



IMMIGRATION Canada

Studying in Canada

Applying for a Study Permit Outside Canada



www.cic.gc.ca

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*Application for Study Permit Made Outside
of Canada*
(IMM 1294)

Family Information
(IMM 5645)

Document Checklist
(IMM 5483)

*Schedule 1 – Application for a Temporary
Resident Visa Made Outside of Canada*
(IMM5257 – Schedule 1)

*Statutory Declaration of Common-law
Union*
(IMM 5409)

*Custodianship Declaration – Custodian for
Minors Studying in Canada*
(IMM 5646)

Use of a Representative
(IMM 5476)

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

This publication is available in
alternative formats upon request.

Également disponible en français

Overview

Application package

This application package consists of:

- an instruction guide, **and**
- the required forms.

The **instruction guide** is a tool that provides:

- the information you must know about this application before sending it to Citizenship and Immigration Canada (CIC), **and**
- assistance on how to fill out the forms and the required supporting documents.

Read the instruction guide thoroughly and then fill out each applicable forms.

The **forms** are specifically designed with questions that will assist the processing of your application.

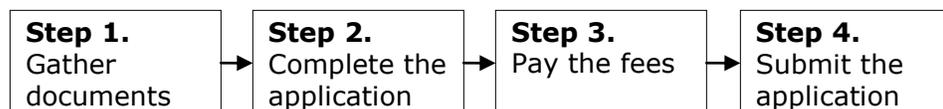
Symbols used in this guide

This guide uses the following symbols to indicate information of particular importance.

This symbol...	Tells you...
	What you must do to have your application processed.
	Important information that you need to be aware of in order to avoid delays or other problems.
	Where to get more information.
Note:	Tips that will assist you with this application.

The application process

The instructions provided in this guide follow the basic steps you will need to know to complete your application.



Before You Apply

Who may use this application?

This application guide is designed for persons who wish to apply for a study permit from outside Canada.

Note: The processing time of an application may vary from one visa office to another. Find out more about local application processing times by visiting our website at:

<http://www.cic.gc.ca/english/information/times/temp/students.asp>

What is a study permit?

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

Do I require a study permit?

Generally, if you are **not** a Canadian citizen or a permanent resident of Canada you must obtain a study permit in order to study in Canada.

However, not everyone is required to obtain a study permit in order to study in Canada. A person may be exempted from the requirement of a study permit in the following situations:

- Minor children attending pre-school, primary or secondary levels,
- Family members or private staff accompanying a foreign representative by the Department of Foreign Affairs and International Trade of Canada, **and**
- Members of the armed forces of a country designated for the purposes of the *Visiting Forces Act*.



Minor children accompanying one or both parent(s), who are temporary residents and **not allowed** to study or work in Canada, require a study permit.

Courses that do not require a study permit

Generally, a study permit is not required for:

- attending nursery schools or kindergarten.
- distance learning.
- audit courses (where a student is permitted to attend an academic course without obtaining credit for it).
- taking courses include in tour packages as a secondary activity for tourists.
- following a course which is not academic, professional or vocational in nature that can be completed within the period authorized upon entry into Canada.
- following a course or a program of study which is six (6) months or less that can be completed within the period authorized upon entry into Canada.

Note: 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

What are the requirements you must meet for a Study Permit?

You must show the officer that you meet the requirements of the *Immigration and Refugee Protection Act (IRPA)* and the *Immigration and Refugee Protection 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 a letter of acceptance from an educational institution.
 - Prove that you have money for the duration of your stay in Canada to pay for :
 - tuition fees,
 - living expenses for yourself and accompanying family members, **and**
 - transportation costs to and from Canada 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).
 - Produce any additional documents requested by the officer to establish your admissibility.
 - Not be a risk to the security of Canada.
 - Be in good health (complete a medical examination, if required).
-

Are there any conditions on my study permit?

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

Entry to Canada



Entry to Canada is a privilege, not a right. If you want to study in Canada, you must meet the necessary requirements and you may need a temporary resident visa.

Do I need a Temporary Resident Visa?

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 an officer that is placed in your passport to show that you have met the requirements for admission to Canada as a temporary resident.

When you arrive at the port of entry, an officer will make a final determination.

See [Appendix A - Temporary Resident Visa Exemptions](#) for more information on persons who are exempt from obtaining a temporary resident visa to visit Canada.

If you are applying for a study or work permit and 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.

Family members

Family members include a spouse, a common-law partner, dependent children, and the dependent child of a dependent child:

Term	Definition
Spouse	Refers to either of the two persons (opposite or same sex) in a legally-recognized marriage.
A common-law partner	<p>Refers to a person who is living in a conjugal relationship with another person (opposite or same sex), and has done so continuously for a period of at least one year. A conjugal relationship exists when there is a significant degree of commitment between two people. Common-law partners must attach any documents that show they are in a committed and genuine relationship, for example, evidence that they share the same home, that they support each other financially and emotionally, that they have had children together, or that they present themselves in public as a couple.</p> <p>Common-law partners who are unable to live together or appear in public together because of legal restrictions in their home country may still qualify and should be included on the application.</p> <p>Common-law partners that meet the conditions outlined above but who have been separated for reasons beyond their control (for example, civil war or armed conflict) may qualify and should be included on the application.</p>
Dependent children	<p>Refers to the children of the applicant or those of the spouse or common-law partner.</p> <p>They must:</p>

	<ul style="list-style-type: none"> • be under the age of 22 and not have a spouse or common-law partner, or • depend substantially on the financial support of a parent and have been continuously enrolled and in attendance as full-time students in a post-secondary institution accredited by the relevant government authority since before the age of 22 (or since marrying or entering into a common-law relationship, if this happened before the age of 22), or • depend substantially on the financial support of a parent since before the age of 22 and be unable to provide for themselves due to a medical condition.
Dependent child of a dependent child	Refers to children of dependent children of the applicant or those of the spouse or common-law partner.

Do family members need to apply separately?

