

Dakar Visa Office



Additional Document Checklist

Study Permit

These instructions should be used in addition to the study permit document checklist ([IMM5483](#)).

To be eligible to study in Canada, you must meet the requirements set out under Canadian legislation. Failure to submit all required documentation may result in the refusal of your application.

If your documents are in a language other than English or French, you must include a certified translation.

Any false statement or the presentation of any fraudulent document(s) will result in the immediate refusal of the application and a ban from Canada for 5 years.

Cette trousse est également disponible en français.

It is strongly recommended that you respect the following deadlines for submitting your application. **Applications filed after these dates will probably not be finalized before the start of the academic session:**

- For the fall session (September in Canada) it is recommended to submit your application before: **June 15**
- For the winter session (January in Canada) it is recommended to submit your application before: **October 15**
- For the summer session (May in Canada) it is recommended to submit your application before: **February 15**

Francophone Minority Communities Student Pilot (FM CSP) - To be eligible you must:

- meet the criteria on the [IRCC website](#)
- provide the [required documents](#)



Note: If your application is approved, a visa will be inserted into your passport and a letter will be sent to you to allow you to obtain your study permit at the port of entry. The visa serves to confirm that you fulfill the conditions of admission to Canada as a temporary resident, but these conditions of admission can be checked again by an immigration officer when you enter Canada.

Depending on your country of residence, visa issuance may take up to 3 weeks from the date of submission of your passport at the Visa Application Centre.

If your visa application is refused, you will receive a written explanation of the reasons for the refusal. There is no official appeal mechanism for refusals of study permit applications. You must demonstrate that you meet the requirements of the *Immigration and Refugee Protection Act* and Regulations and that you will be in Canada for a **temporary** stay.

Any preparations you make or costs undertaken are done entirely at your own risk, as you are not guaranteed to receive a study permit.



You must submit the following:

Proof of current and/or previous studies:

- You must provide copies of transcripts and any certificates, diplomas or degrees conferred from any post-secondary educational institution(s) you attended or have attended.

Study plan:

- You must submit a one-page study plan which answers the following questions and includes any other information relevant to the processing of your application:
 - Why do you wish to study in Canada in the program for which you have been accepted?
 - What is your overall educational goal?
 - Why are you not pursuing a similar program in your country of residence?
 - What research have you done into studies in your country of residence or citizenship?
 - How will this program enhance your employment opportunities in your country of residence or citizenship?
 - What ties do you have to your country of residence or citizenship? (Note: The visa officer may request additional documents or a personal interview)
 - If it has been more than two years since you have left full time education, please provide your Curriculum Vitae (resumé);
 - In the case of a minor applicant, what are your reasons for studying in Canada?
 - What are your parents' or guardians' immigration status in their current country of residence?

Proof of funds:

- You must provide proof that you have sufficient funds to cover the average expense of a year of study in Canada (Please refer to the [IRCC website](#) for the current financial requirements);
- **You must provide the following documents to demonstrate your financial ability to support the proposed studies:**
 - copies of bank statements for at least 4 months (be sure to properly document any lump sum deposits showing the provenance of these funds);
 - any additional supporting documents demonstrating a reliable source of funds;



- letter of undertaking and financial documents from parent or sponsor;
- if you have a sponsorship by a third person, this person **must**:
 - attach supporting documents (bank statements- including, employment records, documentation of provenance of funds, etc.);
 - write a letter with current contact information explaining why they will be financing your studies, including, if the sponsor has previously provided financial support to you, their relationship to you, the number of dependents they have, and the amount of their support;
 - if that person is a relative, provide proof of your relationship with the sponsor (e.g., birth certificates, guardianship, custodian documents);
 - if the third party is in Canada, in addition to the above, please provide: proof that the third party legally resides in Canada (e.g. proof of citizenship, permanent residency, study or work permit, etc.) and a copy of the summary page of their last income tax statement from the Canada Revenue Agency;
 - copy of their photo identification (national identity card or passport).

Note: Scholarships or any financial assistance or award from a government or other funding agency must be presented on official letterhead stating the full amount of the award, its duration, and any governing conditions.

Copies of Birth Certificates for minor children

- You must provide birth certificates for each child and a signed copy of the Non-Accompanying Parent's Authorization letter; and
- A copy of a government issued identification with signature (e.g., passport, national ID) and include updated contact information for the non-accompanying parent.

If applicable, also submit:

- A **Use of Representative Form** ([IMM5476](#)) must be completed if anyone (paid or unpaid) has assisted you in your application;
- A **representative** is someone who provides advice, consultation, or guidance to you at any stage of the application process, or in a proceeding and, if you appoint them as your representative by filling out this form, has your permission to conduct business on your behalf



with Immigration, Refugees and Citizenship Canada (IRCC) and the Canada Border Services Agency (CBSA);

- You are not obliged to hire a representative. We treat everyone equally, whether they use the service of a representative or not. For more information on using an immigration representative and how to protect yourself from fraud visit our [website](#).