



Checklist of Documents

Study Permits

The Canadian Visa Application Centre Mexico

Please use this Checklist as a guide for preparing your application to be submitted. The following documents will make the review of your application and the final decision of the visa officer easier. Submit the documents that are applicable to your case. Some documents are optional.

The documents must be submitted in the order listed. Please note that visa officers may request additional documents as they consider necessary.

- Two photographs of applicant. All photos must meet the requirements of the Photo Specifications which are detailed on our website at cicmex.com.mx. Write your full name and date of birth on the back. You may have your pictures taken at the VAC. This service is **only** provided at the Visa Application Centre in **Mexico City**.
- A payment receipt from Scotia Bank for the applicable processing fee, based on the embassy's exchange rate. The original payment receipt must be submitted. Please consult the fees in our website at cicmex.com.mx. The fees are non-refundable.
- A payment receipt for the VAC fee. The fees are non-refundable.
- One Pre-paid Air Waybill from DHL to send your documents once your application has been reviewed. Available at any DHL location nationwide and at the VAC.
- Application IMM1294B and Annex 1 duly completed.
- Completed "Family Information" and "Addresses" forms for the **main applicant** (regardless of age) and each accompanying family member. **These forms must be completed in English or French.**
- Original passport and photocopy of the passport's biographical data page. All students must have a passport valid for their entire stay in Canada. A study permit will not be issued for the total period of time of the stay to those whose passports have an earlier expiry date. This implies that if you do not arrange for a passport before applying for a study permit, you will need to apply in Canada for an extension of your permit, pay an additional fee, and submit supporting documentation.
- Copy of the unconditional letter of acceptance by the Canadian school. This must include the student's full name, the cost, and the beginning and completion dates of the course. The letter of acceptance must be presented together with the application form. The application form will not be accepted without it. The school must **not** send the letter to our office as it does not have the file number of our office. If a letter of acceptance is received without the file number, it will not be processed.
Minors of primary and secondary school age (from grades 1 to 12) accompanying a parent who has or is applying for a study permit or temporary work permit must submit a separate application and pay the appropriate fee for an open study permit. Accompanying minors **do not require a letter of acceptance.**
- Quebec Certificate of Acceptance (CAQ) if you are going to study in the province of Quebec. You must apply for this certificate before submitting your application at the VAC. See: <http://www.immigration-quebec.gouv.qc.ca/en/immigrate-settle/students/obtaining-authorizations/certificat-acceptation/index.html>
- "Statutory Declaration of Common-law Union-IMM5409", if applicable.
- Proof of economic solvency. You must have sufficient economic means to cover your expenses in Canada. See additional information below. To verify that you have sufficient funds, please submit:
 - Copy of the receipt for school and/or handling fees issued by the school indicating whether you have paid in full or in part (BANK TRANSFER RECEIPTS ARE NOT ACCEPTED).
 - Copy of the last three bank account statements of the person who is going to pay for the studies. The statements must show balances sufficient to cover the costs of school fees,

travel costs and other costs for transportation, food, etc. If the balances are not sufficient to cover all the costs, include other pertinent documentation. Credit cards, credit card account statements, and title deeds are not accepted as proof of ability to pay, as applicants must have sufficient means to cover their costs in Canada.

- ❑ If the people paying the student's expenses are not his or her parents, the student must attach a letter from the person who will be responsible for the costs.
- ❑ If account statements in the name of companies or civil corporations are submitted, a letter from the company or institution must be attached that indicates who is responsible for the student's expenses, as well as a copy of the incorporation papers, including the name of the person signing the letter;
- ❑ If the person responsible for the expenses does not have bank accounts, sufficient proof of income must be submitted, such as payment of income taxes, letter of employment indicating position, seniority and salary, as well as pay stubs for the last three months.
- ❑ If you have been awarded a scholarship or if an institution is going to cover your costs, submit a letter from the group or organization (e.g., CONACYT, universities and institutions in Mexico or Canada, etc.) that specifies the type of scholarship (partial or total) that has been granted, the amount you will receive and for how long.
- ❑ If you are going to stay with a family member or friend, please submit a letter of invitation that refers to the duration of your stay. Also include proof of income for your family member or friend in Canada.
- ❑ If you are working, a copy of the letter allowing leave time or proof that you must return to work, and a copy of the pink sheet ["hoja rosa"] or entry in the IMSS or ISSSTE or a note explaining why you do not have this entry.
If you resigned or intend to resign from your job, attach a letter of reference from your most recent employment, a pink sheet ["hoja rosa"] from IMSS or ISSSTE, and a personal letter specifying the reason for your resignation, the reason for your trip to Canada, and your plans for the time after you complete your courses. An interview may be required.
- ❑ Non-Mexican applicants currently residing in Mexico must, in addition to the documents mentioned above, submit the original version of their Mexican immigration document (FM2, FM3, FMT, Permit to leave and return to Mexico, etc.). An interview and a passport visa may also be required. A study permit cannot be issued for a period extending beyond the period of validity of the passport.

