



## DOCUMENT CHECKLIST FOR A STUDY PERMIT

This document checklist is one of the forms that you need to submit with your application.

Consult the Instruction Guide (IMM 5269) to find out if you are required to provide some or all of the forms and documents listed in this checklist.

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

If any of the required documents listed below are missing, the processing of your application could be delayed.

Gather your documents in order of the checklist and check  each item.

### I have enclosed the following items:

#### FORMS LIST: The following CIC forms must be completed, signed, and dated.

- Application for Study Permit made Outside of Canada* (IMM 1294).  
**Note:** If this application form is completed on a computer, it must be validated to generate a barcode page. Print and place the barcode page (page 5 of 5) on the top of your application (or if applying as a group, each individual application package).
- Family Information* form. Must be completed by those 18 years of age or older or a minor travelling alone to Canada.  
**Note:** You **must** complete the *Family Information* form (IMM5707 or IMM 5645) listed in the application package for your region.
- Statutory Declaration of Common-law Union* (IMM 5409)  
**Note:** Refer to the responsible visa office for your region.
- Use of a Representative* (IMM 5476)  
**Note:** Complete this form **only if** you are using the services of an authorized representative, or if you are appointing or cancelling a representative.
- Authority to Release Personal Information to a Designated Individual* (IMM 5475)  
**Note:** Complete this form **only if** you authorize Citizenship and Immigration Canada (CIC) and the Canada Border Services Agency (CBSA) to release information from your case file to someone other than yourself.
- Custodianship Declaration - Custodian for Minors Studying in Canada* (IMM 5646)  
**Note:** Must be completed if the minor studying in Canada is less than 17 years old.

#### DOCUMENTS LIST:

- Fee payment in an acceptable format. Include the application processing fee and any other applicable fees, such as the biometric fee. Verify acceptable methods of payment with the visa office or Visa Application Centre (VAC) responsible for your region.  
**Note:** Visa offices do not accept payments receipts from Canadian banks.
- A Photocopy of the information page of your valid passport or travel document which includes:
  - The passport number,
  - The issuance and expiry dates,
  - Your photo, name, date and place of birth.**Note:** If you require a Temporary Resident Visa (TRV) and your study permit application is approved, you will need to provide your original passport for the visa counterfoil to be issued. Refer to the responsible visa office for your region.
- Two photos** meeting the requirements of the [Visa application photograph specifications](#). On the back of two photos, write your name and date of birth.  
**Note:** If you are required to provide [biometric fingerprints and photo](#), you are **not** required to include paper photos with your application.

**DOCUMENTS LIST (CONTINUED):**

- Letter of acceptance from where you intend to study (including, but not limited to, Designated Learning Institutions).  
**Note:** Must be issued by the Canadian institution (e.g. school board, school district, University, etc.) on official letterhead, show the exact amount of tuition fees you are required to pay, the anticipated starting and finishing dates, and the date by which you need to register.
- MIDI's (Le ministère de l'Immigration, de la diversité et de l'Inclusion) letter of approval to your application for a "*Certificat d'acceptation du Québec*" (CAQ).
- Proof of financial support
- If the duration of your studies in Canada will be less than a year, proof of financial support for the duration of your studies in Canada.
  - If the duration of your studies in Canada will be more than one year, proof of financial support for the first year of your studies in Canada.
- Photocopy of your Marriage License/Certificate.  
**Note:** Refer to the responsible visa office for your region.
- Any additional documents required by the responsible visa office.  
**Note:** Refer to the visa specific instructions for your region.
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