

## Instructions for completing the form Application for Acceptance Certificate for studies

### ATTENTION

- Send your application for Acceptance Certificate for studies only once you have enclosed all of the documents required, according to the **OPTION** that corresponds to your situation (see p. 3 and p. 4 of these instructions). Otherwise, processing will be delayed.
- Please note that the documents that are submitted will not be returned to you. Be sure to keep separate copies to be enclosed with your application for a Study Permit.
- You must pay the processing fee when you submit your application, or your application will be returned.
- The documents that are provided must be in French or in English, or must be accompanied by a French or English translation, signed and certified by a professional translator.
- You will find the other forms or declarations that are required in support of your application, where applicable, on the website of the *Ministère de l'Immigration et des Communautés culturelles*: [www.immigration-quebec.gouv.qc.ca](http://www.immigration-quebec.gouv.qc.ca) (Forms section)
- In the case of minor children who are accompanied in Québec by **both parents**, provide the documents required in OPTION 1 or OPTION 2 in the case of an initial application for Acceptance Certificate for studies, or those required in OPTION 5 in the case of a renewal application.
- When renewing an application for Acceptance Certificate for studies, you must attach your identity documents again, and provide **recent** proof of your financial capacity, as well as recently signed **new declarations**.

### ADDRESS

Send your application to the following address: Service aux étudiants étrangers  
Centre de services à la clientèle  
285, rue Notre-Dame Ouest, rez-de-chaussée, bureau G-15  
Montréal (Québec) H2Y 1T8  
Canada

### PROCESSING YOUR APPLICATION

- Within a maximum of four weeks after receipt of your complete file, the *Service aux étudiants étrangers* will make a decision concerning your application for Acceptance Certificate for studies.
- If the decision is in your favour, you will receive your *Certificat d'acceptation du Québec* (CAQ – Québec Acceptance Certificate) for studies at your mailing address (Question 8 of the application 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 at the same time to the Canadian Visa Office where you will apply for a Study Permit (Question 12 on the form) so that this office can assess your financial capacity.
- If you were required to provide proof of financial capacity, you will receive two copies of your CAQ, with the notations "Requérant" (Applicant) and "Immigration Canada". You must attach the second copy of your CAQ to the application for a Study Permit that you present to the Canadian authorities.

### DETAILED INSTRUCTIONS

#### Photo

You must provide the **original** of a passport-size (35 mm x 45 mm) identity photo that was taken during the past 12 months, and that serves to identify you, and staple it in the place provided for this purpose. Write your name (or your application or file number at the Service aux étudiants étrangers, if known) on the back of the photo.

#### Question 1

Enter your family name and your first name as they appear on your passport, and make a distinction between your family name at birth and your married name, where applicable.

#### Question 8

Please write the complete mailing address where you wish to receive correspondence related to your application for a CAQ for studies.

#### Question 12

**Please note:** Clearly indicate the location where you will be applying for your **Study Permit**. If you are filing your application for a Study Permit from abroad, please indicate the location of the Canadian Visa Office (CVO) where you will send your application. For these addresses, please consult the website of Citizenship and Immigration Canada (CIC): [www.cic.gc.ca](http://www.cic.gc.ca). If you do not have Internet access, contact the Canadian Embassy in order to obtain the address of the appropriate CVO.

For Study Permit renewals, you are advised not to choose CIC Vegreville if you will not be in Canada while your application is being processed. Any error or delay in the processing of your application may jeopardize your return to Canada, and may oblige you to file a new application at a CVO outside of Canada.

### Question 13

- Enter the name of any person of your immediate family (spouse, de-facto spouse (common law partner), child, father, mother, brother, or sister) **who is accompanying you or will be accompanying you** during your studies in Québec, along with the reason for the stay (visit, studies, work).
- A separate application for Acceptance Certificate for studies form must be completed for each person who will be studying in Québec.

### Question 21

If your application must be accompanied by proof of financial capacity, according to the OPTION that corresponds to your situation, attach **sufficient proof** that demonstrates that you will be able to pay the following expenses:

- Your **living expenses** (2007 rate), including a minimum annual amount of \$10,400 CAN for one adult, \$5,200 for one child, \$15,200 for two adults, \$14,000 for one adult and one child, and \$17,040 for two adults and one child.
- Your **travel** expenses (round-trip travel)
- Your **tuition fees and other expenses related to your studies**
- The cost of **medical and hospital insurance** for yourself and the family members who are accompanying you (approximately \$CAN 600/700 per year for a single person). This amount is not required if you demonstrate that you have sufficient medical and hospital insurance for the first year of your new *Certificat d'acceptation du Québec* (CAQ – Québec Acceptance Certificate) for studies.
- Your **settlement** costs (\$CAN 500) strictly for the first year of your stay in Québec.

