Canadian Embassy



Ambassade du Canada

STUDY PERMIT APPLICATION KIT

Read this kit carefully before submitting your application. All documents must be submitted at the same time as your application and processing fee. All questions must be answered, and all boxes on the document checklist must be completed.

The request for the documentation set out in this application kit shall be considered a request by a visa officer under section 16 of the *Immigration and Refugee Protection Act* to produce all relevant evidence and documentation for the purpose of establishing that you are admissible to Canada and meet the requirements of the Act.

Failure to submit this material will result in your application being assessed based on the documentation submitted, which may result in your application being refused.

Please take care in answering, and be thorough. A final decision will likely be made without further communication with you.

Application kits are **free of charge** and can be obtained in person, from Monday to Thursday, 8:15-11:30, or by mail (use the address or fax number above and provide us with your address in Chinese characters), or downloaded from the internet address: **www.beijing.gc.ca**

WARNING

Agents and Representatives: You may prepare and submit your application yourself, or by an individual who provides such services for free (family members, friends, non-governmental and religious organizations, etc.), or you may decide to hire an authorized representative to do so. An authorized representative must be either: immigration consultants who are members of the Canadian Society of Immigration Consultants; lawyers who are members of a Canadian law society; or notaries who are members of the Chambre des notaires du Québec. All applications are treated equally, regardless of whom it is submitted by. You, as the applicant, are responsible for all information submitted. Please be sure to review all the information on your application form and ensure that all questions are answered truthfully before signing and dating the forms.

Agent Identification: Please note that all persons who assist in the preparation of study permit applications must be identified in Question One of the Questionnaire in the student application kit. If you are authorizing the release of your file information to an authorized representative, this person must be identified on Form IMM 5476E.

Misrepresentation Will Result in Your Application Being Refused.

If you or someone acting on your behalf directly or indirectly misrepresents facts relating to your application for a Study Permit:

- your application will be refused;
- the circumstances of your refusal will be entered into Canada's global immigration database; and
- you could become inadmissible to Canada for 2 years under section 40 (2) of the *Immigration and Refugee Protection Act*.

1. Requirements for a Canadian Study Permit

You must show the officer that you meet the requirements of the Canadian *Immigration and Refugee Protection Act* and *Regulations* and that you will be in Canada for a temporary stay. You must also:

- satisfy an officer that you will leave Canada at the end of your period of authorised stay
- have been accepted by an educational institution and hold a valid letter of acceptance
- prove that you have enough money during your stay in Canada to pay for:
    - tuition fees;
    - living expenses for yourself and accompanying family members; and
    - return transportation for yourself and accompanying family members (please see 3.Financial Support for details);
- produce any documents requested by the officer to establish your admissibility;
- complete a medical examination, if required.

2. Processing Fees

Please see the enclosed fee schedule for information pertaining to processing fees for study permit applications. Please note that the processing fee is **not** refundable if your application is refused or withdrawn.

3. Financial Support

You must demonstrate that you will have enough money to pay for transportation, tuition fees, books, and living expenses for yourself and accompanying family members. Living expenses will normally be approximately CDN $10,000 per year for you, about CDN $4,000 per year for an accompanying spouse or common law partner, and CDN $3,000 for each additional family member.

In order to establish financial ability to support your studies, family banking records must be submitted for funds that show a history of at least 18 months. In order to demonstrate this, we require the following:

- original Certificates of Deposit dated within the last 2 months showing current funds available AND
- original deposit slips and/or original bank passbooks AND
- a written explanation of the source of funds.

Please note that documents such as bank interest slips and photocopies of originals will not be accepted to demonstrate financial ability. Documents pertaining to other types of assets, such as stock holdings or property, may be included, though these should not be used to replace the documents requested above.

If you have been awarded a scholarship, please provide related original documentation, including an original letter from the funding body detailing the full amount you are to receive during each year of proposed study.

5. Plan of Studies

You must attach a study plan to the application. It will normally be 1-2 pages in length.
It should address the following issues:

1. Why you wish to come to Canada to study at the school and in the program for which you have been accepted;
2. What is your overall educational goal;
3. Why you are not pursuing less expensive alternatives in China (what are those alternatives? have you investigated them?);
4. What ties do you have to China that will lead you to return to China following your course of studies?
5. How will this Canadian diploma/degree increase your chances in the Chinese labour market?