Note: You may include translation in English or French of the letters submitted.

- ❑ Students that are Minors

If the student is less than eighteen years of age and is going to the province of Alberta, Manitoba, Ontario, Prince Edward Island, Quebec or Saskatchewan, he/she must present the [Authorization for a Minor Child to Travel to Canada form](#).

If the student is less than nineteen years of age and is going to the province of British Columbia, New Brunswick, Newfoundland or Nova Scotia, or to Northwest Territories, Nunavut or Yukon, he/she must present the [Authorization for a Minor Child to Travel to Canada form](#).

A copy of the notarized letter or affidavit in English or French from the guardian who will be in charge of the minor in Canada, providing complete information about him/herself and indicating acceptance of responsibility for the minor during his/her stay in Canada. If the guardian is an employee at the school the information concerning responsibility of the minor or student may be included in the letter of acceptance. Examples of letters for custody:
www.canadainternational.gc.ca/mexico-mexique/assets/pdfs/custodianship%20declaration.pdf

- ❑ Students Travelling with Their Families

If the student's parents are accompanying him/her in Canada throughout the time of his/her studies, they should apply for a TRV as a tourist. Parents are to complete the application and

submit two photographs plus copies of the passport biographical data page and birth certificate of their son/daughter.

If the student's children are between the ages of six and sixteen, they must apply for an open study permit. They are to complete their own application, include their two photographs and copies of their passport biographical data page and birth certificates, and pay their own fees. No letter of acceptance or other supporting documentation is required, except in the province of Quebec where a Quebec Certificate of Acceptance (CAQ) is required. The latter must be obtained at the same time that the CAQ is being applied for by the father or mother who is going to study.

- ❑ Students whose spouse or common-law partner and/or children will be joining them later

Include them in your application and add a note indicating the approximate date on which they will be travelling to Canada and the time of their stay in Canada. Submit a copy of your marriage certificate or proof of common-law relationship and the birth certificates of your children.

- ❑ Students whose spouse, common-law partner or children will NOT be accompanying them throughout their stay in Canada

Even though your spouse, common-law partner or children are not accompanying you, you must include their names in your application and give the reasons why they are not accompanying you. Submit a notarized letter from your spouse or common-law partner indicating that he/she is in agreement with your trip and that your children will be taken care of during your absence. You must attach another letter stating that you have made arrangements for the care and well-being of your family during your stay in Canada. Documents must be provided supporting this declaration.

Study Permit – Proof of Funds

Please take into account the estimated minimum monthly cost of a student's stay in Canada, which EXCLUDES the amount of the school fees and return transportation to Mexico. This cost is an approximate amount that covers the costs of accommodation, food, clothing, books, local transportation and medical insurance, etc. If your spouse and/or children are accompanying you, please take the corresponding amounts into account.

Most educational institutions in Canada require medical insurance to cover all medical expenses within the province. Therefore, please ensure that you fulfill this requirement by acquiring medical insurance through the educational institution. If you travel to another province, purchase insurance to cover your visit.

All provinces (*except Quebec*): Basic monthly costs per person (in Canadian dollars)

Student:	\$833
Spouse:	\$333
Child:	\$255

Quebec: Basic monthly costs per person (in Canadian dollars)

Student:	\$800
Spouse:	\$478
Child:	\$320

Submission of an Application

To submit an application for a Temporary Resident Visa, Work Permit or Study Permit, you may either bring all the required documentation to the Visa Application Centre (VAC) by yourself or through a third person or send it to the VAC via courier. DHL offers a special rate.

If you choose to appear at the VAC in person, applications may be submitted by the main applicant, a third person, or their representative with a duly completed Use of a Representative Form (IMM5476). A consent form must be signed by each applicant or their legal guardian. If the applicant is not going to appear in person, please ensure to include a signed copy of the Consent Form with the application documents.

If you choose to send your documents by courier, please ensure that you have printed the VAC Consent and the checklist for the appropriate type of travel and include them in the package. You must include as well a minimum of two receipts per person in the package: one receipt per applicant for the VAC fee, and one receipt for the processing fee. Note: The family fee may be submitted if applicable.

If any minimum required documents are missing in order to present your application, it could be returned to you for completion.

1 I, the applicant, confirm that I have no other documents to submit

OR

2 I, the applicant, am submitting the supporting documents indicated by a check mark in the corresponding checkboxes above. I understand that failure to submit all necessary documents may result in the application being refused, but have chosen to proceed with the application.

Printed Name of Applicant

Signature of Applicant

Date