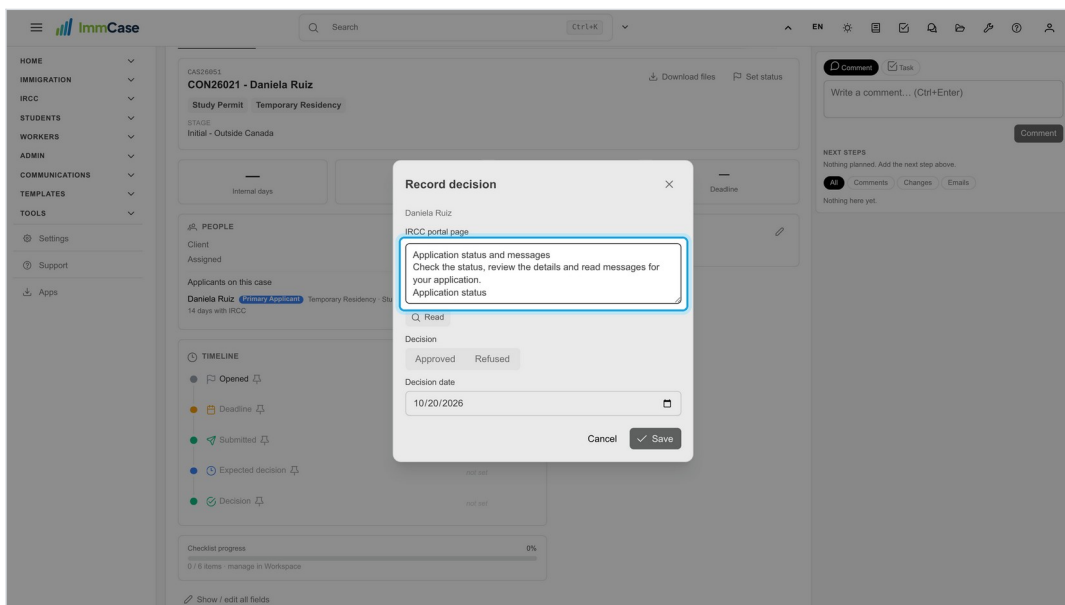
3. Days with IRCC

The application now counts the days it has been with IRCC, and **Record decision** appears.

The screenshot shows the case details page for "CON26021 - Daniela Ruiz". The page has a sidebar with navigation links: "IMMUNICATIONS", "EMPLATES", "OLS", "Settings", "Support", and "Apps". The main content area has tabs for "Internal days", "Gov days", and "Posted gov". Under the "Internal days" tab, there is a section "PEOPLE" showing the client "CON26021 - Daniela Ruiz" and the assigned person "Sarah Martin". Below this is a section "Applicants on this case" with a table listing "Daniela Ruiz" as the "Primary Applicant" for a "Temporary Residency - Study Permit". The table also shows "14 days with IRCC", "No IRCC status", and a "Record decision" link. To the right is a "SUMMARY" section with the text "Add a summary for this case...". At the bottom is a "TIMELINE" section with a "+ Add event" button and a list of events: "Opened" on "Oct 20, 2026", "Deadline" (not set), and "Submitted" (not set).