Your family members who also wish to come to Canada must apply by filling out their own temporary residence application (visitor, student or worker). However, you may send all family member application forms in the same envelope with only one payment receipt for the total amount. See the "**Pay the Fees**" section.

May my children attend school?

Your accompanying children may attend school in Canada. You must apply for their study permit at the same time as your application. If they intend to join you later, they must obtain a study permit before coming to Canada

Custodians

In Canada, the age of majority varies from one province or territory to another:

Age of majority at 18 yrs old	Age of majority at 19 yrs old
Alberta	British Columbia
Manitoba	New Brunswick
Ontario	Newfoundland and Labrador
Québec	Nova Scotia
Prince-Edward Island	Northwest Territories
Québec	Nunavut
Saskatchewan	Yukon Territory

Minor children **who are less than 17 years of age** and come to Canada to study without a parent or legal guardian must be cared for by a

responsible adult in Canada. This person is known as a **custodian**. A notarized custodianship declaration, such as the form [Custodianship Declaration – Custodian for Minors Studying in Canada \(IMM 5646\)](#), **must** be completed by the parents or legal guardians in the country of origin and by the custodian in Canada.

Minor children between 17 years of age and the age of majority in the province or territory (18 or 19 years old) where they intend to study, may need a custodian at the discretion of an immigration officer.

Note: The minimum age required **to be a custodian** is 19 years of age, regardless of province.

For more information on minors studying in Canada, consult the CIC website at:

<http://www.cic.gc.ca/english/study/study-minors.asp>

Minors travelling alone

Minor children who are traveling alone must bring:

- contact information (name, address and phone number) with them about the custodian, **if required**, who will be responsible for them in Canada;
- information about the school where they are going; **and**
- a letter of permission from their parent(s) and, **if required**, a notarized custodianship declaration.

Note: If the child is the subject of a custody order, proof of custody and the other parent’s consent must also be provided.

May I work while I am studying in Canada?

Generally, foreign students are not allowed to work while they are studying in Canada. However, there are some exceptions for full-time students attending publicly funded institutions or private degree-granting institutions.

For more information, contact your nearest Canadian visa office or consult the **CIC website**:

<http://www.cic.gc.ca/english/study/work.asp>

What is a full-time student?

A full-time student is a person, whose program of study is normally at least 15 hours of instructions per week, leading to a degree, diploma or certificate, unless otherwise defined by the educational institution.

Note: The definition of full-time student varies from one institution to another. For clarification, refer to the guidelines of your educational institution.

What requirements must I meet to get a work permit?

A work permit may be issued to you if it is established that :

- your intended employment is an essential and integral part of your course of study (*not applicable to medical interns or medical residents*), **or**
- your intended employment is related to an approved research or training program, **or**
- you hold a study permit and are temporarily facing financial difficulties through circumstances beyond your control or 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, or**
- you have successfully graduated from a program at a Canadian university, community college, CÉGEP, or publicly funded trade/technical school (or from a Canadian private institution authorized by provincial statute to confer degrees) and wish to work for a maximum of three years , **or**
- you are the spouse or common-law partner of a full-time student registered at a Canadian university, community college, CÉGEP, publicly funded trade/technical school or private institution authorized by provincial statute to confer degrees. You may be eligible for an open or open/restricted work permit, depending on whether or not medical requirements have been met.

For more information, refer to the CIC website at:

<http://www.cic.gc.ca/english/study/work.asp>

Note: As a full-time student you may be eligible to apply for a work permit that allows you to work off-campus at certain public post-secondary institutions. For further information, refer to the CIC website for the **List of participating institutions: Off-campus work permit for international students** at:

<http://www.cic.gc.ca/francais/etudier/institutions/participants.asp>

Do students need a work permit to work on campus?

Full-time students attending degree-granting and post-secondary institutions do not need a work permit when the employment is on the campus of the college or university where they are registered. They can work for as long as their study permit is valid. The employer may be the institution or a private contractor operating on the campus.

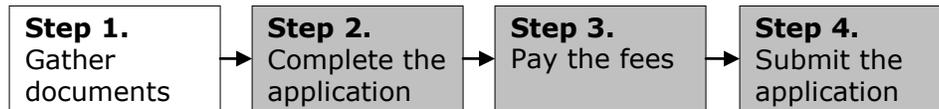
Medical requirements

You and your **family members** may be required to undergo a medical examination in order to come to Canada. To pass the medical examination you or your family members must not have a condition that:

- is a danger to public health or safety, **and**
- would cause excessive demand on health or social services in Canada.

Note: Information on medical instructions **will be provided to you by the visa office.** You are not required to have a medical examination before you submit your application forms.

Step 1. Gather Documents



What documents are required?

Use the *Document Checklist* (IMM 5483) provided with this package to assist you in gathering the required documents to submit your application. Some visa offices may require additional supporting documents specific to your country. For further information on these requirements, visit our website under [List of countries and corresponding Canadian visa offices](#) at:

<http://www.cic.gc.ca/english/information/offices/apply-where.asp>



If you do not provide all the requested information or documents, the processing of your application could be delayed.

	Document	Description	Format
1	Proof of identity	<p>A valid passport or travel document that guarantees you re-entry to the country that issued it.</p> <p>Two photos of yourself according to Appendix B – Photo specifications.</p>	Original
2	Proof of acceptance	<p>A letter from the university, CEGEP, college or technical institution which shows :</p> <ul style="list-style-type: none"> • the name of the institution • confirmation of your acceptance or registration as a student • the duration of the academic program and • the latest date you may register. <p>For attendance at a primary school or secondary school, a letter from the school board having jurisdiction over the school where a minor child will attend indicating:</p> <ul style="list-style-type: none"> • the name of the school • the level of study and • the duration of the course. <p>Note: For private schools, present a letter from the school itself with the above information.</p>	Original

3	Proof of financial support	<p>Evidence that you can support yourself as well as accompanying family members while studying in Canada. Such evidence may include:</p> <ul style="list-style-type: none"> • proof of a Canadian bank account, if money has been transferred there, • Bank statements for the past four months, • proof of payment of tuition and residence fees, and • proof of funding paid from within Canada for students with a scholarship or enrolled in a Canadian-funded educational program. <p>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 your expenses.</p>	Original or clear and legible photocopy
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Note: If you are not a citizen of the country from which you are applying, you must provide proof of your present immigrant status in the country of application. If the government that issued your passport or travel document requires a re-entry permit, such document must be obtained before you apply for a Canadian visa. Additional documents may be required.