You must also demonstrate that you will continue to have sufficient financial resources to pay these expenses throughout your studies (total amount or proof of stable income). This proof of financial capacity must cover the members of your family who are accompanying you, where applicable.

Attach the original or a photocopy of any document that attests to your financial situation, and check the corresponding boxes.

If someone is financially supporting you, you must provide proof of **that person's** financial capacity. You must also provide a Declaration of financial guardianship (see p. 6 of the application form) signed by the person, unless you are under 18 years of age and this person is one of your parents.

In the case of the **renewal** of an application for Acceptance Certificate for studies that is filed in a country or territory that is **not identified** in OPTION 1, you are not required to provide proof of financial capacity.

### Question 22

- The fee for processing your application is \$100 CAN. Only the payment methods specified on the form are accepted. Personal cheques are not accepted.
- You may choose to pay by credit card (bank card) even if you file your application for Acceptance Certificate for studies abroad, because your application will be processed in Montréal. In order to do so, you must complete the Payment by credit card form, sign it (the form must be signed by the card holder), and attach it to your application.
- Certified cheques or bank drafts must be made payable to the *Ministre des Finances du Québec* and must be valid for a period of six months. Your banking institution must ensure that the cheque is drawn on a Canadian bank, and that it is cashable at no charge by our office.

### Question 24 (Consent)

- Signature of the consent form is optional. Without this duly signed consent form, the Ministère will not be authorized to inform the educational institution that you will be attending of the issuance of your CAQ for studies.
- If you are under 18 years old, the **original** signature of one of the following persons is required: your father, your mother, or your legal guardian.

### Question 25 (Declaration and commitments)

- If you are 18 years old or older, you must sign the declaration yourself. Any signature other than your own will result in your application form being rejected. Photocopied or digitalized signatures are not accepted.
- If you are under 18 years old, the **original** signature of one of the following persons is required: your father, your mother, or your legal guardian.

### Authorizations

- Signature of the authorizations is optional. However, it is required if you are 18 or older and if you want one of your parents or a third party to be able to obtain information concerning the processing of your application or to act on your behalf.
- If you are under 18 years old, signature of an authorization is required in favour of any person who is authorized by your parents or legal guardian to obtain information concerning the processing of the application or to act on their behalf.

**REQUIRED DOCUMENTS, ACCORDING TO THE OPTION CORRESPONDING TO YOUR SITUATION**  
**In order to verify that your application is complete, you may check the box on the left side.**

**OPTION 1**

If this is your **first application for Acceptance Certificate for studies**, and if you (the future student) **currently live in Austria, Canada, the United States, France (including Réunion), Greenland, Hong Kong, Monaco, Mexico, or Saint Pierre and Miquelon**, attach the following documents to the application form:

- A recent original passport-size (35 mm x 45 mm) identity photo, bearing your name or application number, if known, on the back
- Payment of the processing fee
- A legible photocopy of your passport's identity pages, showing personal data, a well-defined photograph, the passport expiry date, and the signature. If the passport does not bear a signature, also attach the copy of an official document issued by the government of your country that contains your family name, first name, date of birth, photo, and signature.
- The original of the letter of admission from the Registrar's Office (or from the Admissions Office) of the educational institution that you will be attending, or a certified true copy by that institution (not required for a minor child who is accompanied in Québec by a parent who holds a Study Permit or Work Permit)
- Originals or photocopies of proof of financial capacity (see instructions pertaining to Question 21)  
**OR**  Originals or photocopies of proof of the financial capacity of the person who is financially supporting you, **AND** a Declaration of financial guardianship signed by this person