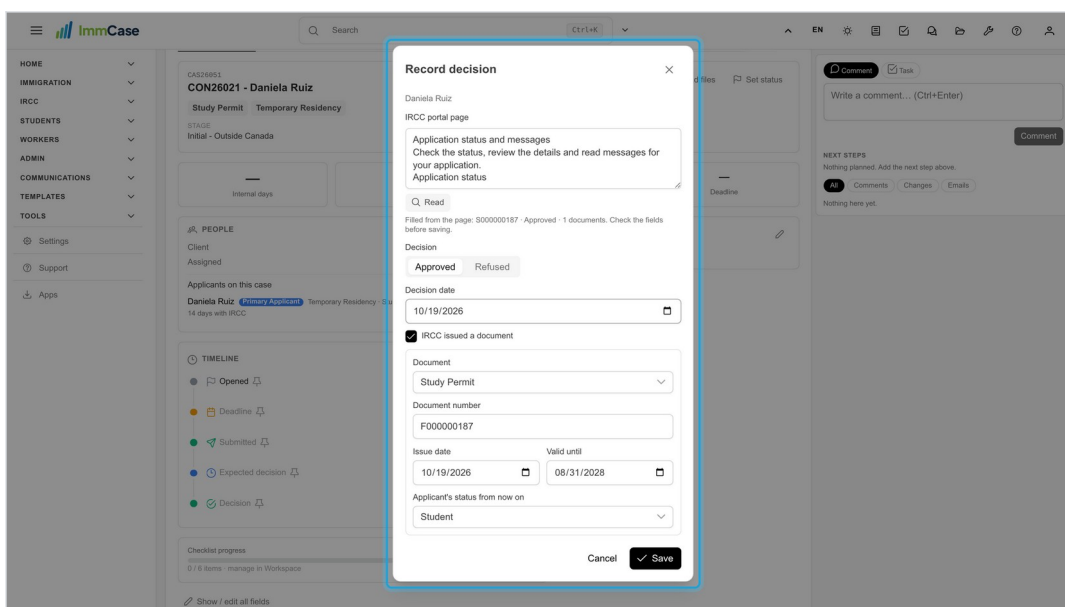
4. IRCC decided: paste its page

Click **Record decision**, then **Paste from IRCC portal**. In the IRCC portal, open the application's status page, select the whole page (Ctrl+A), copy it and paste it here. ImmCase reads the English version of the page.



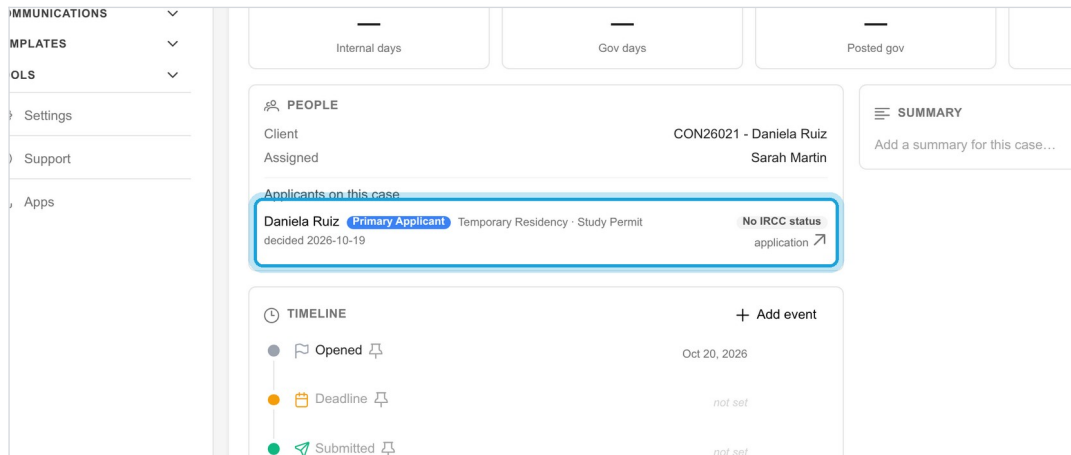
5. ImmCase fills it in

Click **Read**. ImmCase fills in the decision and its date, the document IRCC issued with its number and dates, and the client's new status. Nothing is saved yet: check the fields. If the page belongs to another application or another person, ImmCase says so.



