

Instructions for completing the form

Application for a Québec Acceptance Certificate (CAQ) for studies

ATTENTION

- Make sure to send us your Application for a Québec Acceptance Certificate (CAQ) for studies with **all the required documents**, depending on the OPTION that reflects your situation (see pages 3 and 4 of the instructions). Otherwise, processing of your application **will be delayed**.
- All **other forms or declarations** required to support your application, if any, can be found on the website of the *Ministère de l'Immigration et des Communautés culturelles* at www.immigration-Québec.gouv.qc.ca (Forms section).
- The documents provided must be **in French or English** or be accompanied by a translation into French or English signed and certified by a professional translator.
- The documents enclosed with your application **will not be returned to you**. Make sure you have other copies for your application for a Study Permit.
- The fee for examining your application (CAN \$100) must be paid when you submit the application. This fee is **not refundable**.
- When **renewing an application for a CAQ** for studies, attach your identity documents again and provide recent proof of your financial capacity along with new declarations signed recently.

ADDRESS

Send your application to:

Service aux étudiants étrangers
Direction de l'immigration temporaire
Ministère de l'Immigration et des Communautés culturelles
285, rue Notre-Dame Ouest, rez-de-chaussée, G-15
Montréal (Québec) H2Y 1T8
CANADA

PROCESSING YOUR APPLICATION

- The *Service aux étudiants étrangers* will issue a decision on your application for a CAQ for studies within a maximum of four weeks after receiving your **complete file**.
- If the decision is positive, you will receive your CAQ for studies at the mailing address that you gave in Question 8 of the form.
- If you were not required to provide proof of financial capacity, you will receive a single copy of your CAQ for studies with the notation "Requérant" (Applicant). A notice of conditional approval will be sent simultaneously to the Canadian Visa Office (CVO) where you will apply for a Study Permit (question 12 on the form) so that it can assess your financial capacity.
- If you need to provide financial proof, you will receive two copies of your CAQ with the notations "Requérant" and "Immigration Canada." The latter must be attached to your application to Canadian authorities for a Study Permit.

DETAILED INSTRUCTIONS

Photo

You must provide the **original** of a passport-size identity photo (35 mm x 45 mm) taken in the past 12 months that allows your identification and staple it in the space provided for this purpose. Write your name on the back of the photo.

Question 1

Enter your family name and first name as they appear in your passport, and distinguish between your family name at birth and after marriage where applicable.

Question 8

Give the **complete address** at which you wish to receive mail concerning your application for a CAQ for studies.

Question 12

To apply for a Study Permit

- Clearly indicate the place where you will **apply** for your Study Permit. If you must apply outside Canada, indicate the location of the Canadian Visa Office (CVO) where you will send your application. To find out which CVO covers your current place of residence, consult the website of Citizenship and Immigration Canada (CIC) at www.cic.gc.ca. If you do not have Internet access, contact the Canadian Embassy to obtain the address of the appropriate CVO.
- To **renew** Study Permits, it is not advisable to send the application to CIC Vegreville if you are not in Canada while your application is being processed. Any error or delay in processing your application could jeopardize your return to Canada and may oblige you to file a new application at a CVO outside Canada.

Question 13

A separate application form for a CAQ for studies must be completed by each person who will study in Québec.

Question 22

Depending on the option that reflects your situation, you must demonstrate your capacity to pay the following expenses:

- Your **tuition fees** and other education-related expenses
- Your **living expenses** (2009 rate), namely an annual minimum of CAN \$11,000 for one adult, \$5,500 for one child, \$16,100 for two adults, \$14,800 for one adult and one child, \$18,100 for two adults and one child
- Your **travel costs** (round-trip ticket)
- The cost of **medical and hospitalization insurance** for yourself and accompanying family members (about CAN \$600-700/year for a single person)
- Your **settlement expenses** (CAN \$500) for the first year of your stay in Québec

Add any proof of **payment made**, where applicable.

You must also demonstrate that you will continue to have sufficient financial resources to pay these expenses for the duration of your studies (total amount or proof of stable income). This financial proof must cover accompanying family members, if any.

If someone is supporting you financially, you must provide proof of **his or her financial capacity**. You must also provide a Declaration of financial support (see page 6) signed by this person.

If you are **renewing** an application for a CAQ for studies from a country or territory **not listed in OPTION 1**, you do not have to provide financial proof.