**To apply for a Study Permit:**

- If you live in **France, Monaco, Austria, Hong Kong, or Mexico**, you must file your application for a Study Permit at the **Canadian Visa Office (CVO)** that serves the country where you reside. Verify with that office whether you can submit your application for a Study Permit while your application for Acceptance Certificate is being processed.
- If you are an American citizen or if you are a permanent resident of the United States, if you are a Danish citizen who lives in Greenland, or if you are a French citizen who resides in Saint Pierre and Miquelon, you may obtain your Study Permit from the Canadian government upon your arrival at the port of entry. If you live in the United States and are a citizen or permanent resident of another country, you must contact the CVO that serves the territory where you currently reside.
- If you currently live in **Canada**, please confirm the location where your application for a Study Permit must be filed by consulting the Citizenship and Immigration Canada website: [www.cic.qc.ca](http://www.cic.qc.ca)

**OPTION 2**

If this is your **first application for Acceptance Certificate for studies** and if **you do not live** in one of the territories mentioned in OPTION 1, enclose the following documents with your application form:

- A recent original passport-size (35 mm x 45 mm) identity photo, bearing your name or application number, if known, on the back
- Payment of the processing fee
- A legible photocopy of your passport's identity pages, showing personal data, a well-defined photograph, the passport expiry date, and the signature. If the passport does not bear a signature, also attach the copy of an official document issued by the government of your country that contains your family name, first name, date of birth, photo, and signature.
- The original of the letter of admission from the Registrar's Office (or from the Admissions Office) of the educational institution that you will be attending, or a certified true copy by that institution (not required for a minor child who is accompanied in Québec by a parent who holds a Study Permit or Work Permit)

**To apply for a Study Permit**

You must submit complete proof of financial capacity to the Canadian Visa Office that serves your country in order to obtain a Study Permit. Verify with that office whether you can submit your application for a Study Permit while your application for Acceptance Certificate for studies is being processed.

**OPTION 3**

In the case of any application that is filed on behalf of a **minor child (under 18 years old) who is accompanied in Québec by only one parent**, attach the documents stipulated in **OPTIONS 1, 2, or 5**, where applicable, **as well as the following documents:**

- The original of a Declaration of consent to the child's stay in Québec, signed by the parent who is not accompanying the child
  - A photocopy of the child's birth certificate, bearing the names of his parents
  - A photocopy of a document that serves to identify the parent who is not accompanying the child, and that bears this person's signature
- OR, in lieu of these three documents:**  A copy of an official document attesting that the parent who is accompanying the child assumes sole guardianship.

#### OPTION 4

In the case of an application that is filed on behalf of a **minor child (under 18 years old) who is not accompanied in Québec by his parents**, attach the documents stipulated in **OPTIONS 1, 2, or 5**, where applicable, **as well as the following documents**:

- A photocopy of the birth certificate of the child, showing the names of his parents
- A photocopy of an identity document for each parent, with their respective signatures
- The original** of a Declaration of parental authority, signed by **both parents** or by the legal guardian, establishing the rights and duties of guardianship, supervision, education, and undertaking of responsibility by a resident of Québec who is a Canadian citizen or a permanent resident over the age of 18. The name and address of this person must appear on the document.  
**OR**  In the case where only one parent has signed, a copy of an official document that attests that the signing parent assumes sole guardianship of the child
- The original** of a Declaration of guardianship for a minor child for the entire time period of the *Certificat d'acceptation du Québec* (CAQ) for studies, or until the child reaches the age of 18, signed by the guardian in Québec
- A photocopy of a document that demonstrates that the person who is assuming guardianship in Québec is a Canadian citizen or a permanent resident of Canada

If the expenses related to the stay of the minor child in Québec are being paid by someone other than his father or mother:

- A Declaration of financial guardianship (see p. 6 of the application form) signed by this other person
- Originals or photocopies of proof of this person's financial capacity

#### OPTION 5

If you **extend your studies in Québec beyond the time period covered by your current CAQ for studies**, if you **change your study level**, or if you register in a **program of study at the same level that will end before your current CAQ expires**, you must file a **new application for Acceptance Certificate for studies**, and you must attach the following documents:

