
IMMIGRATION

Canada

Study Permit

**Dakar Visa Office
Instructions**



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Document Checklist — Study Permit

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**Cette trousse est également
disponible en français**

Application for a Study Permit - Checklist

Entry to Canada is a privilege and not a right.

These instructions should be used in addition to the study permit document checklist IMM5483.

To be eligible to study in Canada, you must meet the requirements set out under Canadian legislation. Failure to submit all required documentation may result in the refusal of your application.

Any document not in English or French must be accompanied by a certified translation.

Any false statement or the presentation of any fraudulent document(s) will result in the immediate refusal of the application. Fraud can result in a **five-year ban on further applications**.

It is strongly recommended that you respect the following deadlines for submitting your application,. **Applications filed after these dates will probably not be finalized before the start of the academic session:**

- For the fall session (September in Canada) it is recommended to submit your application before: **June 15**
- For the winter session (January in Canada) it is recommended to submit your application before: **October 15**
- For the summer session (May in Canada) it is recommended to submit your application before: **February 15**

If your application is approved, a visa will be inserted into your passport and a letter will be sent to you to allow you to obtain your study permit at the port of entry. The visa serves to confirm that you fulfill the conditions of admission to Canada as a temporary resident, but these conditions of admission can be checked again by an immigration officer when you enter Canada.

Depending on your country of residence, visa issuance may take up to 3 weeks from the date of submission of your passport at the Visa Application Centre.

If your visa application is refused, you will receive a written explanation of the reasons for the refusal. There is no official appeal mechanism for refusals of study permit applications. You must demonstrate that you meet the requirements of the *Immigration and Refugee Protection Act* and Regulations and that you will be in Canada for a **temporary** stay. You must:

- have been accepted by an accredited educational institution
- satisfy an officer that you will leave Canada at the end of your studies
- prove that you have enough money during your stay in Canada to:
 - pay for your tuition fees
 - pay for living expenses for yourself and accompanying family members
 - pay for return transportation for yourself and accompanying family members
- produce any additional documents requested by the officer to establish your admissibility
- undergo a medical examination, if required.

Any preparations you make or costs undertaken are done entirely at your own risk, as you are not guaranteed to receive a study permit.

Note: If you are a legal resident of Senegal and you have been accepted to study at a designated post-secondary school in Canada, you can apply [to the Student Direct Stream](#) for faster processing.

You must submit the following:	V
<p>A photocopy of the bio-data page of your passport.</p> <p>A photocopy of your resident permit, if you reside in a country of which you are not a national.</p>	<input type="checkbox"/>
Your original birth certificate extract (a birth attestation is not accepted)	<input type="checkbox"/>
A completed and signed Schedule 1 form (Application for Temporary Resident Visa - IMM 5257 B).	<input type="checkbox"/>
Family information form (IMM 5707). Each applicant must complete their own, adult and children. Ensure to write every family member's name, place of birth, date of birth, marital status, current occupation and address. If a question is not applicable, write "N/A".	<input type="checkbox"/>
A copy of your marriage certificate or statutory declaration of common-law union (IMM 5409) if applicable.	<input type="checkbox"/>
Proof of relationship to the guarantor who is funding your studies in Canada if they are a blood relative (for example: your guarantor's birth certificate, family booklet, etc.).	<input type="checkbox"/>
Letter of acceptance from your educational institution stating conditional or unconditional admission, course title, duration of study, start date (multiple start dates, if applicable). If there is a co-op requirement for your program, include proof.	<input type="checkbox"/>
<p>Academic documents:</p> <ul style="list-style-type: none"> • Copies of school transcripts (from the beginning of secondary school; • Transcript from the baccalaureate (BACC) examination (submit once obtained, if applicable); <p>Copies of certificates and diplomas from all post-secondary studies completed.</p>	<input type="checkbox"/>
<p>Financial responsibility letters, from the persons funding your studies explaining the reason for their support. The letter from your financial guarantors must indicate:</p> <ul style="list-style-type: none"> • Their employment or occupation; • Their relationship to you; • The number of dependents they have; • Their full contact information; 	<input type="checkbox"/>

<ul style="list-style-type: none"> • The amount of their support; • Your financial guarantors must also provide a copy of their photo identification (national identity card or passport). <p>If your financial guarantor is not your father or mother, you must submit a copy of your financial guarantor's birth certificate and that of your relative, in order to demonstrate the family relationship between you and your guarantor.</p>	
<p>Proof of funds: You or your financial guarantor must provide proof that you have sufficient funds to cover the average expenses of a year of study in Canada.</p> <p>Please refer to the IRCC website for the current financial requirements.</p> <p>You must provide the following documents to demonstrate your guarantor's financial ability to support the proposed studies:</p> <ul style="list-style-type: none"> • Bank statements for at least 6 months; <p>You can provide one or many of the following documents in support of your guarantor's financial ability to support the proposed studies:</p> <ul style="list-style-type: none"> • Pay slips for the past six months at least and employment contract stating the salary; • Any proof of investment in your country or abroad; • Any additional proof of income for the person funding the studies in Canada; • Proof of a transfer of funds to a Canadian bank or of payment of tuition to the Canadian educational institution as well as proof that the bank or school in Canada has received the funds. <p>You do not have to submit proof that your tuition has been paid to your educational institution with your application.</p> <p>Scholarships: Scholarships or any financial assistance or award from a government or other funding agency must be presented on official letterhead stating the full amount of the award, its duration, and any governing conditions.</p>	<input type="checkbox"/>
<p>Letter of motivation explaining the reason for your studies in Canada.</p>	<input type="checkbox"/>
<p>If a student wishes to be accompanied by dependents (spouse, children): the dependents must submit separate and complete application for each person.</p> <ul style="list-style-type: none"> • The student must add documents attesting to the marital or parental relationship and proof of sufficient financial resources to support them. 	<input type="checkbox"/>
<p>Note that a medical exam with a panel physician is likely required for any studies longer than 6 months. You can present proof of a completed medical with your application OR a request will be sent to you from our office.</p>	<input type="checkbox"/>