



STUDY PERMIT DOCUMENT CHECKLIST

- Study permit application form with three photographs
 - Personal Information Form
 - Letter of acceptance from Canadian school that you will be attending, accompanied by
 - information from the school indicating the exact amount of tuition fees you will be required to pay
 - anticipated starting and finishing dates
 - If you have prepaid any fees to the school in Canada, please submit a copy of the Official Receipt or letter from the school. *Please note that pre-payment of fees to the school is not required in order to submit a Study Permit application*
 - Fully completed Student Questionnaire
 - Educational Certificates/diplomas/degrees (including marksheets)
 - If you are younger than 18 years, submit:
 - A notarized declaration signed by your parents or legal guardian, stating that arrangements have been made for a guardian in Canada to act in place of a parent in time of emergency.
 - A notarized declaration signed by a Canadian citizen or permanent resident of at least 19 years of age that they will serve as guardian in lieu of your parents.
 - If you are studying in Québec, your CAQ [Certificat d'Acceptation du Québec]
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Proof of Funds

Complete information indicating how your studies will be financed (who the funds belong to and where they come from). This plan should be supported by documents showing accumulated funds, including:

- Family banking records for the past 24 months (bank books and statements, accompanied by bank certificates dated within last three months)
- If you have received a loan for your studies, the loan sanction letter should be provided.

- Fixed deposits
- In come Tax documents for yourself and/or your parents (for past 2 years)
- If your family income is from agriculture please include land documents and agricultural income receipts (for the past two years).
- Letters of employment from each parent's employer, including the company's full name, the address and telephone number of the employer/ supervisor, the length of service and the salary details.
- Same information for prospective student, if applicable
- If your or your parent's income is from business ownership please include Proof of Business Ownership , partnership, business licence(s), bank statements and tax documents from the business (for the past two years).
- If you are receiving funding from a school in Canada or a governmental organization, submit the letter from the funding body detailing the amount you will receive during each year of proposed study.
- If someone other than yourself or your parents are providing funding, please identify their relationship to you, an explanation as to why they are assisting you, information regarding the number of persons in their household, and evidence of their financial ability, including documentary evidence of their liquid assets as well as their financial obligations such as mortgages, loans, etc.

If they are living in Canada this should include:

- Proof of their Immigration Status in Canada (Permanent resident card, passport copy or citizenship card).
- Proof of their relationship to you (Birth/marriage/school certificate)
- Proof of the number of persons residing in their household
- Canada Revenue Agency Notice of Assessment for income tax (For the past two years). Please note that T4 and T1 forms are not acceptable for this purpose
- Proof of the sponsor's financial liquidity, indicating your sponsor's income, debts, obligations and overall financial capacity to provide for your education for the duration of your studies