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# IMMIGRATION Canada

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## Study Permit

### Manila Visa Office Instructions



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Document Checklist – Study Permit

This application is made available free by Immigration, Refugees and Citizenship Canada and is not to be sold to applicants.

**Cette trousse est également disponible  
en français**

## Application for a Study Permit – Checklist

- Complete and place this checklist on top of your application.
- You must submit a certified translation with any document that is not in English or French.
- Failure to submit all required documentation may result in the refusal of your application or processing delays.
- False statements or submission of fraudulent documents will result in immediate refusal and potentially legal action.
- Any preparations you make, such as paying administration or tuition fees, are done entirely at your own risk.

**Applicants may choose to apply in the Regular Stream OR the Study Direct Stream (SDS)**

<b>Applicable to all applicants (Regular and SDS streams):</b>	
<b>Family Information Form</b> (IMM 5645 which includes information on your siblings) fully completed, dated and signed.	<input type="checkbox"/>
<p><b>Original passports</b> and a copy of the passport bio-data page.</p> <ul style="list-style-type: none"> <li>• Passport should have a minimum of two blank visa pages and minimum 6 months validity. Your passport should be valid for the duration of your studies. Study permit cannot be issued beyond the validity of your passport.</li> <li>• If you hold a passport from a visa exempt country, you do not require a temporary resident visa (TRV) and you only need to submit a photocopy of your bio-data page. Your original passport is not required.</li> <li>• If you do not reside in your country of citizenship, provide evidence of your status in your country of residence.</li> </ul> <p><b>Minor children:</b></p> <ul style="list-style-type: none"> <li>• Birth certificate.</li> <li>• Notarized Custodianship Declaration – Custodian for Minors Studying in Canada (IMM5646), if applicable.</li> <li>• If accompanied by one parent for the duration of studies, a <b>notarised consent</b> letter from the non-accompanying parent is required.</li> </ul>	<input type="checkbox"/>
<p><b>Letter of Acceptance</b> from the <b>Designated Learning Institution</b> where you intend to study stating:</p> <ul style="list-style-type: none"> <li>• unconditional admission;</li> <li>• course title;</li> <li>• duration of study;</li> <li>• level of study;</li> <li>• start date (multiple start dates, if applicable); and</li> <li>• latest possible date of admission.</li> </ul> <p>If your acceptance is conditional, you must show you can meet the conditions.</p>	<input type="checkbox"/>
<p><b>Official fee schedule</b> which includes:</p> <ul style="list-style-type: none"> <li>• tuition;</li> <li>• accommodations and meal plans; and</li> </ul>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>miscellaneous expenses (medical insurance, books, memberships).</li> </ul>	
<p><b>A personal study plan:</b> A description of your proposed program of studies as it relates to your academic, technical, or vocational background and future career goals.</p>	<input type="checkbox"/>
<p><b>Proof of studies:</b> You must provide evidence of all current and past education, including but not limited to:</p> <ul style="list-style-type: none"> <li>Copies of all diplomas and certificates;</li> <li>evidence of ongoing enrolment (if applicable);</li> <li>post-secondary transcripts;</li> <li>other academic transcripts (up to date).</li> </ul>	<input type="checkbox"/>
<p><b>Certificat d'Acceptation du Québec (CAQ)</b> if you will be studying in Quebec.</p>	<input type="checkbox"/>
<p><b>Police Certificates:</b></p> <ul style="list-style-type: none"> <li>Required for applicants 18 years old or over.</li> <li>Required for all countries where you have resided for 6 months or longer, in the past 10 years.</li> </ul> <p><b>IMPORTANT NOTE:</b> If submitting an online application, scan and upload your Police Certificate.</p> <p><b>Philippines:</b> NBI certificate (Original Copy) issued within the last 3 months and marked with dry seal and your thumbprint (Personal Copy not acceptable).</p> <p>If any of the following remarks appear on the NBI certificate – <b>NO CRIMINAL RECORD, NO PENDING CASE</b> or <b>RECORD AS STATED</b>, please submit:</p> <ul style="list-style-type: none"> <li>A written explanation from the NBI regarding this remark;</li> <li>All court documents for the criminal charges. Provide complete copies of the decision or the resolution of the case. (<b>Note:</b> certifications from the clerks of court are not acceptable); and</li> <li>Your own explanation of the incident leading to the charges.</li> </ul> <p><b>Republic of Korea:</b> Criminal and Investigation History record. Original and notarized translation, if applicable, is required.</p> <p>Details of each conviction or record on your Korean police certificate and court records:</p> <ul style="list-style-type: none"> <li>Your written statement detailing the events of each entry on your Police Record</li> <li>A copy of the Prosecutor's Report for each charge appearing on your police record. This report should include the relevant statutes under which an offense was noted, the criminal facts of the case and the disposition of the case.</li> </ul> <p><b>Note:</b> Please submit the documents in their original language and submit a notarized translation in English and French.</p>	<input type="checkbox"/>
<p><b>Background questionnaire:</b> If you have answered "yes" to any of the background information questions on the application form, provide a completed and signed <b>Schedule 1</b> form (Application for Temporary Resident Visa – IMM 5257B) and include it with your application.</p>	<input type="checkbox"/>

## Applicants using our Regular Stream:

### Proof of your financial situation

Include:

- Your own, your spouse, or your parents' financial documents such as bank records for the past 6 months (bank books and statements) or fixed deposits

AND

- Your own, your spouse, or your parents' income tax documents (Notice of Assessment [NOA] if someone lives in Canada) with employment reference letters indicating earnings or evidence of self-employment or business income.