Question 23

- The fee for examining your application is **CAN \$100**.
- Only the indicated methods of payment are accepted. **Personal cheques are not accepted**.
- You may choose to pay by credit card (bank card). To do so, complete the Payment by credit card form. Make sure that it is signed by the card holder and attach it to your application.
- Certified cheques and bank drafts must be payable to the **Ministre des Finances du Québec** and must be valid for six months. Your banking institution must ensure that the cheque is **drawn on a Canadian bank** and is cashable at no charge by our office.

Question 25 (Declaration and Commitments)

The declaration and commitments (page 4 of the application) **must be signed**. Photocopied or digitized signatures are not accepted.

- If you are **age 18 or older**, you must sign the declaration yourself. Any signature other than your own will result in your application form being rejected.
- If you are **under age 18** at the time of your application but you **will reach 18** within the next four years, your signature **AND** that of your father, mother or legal guardian are required.
- If you are **under age 18** at the time of your application and will remain so for the next four years, the signature of only one of the following persons is required: your father, your mother or your legal guardian.

Authorizations

The signing of any authorization is **optional**. Failure to sign will have no effect on the processing of your application. However, the *Ministère de l'Immigration et des Communautés culturelles* will not be able to provide any information on the progress of your application to a third party.

If you wish to sign any of the authorizations and:

- You are **age 18 or older**, your signature is required in order for your father, mother, legal guardian or a third party to obtain information on the progress of your application or act on your behalf.
- You are **under age 18**, the signature of your father, mother or legal guardian is required for a third party to be able to obtain information on the progress of your application or act on your behalf.

Question 26 (Communicate information to the educational institution)

- Signing the consent form is optional. However, without this signed consent form, the Ministère is not authorized to provide information on your CAQ for studies to the educational institution that you will attend.
- If you are under age 18, the **original** signature of one of the following persons is required: your father, your mother or your legal guardian.

REQUIRED DOCUMENTS, DEPENDING ON THE OPTION CORRESPONDING TO YOUR SITUATION

Check the boxes corresponding to your application.

OPTION 1

If this is a **first application for a CAQ** for studies and you (the future student) currently live in **Austria, Canada, United States, France** (including **La Réunion**), **Greenland, Hong Kong, Mexico, Monaco**, or **Saint-Pierre-et-Miquelon**, enclose the following documents with the application form:

- Original of a recent passport-size identity photo (35 mm x 45 mm) bearing your name on the back
- Payment of fee to examine the application
- Legible** photocopy of pages of your passport bearing personal information and the photo (well defined). Your passport must be valid.
- Letter of admission from the registrar (or Admissions Office) of the educational establishment that you will attend (not required for a minor child accompanied to Québec by a parent who holds a study or work permit)
- Recent proof of your financial capacity (see instructions to question 22)
OR recent proof of financial capacity of the person who supports you financially **AND** Declaration of financial support signed by this person (see page 6 of the application form)

To apply for a Study Permit

- If you live in Austria, France, Hong Kong, Mexico or Monaco, you must present your application for a Study Permit to the Canadian Visa Office (CVO) covering the country where you live.
- If you are a citizen or permanent resident of the United States, a Danish citizen living in Greenland or a French national living in Saint-Pierre-et-Miquelon, you can obtain your Study Permit from the Canadian government on arrival at your port of entry. If you live in the United States and are a citizen or permanent resident of another country, you must contact the Canadian Visa Office that serves the area where you now live.
- If you currently live in Canada, check the Citizenship and Immigration Canada website www.cic.gc.ca to learn where to submit your application for a Study Permit.

OPTION 2

If this is your **first application for a CAQ** for studies and **you do not live** in any of the countries listed in the Option 1, enclose the following documents with your application form:

- Original of a recent passport-size identity photo (35 mm x 45 mm) bearing your name on the back
- Payment of fee to examine the application
- Legible** photocopy of pages of your passport bearing personal information and photo (well defined). Your passport must be valid.
- Letter of admission from the registrar (or Admissions Office) of the educational establishment that you will attend (not required for a minor child accompanied to Québec by a parent who holds a study or work permit)

To apply for a Study Permit

- Your proof of financial capacity must be presented to the Canadian Visa Office (CVO) where you will submit your application for a Study Permit.