Do you intend to study in Quebec?

In order to study in Quebec, students must obtain a *Certificat d'acceptation du Québec* (CAQ) issued by the **Ministère de l'immigration et des communautés culturelles** (MICC) before requesting a study permit from any Canadian visa office.

The educational institution should provide the student with all the details related to applying for Quebec. For residents of countries such as France, Austria, Mexico or the Hong Kong Administrative Region, where there is a Quebec Immigration Service (SIQ), they can apply there directly for a CAQ.

Consult the **MICC** website for appropriate contact information and for the latest updates on the process and documents required for Quebec.

Website: <http://www.immigration-quebec.gouv.qc.ca/en/immigrate-settle/students/index.html>

Translation of documents

If your documents are in a language other than English or French, check with the responsible visa office to determine whether they need to be translated.

Visit our website under List of Countries and Corresponding Canadian Visa Offices at:

<http://www.cic.gc.ca/english/information/offices/apply-where.asp>

Certified copies or notarized documents

To have a photocopy of a document certified, an authorized person must compare the original document to the photocopy and write the following on the photocopy:

- "I certify that this is a true copy of the original document"
 - the name of the original document
 - the date of the certification
 - his or her name,
 - his or her official position or title, **and**
 - his or her signature.
-

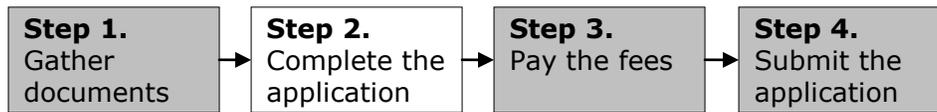
Who can certify copies of your documents?

Persons authorized to certify copies of your documents	
In Canada: <ul style="list-style-type: none">• a commissioner of oaths• a notary public • a justice of the peace	Outside Canada: <ul style="list-style-type: none">• a judge• a magistrate• a notary public• an office of a court of justice• a commissioner authorized to administer oaths in the country in which the person is living



Family members cannot certify copies of your documents

Step 2. Complete the Application



Filling out the application

The following are the forms that must be filled out and submitted:

- *Application For Study Permit Made Outside of Canada* (IMM 1294)
- *Family Information* (IMM 5645)
- *Document Checklist* (IMM 5483)
- *Schedule 1 – Application for a Temporary Resident Visa Made Outside of Canada* (IMM 5257 – Schedule 1), if applicable
- *Statutory Declaration of Common-law Union* (IMM 5409), if applicable
- *Custodianship Declaration – Custodian for Minors Studying in Canada* (IMM 5646), if applicable
- *Use of a Representative* (IMM 5476), if applicable

Note: You may be required to complete additional supporting documents upon request of a visa officer.



It is a serious offence to give false or misleading information on these forms. The information you provide on your application is subject to verification.

Be complete and accurate



Complete all sections. If a question or a section does not apply to you, write “Not Applicable” or “NA”, except for your name (last name and given name[s]). Refer to questions 1 and 2 under **Personal Details** for more instructions.

If your application is incomplete it will be returned to you and this will delay the processing of your application.

If you need more space for any section, print out an additional page containing the appropriate section, complete it and submit it with your application.

Application for Study Permit Made Outside of Canada (IMM 1294)

Who must fill out this application form?

Each person requiring a study permit to come to Canada must complete this form.

Completing the form



You must answer all the questions on this application form unless indicated otherwise.

Download and fill out the application form on a computer.

You also have the option of saving your form and completing it later.

Note: Completing the form electronically is easier and reduces the risk of errors that can slow down the application process.

In order to help you fill out the application form, read and follow the steps below.

Question	Action
1	Type your universal client identification number (UCI), if known. Otherwise, leave it blank. If this is your first time dealing with CIC you will not have an UCI.
2	From the list, select the language (English or French) in which you would like to receive service.
PERSONAL DETAILS	
1	<p>Full name Type your family name (surname) as it appears on your passport, travel or identity document (even if the name is misspelled). Do not use initials.</p> <p>Note: If you do not have a family name on your passport, travel or identity document, enter all your given name(s) here and leave the given name field blank.</p>
	<p>Type all of your given name(s) (first, second, or more) as it appears on your passport, travel or identity document (even if the name is misspelled). Do not use initials.</p> <p>Note: If you do not have a given name on your passport, travel or identity document, leave this field blank. Do not enter "*", "Not applicable" or "NA".</p>
2	<p>Nick names/Alias</p> <p>Check the box to indicate if you ever used any other name. This could include your birth name, maiden name, married name, nick name, etc.</p> <p>If you checked "Yes", type any other family name that you have ever used.</p>

	If you checked “ Yes ”, type any other given name (first, second, or more) that you have ever used.
3	From the list, select your sex (male, female or unknown).
4	Indicate your date of birth. If your complete date of birth is unknown, please use ‘*’ (star sign/asterisk) to fill in the spaces for the year, month or day, where applicable.
5	Type your city or town of birth.
	From the list, select your country of birth.
6	From the list, select your country of citizenship. To be a citizen of a country means that you were either born in that country (in most cases) or have been granted citizenship by that country. If you have dual citizenship, select the country that issued the passport you will be using for this trip.
7	<p>From the list, select the appropriate information to indicate:</p> <ul style="list-style-type: none"> • The name of your country of residence. Your country of residence is the country in which you are living, provided that you have been lawfully admitted to that country. • Your immigration status in that country (indicate one of the following): <ul style="list-style-type: none"> ○ Citizen ○ Permanent resident ○ Visitor ○ Worker ○ Student ○ Other ○ Protected Person ○ Refugee Claimant • Other: This section must be completed if you selected “Other” as a status, • The dates (From – To) you have been living in your country of residence.
8	<p>Check the box to indicate whether you have lived in any country other than your country of citizenship or your current country of residence for more than six (6) months in the past five (5) years.</p> <p>If you checked “Yes”, from the list select the appropriate information to indicate the following:</p> <ul style="list-style-type: none"> • The name of the country you lived in, • Your immigration status for the time you were in that country: <ul style="list-style-type: none"> ○ Citizen ○ Permanent resident ○ Visitor ○ Worker ○ Student

