Government of Canada | Gouvernement du Canada

APPLICATION FOR A STUDY PERMIT – CHECKLIST

- Complete and place this checklist on top of your application.
- For information, forms and instructions, please consult the website of one of our visa offices: **Buffalo**, **Detroit**, **Los Angeles**, **New York**, **Seattle** or **Washington, DC**.
- Failure to submit all required documentation may result in the refusal of your application or processing delays.
- Unless otherwise indicated, submit only photocopies of the documents requested. The documents you provide with your application will not be returned.
- Documents not in English or French must be accompanied by a certified translation. Provide both a photocopy of the original document and the translation in English or French.
- False statements or submission of fraudulent documents will result in refusal and may lead to legal action against you.
- We do not offer pre-assessment or counselling services. *Submit your completed application with all your supporting documents and the appropriate fees and an Immigration Officer will assess it.*

Number of people travelling to Canada (principal applicant and accompanying family members)			
In addition to a study permit, are you submitting applications for the following?		**Number required**	√
Spouse/common law partner	**Open work permit** -complete an application for a work permit		
	Temporary resident visa (if not applying for an open work permit) - complete an application for a temporary resident visa		
Minor Children	**Open study permit** for accompanying children aged 6-18 years old - complete an application for a study permit		
	Temporary resident visa (if a study permit is not required) - complete an application for a temporary resident visa		
Dependent over 18	**Study permit** for accompanying dependents aged 18-22 – complete an application for a study permit which must include a letter of acceptance from a college or university in Canada		
	Temporary resident visa (if a study permit is not required) – complete an application for a temporary resident visa		
You must submit the following items:			√
Application form (IMM1294) • Completed, dated and signed. • Answer every question. If not applicable, write N/A. • **Please note:** Only the application form above will be accepted by Citizenship and Immigration Canada. If the application form is submitted without the barcode page, it will be returned unprocessed.			
The principal applicant, his or her spouse or common-law partner, if applicable, and all dependent children aged 18 years or older listed in the application for a study permit must complete their own copy of **Schedule 1 - Application for Temporary Resident Visa Made Outside of Canada** **(IMM 5257 - Schedule 1)** • Completed, dated and signed. • Answer every question. If not applicable, write N/A.			
Family Information (IMM 5645) completed, dated and signed. Answer every question. If not applicable, write N/A.			
Two passport photographs for each applicant. Write the name and birth date of the individual on the back.			
Processing fee– Ensure you have paid the correct non-refundable fee.			

Valid passport or travel document: • Please submit the original document and a photocopy. • If you are from a country whose citizens require Temporary Resident Visas (TRVs) to enter Canada, your passport or travel document must be valid for at least 3 months from your intended date of arrival in Canada. • The validity of a visa cannot go beyond the validity of the passport. • If your passport is nearing expiration, you should obtain a validity extension or a new passport prior to submitting your Study Permit application. • The document must have another blank page other than the last page. • Include **all cancelled or expired passports**, if applicable.	
Letter of Acceptance from your educational institution in Canada. If your acceptance is conditional, you must show you can meet the conditions.	
Original police clearance certificates *are not required for every study permit application*; however we do reserve the right to request them on a case-by-case basis, for the applicant and any accompanying family member above 18 years of age. Certificates may also be requested for each of the countries in which the applicant and accompanying family member stayed more than six (6) months since they turned 18. For more information, visit the **Citizenship and Immigration Canada web site**.	
Proof of sufficient funds to cover your tuition and living expenses for at least one year in Canada. In addition to the cost of tuition, you should have at least CAD $10,000 available to cover your living expenses. Please submit: • bank and credit card statements, bank book covering the past six months • any additional supporting documents demonstrating a reliable source of funds (letter of undertaking and financial documents from parent or sponsor, tax declarations, official letter of scholarship or financial award, investments, salary receipts, income from rental properties etc.) • if lodging arrangements have been made, please provide proof of these • if your tuition has already been paid, please provide proof of payment.	
Academic Documents – originals and one photocopy of present academic standings (up to date transcripts); post secondary transcripts; mark sheets; all certificates and/or diplomas. You must provide evidence of all current and past education.	
You must also submit proof of lawful status in the United States, if applicable:	√
If you are a citizen of the United States, please provide a photocopy of one of the following documents: • US passport • Birth Certificate • Naturalization Certificate	
If you are a permanent resident of the United States, please provide a photocopy of one of the following documents: • Valid Green Card • Valid I-551 endorsement in your passport	
If you are in the United States on temporary status, please provide: • Your US Non-Immigrant Visa, • The original I-94 card issued by US authorities at the time of your entry into the US, • The document issued to you by US authorities to confer that status (e.g.: SEVIS I-20 or DS-2019 or I-797 form).	
You must also submit proof of lawful status in Canada, if applicable:	√

If you are in Canada on temporary status, please provide • A photocopy of the page in your passport showing your authorized entry to Canada and • A photocopy of the document issued to you by Canadian authorities to confer that status (work permit, study permit, etc.)	
If applicable, you must also submit:	√
Questionnaire - If you are between 16 and 65 years of age and are from one of the countries enumerated, please include the questionnaire in your application: Afghanistan, Bosnia, Croatia, Haiti, Iraq, Iran, Kosovo, Libya, Macedonia, Palestinian Authority, Rwanda, Kingdom of Saudi Arabia, Serbia, Somalia, Sudan, Syria	
Certificat d'acceptation du Québec *(CAQ)* if you will be studying in Quebec.	
Copies of Birth Certificates for accompanying minor children/**Marriage certificate** or **Statutory Declaration of Common-law Union (IMM 5409)** for accompanying spouse, as applicable	
Minors (under 18 years of age), travelling alone or with a person other than their parents or legal guardians, should have a **letter of authorization** signed by either both parents or the legal guardians. It should also include the name of the adult who will be responsible for the children in Canada. You may use the **Custodianship Declaration – Custodian for minors studying in Canada** **(IMM 5646).**	
If you answer "Yes" to any one of questions 3 to 7 in the section "Background Information" in the **application form (IMM 1294)**, you must complete, date and sign a **Schedule 1 - Application for a Temporary Resident Visa Made Outside of Canada** **(IMM 5257 - Schedule 1).**	
If you would like Citizenship and Immigration Canada (CIC) to release information from your case file to someone other than yourself, you must authorize us by completing **Authority to release personal information to a designated individual** **(IMM 5745)**.	
If someone is assisting you in completing your application or you would like someone to do business with our office on your behalf, completed **Use of a Representative form** **(IMM 5476)**.	

Where to apply:
If you are a citizen or permanent resident of the USA, you have the option of submitting your application upon your arrival at a Canadian Port-of-Entry (e.g., your airport of arrival or land crossing into Canada)

Persons lawfully admitted to the United States or Canada may submit study permit applications, either in person or by mail, at any of the six Canadian visa offices listed above. Please consult the web-page "**How to submit an application**" for more information.