OPTION 3

For any application for a **minor child** (under age 18) accompanied to Québec by **only one parent**, enclose the documents required for OPTIONS 1, 2 or 5, depending on your case, as well as the following documents:

If the child is of minor age and is accompanied by both parents, refer to OPTIONS 1, 2 or 5, depending on your situation.

- Original of a Declaration of consent to the child's stay in Québec, signed by the parent who is not accompanying the child
 - Photocopy of the child's birth certificate bearing the name of his parents
 - Photocopy of an identity document of the non-accompanying parent bearing his or her signature
- OR in the absence of these three documents:** Photocopy of an official document attesting that the parent accompanying the child has sole custody

OPTION 4

For any application made for a **minor child** (under age 18) **unaccompanied** by his parents to Québec, enclose the documents required under OPTIONS 1, 2 or 5, depending on the case, as well as the following documents:

- Photocopy of the child's birth certificate bearing the name of its parents
- Photocopy of an identity document of each parent bearing their signature
- Original of the Declaration of parental authority establishing the rights and duties of guardianship, supervision, education and taking charge by a resident of Québec who is a Canadian citizen or permanent resident and at least 18 years old. This declaration must be signed by **both parents** or by the legal guardian.
 - If **only one parent** has signed, a photocopy of an official document attesting that the signing parent has sole custody of the child
- Original of the Declaration of guardianship for a minor child for the full duration of the CAQ or until the child is 18 years old, signed by the child's guardian in Québec
- Photocopy of a document showing that the child's guardian in Québec is a Canadian citizen or permanent resident

If the expenses for the minor child's stay in Québec are paid by someone other than its father or mother:

- Declaration of financial support (see page 6 the application form) signed by this other person
- Recent proof of the financial capacity of this person

OPTION 5

If you **extend your studies** in Québec beyond the duration of your current CAQ for studies, **change your level** of studies, or register in an education program of the same level that will conclude before the expiry of your current CAQ, you must **present a new application for a CAQ** for studies and enclose the following documents:

- Original of a recent passport-size identity photo (35 mm x 45 mm) bearing your name on the back
- Payment of fee to examine the application (unless you are admitted in a program of the same level concluding before the expiry of the current CAQ)
- Legible** photocopy of pages of your passport bearing personal information and the photo (well defined). Your passport must be valid.
- Official letter from the registrar of the educational institution that you attend establishing your full-time student status and the number of credits obtained or to be obtained where applicable
- Original of your marks transcripts from the educational institution in Québec covering the **entire validity period** of your CAQ for studies or copies certified true to the originals by the institution **AND**
 - If you were not always a full-time student during this period:
 - Letter of explanation and supporting document
 - If you are a graduate student writing a thesis:
 - Official letter from the department or faculty confirming your full-time registration in **each writing semester** up to the present and indicating the probable completion date of your program. This letter is not required if this information already appears in documents that you are enclosing with your application.
- Recent proof of your financial capacity or that of the person who is supporting you financially (see instructions for question 22) **AND**
 - If someone is supporting you financially:
 - Recent Declaration of financial support signed by this person
- Proof that you maintained medical and hospitalization insurance in Québec for the entire validity period of your CAQ for studies (unless you attended a university or educational institution which includes this type of insurance in the tuition fees)
- Proof that you hold medical and hospitalization insurance in Québec for the first year of validity of your new CAQ for studies (unless you attend a university or educational institution which includes this type of insurance in the tuition fees)
- If you change program or level of studies, a letter of admission from the registrar (or Admissions Office) of the educational institution that you will attend

To apply for a Study Permit

- You may file your application to renew a Study Permit with the case processing centre of Citizenship and Immigration Canada in Vegreville, Alberta, or at a CVO outside Canada, **if you are away from Canada** while your application is being processed.