	<ul style="list-style-type: none"> ○ Other ○ Protected Person ○ Refugee Claimant ● Other: This section must be completed if you selected “Other” as a status, ● The dates (From – To) you were living in that country.
<p>9</p>	<p>Check the box to indicate if you are applying from your current country of residence.</p> <p>If you checked “No”, select the appropriate information from the list to indicate:</p> <ul style="list-style-type: none"> ● The name of the country where you are applying from, ● Your immigration status in that country by choosing one of the following: <ul style="list-style-type: none"> ○ Citizen ○ Permanent resident ○ Visitor ○ Worker ○ Student ○ Other ○ Protected Person ○ Refugee Claimant ● Other: This section must be completed if you selected “Other” as a status, ● The dates (From – To) that you have been living in that country. <p>Note: If you are not a citizen of the country where you are making your application, you must provide proof of your legal status when you submit your application.</p>
<p>10</p>	<p>a) From the list, choose your current marital status:</p> <ul style="list-style-type: none"> ● Annulled Marriage: This is a marriage that is legally declared invalid. An annulment can also be a declaration by the Catholic Church that the marital union did not have a binding force. ● Common-Law: This means that you have lived continuously with your partner in a marital-type relationship for a minimum of one year. ● Divorced: This means that you are officially separated and have legally ended your marriage. ● Legally Separated: This means that you are married, but no longer living with your spouse. ● Married: This means that you and your spouse have had a

	<p>ceremony that legally binds you to each other. Your marriage must be legally recognized in the country where it was performed and in Canada.</p> <ul style="list-style-type: none"> • Single: This means that you have never been married and are not in a common-law relationship. • Widowed: This means that your spouse has died and that you have not re-married or entered into a common-law relationship. <p>b) Enter the date (year, month and day) you were married or you entered into your current common-law relationship.</p> <p>c) Type the family name(s) and given name(s) of your current spouse or common-law partner.</p> <p>Note: If you are in a common-law union, you must also complete the <i>Statutory Declaration of Common-law Union</i> (IMM 5409) form and include it with your application.</p>
11	<p>Check the box to indicate whether you have previously been married or in a common-law relationship. If you checked "Yes", provide the:</p> <ul style="list-style-type: none"> • Family name(s), • Given name(s), • Type of relationship: <ul style="list-style-type: none"> ○ Common-law, or ○ Married. • Dates (From – To) for which you were in the relationship with your previous spouse/common-law partner.
LANGUAGE	
1	<p>a) From the list, select your native language (mother tongue).</p> <p>b) If your native language is not English or French, select from the list the one you would most likely use.</p> <ul style="list-style-type: none"> • English • French • Neither
PASSPORT	
1	Type your passport, travel or identity document number. Make sure there is no space between each number and/or letter.
2	From the list, select the name of the country that issued your passport, travel or identity document.
3	Enter the date your passport, travel or identity document was issued.
4	Enter the date your passport, travel or identity document will expire.

CONTACT INFORMATION

1	<p>Indicate your current mailing address (where information should be mailed) by typing the following information:</p> <ul style="list-style-type: none">• Post Office Box (P.O. Box) number, if applicable. If you do not indicate post office box, the Street number must be provided.• Apartment (Apt.) or Unit, if applicable• Street number (No.), if applicable. This must be provided if you did not type in a P.O. Box• Street name, if applicable• City or Town• From the list, select the Country of your current mailing address.• Province or State• Postal code/zip code• District, if applicable. <p>Note: All correspondence will go to this address unless you provide your e-mail address. If you wish to have a representative who can conduct business on your behalf, you must provide their email and mailing address(es) in this section and complete the <i>Use of a Representative (IMM 5476)</i> form.</p> <p>For more information read the "Use of a Representative" section in this guide.</p>
2	<p>Check the box to indicate whether your residential address (where you live) is the same as your mailing address. If "No", type the following information:</p> <ul style="list-style-type: none">• Apartment (Apt.) or Unit, if applicable• Street Number (No.)• Street Name• City or Town• Country• Province or State• Postal Code/zip code• District, if applicable.
3	<p>Check the appropriate box to indicate if the telephone number is from Canada/the United States (US) or Other (any other country).</p> <p>From the list, select the type of telephone :</p> <ul style="list-style-type: none">• Residence (home)• Cellular (cell/mobile)• Business (work) <p>Type your telephone number including the country code, area/regional codes, etc.</p> <p>If you have an extension number, write it after your phone number under "Ext."</p>

