

Instruction for filling out the application for a Certificat d'acceptation du Québec (CAQ) pour études (CAQ for studies)

IMPORTANT

- Please fill out the application for a *Certificat d'acceptation du Québec (CAQ) pour études (CAQ for Studies)* in block letters.
- Send your application for a *Certificat d'acceptation du Québec (CAQ) pour études (CAQ for Studies)* only if you have enclosed all the documents required according to your situation, otherwise processing will be delayed.
- Please note that the documents submitted will not be returned to you. Make sure you have separate copies to enclose with your application for a Study Permit.
- You must pay the processing fee when you submit your application, otherwise your application will be returned.

ADDRESS

Send your application to the following address:

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

GENERAL INFORMATION

Question 1

A recent identity photo of passport format (35mm X 45 mm) is mandatory and must be attached to the application. Please write your name on the back of the photo.

Question 8

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

Question 12

If you are filing your application for a Study Permit from abroad, please indicate the location of the Canadian Visa Office where you will send your application. For these addresses, please consult the website of Citizenship and Immigration Canada (CIC): www.cic.gc.ca.

If you are extending your studies in Québec, you must file a new application for a CAQ for Studies. Once you have obtained your CAQ for Studies, you must apply for a Study Permit. Please verify with Citizenship and Immigration Canada as to where you must send your new application for a Study Permit.

EDUCATIONAL INFORMATION

Question 14

Enter the date on which you expect to arrive in Québec. This date may be different from the starting date of classes. Do not enter anything if you are filing an application to renew your CAQ for Studies

FINANCIAL SITUATION

Questions 19 to 21

In order to obtain a CAQ for Studies, you must prove that you or the person who will cover your expenses in Québec have sufficient funds to cover all of your essential needs, your transportation expenses, your tuition fees and the expenses related to your studies, the medical and hospital insurance premiums and the cost of your installation for the first year. You must also prove that you will continue to have sufficient financial resources to cover these expenses for the full length of your studies. The financial proof must also cover any family members who are accompanying you, if such is the case.

Please attach the original or a photocopy of the documents that are required according to your situation. The documentation submitted must allow us to determine your financial capacity to study in Québec.

If the costs related to your stay in Québec are to be covered by another person than yourself, this person must provide a declaration of financial guardianship. Declaration form is available on the *Ministère de l'Immigration et des Communautés culturelles* (MICC) website: www.immigration-quebec.gouv.qc.ca

PAYMENT OF PROCESSING FEE

Question 22

The fee for processing your application is \$100 and must be paid in Canadian currency. Only the payment methods specified on the form are accepted.

Make the certified cheque, teller's cheque, bank draft or money order payable to the **Ministre des Finances du Québec**.

The form "Payment by Credit Card" is available on the MICC website: www.immigration-quebec.gouv.qc.ca, section Students, Fees and payment methods.

Question 23

Answer this question only if the fee for processing your application will be paid by a person residing in Québec.

CONSENT

Question 24

Signature of the consent form is optional.

If you do not sign the consent form, it will be your responsibility to send a copy of your CAQ for Studies to the educational institution that you will attend.

If you are less than 18 years old, only one signature is required, either that of your father, of your mother or of your legal guardian.

DECLARATION

Question 25

Signature of the declaration form is mandatory. Photocopy of your signature is not accepted.

If you are less than 18 years old, only one signature is required, either that of your father, of your mother or of your legal guardian.

MINOR CHILDREN NOT ACCOMPANIED BY THEIR PARENTS

If the student is a minor child (under 18 years of age) who is not accompanied by parents, please attach the following documents, along with the other documents required:

- Original or certified true copy of the birth certificate of the child showing the name of the parents;
- Photocopy of an identity document of each parent with their signature;
- Original declaration of parental authority, signed by both parents or by the legal guardian, establishing the rights and duties of guardianship, supervision, education, and assumption of responsibility by a Québec resident 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;
- Original declaration of guardianship, signed by the responsible person in Québec. The name and address of this person must appear on the document;
- Original or photocopy of a declaration of financial guardianship signed by the person, other than the parents, who will cover all costs related to the child's stay in Québec (if applicable);
- Document demonstrating that the person assuming guardianship in Québec is a Canadian citizen or a permanent resident of Canada.

If only one of the parents accompanies the child, the parent not accompanying the child must also sign an original declaration of guardianship.

Declaration forms are available on the MICC website: www.immigration-quebec.gouv.qc.ca

CHECK LIST OF MANDATORY DOCUMENTS

SELECT THE OPTION THAT APPLIES TO YOUR CASE AND SUBMIT ALL OF THE REQUIRED DOCUMENTS.

To make sure your application is complete, you may check the box on the left side.

OPTION 1

If you reside in France, Monaco, Austria, Hong Kong or Mexico, please submit the following documents:

- Recent identity photo of passport format (35 mm X 45 mm)
- Payment of the application processing fee
- Legible photocopy of your passport's identity pages, showing personal data, photograph and passport expiry date
- Original or certified true copy of the letter of admission from the Registrar's Office of the educational institution that you will be attending
- Originals or photocopies of proof of financial capacity¹, including proof of the funds required to cover medical and hospital insurance premiums in Québec

To apply for a Study Permit

You must apply for your Study Permit through the Canadian Visa Office serving the country where you live. Verify with that office whether you can submit your application for a Study Permit while your application for a CAQ for Studies is being processed.

OPTION 2

If you currently reside in the United States, Greenland or Saint-Pierre-et-Miquelon, please submit the following documents:

- Recent identity photo of passport format (35 mm X 45 mm)
- Payment of the application processing fee
- Legible photocopy of your passport's identity pages, showing personal data, photograph and passport expiry date
- Original or certified true copy of the letter of admission from the Registrar's Office of the educational institution that you will be attending
- Originals or photocopies of proof of financial capacity¹, including proof of the funds required to cover medical and hospital insurance premiums in Québec

To apply for a Study Permit

If you are a citizen or permanent resident of the United States, a Danish citizen residing in Greenland or a French citizen residing in Saint-Pierre-et-Miquelon, you can obtain your Study Permit from the Government of Canada upon arrival at the Port of Entry. If you are a citizen or permanent resident of any other country, you must apply to the Canadian Visa Office serving the country where you currently live.

OPTION 3

If you reside in any other country, please submit the following documents:

- Recent identity photo of passport format (35 mm X 45 mm)
- Payment of the application processing fee
- Legible photocopy of your passport's identity pages, showing personal data, photograph and passport expiry date
- Original or certified true copy of the letter of admission from the Registrar's Office of the educational institution that you will be attending

To apply for a Study Permit

You must submit, to the Canadian Visa Office serving your country, complete proof of financial capacity¹ 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 a CAQ for Studies is being processed.

¹ See the instructions for questions 19 to 21.

OPTION 4

If you currently reside in Canada and this is your first application for a CAQ for Studies, please submit the following documents:

- Recent identity photo of passport format (35 mm X 45 mm)
- Payment of the application processing fee
- Legible photocopy of your passport's identity pages, showing personal data, photograph and passport expiry date
- Original or certified true copy of the letter of admission from the Registrar's Office of the educational institution that you will be attending
- Originals or photocopies of proof of financial capacity¹
- Proof that you will have medical and hospital insurance coverage in Québec for the first year of your CAQ for Studies and that you will continue to have sufficient financial resources for such coverage for the full length of your studies. University students receive mandatory coverage from the institution that they attend. No proof is required in their case.
- Photocopy of the document establishing your actual immigration status in Canada

To apply for a Study Permit

Please verify with Citizenship and Immigration Canada as to where you can apply for your Study Permit.

OPTION 5

If you are extending your studies in Québec and are applying for a new CAQ for Studies, please submit the following documents:

- Recent identity photo of passport format (35 mm X 45 mm)
- Payment of the application processing fee
- Legible photocopy of your passport's identity pages, showing personal data, photograph and passport expiry date
- Original or certified true copy of the letter of admission from the Registrar's Office of the educational institution that you will be attending, if there is a change in the program or the level of your studies
- Original or certified true copy 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
- Original or photocopy of recent proof of financial capacity¹, as applicable to your situation
- Original or certified true copy of report cards or transcripts from the Québec educational institution you attended during the entire period covered by your previous CAQ for Studies
- Photocopy of your most recent Study Permit
- Proof that you maintained medical and hospital insurance coverage in Québec during the entire period covered by your previous CAQ for Studies
- Proof that you will maintain medical and hospital insurance coverage in Québec for the first year of your new CAQ for Studies and that you will continue to have sufficient financial resources for such coverage for the full length of your studies. University students receive mandatory coverage from the institution that they attend. No proof is required in their case.

To apply for a Study Permit

Please verify with Citizenship and Immigration Canada as to where you must send your new application for a Study Permit.

¹ See the instructions for questions 19 to 21.

Reserved for Administration

Individual Reference No. _____

File No. _____

PLEASE FILL OUT THIS FORM IN BLOCK LETTERS.

GENERAL INFORMATION

1. Last name at birth: _____

First names (*underline the name normally used*): _____

Other name that you have used or under which you are known, including your married name:

**PHOTO
MANDATORY
Passport Format
(35 mm X 45 mm)**

2. Sex: F M

3. Date of birth: _____
Year / Month / Day

Place of birth: _____
City Province / State Country

4. Citizenship: _____

5. Civil 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: _____

10. E-mail address: _____

11. Have you obtained a CAQ for Studies before? Yes No Starting date: _____ Ending date: _____
Year / Month Year / Month

12. Through which Canadian government office will you apply for a Study Permit?

Canadian Visa Office serving your country of residence: _____
City Country

or

Port of Entry or Citizenship and Immigration Canada, Canada

13. Family members (legal, de facto spouse, dependent children) who are or will be accompanying you to Québec:
Give details for each person:

Last name at birth	First name	Date of birth Year / Month / Day
1.		
2.		
3.		
4.		

EDUCATION INFORMATION

14. Expected date of arrival in Québec: _____
Year / Month / Day

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

Name

No. - Street - Apt. City Postal Code

16. Level of education that you are entering:

Primary Secondary College University Undergraduate Master's Doctorate

Other Specify: _____

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

18. Starting date of study program: _____ Ending date of study program: _____

Year / Month Year / Month

FINANCIAL SITUATION

19. Your expenses in Québec will be paid by:

You Parent(s) _____ Other _____
Last and first name Last and first name

An organization or a government _____
Name

20. Enter the address of the person or organization that will cover your expenses:

Address: _____
No. - Street - Apt.

City Country Postal Code

Telephone: _____

21. Specify what proof of financial capacity (originals or photocopies) you are submitting with your application, as applicable to your case:

- Proof of fund transfers or any other document that establishes your assets and other sources of income
- Fund transfer authorization from the currency control authority of your country of origin or residence
- Official confirmation of the award of a scholarship, specifying the monthly and annual amounts to be received
- Paycheque statement, income tax return notice, bank letter(s) showing current balance, etc.
- Bank statements for the past three months, including current balance
- Updated bank passbook and proof of passbook ownership

If the costs related to your stay in Québec will be covered by someone else, you must include the following documents (originals or photocopies):

- Declaration of financial guardianship
- Detailed proof of financial capacity of this person (employer's letter specifying salary, paycheque statement, income tax return notice, bank letter(s) showing current balance, etc.)

PAYMENT OF PROCESSING FEE

22. Credit card ([consult instructions for question 22](#))

- Certified cheque, teller's cheque or bank draft drawn on a Canadian bank, in Canadian currency, payable to the *Ministre des Finances du Québec*
- Money order drawn on a Canadian bank, in Canadian currency, payable to the *Ministre des Finances du Québec*
- Cash payment in Canadian currency (at the counter of the *Service aux étudiants étrangers* only)

23. Name, address and telephone number of the person living in Québec who will be paying the processing fee for you (*if applicable*):

Last name: _____ First name: _____ Telephone: _____

Address: _____
No. - Street - Apt.

_____ City _____ Country _____ Postal Code _____

PROTECTION OF PERSONAL INFORMATION

The personal information collected in this document is necessary in order to process your application for a *Certificat d'acceptation du Québec (CAQ) pour études* (CAQ for Studies) and is required under the terms of the Act respecting immigration to Québec, the Regulation respecting the selection of foreign nationals and the incumbent administrative regulations. With the exception of the optional sections, any omission or refusal to answer a question may result in the rejection of your application or could cause delays in the processing of your file. This information may also be used by the Minister responsible for the application of the Act respecting immigration to Québec for the purposes of research, statistics, program evaluation, to convey to you any information liable to affect the conditions of your temporary stay in Québec or to notify you of the possibility of making an application for permanent immigration.

Access to the information provided is restricted to the persons authorized under the provisions of the Act respecting Access to documents held by public bodies and the Protection of personal information (R.S.Q., c. A-2.1). You may obtain information pertaining to your file held by the minister and, if necessary, corrections may be requested in writing. For additional information, please contact the *Service aux étudiants étrangers* in Montréal.

PROTECTION OF PERSONAL INFORMATION (continued)

Personal information is confidential and may not be disclosed without your consent. However, the minister **does not need your consent to:**

- convey personal information to the Canadian immigration authorities and to public Québec organizations, if such communication is necessary under the terms of Québec law;
- be authorized to convey personal information to these organizations if this communication is necessary in the exercise of their powers or in the implementation of a program that they manage.

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 CAQ for Studies. This information includes the CAQ for Studies number, the validity period and the study program or level.

24. I have signed, in _____ on the _____

City Country Year / Month / Day

Signature

DECLARATION (signature mandatory)

I hereby agree to comply with all of the conditions attached to the issuance of my CAQ for Studies, and specifically, to engage primarily in studying.*

I further declare that all the information contained in this application is true.

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;
- that he may refuse to consider an application for a CAQ for Studies from someone who, within the past five years, has submitted false or misleading information or documentation with an application under the Act respecting immigration to Québec;
- that he may revoke a CAQ for Studies when the application contains a false or misleading information or documentation, when the CAQ for Studies was issued by error or when the conditions governing its issuance no longer exist;
- that, if I provide the *Ministère*, investigator or auditor with information that I know or should have known to be false or misleading with respect to an application for a CAQ for Studies, I am breaking the law and subject to a fine.

25. I have signed, in _____ on the _____

City Country Year / Month / Day

Signature

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

AUTHORIZATIONS (optional)

Subject to the exceptions provided 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 determine the information that can be released and to indicate the individuals or organizations authorized to receive it.

These authorizations are optional and the fact that you do not fill them will have no consequence on the processing of your application.

If you choose not to use these authorizations, please detach this page from the application.

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 a *CAQ pour études* (CAQ for Studies) to the following person:

Name and first name of the authorized person Telephone

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.

This authorization does not confer to the person authorized to receive the information, the power to represent me.

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 procedure of my application for a 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 a CAQ for Studies:

Name and first name of the authorized person Telephone

Name of the authorized organization, if applicable

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.

I have signed, in _____ on the _____
City Country Year / Month / Day

Signature