



# 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 are required - failing to present all documents required may result in a visa refusal.

The documents must be submitted in the order listed. Please note that visa officers may request additional documents as they consider necessary, including results of medical examinations.

- Four photographs. All photos must meet the requirements of the Photo Specifications which are detailed on our website at [cicmex.com.mx](http://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](#). The fee is non-refundable
- Two Pre-paid Air Waybills from DHL for your medical examination information to be sent, and subsequently your documents once your application has been considered. Available at any DHL location nationwide and at the VAC.
- Application IMM1294B and Annex 1 duly completed.
- Persons older than 18 years of age must also complete the "Additional Information Form"
- Persons older than 18 years of age must also complete the "Family Composition Form"
- Original passport and photocopy of the passport 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.
- 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>
- 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.
- ❑ Students that are Minors
1. Minor children: he/she must present a copy of a notarized letter in Spanish together with its translation into English or French. The letter must be signed by both parents and must indicate that they will be responsible for the student's expenses in Canada. The letter shall include (1) the names of both parents, their address, and their telephone number; (2) the full name of the minor; (3) the purpose of the trip and the duration of the stay, including the dates of arrival in and departure from Canada; and (4) the name of the person who will be the guardian of the minor during his/her stay in Canada, together with his/her full address and telephone number in Canada.
    1. Less than eighteen years of age: going to the province of Alberta, Manitoba, Ontario, Prince Edward Island, Quebec or Saskatchewan
    2. Less than nineteen years of age: going to the province of British Columbia, New Brunswick, Newfoundland or Nova Scotia, or to Northwest Territories, Nunavut or Yukon
  2. 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: <http://www.cic.gc.ca/english/pdf/pub/custodian-parent.pdf>
  3. If the parents are divorced, letters from each of them unless the divorce decree specifies only one of the parents to have custody over the minor. In this case, the notarized letter must mention that the parent who gives consent is the only one who has custody over the minor. Include a copy of the divorce decree.
  4. If either of the parents is deceased, submit a copy of the death certificate and a copy of the minor's birth certificate.
  5. If the minor is travelling with a person who is not his/her mother or father, the notarized letter from the parents must indicate the name of the adult who will be in charge of the minor.

❑ 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 four 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 four 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 Families 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. If they intend to stay in Canada for six months or longer, they must undergo a medical examination.

Students Whose Families will NOT be Going to 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) or send it to the VAC via DHL. Please bear in mind that you must have the processing fee receipt from Scotia Bank in order to submit the application.

The fee for the services at the VAC is: 243 pesos at Scotia Bank, or at the VAC using a Visa or MasterCard credit card.

### VAC Addresses:

Mexico City Visa Application Centre  
Sófocles 127  
Miguel Hidalgo  
C.P. 11591, D.F. México  
9 am to 6 pm Monday-Friday

Monterrey Visa Application Centre  
Avenida Hidalgo 400 Poniente (esquina Rayón)  
Colonia Centro  
C.P. 64000 Monterrey, Nuevo León  
9 am to 6 pm Monday-Friday

Guadalajara Visa Application Centre  
Agustín Yáñez 2537  
Zona Minerva  
C.P. 44130, Guadalajara, Jalisco  
9 am to 6 pm Monday-Friday

If you choose to appear at the VAC in person, applications may be submitted by the main applicant, 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 the courier option, please ensure that you have printed the checklist for the appropriate type of travel and include it in the package. You must include as well a minimum two receipts per person in the package: one per applicant for the VAC fee, and one per applicant for the processing fee. Note: family receipt permitted if applicable for the processing fee. The VAC fee must still be paid per person.

If any required documentation is missing your application will not be accepted for processing and will 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.

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**Printed Name of Applicant**

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**Signature of Applicant**

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**Date**