- A recent original identity photo of passport format (35 mm x 45 mm), bearing your name or application number, if known, on the back
- Payment of the processing fee (except in the case of a program at the same level that ends before the current CAQ expires)
- A legible photocopy of your passport's identity pages, showing personal data, a well-defined photograph, the passport expiry date, and the signature. If the passport does not bear a signature, also attach the copy of an official document issued by the government of your country that contains your family name, first name, date of birth, photo, and signature.
- If you are changing programs or study levels, the original of the letter of admission from the Registrar's Office (or from the Admissions Office) of the educational institution that you will be attending, or a certified true copy by this institution
- The original of an official letter from the Registrar's Office of the educational institution that you are attending, establishing your status as a full-time or as a part-time student, as well as the number of credits earned or to be earned, as applicable, or a certified true copy by this institution  
**AND**  If you are a university graduate student, the original of an official letter from the department or faculty, indicating the probable date of the end of your program (except if this information is contained in the official letter described above)
- The original or a photocopy of recent proof of financial capacity (see instructions pertaining to Question 21)  
**OR**  Originals or photocopies of recent proof of the financial capacity of the person who is financially supporting you  
**AND**  A Declaration of financial guardianship signed by this person
- The original of report cards or transcripts of records from the Québec educational institution that you attended during the entire period that was covered by your previous CAQ for studies, or a certified true copy by this institution  
 If you have not always studied full-time, attach a letter of explanation and a supporting document
- Proof that you maintained medical and hospital insurance coverage in Québec during the entire period that was covered by your previous CAQ for studies (except for the periods when you attended university, where applicable)
- If you are not a university student, proof that you will have medical and hospital insurance coverage in Québec for the first year of your new CAQ for studies

#### To apply for a Study Permit

You may file your application for renewal of your Study Permit with Citizenship and Immigration Canada's Case processing Centre in Vegreville, Alberta, or at a CVO outside of Canada if you will not be in Canada while your application is being processed.

PLEASE FILL OUT THIS FORM IN BLOCK LETTERS.

In order to facilitate readability, the masculine includes the feminine.

Reserved for administration

Individual reference no.: \_\_\_\_\_

File no.: \_\_\_\_\_

Application no.: \_\_\_\_\_

**SECTION 1 GENERAL INFORMATION**

1. Family name (at birth): \_\_\_\_\_

First name: \_\_\_\_\_

Family name after marriage (if applicable):  
\_\_\_\_\_

**Staple here**  
**PHOTO**  
**MANDATORY**  
**Passport Format**  
**(35 mm x 45 mm)**

2. Sex:  F  M

3. Date of birth: \_\_\_\_\_ Place of birth \_\_\_\_\_ Province / State \_\_\_\_\_ Country \_\_\_\_\_  
Year Month Day City

4. Citizenship / Nationality: \_\_\_\_\_

5. Current marital status:  Single  Married  De-facto spouse  Divorced  Separated  Widowed

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

7. Language of correspondence:  French  English

8. Mailing address: \_\_\_\_\_  
No. Street Apt.  
 \_\_\_\_\_  
City Country Postal Code

9. Telephone: \_\_\_\_\_ Other: \_\_\_\_\_

10. E-mail address: \_\_\_\_\_ @ \_\_\_\_\_

11. Have you obtained a CAQ for studies before?  No  Yes  
Year Month Start date End date Year Month

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

Canadian Visa Office abroad (specify which one): \_\_\_\_\_  
City Country

Port of Entry (border crossing or airport, for US citizens or permanent US residents and French residents of Saint Pierre and Miquelon)

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

13. Persons of your family who are or will be accompanying you to Québec (legal spouse, de-facto spouse, dependent children, father, mother, brother, sister).

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

## SECTION 2 EDUCATION INFORMATION

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

\_\_\_\_\_

\_\_\_\_\_

15. a) Program of studies: \_\_\_\_\_

15. b) Level of education that you are entering:

- Primary   
  Secondary   
  College   
 University:   
 Undergraduate / Professional   
 Master's   
 Doctorate
- Other (Specify): \_\_\_\_\_

16. Annual tuition fees: \$CAN \_\_\_\_\_

17. Start of program of studies

End of program of studies

Year	Month				

Year	Month				

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

## SECTION 3 FINANCIAL SITUATION

19. Your expenses in Québec will be paid by:

- You   
 Parent(s): \_\_\_\_\_ Family name and First name   
 Other: \_\_\_\_\_ Family name and First name
- An organization or a government: \_\_\_\_\_ Name

20. If applicable, indicate the contact information for the principal payer (a person other than yourself or an organization) who will support you:

Address : \_\_\_\_\_

No.                      Street    Apt.

