

STUDY PERMIT APPLICATION

LIST OF DOCUMENTS – NON-STUDENT DIRECT STREAM

Documents from Student Applicant

1. Application Forms

- a. Application for Study Permit Outside of Canada (IMM1294)
- b. Family Information (IMM5707)
- c. Schedule 1 – Temporary Resident Visa (IMM5257b)
 - i. ONLY required if you have
 1. Previous visa refusals or refusal of admission to any country
 2. Arrests, criminal charges or criminal convictions
 3. Prior work/service in a military force, police force or security organization

2. Passport: copy of the current **and previous** passport, showing:

- a. Passport number
- b. Date of issue and expiry
- c. Photo, name and place of birth
- d. Pages showing any amendments in name, date of birth, expiration, etc.
- e. All pages with stamps or any annotation
- f. Include all cancelled or expired passports (if applicable with all pages, stamps, visas or any annotation)

3. Documents from Designated Learning Institution (college or university):

- a. Original letter of acceptance showing:
 - i. Program title
 - ii. Cost of the program
 - iii. Program duration and starting date.
 - iv. Deadline dates for registration.
- b. Copy of receipt issued by the Designated Learning Institution for payment of tuition (if applicable)
- c. Letter confirming co-op or internship placement is part of the program curriculum (if applicable)
- d. Letter of scholarship or other financial support offered to you (if applicable)
- e. Any other acceptance letter of the university

4. If studying in the province of **Quebec**, Quebec Acceptance Certificate (CAQ) or letter of approval from the Ministère de l'Immigration, de la



Francisation et de l'Intégration (MIFI) for a CAQ for applicants destined to Quebec

5. Copy of post-secondary educational transcripts and diplomas

6. Proof of funds:

- You must demonstrate sufficient funds to pay for the following:
 - First year of tuition PLUS
 - \$10,000 for principal applicant (student) PLUS
 - \$4,000 for spouse PLUS
 - \$3,000 for each child dependant
- a. Personal bank statements for the last four months prior to sending the application
- b. Personal statements from investments for the last four months prior to sending the application (if applicable)
- c. Personal tax filings (declaración de renta) for the last two years
- d. If a third party (e.g. family member) will be supporting you financially:
 - i. Copy of the biographical page of the passport of the family member
 - ii. Financial support letter (see provided precedent)
 - iii. Personal bank statements for the past four months
 - iv. Personal statements from investments for the last four months (if applicable)
 - v. Evidence of source of income/current activity:
 - For salaried worker: provide an employment letter, stating position, period of employment, salary and last four pay stubs OR
 - If pensioner: proof of pension (last four payment receipts) OR
 - If self-employed, contractor or business owner: provide a copy of the business registration and tax documents
 - vi. Personal tax filings (declaración de renta) for the last two years
 - vii. Property title documents or property tax receipts

7. Evidence of current activity in country of residence:

- a. For students (if applicable):
 - If you have completed your studies: evidence such as your diploma, certificates, etc.
 - If you will resume studies in your country of residence after your program in Canada (if applicable): evidence of current enrolment and confirming program of study, time required for the completion of the program, etc.
- b. For workers (if applicable):



- Letters confirming employment in your country of residence
 - i. This letter should include your position, dates of employment, wages received and main duties of the job
 - ii. Last four pay stubs
 - iii. If you plan to return to the same job after your studies (or have a different offer of employment when you return), provide a letter from that employer
 - If self-employed, contractor or business owner: provide a copy of the business registration and tax documents
8. If you have prepaid any living expenses (rent) in Canada, please provide receipts for that
- 9.
10. Study Plan: prepare a word document explaining how the program that you will enroll in fits into your academic and career plan. Include:
- a. Your previous academic and professional background
 - b. Your overall educational goal and how this program fits your academic and professional background
 - c. Why you chose this specific college or university and why you chose to study in Canada
 - i. Lack of availability of similar programs in your country of residence
 - d. Professional opportunities in your country of residence after graduating from this program
11. Real estate in your country of residence
- a. Property title documents or property tax receipts
12. Military record – Colombian Citizens. If you have served in the military (Air Force, Navy, Army or Police), you must attach an official record issued by the Armed Forces (Hoja de Vida Oficial de las Fuerzas Armadas). (If applicable)
13. One digital photograph following the following specifications:
- a. The photograph must be clear, in colour and taken against a plain white or light-coloured background
 - b. Your face must be square to the camera with a neutral expression, neither frowning nor smiling, and with your mouth closed
 - c. You may wear non-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
 - d. A hairpiece or other cosmetic accessory is acceptable if it does not

- disguise your normal appearance
- e. If you must wear a head covering for religious reasons, make sure your full facial features are not obscured
 - f. File format and size:
 - i. The file may be submitted in JPEG or JPEG2000 format.
 - ii. The final size of the image should be ideally 240 kB (kilobytes), but not less than 60 kB

Documents from Spouse – (Open Work Permit)

1. Application Forms

- a. Application for Work Permit Outside of Canada (IMM1295)
- b. Family Information (IMM5707)
- c. Schedule 1 – Temporary Resident Visa (IMM5257b)
 - i. ONLY required if you have
 - 1. Previous visa refusals or refusal of admission to any country
 - 2. Arrests, criminal charges or criminal convictions
 - 3. Prior work/service in a military force, police force or security organization

2. Passport: copy of the current **and previous** passports showing:

- a. Passport number
- b. Date of issue and expiry
- c. Photo, name and place of birth
- d. Pages showing any amendments in name, date of birth, expiration, etc
- e. All pages with stamps or any annotation
- f. Include all cancelled or expired passports (if applicable with all pages, stamps, visas or any annotation.

3. Financial statements:

- a. Personal bank statements for the last four months prior to sending the application
- b. Personal statements from investments for the last four months prior to sending the application (if applicable)
- c. Personal tax filings (declaración de renta) for the last two years

4. Evidence of current activity:

- a. For salaried workers: provide an employment letter, stating your position, period of employment, salary and pay stubs. If you are returning to work with the same employer once your spouse finishes the program, the letter must state that



- i. Include last four paystubs
 - b. If self-employed, contractor or business owner: provide a copy of the business registration and tax documents
5. Real estate in your country of residence
 - a. Property title documents or property tax receipts
6. Military record – Colombian Citizens. If you have served in the military (Air Force, Navy, Army or Police), you must attach an official record issued by the Armed Forces (Hoja de Vida Oficial de las Fuerzas Armadas). (If applicable)
7. Digital photograph following the specifications above

Documents for Dependant Children (under 18)

1. Passport: copy of the current **and previous** passports showing:
 - a. Passport number;
 - b. Date of issue and expiry;
 - c. Photo, name and place of birth;
 - d. Pages showing any amendments in name, date of birth, expiration, etc.;
 - e. All pages with stamps or any annotation; and
 - f. Include all cancelled or expired passports (if applicable with all pages, stamps, visas or any annotation)
2. Birth certificate showing names of both parents
3. Evidence of current enrolment in school (pre-school, elementary or high school - if applicable).
4. Digital photograph following the specifications above.

Note about Translations of Documents

Any document that is not in English or French, must include the following:

- The English or French translation by a certified translator with the translator's stamp;
- The original copy of the document in the native language.



NOTE: Translations must not be done by the applicants themselves nor by members of the applicant's family.



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