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# IMMIGRATION Canada

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## Study Permit

### Accra 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.

Any document not in English or French must be accompanied by a certified translation.

Failure to submit all required documentation may result in the refusal of your application or processing delays.

Preparations such as paying administration or tuition fees are done at your own risk until you receive from the High Commission the Letter of Authorization to study in Canada.

For entry in September, **apply in May or June**. For entry in January, **apply in September or October**.

Number of people travelling to Canada (principal applicant + accompanying family members):

**In addition to a study permit, are you submitting applications for the following?**

		<b>Number required:</b>
<b>Spouse or common law partner</b>	<b>Open work permit</b> - complete an application for a work permit	Number required: <input type="text"/>
	<b>Temporary resident visa</b> (if not applying for an open work permit) - complete an application for a temporary resident visa	Number required: <input type="text"/>
<b>Minor Children</b>	<b>Open study permit</b> - for accompanying children aged 6-18 years old - separate application form is required	Number required: <input type="text"/>
	<b>Temporary resident visa</b> (if a study permit is not Required) - complete an application for a temporary resident visa	Number required: <input type="text"/>
<b>Dependants over 18</b>	<b>Study permit</b> for accompanying dependants aged 18-22- complete an application for a study permit which must include a letter of acceptance from a college or university in Canada	Number required: <input type="text"/>
	<b>Temporary resident visa</b> (if a study permit is not required) - complete an application for a temporary resident visa	Number required: <input type="text"/>

<b>You must submit the following items:</b>	✓
<b>Two photographs</b> meeting the photograph specifications for each applicant. Signed, dated and taken in the past six (6) months. Write the name and birth date of the individual on the back.	<input type="checkbox"/>
<b>Valid passport</b> from each person requiring a temporary resident visa. Your passport should be valid for at least six (6) months from the date of travel to Canada.  Include <b>all cancelled or expired passports</b> , if applicable.  If you do not reside in your country of citizenship, please provide your work permit or temporary stay permit.	<input type="checkbox"/>
<b>A photocopy of the bio-data page</b> of each applicant's passport.	<input type="checkbox"/>
<b>Original and a photocopy of the Letter of acceptance</b> from your educational institution in Canada, even if you are intending to study for a period less than six (6) months. If your acceptance is conditional you must show you can meet the conditions.	<input type="checkbox"/>
<b>Study plan:</b> Please submit a one page study plan which answers the following questions and includes any other information relevant to the processing of your application: <ul style="list-style-type: none"> <li>• Why do you wish to study in Canada in the program for which you have been accepted?</li> <li>• What is your overall educational goal?</li> <li>• Why are you not pursuing a similar program in your country of residence?</li> <li>• What research have you done into studies in your country of residence or of citizenship?</li> <li>• How will this program enhance your employment opportunities in your country of residence or of citizenship?</li> <li>• What ties do you have to your country of residence or of citizenship?</li> <li>• If it has been more than 2 years since you have left full time education, please provide your C.V. (résumé)</li> <li>• In the case of a minor applicant, what are your reasons for studying in Canada? What is your parents' or guardians' immigration status in their current country of residence?</li> </ul>	<input type="checkbox"/>
<b>Proof of current studies:</b> a current letter and transcript from the educational institution you are attending.	<input type="checkbox"/>
<b>Academic documents :</b> <ul style="list-style-type: none"> <li>• Originals and photocopies of school transcripts (beginning in secondary school)</li> <li>• certificates and diplomas (beginning with "0" level or JSSC).</li> </ul>	<input type="checkbox"/>
<b>Proof of sufficient funds to cover your tuition and living expenses for at least one year in Canada.</b> In addition to the cost of tuition, you should have at least CAD \$10,000	<input type="checkbox"/>

<p>available to cover your living expenses. Please submit:</p> <ul style="list-style-type: none"> <li>• copies of bank statements or a bank book covering the past 3 months</li> <li>• any additional supporting documents demonstrating a reliable source of funds (letter of undertaking and financial documents from parent or sponsor, official letter of scholarship or financial award, investments, income from rental properties etc.)</li> <li>• if your tuition has already been paid, please provide proof of payment.</li> <li>• if you have a sponsorship by a third person, this person must <ul style="list-style-type: none"> <li>○ attach supporting documents (bank statements, employment, etc.)</li> <li>○ write a letter explaining why they will be financing your studies, and</li> <li>○ if that person is a relative, provide proof of relationship (birth certificates)</li> </ul> </li> <li>• if the third party is in Canada, the letter must state their name, address, telephone number and e-mail, proof that the third party resides legally in Canada (citizenship, permanent residence, study or work permit, etc.), proof of employment (with years of service and salary), a bank statement, and a copy of the summary page of their last income tax statement from the Canada Revenue Agency.</li> </ul>	
<p><b>Scholarships</b> or any financial assistance or award from a government or other funding agency must be presented on official letter stating the full amount of the award, its duration and any governing conditions.</p>	<input type="checkbox"/>
<p><b>Family Information Form IMM 5707</b>, fully completed, dated and signed.</p>	<input type="checkbox"/>
<p><b>If applicable, you must also submit:</b></p>	<input checked="" type="checkbox"/>
<p>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"/>
<p><b>Proof of employment</b> - letter from your current or past employer and pay slips (last 3 months). Employment letter dated within 2 months of the application indicating occupation, job description, position, salary, allowances, years of employment, and authorized leave dates.</p>	<input type="checkbox"/>
<p><b>Children must each have their own passport.</b> They must also have a school leave letter, if applicable.</p>	<input type="checkbox"/>