6. Approved

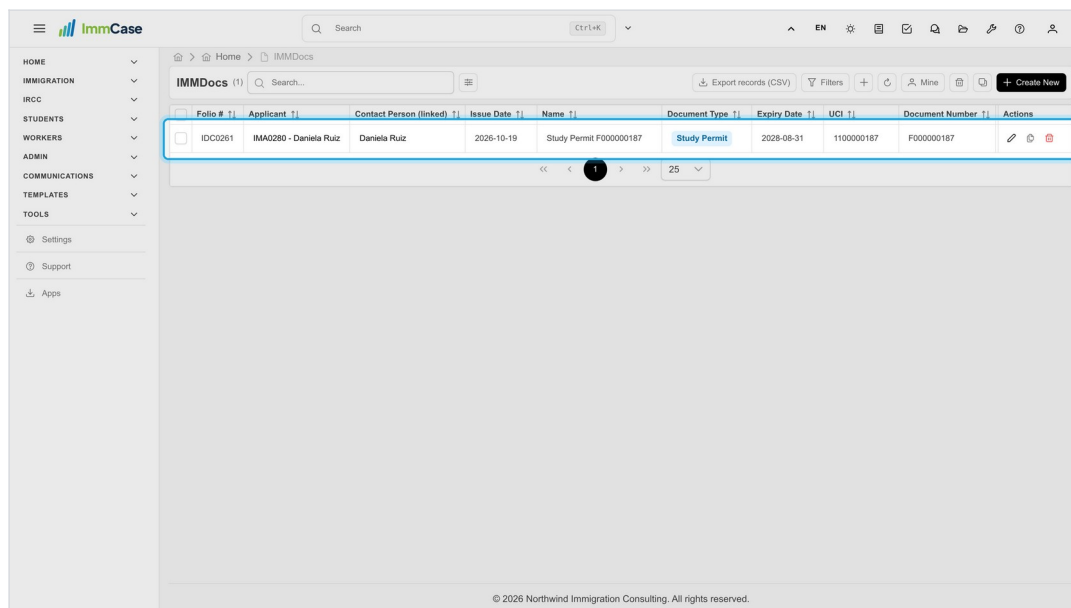
Click **Save**. The application shows the date of the decision, and the case moved to **Submitted** when you recorded the sending.



The screenshot shows the ImmCase interface with a sidebar on the left containing 'IMMUNICATIONS', 'EMPLATES', 'OLS', 'Settings', 'Support', and 'Apps'. The main area is divided into three columns: 'Internal days', 'Gov days', and 'Posted gov'. The 'PEOPLE' section shows 'Client: CON26021 - Daniela Ruiz' and 'Assigned: Sarah Martin'. Below this, a box highlights 'Applicants on this case' with 'Daniela Ruiz' as the 'Primary Applicant' for a 'Temporary Residency - Study Permit' application, noting 'No IRCC status application'. The 'TIMELINE' section shows a sequence of events: 'Opened' on 'Oct 20, 2026', 'Deadline' (not set), and 'Submitted' (not set).

7. The permit, in IMMDocs

Immigration → IMMDocs lists every document IRCC issued to your clients, with its number and expiry date.



The screenshot shows the IMMDocs table in the ImmCase interface. The table has columns: 'Folio #', 'Applicant', 'Contact Person (linked)', 'Issue Date', 'Name', 'Document Type', 'Expiry Date', 'UCI', 'Document Number', and 'Actions'. A single row is visible, representing a 'Study Permit' issued to 'Daniela Ruiz' on '2026-10-19' with document number 'F000000187' and expiry date '2028-08-31'.

Folio #	Applicant	Contact Person (linked)	Issue Date	Name	Document Type	Expiry Date	UCI	Document Number	Actions
IDC0261	IMA0280 - Daniela Ruiz	Daniela Ruiz	2026-10-19	Study Permit F000000187	Study Permit	2028-08-31	1100000187	F000000187	[Edit] [Delete] [Print]

8. On the applicant's file

The applicant's file keeps the application and their new status in Canada, so the next application starts from what IRCC already gave them.

The screenshot shows the ImmCase web application interface for an applicant's file. The left sidebar contains a menu with categories: HOME, IMMIGRATION, IRCC, STUDENTS, WORKERS, ADMIN, COMMUNICATIONS, TEMPLATES, and TOOLS. The main content area is titled 'Daniela Ruiz # IMA0280' and includes a 'Calculate Points' button and an 'Edit' link. The 'Information' tab is active, displaying personal details: UCI 1100000187, DOB, Citizenship, and Status in Canada (Student, Expires 2029-08-31). A 'Profile Completeness' bar shows 8% completion, with a progress bar and a list of sections: Missing to file, Personal info, Citizenship, Passport, Marital status, Family members, Education, Employment, Language test, Address, Travel history, and Background declaration. The 'Application history' section shows a record for 'CAS20091 Temporary Residency - Study Permit - Primary Applicant' with a status of 'Approved' and a decision date of 2025-10-19. The 'ISSUED DOCUMENTS' section shows a 'Study Permit - F000000187' with a validity period from 2025-10-19 to 2028-08-31. The 'Personal Info' section is partially visible at the bottom.

Good to know

- **No portal page at hand?** Fill in the decision fields yourself instead of pasting.
- **A refusal** is recorded the same way: choose **Refused**; there is no document.
- **A decision needs a submission first**, and neither date can be in the future.

Questions: hello@immcase.com.