Reserved for administration

Individual reference No.:

File No.:

Application No.:

COMPLETE THIS FORM IN BLOCK LETTERS

In order to facilitate readability, the terms used include both sexes

SECTION 1 GENERAL INFORMATION

1. Family name at birth: _____
(See instructions)

First name: _____

Family name after marriage (where applicable):

2. Sex: F M

3. Date of birth: _____ Place of birth: _____

Year	Month	Day	City	Province / State	Country
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4. Citizenship / Nationality: _____

5. Marital status: Single Married De facto spouse Divorced Separated Widow

6. Language spoken French English Other(s) Specify: _____

7. Language of correspondence: French English

8. a) Mailing address: _____
(See instructions) No. _____ Street _____ Apt. _____
City _____ Country _____ Postal code _____

b) Current residence: Same as above Other, specify the country _____

9. Telephone number: _____ Other: _____

10. E-mail address: _____ @ _____

11. a) Have you already obtained a CAQ for studies? No Yes Start date End date

Year	Month	Year	Month
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b) If yes, during the past six months, have you stayed in Québec to study? Yes No

12. Through which Canadian government office will you apply for a **Study Permit**? Check only one box. (See instructions)

Canadian Visa Office abroad (Specify which one): _____
City _____ Country _____

Port of entry (border crossing or airport for US citizen or permanent resident of the United States, Danish citizen living in Greenland and French citizen living in Saint-Pierre-et-Miquelon)

Citizenship and Immigration Canada, Vegreville, Alberta, Canada (renewal from within Canada)

Staple here

PHOTO

MANDATORY

Passport-size

(35 mm x 45 mm)

13. Enter the names of any immediate family members (spouse, de facto spouse, dependent child, father, mother) who already lives in Québec or who will accompany you for the duration of your studies, and the reason for their presence in Québec. (See instructions)

Family name	First name	Date of birth			Family relationship with student	Reason for being in Québec (visit, studies, temporary work or other, specify)
		Year	Month	Day		

SECTION 2 EDUCATION INFORMATION

14. Name and address of the educational institution that you will attend in Québec:

15. a) Study program: _____

b) Level of studies in Québec:

Primary Secondary College University: Undergraduate / Professional Master's Doctorate

Other (specify): _____

16. Annual tuition fees: \$CAN _____ (according to your letter of admission)

17. Start date for study program End date for study program

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18. Are you participating in an exchange program? Yes No

SECTION 3 FINANCIAL SITUATION

19. Your living expenses and tuition fees in Québec will be paid by:

Yourself Parent(s): _____ Family name and First name Other: _____ Family name and First name

An organization or a government: _____ Name

20. Where applicable, give the address and phone number of the principal payer (person other than yourself or an organization) who will support your needs:

Address: _____

No. Street Apt.

City Country Postal code

Telephone number: _____

SECTION 5 DECLARATION AND COMMITMENTS (mandatory)

I declare that the information contained in this application and the appended documents is complete and accurate.

I acknowledge that I have read the notice on the protection of personal information in Section 4 of this form.

I understand that the *Ministère de l'Immigration et des Communautés culturelles* may:

- confirm, or have a third party confirm, the accuracy of information provided, and that I am breaking the law and am liable to a penalty if I give the Ministère, an inquiry officer or reviewer any information that I know or should know is false or misleading with respect to an application for a CAQ;
- refuse any application that contains false or misleading information or document;
- refuse to consider an application for a certificate from a person who has provided false or misleading information or documentation within the past five years relative to an application under the Act respecting Immigration to Québec;
- cancel a CAQ if the application contains false or misleading information or document, when the certificate was issued by mistake, or if the conditions required for the issue cease to exist.

I pledge to pursue the program or the level of studies indicated in this application.

I pledge to make my studies my principal activity (full-time studies)¹.

I also pledge to maintain, throughout my study stay in Québec, medical and hospitalization insurance² for myself and each of the members of my family who are accompanying me, where applicable.

25. In witness whereof, I have signed in _____ on the _____
City Country Year / Month / Day

Signature of applicant: _____
(See instructions)

Signature of the father, mother or legal guardian: _____
(If the applicant is a child under age 18)

SECTION 6 AUTHORIZATIONS (optional)

Subject to the exceptions provided for by the Act respecting Access to documents held by public bodies and the Protection of personal information (R.S.Q., c. A-21), the *Ministère de l'Immigration et des Communautés culturelles* is not authorized to communicate any of your personal information without your consent.

If you wish to allow certain individuals or organizations to access this information, you must authorize the Ministère to release it to them. The same applies for a person who you wish to authorize to represent you in this process. Therefore, the following sections are used to identify the information that can be released, and to indicate the individuals or organizations that are authorized to receive it. (See instructions)

These authorizations are optional. Failure to complete them will not affect the processing of your application for a CAQ for studies. If you choose not to use these authorizations, please cross out this page.