4	<p>Check the appropriate box to indicate if your additional telephone number is from Canada/the United States or Other (any other country).</p> <p>From the list, select the type of telephone:</p> <ul style="list-style-type: none"> • Residence (home) • Cellular (cell/mobile) • Business (work) <p>Type your telephone number including the country code, area/regional codes, etc.</p> <p>If you have an extension number, write it after your phone number under "Ext."</p>
5	<p>Check the appropriate box to indicate if the facsimile (fax) number is from Canada and United States or Other (any other country).</p> <p>If applicable, type your facsimile (fax) number, including country code, area/regional codes, etc.</p>
6	<p>If applicable, type your e-mail address using a format similar to the following: name@provider.net</p> <p>Note: By indicating your e-mail address, you are hereby authorizing transmission of correspondence including file and personal information to be sent electronically to you at the address provided.</p>
DETAILS OF INTENDED STUDY IN CANADA	
1	<p>a) Write the full name of the school as it appears in your acceptance letter</p> <p>b) Write the complete address of the school:</p> <ul style="list-style-type: none"> • Province • City/Town • Address
2	Write the name and the level of your program of study.
3	Write the expected duration of your program of study using the From – To fields.
4	<p>Provide details about the cost of your studies in the following sections:</p> <ul style="list-style-type: none"> • Tuition • Room and board • Other (e.g., books, transport, pocket money, etc.)
5	Write the amount of funds (money) in Canadian dollars that you have available for your stay in Canada.
6	<p>a) From the list, select who will be responsible for your expenses in Canada:</p> <ul style="list-style-type: none"> • Myself • Parents • Other <p>b) If you chose "Other", indicate who will cover your expenses (e.g., a relative, a scholarship, a business, etc.).</p>

EDUCATION

Check the box to indicate if you have any post secondary education (including university, college or apprenticeship training).

The following table provides examples of post secondary education:

Post secondary education	Description
Trade/Apprenticeship	Training completed in a specific trade, such as carpentry or auto mechanics.
Non-university certificate/diploma	Training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).
Bachelor's degree	Academic degree awarded by a college or university to those who completed an undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.
Master's degree	Academic degree awarded by a graduate school of a college or university. You must have completed a Bachelor's degree before a Master's degree can be earned.
PhD	Highest university degree usually based on at least three years of graduate studies and a thesis. Normally, you must have completed a Master's degree before a PhD can be earned.

If you checked "Yes", provide full details of your highest level of post secondary education:

- Enter the dates (year and month) you attended the institution
- Field(s) of study (mechanics, social sciences, medicine, etc.)
- School or Facility name
- City or Town
- From the list, select the country, **and**
- Province or State.

EMPLOYMENT (WORK/OCCUPATION)

Provide the following information about your employment for the past 10 years. If you are retired, provide the 10 years before your retirement.

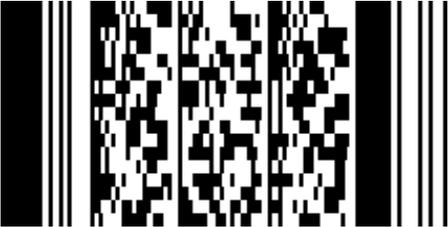
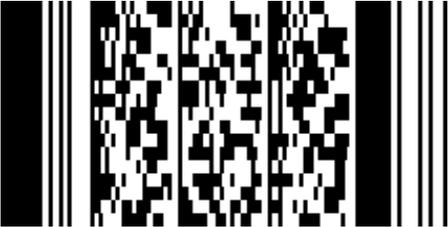
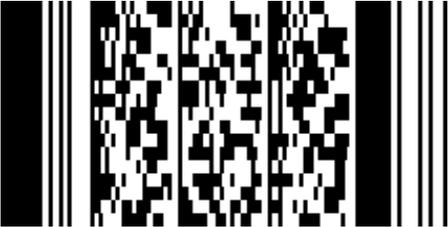
1

Current Activity/Occupation

Provide details about your **current Activity/Occupation**:

- Enter the dates (year and month) you have been working at your current occupation,

	<ul style="list-style-type: none"> • The activity/occupation or a brief description of your position. If you do not work, describe what you are currently doing (retired, not working, going to school, etc.), • Indicate the name of the company or employer or facility where you work, • City or Town, • Country • Province/State, if applicable
2	<p>Previous Activity/Occupation</p> <p>Provide details of your previous Activity/Occupation for the past 10 years. If you are retired, provide the 10 years prior to your retirement.</p> <p>Note: If you need more space, print out an additional page of the form, complete this section and submit it with your application.</p>
BACKGROUND INFORMATION	
1	<p>Check the box to indicate if:</p> <ul style="list-style-type: none"> a) you or any of your family member(s) have ever had tuberculosis of the lungs or been in close contact with a person with tuberculosis within the past two years. b) you have any physical or mental disorder that would require social and/or health services other than medication during your stay in Canada. c) If you checked “Yes” to any of the above questions, provide details and the name of the family member, if applicable. <p>Note: Refer to the family member definition in this guide.</p>
2	<p>Check the box to indicate if you have ever:</p> <ul style="list-style-type: none"> a) applied for any Canadian visa(s) either as a Permanent Resident, Temporary Resident (Visitor, Student, or Worker), or a Temporary Resident Permit. b) been refused any kind of visa to travel to Canada. c) been refused admission or been asked to leave Canada or any other country. d) If you checked “Yes” to one of the above questions, provide details.
3	<p>Check the box to indicate if you have ever:</p> <ul style="list-style-type: none"> • committed, • been arrested for, or • been charged with any criminal offence in any country. <p>If you checked “Yes”, you may be required to complete <i>Schedule 1 – Application for a Temporary Resident Visa Made Outside of Canada (IMM 5257 – Schedule 1)</i>.</p>
4	<ul style="list-style-type: none"> a) Check the box to indicate if you have ever served in any military, militia, civil defence unit or the police. b) If you checked “Yes” to question 4 (a) provide your dates of service and the countries where you served.