6. Studying in the Province of Quebec

If you plan to study in the province of Quebec, you must submit a Certificat d'acceptation du Québec (CAQ). We now require this to be submitted along with your application. The school that has accepted you should provide you with an application form and information.

7. Required Supporting Documents

This kit contains an application and other forms which must be completed. The **Documents Checklist** will assist you in determining which forms, items and documents must be submitted, and which special requirements may apply. Review each item on the checklist, and include all that apply to your situation.

Submitting the necessary documents does not guarantee that your application will be approved; however, failure to provide these documents will increase the likelihood of your application being refused.

Important:

1. All documents in Chinese must be accompanied by a translation into English or French.
2. All original documents and most photocopied documents will be returned to you, except the application form and study plan. Any documents identified as fraudulent will be retained on file.

8. After Submission of the Application

The length of time required to process an application will vary, depending on number of applications received and available resources. For information regarding processing times, please consult our web site at www.beijing.gc.ca

You are strongly urged to submit your application to the Embassy at least 4 months before the first day of classes.

The Embassy will not respond to enquiries in cases that are within the period of posted processing times. All correspondence with the Embassy must be in English or French. Please note that repeated correspondence with the Embassy delays processing of all applications.

The Canadian Privacy Act requires that all applications be treated in strict confidence. Since it is impossible to identify telephone callers, case information will not be disclosed over the telephone. Furthermore, in order to be allowed to release personal information to third parties, the Embassy must be provided with written consent from the applicant. **No information will be released to a paid representative unless a completed form "Use of a Representative" (IMM5476B) is on file.**

We may be contacted by letter or fax. If your application is refused, the Embassy cannot help you get a refund of any tuition fees you have paid. You must obtain a refund directly from the school.

Warning: Case Status Verification

The combination of your file number and your date of birth will enable case status verification on our Internet site. Therefore, you should not share your file number with anyone who you do not wish to know the status of your file.

All documents submitted in a language other than English or French must be translated. Translations in English or French must accompany all Chinese language documents.

Canadian Embassy / Ambassade du Canada
Immigration Section / Section de l'immigration
19 Dongzhimenwai Dajie
Chao Yang District, Beijing, 100600 PRC
Fax: (86-10) 6532-1684
Internet: www.beijing.gc.ca

Citizenship and Immigration Canada / Citoyenneté et Immigration Canada

PROTECTED WHEN COMPLETED / PROTÉGÉ UNE FOIS REMPLI - B

APPLICATION FOR A STUDY PERMIT MADE OUTSIDE OF CANADA
DEMANDE DE PERMIS D'ÉTUDES PRÉSENTÉE À L'EXTÉRIEUR DU CANADA

I want service in: / Je veux être servi(e) en : ☐ English / Anglais ☒ French / Français

File - Référence: CAN1735009

1 APPLICANT(S) REQUÉRANT(S)	APPLICANT REQUÉRANT	SPOUSE OR COMMON-LAW PARTNER AND CHILDREN CONJOINT OU CONJOINT DE FAIT ET ENFANTS		
Family name / Nom de famille	ANISA			
First name / Prénom	AFRIN JAHAN			
Second name / Autre prénom				
Relationship / Lien de parenté	SELF / LUI-MÊME			
Sex / Sexe	Female			
Date of birth / Date de naissance	D-J 01 M 02 Y-A 2013	D-J M Y-A	D-J M Y-A	D-J M Y-A
Place of birth / Lieu de naissance	DHAKA			
Citizenship / Citoyenneté	BANGLADESHI			
Passport no. / N° de passeport	A02754594			
Passport expiry date / Date d'expiration du passeport	D-J 24 M 01 Y-A 2027	D-J M Y-A	D-J M Y-A	D-J M Y-A
Country of issue / Pays de délivrance	BGD			
Marital status / État matrimonial	Single			
Will accompany you to Canada? / Vous accompagnera au Canada?		☐ Yes / Oui ☐ No / Non	☐ Yes / Oui ☐ No / Non	☐ Yes / Oui ☐ No / Non

2 My current mailing address. All correspondence will go to this address unless you indicate your e-mail address below, thereby authorizing correspondence, including file and personal information, be provided to the specified e-mail address. If you wish to authorize the release of information from your case file to a representative, indicate their address below and on the form IMM 5476.
Mon adresse postale actuelle. Toute la correspondance sera envoyée à cette adresse, sauf si vous fournissez une adresse de courriel, auquel cas la correspondance autorisée, y compris vos renseignements personnels, sera envoyée à cette adresse de courriel. Si vous désirez autoriser la transmission de renseignements concernant votre dossier à un représentant, indiquez son adresse ci-dessous et sur le formulaire IMM 5476.