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City    Country    Postal Code

Telephone : \_\_\_\_\_



## SECTION 5 CONSENT (signature optional)

I hereby 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 *Certificat d'acceptation du Québec* (CAQ) for studies. This information includes the CAQ for studies number, the validity period, and the program of studies or level.

24. In witness whereof, I have signed, in \_\_\_\_\_ on the \_\_\_\_\_  
City Country Year / Month / Day

Signature : \_\_\_\_\_

## SECTION 6 DECLARATION AND COMMITMENTS (mandatory)

I hereby declare that the information contained in this form is complete and accurate.

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

I acknowledge and accept that the *Ministre de l'Immigration et des Communautés culturelles* may:

- verify or have other parties verify the accuracy of the information provided;
- reject any application that contains information or a document that is false or misleading;
- refuse to consider an application for Acceptance Certificate for studies from someone who, within the past five years, has submitted false or misleading information or documentation with an application pursuant to the Act respecting immigration to Québec;
- revoke a *Certificat d'acceptation du Québec* (CAQ) for studies if the application contains false or misleading information or documentation, if the CAQ for studies was issued by error, or if the conditions governing its issuance no longer exist.

I also acknowledge being informed that if I provide the Ministère, an investigator, or an auditor with information that I know or should have known to be false or misleading with respect to an application for Acceptance Certificate for studies, I am breaking the law and am subject to a fine.

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)<sup>1</sup>.

I also pledge to maintain, throughout my study stay in Québec, medical and hospitalization<sup>2</sup> insurance 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: \_\_\_\_\_

In the case of a minor child (under 18 years old), the parent's or tutor's signature

<sup>1</sup> Temporary workers and their family members, asylum seekers and their family members, and the family members of foreign students are exempted from this condition.

<sup>2</sup> The student and his family who are covered by medical and hospitalization insurance pursuant to a social security agreement are considered to be in compliance with this commitment.



## 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-2.1), 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. 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.

These authorizations are optional, and the fact that you do not complete them will have no effect on the processing of your application for Acceptance Certificate for studies. If you choose not to use these authorizations, please cross out this page.

### 1. AUTHORIZATION TO RELEASE INFORMATION

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

\_\_\_\_\_  
Family name and First name of the person Telephone \_\_\_\_\_

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 to 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 Certificat d'acceptation du Québec for studies.

In witness whereof, I have signed, in \_\_\_\_\_ on the \_\_\_\_\_  
City Country Year / Month / Day

Signature : \_\_\_\_\_

### 2. AUTHORIZATION TO REPRESENT ME

I hereby authorize the following person or organization to represent me for the processing of my application for Acceptance Certificate 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 Acceptance Certificate 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 \_\_\_\_\_

\_\_\_\_\_  
Name of the authorized organization, if 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.

In witness whereof, I have signed, in \_\_\_\_\_ on the \_\_\_\_\_  
City Country Year / Month / Day

Signature : \_\_\_\_\_

## DECLARATION OF FINANCIAL GUARDIANSHIP

If your application must be accompanied by financial proof, 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, unless you are under 18 years of age and this person is one of your parents.

Student

or minor child:

Family name and First name

Date of birth

I, the undersigned

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

residing at

No.

Street

Apt.

City

Country

Postal Code

who am:

a permanent resident in Canada

a Canadian citizen

other citizenship / nationality

(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 subscribe to private medical and hospital insurance coverage in Québec in order to cover his medical expenses, and to maintain this insurance for his entire stay in Québec;
- 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.

This commitment is valid for the duration of the *Certificat d'acceptation du Québec* (CAQ) for studies requested.

I acknowledge that I have been informed that the *Ministre de l'Immigration et des Communautés culturelles* may:

- verify or have other parties verify the accuracy of the information provided;
- refuse to examine an application for Acceptance Certificate for studies from someone who, within the past five years, has submitted false or misleading information or documentation with an application pursuant to the Act respecting immigration to Québec;
- revoke a CAQ for studies if the application contains false or misleading information or documentation, if the CAQ for studies was issued in error, or if the conditions governing its issuance no longer exist.

I also acknowledge that I have been informed that, if I provide the *Ministère*, an investigator or auditor with information that I know or should have known to be false or misleading with respect to an application for Acceptance Certificate for studies, I am breaking the law, and therefore, am subject to a fine.

In witness whereof, I have signed in

City

Country

on the

Year / Month / Day

Signature :

\_\_\_\_\_