	<p>If you checked “Yes” you may be required to complete <i>Schedule 1 – Application for a Temporary Resident Visa Made Outside of Canada</i> (IMM 5257 – Schedule 1).</p>				
5	<p>Check the box to indicate if you have ever been employed by a government in a security-related capacity.</p> <p>If you checked “Yes” you may be required to complete <i>Schedule 1 – Application for a Temporary Resident Visa Made Outside of Canada</i> (IMM 5257 – Schedule 1).</p>				
6	<p>Check the box to indicate if you have ever held a position of authority in any government or judiciary or political party (for example, civil servant, police officer, hospital administrator, elections official, managing director, judge, counsellor, member of parliament, mayor, etc.).</p> <p>If you checked “Yes” you may be required to complete <i>Schedule 1 – Application for a Temporary Resident Visa Made Outside of Canada</i> (IMM 5257 – Schedule 1).</p>				
7	<p>Check the box to indicate if you have ever been involved in the commission of a war crime or crime against humanity, such as:</p> <ul style="list-style-type: none"> • willful killing, • torture, • attacks upon civilians or prisoners of war, • enslavement of civilians or prisoners of war, • starvation of civilians or prisoners of war, • other inhumane acts committed against civilians or prisoner of war, or • deportation of civilians. <p>If you checked “Yes”, you may be required to complete <i>Schedule 1 – Application for a Temporary Resident Visa Made Outside of Canada</i> (IMM 5257 – Schedule 1).</p>				
	<p>Refer to the following table in order to complete your form properly.</p> <table border="1" style="width: 100%;"> <thead> <tr style="background-color: #d9e1f2;"> <th style="text-align: center;">Step</th> <th style="text-align: center;">Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td> <p>Once the application is completed, click on the “Validate” button located at the top or bottom of the form and print your application form. This will generate a barcode* page (page 5 of 5). When submitting your application, to ensure your encoded data is captured, you must include the last page (page 5 of 5) which contains your unique barcodes.</p> <p>*See image below:</p> <div style="text-align: center;">  </div> </td> </tr> </tbody> </table>	Step	Action	1	<p>Once the application is completed, click on the “Validate” button located at the top or bottom of the form and print your application form. This will generate a barcode* page (page 5 of 5). When submitting your application, to ensure your encoded data is captured, you must include the last page (page 5 of 5) which contains your unique barcodes.</p> <p>*See image below:</p> <div style="text-align: center;">  </div>
Step	Action				
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		<p>Note: This barcode page will not appear if you fill out your application by hand.</p>	
	<p>2</p>	<p>If you are 18 years of age or older, sign and date in the boxes provided at the bottom of the page.</p> <p>If you are less than 18 years of age, your form must be signed by one of your parents or a legal guardian.</p>	
<p>Note: By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, accurate, and factual. If you do not sign and date the application form, it will be returned to you.</p>			

Family Information (IMM 5645)

Who needs to complete this form?

This form must be completed by each person, 18 years of age or older, applying for a Temporary Resident Visa, a study or work permit outside Canada.

Section A

Write the personal details about:

- yourself,
- your spouse or common-law partner, if applicable,
- your mother,
- your father.

Include: full name, relationship, date of birth, marital status (married, single, widowed, common-law, divorced, separated, annulled marriage), present address and occupation (job), and whether they will come with you to Canada by checking "Yes" or "No".

If a person is deceased, indicate this under "Present address", and write the city and the date they died.

If not currently employed, please indicate whether that person is retired, studying, etc.

You must answer all questions. If a section does not apply to you, write "Not applicable" or "N/A".

Note: If you do not have a spouse or a common-law partner, read "Note 1", then sign and date the declaration at the end of Section A.

Section B

Write the personal details about your children. It is very important that you list all of your children even if they are already permanent residents or citizens of Canada. This includes:

- married children,
- adopted children,
- children of your spouse (step-children) or common-law partner,
- any of your children who have been adopted by others,
- any of your children who are in the custody of an ex-spouse, former common-law partner or other guardian.

Write full name, relationship, date of birth, marital status (married, single, widowed, common-law, divorced, separated, annulled marriage), present address and occupation (job), and whether they will come with you to Canada by checking "Yes" or "No".

If a person is deceased, indicate this under "Present address", and write the city and the date they died.

If not currently employed, please indicate whether that person is retired, studying, etc.

You must answer all questions. If a section does not apply to you, write "Not applicable"

or "N/A".

Note: If you do not have children, read "Note 2", then sign and date the declaration at the end of Section B.

Section C

Write the personal details about your:

- brother(s),
- sister(s),
- half-brother(s) and half-sister(s),
- step-brother(s) and step-sister(s).

Write full name, relationship, date of birth, marital status (married, single, widowed, common-law, divorced, separated, annulled marriage), present address and occupation (job), and whether they will come with you to Canada by checking "Yes" or "No".

If a person is deceased, indicate this under "Present address", and write the city and the date they died.

If not currently employed, please indicate whether that person is retired, studying, etc.

You must answer all questions. If a section does not apply to you, write "Not applicable" or "N/A".

Section D

Signature

Sign and date in the boxes provided at the bottom of the page.

Note: By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, accurate and factual. If you do not sign or date the form, your application will be returned to you.

Use of a Representative (IMM 5476)

Who may use this form?

Complete this form **only** if you:

- used the services of a representative to help you prepare or submit your application; or
- are appointing a representative; or
- are cancelling a representative's appointment.

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.

What is a representative?

A **representative** is someone who has provided advice, consultation, or guidance to you at any stage of the immigration application process, or in an immigration proceeding. If someone represented or advised you to help you submit your application, then that person is your representative. A representative is also someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada (CIC) and the Canada Border Services Agency (CBSA).

When you appoint a representative:

- you also authorize CIC and CBSA to share information from your case file to this person;
- your application will not be given special attention nor can you expect faster processing or a more favourable outcome;
- the representative is authorized to represent you only on immigration matters related to the application you submit with this form;
- you can appoint only **one** representative for each application you submit;
- you are not obliged to hire a representative. We treat everyone equally, whether they use the service of a representative or not.



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

Types of representatives

Family, friends, and non-profit groups often help applicants who feel the need for support and advice on immigration matters. You can appoint a representative who **does not** charge fees or receive any other compensation for providing immigration advice or services to represent you before CIC or the CBSA.

There are two types of representatives:

Uncompensated representatives include:

- friends and family members who do not, and will not, charge a fee or receive any other consideration for their advice and services;
- organizations that do not, and will not, charge a fee or receive any

- other consideration for providing immigration advice or assistance (such as a non-governmental or religious organization);
- consultants, lawyers and Quebec notaries, and students-at-law under their supervision, who do not, and will not, charge a fee or receive any other consideration to represent you.

Compensated representatives:

Compensated representatives charge a fee or receive some other form of consideration in exchange for the advice and representation that they provide. If you want us to conduct business with a compensated representative then they must be authorized by CIC.

It is important to know that anyone who represents or advises you for payment — or offers to do so — in connection with immigration proceedings or applications is breaking the law *unless* they are an authorized representative or they have a specific agreement or arrangement with the Government of Canada that allows them to represent or advise you. This applies to advice or consultation which happens before or after an immigration application is made or a proceeding begins.

Authorized representatives are:

- immigration consultants who are members in good standing of the Immigration Consultants of Canada Regulatory Council (ICCRC);
- lawyers and paralegals 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 compensated 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 website at: <http://www.cic.gc.ca/english/information/representative/index.asp>.

Question	Action
General Application Information	
	Check one box to indicate if you are appointing or cancelling the appointment of a representative.
Section A- Applicant Information	
1	Write your last name (surname) and given name(s).
2	Write your date of birth.
3	If you have already submitted your application write: <ul style="list-style-type: none"> the name of office where the application was submitted; location of office; type of application you are sending.
4	Write your Citizenship and Immigration Canada Identification (ID) or Unique Client Identifier (UCI) number (if known).
Section B- Appointment of Representative	
5	Write your representative's full name

	If your representative is a member of the Immigration Consultants of Canada Regulatory Council (ICCRC), a law society or the <i>Chambre des notaires du Québec</i> , print his or her name as it appears on the organization's membership list.
6	Check one box to indicate if your representative is unpaid or paid. If your representative is paid write the membership ID number of: <ul style="list-style-type: none"> • the Immigration Consultants of Canada Regulatory Council (ICCRC); or • a Canadian provincial or territorial law society; or • the <i>Chambre des notaires du Québec</i>.
7	Write your representative's contact information. Note: By indicating your representative's e-mail address, you are hereby authorizing CIC to transmit your file and personal information to this specific e-mail address.
8	Your representative must sign and date the declaration in order to accept responsibility for conducting business on your behalf.
Section C- Cancel the Appointment of a Representative	
9	Fill in this section if you wish to cancel the appointment of a representative. Write the representative's full name.
Section D- Your Declaration	
10	By signing, you authorize CIC 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.

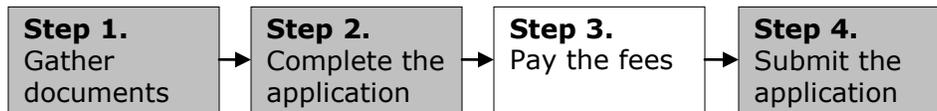
Release of information to other individuals

To authorize CIC to release information from your case file to someone other than a representative, you will need to complete the form *Authority to Release Personal Information to a Designated Individual* (IMM 5475) which is available:

- on our website at www.cic.gc.ca/english/information/applications/release-info.asp;
or
- 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, they will **not** be able to conduct business on your behalf with CIC.

Step 3. Pay the fees



Fees

Use the table below to calculate the total amount of fees to be paid (all fees are in Canadian dollars). The fees must be included with your application.

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

Calculating your fees

Service*	Number of persons	Amount per person	Amount Due
*Study permit		x \$125	
Total			\$

*Subject to change at any time

Make sure that you are eligible to apply before you pay the fees, **and** gather all the required documents before you submit the application.

The processing fee will not be refunded, regardless of the final decision. For example, being found ineligible for a study permit is part of the processing; the fees will not be refunded. If you apply again, you will have to pay new fees.

Payment method options

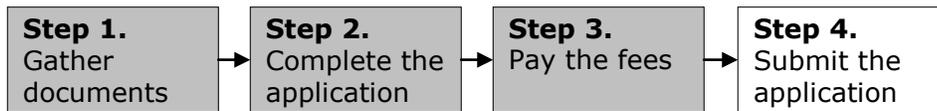
Check the [website](#) of the visa office responsible for the country or region where you live for more information on fees and acceptable methods of payment. For a list of visa offices, see:

<http://www.cic.gc.ca/english/information/offices/index.asp>

Incorrect fee payment

Payment issue	CIC will...
No fee included	<ul style="list-style-type: none">• return your application. <p>Note: Processing of your application will only start after you return your application with requested fees.</p>
Insufficient fees included	<ul style="list-style-type: none">• inform you on how much to pay and how to pay. <p>Note: Processing of your application will continue after you provide the correct fees.</p>
Overpayment of more than 5 Canadian dollars	<ul style="list-style-type: none">• start processing your application, and• send you a refund as soon as possible. <p>Note: You do not have to request a refund, it will be done automatically.</p>

Step 4. Submit the application



Where do I apply?

You must submit your application to the Canadian visa office or Visa Application Center (VAC) responsible for your area. Consult the relevant visa office or its website regarding accepted methods of submitting applications (for example, general mail, in person, by courier etc.) at:

<http://www.cic.gc.ca/english/information/offices/apply-where.asp>

Submit the document checklist

Make sure you complete the *Document Checklist* (IMM 5483) and include it with your application forms and supporting documents.

Sign the form



The application must be signed and dated before it is submitted.

If you are:

- **18 years of age or older**, sign and date in the boxes provided,
- **less than 18 years** of age, your form must be signed by one of your parents or legal guardian.

Note: If your application is not signed and dated, it will be returned to you.

Submit the application form

When submitting your application, to **ensure** your encoded data is captured, you must include the last page which contains your unique barcodes. See the image below:



Note: This page is only available when you complete your application electronically (on a computer).

What happens next

The application Process

Submission

Completion check

Once you have submitted your application, we will check to determine that:

- all required application forms have been properly completed and submitted,
- the application processing fee has been paid, **and**
- all requested supporting documentation has been provided.

If your application package is incomplete:

- CIC will **return** it to you,
- no file will be created, **and**
- no record will be kept until a complete application has been submitted.

Processing

Review for decision

Your application will undergo a detailed review by an officer. The officer will assess all the information and documentation you have provided, and determine if an interview is necessary. If so, he will send you a letter specifying date, time and place of the interview.

If your application is refused, your passport and documents will be returned to you with an explanation on why your application was refused.

Note: If we suspect fraudulent documents are submitted, they will not be returned.

If your application is approved, you will receive a **letter of introduction** confirming the approval. The letter of introduction is not a study permit.

Arrival in Canada

When you arrive in Canada, you must show the letter of introduction and the temporary resident visa, if applicable, to an officer at the port of entry. The officer will decide if you still meet the requirements for admission into Canada.

If there has been a change in circumstances between the dates your application for a study permit and your arrival in Canada, or if subsequent information is given which was not originally available to the visa office, you may be refused entry.

The officer at the port of entry 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 set by the officer or have your status extended by an officer in Canada.

Factors that may facilitate processing

There are certain things you can do to help ensure that your application is processed as fast as possible:

- make sure that all the documentation and information requested are **provided with your application**,
 - advise the visa office , where you submitted your application, of any change to your contact information this includes:
 - Mailing address
 - Telephone number
 - Facsimile number (fax)
 - E-mail address.
-

Factors that may delay processing

The following factors may **delay** the processing of your application:

- unclear photocopies of documents,
 - verification of information and documents provided,
 - a medical condition that may require additional tests or consultations,
 - a criminal or security problem,
 - if consultation is required with other officers in Canada and abroad.
-

Current processing times



Canadian visa offices receive large volumes of applications in the temporary residence categories, therefore processing delays can vary substantially. Processing times can be found on our **website** at:

<http://www.cic.gc.ca/english/information/times/temp/students.asp>

Protecting your information

Your personal information is:

- only available to Citizenship and Immigration Canada (CIC) and Canadian Border Services Agency (CBSA) employees who need to see it in order to provide the services to you, **and**
- not disclosed to anyone else without your written consent, unless authorized by the provisions of the *Privacy Act*.



You can obtain additional information on the protection of your data by consulting the **Frequently Asked Questions** (FAQ) on our website at:

<http://www.cic.gc.ca/english/department/atip/faq.asp>

Quality Assurance Program

Our Quality Assurance Program randomly selects applications for a special review. If selected you will be asked to attend an interview with a Citizenship and Immigration official so that we can verify that:

- the documentation you submitted is accurate,
- your application has been completed properly.

Note: You will be notified in writing should your application be selected.

Online services

For more information on the programs offers by Citizenship and Immigration Canada, visit our website at www.cic.gc.ca

How to contact CIC

The table below shows the ways you can contact CIC.

Website	www.cic.gc.ca
Outside Canada	<p>Contact a visa office at a Canadian:</p> <ul style="list-style-type: none">• Embassy;• High Commission, or• Consulate <p>Consult the local phone pages or the Citizenship and Immigration website for addresses, phone numbers and website links at :</p> <p>http://www.cic.gc.ca/english/information/offices/apply-where.asp</p>



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

Appendix A – Temporary Resident Visa Exemptions

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

- citizens of Andorra, Antigua and Barbuda, Australia, Austria, Bahamas, Barbados, Belgium, Botswana, Brunei, Croatia, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel (National Passport holders only), Italy, Japan, Korea (Republic of), Latvia (Republic of), Lithuania, Liechtenstein, Luxembourg, Malta, Monaco, Namibia, Netherlands, New Zealand, Norway, Papua New Guinea, Poland, Portugal, St. Kitts and Nevis, St. Lucia, St. Vincent, San Marino, Singapore, Slovakia, 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 British National (Overseas) Passport issued by the Government of the United Kingdom to persons born, naturalized or registered in Hong Kong;
- 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;
- persons holding passports or travel documents issued by the Holy See;
- persons holding an ordinary passport issued by the Ministry of Foreign Affairs in Taiwan that includes their personal identification number.



The list of countries that are exempt from requesting a visa to visit Canada is subject to change at any time. To obtain an **updated list of Visitor Visa exemptions**, consult our **website** at:
<http://www.cic.gc.ca/english/visit/visas.asp#exemptions>

Appendix B – Photo Specifications

TAKE THIS INFORMATION SHEET WITH YOU TO THE PHOTOGRAPHER

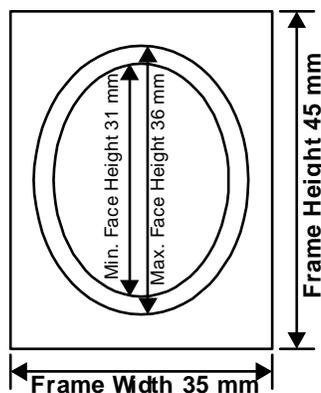
Requirements

Provide **two photos** of yourself with your application.

Your photos must comply with the specifications below. If the photos do not meet the specifications, you will have to provide new photos before your application can be processed.

Specifications

- The photos must be identical and taken within the last six months. They may be either black and white or colour.
- The photos must be clear, well defined and taken against a plain white or light-coloured background.
- If the photos are digital, they must not be altered in any way.
- Your face must be square to the camera with a neutral expression, neither frowning nor smiling, and with your mouth closed.
- You may wear non-tinted or tinted prescription glasses as long as your eyes are clearly visible. Make sure that the frame does not cover any part of your eyes. Sunglasses are not acceptable.
- A hairpiece or other cosmetic accessory is acceptable if it does not disguise your normal appearance.
- If you must wear a head covering for religious reasons, make sure your full facial features are not obscured.



The frame size must be 35 mm X 45 mm (1 3/8" X 1 3/4").

The photos must show the full front view of the head, with the face in the middle of the photo, and include the top of the shoulders.

The size of the head, from chin to crown, must be between 31 mm (1 1/4") and 36 mm (1 7/16").

Crown means the top of the head, or (if obscured by hair or a head covering), where the top of the head or skull would be if it could be seen.

To avoid delays, make sure your photos meet these specifications.