
IMMIGRATION Canada

Study Permit

Manila Visa Office Instructions



Table of Contents

Document Checklist – Study Permit

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

**Cette trousse est également disponible
en français**

Application for a Study Permit – Checklist

- Complete and place this checklist on top of your application.
- You must submit a certified translation with any document that is not in English or French.
- Failure to submit all required documentation may result in the refusal of your application or processing delays.
- False statements or submission of fraudulent documents will result in immediate refusal and potentially legal action.
- Any preparations you make, such as paying administration or tuition fees, are done entirely at your own risk.

Note: As of April 30th 2019, study permit applications submitted through the Student Direct Stream **must** be submitted online. If you were accepted to study at a post-secondary school in Canada, find out how you can [get your study permit through the Student Direct Stream](#) on our website.

Applicable to all applicants:	
<p>Family Information Form (IMM 5707) fully completed, dated and signed. <u>If not applicable, write N/A.</u></p>	<input type="checkbox"/>
<p>Original passports and a copy of the passport bio-data page.</p> <ul style="list-style-type: none"> • Passport should have a minimum of two blank visa pages and minimum 6 months validity. Your passport should be valid for the duration of your studies. Study permit cannot be issued beyond the validity of your passport. • If you hold a passport from a visa exempt country, you do not require a temporary resident visa (TRV) and you only need to submit a photocopy of your bio-data page. Your original passport is not required. • If you do not reside in your country of citizenship, provide evidence of your status in your country of residence. <p>Minor children:</p> <ul style="list-style-type: none"> • Birth certificate. • Notarized Custodianship Declaration – Custodian for Minors Studying in Canada (IMM5646), if applicable. • If accompanied by one parent for the duration of studies, a notarised consent letter from the non-accompanying parent is required. 	<input type="checkbox"/>
<p>Letter of Acceptance from the Designated Learning Institution where you intend to study stating:</p> <ul style="list-style-type: none"> • unconditional admission; • course title; • duration of study; • level of study; • start date (multiple start dates, if applicable); and • latest possible date of admission. <p>If your acceptance is conditional, you must show you can meet the conditions.</p>	<input type="checkbox"/>

Applicable to all applicants:	
<p>Official fee schedule which includes:</p> <ul style="list-style-type: none"> • tuition; • accommodations and meal plans; and • miscellaneous expenses (medical insurance, books, memberships). 	<input type="checkbox"/>
<p>A personal study plan: A description of your proposed program of studies as it relates to your academic, technical, or vocational background and future career goals.</p>	<input type="checkbox"/>
<p>Proof of studies: You must provide evidence of all current and past education, including but not limited to:</p> <ul style="list-style-type: none"> • Copies of all diplomas and certificates; • evidence of ongoing enrolment (if applicable); • post-secondary transcripts; • other academic transcripts (up to date). 	<input type="checkbox"/>
<p>Certificat d'Acceptation du Québec (CAQ) if you will be studying in Quebec.</p>	<input type="checkbox"/>
<p>Police Certificates:</p> <ul style="list-style-type: none"> • Required for applicants 18 years old or over. • Required for all countries where you have resided for 6 months or longer, in the past 10 years. <p>IMPORTANT NOTE: If submitting an online application, scan and upload your Police Certificate.</p> <p>Philippines: NBI certificate (Original Copy) issued within the last 3 months and marked with dry seal and your thumbprint (Personal Copy not acceptable).</p> <p>If any of the following remarks appear on the NBI certificate – NO CRIMINAL RECORD, NO PENDING CASE or RECORD AS STATED, please submit:</p> <ul style="list-style-type: none"> • A written explanation from the NBI regarding this remark; • All court documents for the criminal charges. Provide complete copies of the decision or the resolution of the case. (Note: certifications from the clerks of court are not acceptable); and • Your own explanation of the incident leading to the charges. <p>Republic of Korea: Criminal and Investigation History record. Original and notarized translation, if applicable, is required.</p> <p>Details of each conviction or record on your Korean police certificate and court records:</p> <ul style="list-style-type: none"> • Your written statement detailing the events of each entry on your Police Record • A copy of the Prosecutor's Report for each charge appearing on your police record. This report should include the relevant statutes under which an offense was noted, the criminal facts of the case and the disposition of the case. <p>Note: Please submit the documents in their original language and submit a notarized translation in English and French.</p>	<input type="checkbox"/>

Applicable to all applicants:

Background questionnaire: If you have answered “yes” to any of the background information questions on the application form, provide a completed and signed **Schedule 1** form (Application for Temporary Resident Visa – IMM 5257B) and include it with your application.

Applicable to all applicants :

Proof of your financial situation

Include:

- Your own, your spouse, or your parents’ financial documents such as bank records for the past 6 months (bank books and statements) or fixed deposits

AND

- Your own, your spouse, or your parents’ income tax documents (Notice of Assessment [NOA] if someone lives in Canada) with employment reference letters indicating earnings or evidence of self-employment or business income.

If applicable, also provide:

- If you receive assistance from anyone else: Provide a letter from them explaining why they are funding your studies. Provide evidence of relationship to you, if applicable.
Also include:
 - Your supporter’s financial documents such as bank records for the past 6 months (bank books and statements) or fixed deposits
AND
 - Their income tax documents (NOA if someone lives in Canada) with employment reference letters indicating earnings or evidence of self-employed or business income.
- If you are receiving a scholarship or any financial assistance from the school or award from a government or other funding agency, present evidence on official letterhead stating the full amount of the award, its duration and any governing conditions.
- If you already paid some tuition fees, provide evidence of payment.

The evidence provided must minimally establish that you have sufficient funds to cover your travel, first year tuition fees and expenses while in Canada (as well as costs for your dependents, if applicable).