3 My residential address (if different from your mailing address)
Mon adresse personnelle (si elle est différente de votre adresse postale)

E-mail / Courriel ▶

Telephone number / Numéro de téléphone ▶

Fax number / Numéro de télécopieur ▶

4 My present job is (give a brief description of your position)
Ma profession actuelle (Indiquer le titre de votre emploi et une brève description du poste)
I am now studying in Bangladesh.

5 Name and address of my present employer or school
Nom et adresse de mon employeur actuel ou de l'établissement d'enseignement

6 a) Immigration status of applicant(s) in country where applying:
Statut par rapport à l'immigration du (des) requérant(s) dans le pays où la demande est présentée

b) Valid until / Valide jusqu'au D-J M Y-A

☐ Citizen / Citoyen ☐ Permanent resident / Résident permanent ☐ Temporary Resident / Résident Temporaire ☐ Worker / Travailleur ☐ Student / Étudiant ☐ Other (Provide details below) / Autre (Précisez ci-dessous)

DO NOT WRITE IN THIS SPACE
ESPACE RÉSERVÉ

Officer - Agent

THIS FORM HAS BEEN ESTABLISHED BY THE MINISTER OF CITIZENSHIP AND IMMIGRATION
FORMULAIRE ÉTABLI PAR LE MINISTRE DE LA CITOYENNETÉ ET DE L'IMMIGRATION

Canada

USE OF A REPRESENTATIVE

A representative is someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada (CIC) and Canada Border Services Agency (CBSA). You may have **one** representative only. If you appoint an additional representative, the previous representative will no longer be authorized to conduct business on your behalf and receive information on your case file.

Your dependent children aged 18 years or older must complete their own copy of this form if they have a representative.

I am:

- [X] appointing a representative. **Complete Sections A, B and D.**
- [ ] cancelling the appointment of a representative. **Complete Section A, C and D.**

SECTION A: APPLICANT INFORMATION

1. **Your full name**

   Family name (Surname)

   Given name(s)

2. **Your date of birth** Day Month Year

3. **If you have already submitted your application:**

   Name of office where the application was submitted

   Location of office

   Type of application (permanent residence, extension of study permit, etc.)

4. **Your Citizenship and Immigration Canada Identification number** (if known)

   Client Identification (ID) or Unique Client Identifier (UCI) number

SECTION B: APPOINTMENT OF REPRESENTATIVE

- I authorize the following individual to serve as my representative and to conduct business on my behalf with Citizenship and Immigration Canada and Canada Border Services Agency.
- I authorize Citizenship and Immigration Canada and Canada Border Services Agency to release information from my case file and that of my dependent children under 18 years of age to my representative. This authorization is in accordance with the *Privacy Act*.
- I am aware that any information which would be subject to exemption, if I had the right of access under the *Privacy Act* or the *Access to Information Act*, will likely not be released.

5. **Your representative's full name**

   Family name (Surname)

   Given name(s)

6. **Your representative:** (choose one)

   is UNPAID and is a:

   - [ ] family member or friend
   - [ ] member of a non-governmental or religious organization
   - [ ] member of the Canadian Society of Immigration Consultants, a Canadian provincial or territorial law society, or the *Chambre des notaires du Québec*
   - [X] other

   is or will be PAID and is a member in good standing of:

   - [ ] the Canadian Society of Immigration Consultants (CSIC)
     - ▶ Membership ID number
   - [ ] a Canadian provincial or territorial law society
     - ▶ Which province or territory?
     - ▶ Membership ID number
   - [ ] the *Chambre des notaires du Québec*
     - ▶ Membership ID number

This form is made available by Citizenship and Immigration Canada and is not to be sold to applicants

(DISPONIBLE EN FRANÇAIS - IMM 5476 F)

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