If applicable, also provide:

- If you receive assistance from anyone else: Provide a letter from them explaining why they are funding your studies. Provide evidence of relationship to you, if applicable.

Also include:

- Your supporter's financial documents such as bank records for the past 6 months (bank books and statements) or fixed deposits

AND

- Their income tax documents (NOA if someone lives in Canada) with employment reference letters indicating earnings or evidence of self-employed or business income.

- If you are receiving a scholarship or any financial assistance from the school or award from a government or other funding agency, present evidence on official letterhead stating the full amount of the award, its duration and any governing conditions.

- If you already paid some tuition fees, provide evidence of payment.

The evidence provided must minimally establish that you have sufficient funds to cover your travel, first year tuition fees and expenses while in Canada (as well as costs for your dependents, if applicable).

# Applicants using the Study Direct Stream (SDS)

The Study Direct Stream (SDS) provides a streamlined study permit application process for students with English language abilities who will study at an eligible Canadian college or university. In place of most financial documents, qualifying applicants must submit a Guaranteed Investment Certificate (GIC) from a participating Canadian financial institution. Applicants must also do their medical examination upfront and pay their tuition fees for their first year. This streamlining allows us to provide applicant with a service standard of 30 days, rather than 60 days.

## How do I qualify?

To qualify, you must:

- Study in a publicly funded post-secondary institution, such as a college, trade or technical school, university or CEGEP (in Quebec).
- Have the following language abilities:
  - IELTS test result with a minimum band of 6 or higher for each ability (Listening, Reading, Writing and Speaking)
  - OR
  - TEF test result with a minimum score of B2 (NCLC 7) or higher for each ability (expression orale, compréhension de l'orale, compréhension de l'écrit, et expression écrite)
- Secure a Guaranteed Investment Certificate (GIC) from a participating Canadian financial institution; instructions on how to apply can be found online, [www.scotiabank.com/studentgicprogram](http://www.scotiabank.com/studentgicprogram)
- Pay your first year of tuition fees upfront,
- Undergo a medical examination **before** submitting your application, AND
- Use a Visa Application Centre to submit your application.

**NOTE:** Applicants who are seeking admission to English preparatory courses (ESL, EAP, or Intensive English) are not eligible for this program.

## Financial Support

- According to Immigration, Refugees and Citizenship Canada guidelines, a single person without dependents will require approximately \$10,000 CAD per year, not including tuition fees, to cover living expenses. This requirement is fulfilled by purchasing a Guaranteed Investment Certificate (GIC) from a participating Canadian financial institution. This is currently offered by [Scotia Bank](#).
- In addition to the GIC, you must provide evidence that you have paid the tuition fees for your first year of study.

## Am I guaranteed a study permit if I choose to apply through SDS?

**No.** The SDS provides a streamlined application process but you must still meet all the requirements for a study permit. Financial documents are only one factor in a visa officer's decision. The Guaranteed Investment Certificate (GIC) reduces the amount of financial documents that you and your family are required to submit in support of your study permit application but does not guarantee an approval of your study permit application.

**What happens if my study permit application is refused?**

You will be able to apply to the bank that issued your Guaranteed Investment Certificate (GIC) for a full refund of your GIC.

**What happens if I purchase a Guaranteed Investment Certificate (GIC) but do not meet the other requirements for the Study Direct Stream?**

If you do not meet the other requirements for the Study Direct Stream, you can apply through the Regular Stream.

**In addition to the documents required for all applicants (Regular and SDS stream), you must submit the following required documents:**

<b>Required documents for Study Direct Stream:</b>	
Evidence of your language abilities: <ul style="list-style-type: none"><li>o IELTS test result with a <u>minimum band of 6 or higher for each ability (Listening, Reading, Writing and Speaking)</u></li><li>OR</li><li>o TEF test result with a minimum score of B2 (NCLC 7) or higher for each ability (expression orale, compréhension de l'orale, compréhension de l'écrit, et expression écrite)</li></ul> (results are acceptable up to two years)	<input type="checkbox"/>
A Guaranteed Investment Certificate (GIC) from a participating Canadian financial institution, currently Scotia Bank. See <a href="http://www.scotiabank.com/studentgicprogram">www.scotiabank.com/studentgicprogram</a> for more information.	<input type="checkbox"/>
Receipt for your first year tuition fees	<input type="checkbox"/>
E-Medical Information Sheet, with UMI number (given by the Panel Physician, after an upfront medical examination is completed)	<input type="checkbox"/>
Documents applicable to all applicants (see the top of the checklist)	<input type="checkbox"/>