¹ Temporary workers and members of their family, asylum seekers and members of their family as well as members of the family of foreign students are exempted from this condition.

² The student and his family who benefit from medical and hospitalization insurance in Québec under a social security agreement are considered to comply with this commitment.

AUTHORIZATION TO RELEASE INFORMATION TO THE EDUCATIONAL INSTITUTION

I authorize the *Ministère de l'Immigration et des Communautés culturelles* to transmit to the educational institution where I will be pursuing my studies the information relating to my Québec Acceptance Certificate (CAQ) for studies. This information includes the CAQ for studies number, the validity period, and the program of studies or level.

26. In witness whereof, I have signed in _____ on the _____
City Country Year / Month / Day

Signature: _____

(See instructions)

AUTHORIZATION TO RELEASE INFORMATION TO A THIRD PARTY

I authorize the *Ministère de l'Immigration et des Communautés culturelles* to release any information related to the processing of my application for Québec Acceptance Certificate for studies to the following person:

Family name and First name of the person

Telephone number

Address: _____

No.

Street

Apt.

City

Country

Postal code

This authorization will remain valid for the duration of the processing of my application unless it is revoked in writing.

This authorization does not confer the person authorized to receive the information the power to represent me. This person may have access to the personal information that is contained in my file, and the Ministère may, at his request, give him a copy of my Québec Acceptance Certificate (CAQ) for studies.

27. In witness whereof, I have signed in _____ on the _____
City Country Year / Month / Day

Signature: _____

(See instructions)

AUTHORIZATION TO REPRESENT ME

I authorize the following person or organization to represent me for the processing of my application for Québec Acceptance Certificate (CAQ) for studies. Consequently, I authorize the *Ministère de l'Immigration et des Communautés culturelles* to release to this person or organization any information or document related to the processing of my application for CAQ for studies, and to consider any request made by this person or organization concerning my file as a request that I have made myself.

Family name and First name of the authorized person

Telephone number

Name of the organization, where applicable

Address: _____

No.

Street

Apt.

City

Country

Postal code

The present will remain valid for the duration of the processing of my application unless revoked in writing.

28. In witness whereof, I have signed in _____ on the _____
City Country Year / Month / Day

Signature: _____

(See instructions)

DECLARATION OF FINANCIAL SUPPORT

If your application must be accompanied by proof of financial capacity, according to the *OPTION* that corresponds to your situation, this declaration must be completed and signed by any person who will be paying the expenses related to your study stay in Québec.

Student or
minor child:

Family name and First name

Date of birth

I, the undersigned

Family name and First name of the person taking financial responsibility for the student or minor child

residing at

No.

Street

Apt.

City

Country

Postal code

Who am:

a permanent resident of Canada

a Canadian citizen

other nationality / citizenship

(specify)

hereby commit to cover all costs related to the stay of this student or minor child in Québec, and more specifically:

- to defray his costs of lodging, food, clothing, and personal necessities and/or to house him in my home, feed, clothe, and provide for personal necessities for him, at no cost to this student or minor child;
- to defray the costs of schooling fees and other expenses related to the studies, as required by the institution that he attends during his stay in Québec, including additional costs that apply to foreign students, if applicable;
- to defray his transportation costs in Québec, and from Québec to his country of origin or to another destination at the end of his stay in Québec;
- to subscribe to private medical and hospitalization insurance coverage in Québec in order to cover his medical expenses, and to maintain this insurance for his entire stay in Québec.

This commitment is valid for the duration of the Québec Acceptance Certificate (CAQ) for studies.

I understand that the minister may:

- confirm, or have a third party confirm, the accuracy of information provided, and that I am breaking the law and am liable to a penalty if I give the *Ministère de l'Immigration et des Communautés culturelles*, an inquiry officer or reviewer any information that I know or should know is false or misleading with respect to an application for a CAQ;
- refuse any application that contains false or misleading information or document;
- refuse to consider an application for a certificate from a person who has provided false or misleading information or documentation within the past five years relative to an application under the Act respecting Immigration to Québec;
- cancel a CAQ if the application contains false or misleading information or document, when the certificate was issued by mistake, or if the conditions required for the issue cease to exist.

In witness whereof, I have signed in

City

Country

on the

Year / Month / Day

Signature: