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# IMMIGRATION Canada

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## Study Permit

## Dakar Visa Office Instructions



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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

### Entry to Canada is a privilege and not a right.

To be eligible to study in Canada, you must meet the requirements set out under Canadian legislation.

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

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

If you submit your application at a Visa Application Centre (VAC), originals and legible photocopies must be submitted. If you fail to provide photocopies of each required document, the originals will be kept. If your application is sent by mail, do not send any originals.

**Note:** If you are a legal resident of Senegal who also currently resides there, and you have been accepted to study at a designated post-secondary school in Canada, you may be eligible to [get your study permit through the Student Direct Stream](#) if you apply online.

After submission of all required documents, you may be required to submit additional documents or attend an interview.

A medical exam will be required for study programs exceeding six months. Do not undergo a medical exam until advised by this office.

Any preparations you make, such as paying administration or tuition fees, are done entirely at your own risk, as you are not guaranteed to receive a study permit. The visa officer can refuse your application if you have not shown that you satisfy all of the conditions set out in the legislation.

Do not finalize travel plans unless you have received your visa from the Embassy of Canada.

All requirements must be met before courses begin; otherwise, your application may be refused, as Canadian educational institutions do not admit new students after the official start date.

It is strongly recommended that you respect the following deadlines for submitting your application, as all applications are processed by the Visa & Immigration section of the Embassy of Canada in Dakar. **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: **July 01**
- For the winter session (January in Canada) it is recommended to submit your application before: **November 01**
- For the summer session (May in Canada) it is recommended to submit your application before: **March 01**

Studying in Canada is demanding and expensive. Therefore, your application must be complete and convincing (forms, letter of admission, proof of sufficient financial resources and additional documents listed in Dakar visa section's specific check-list).

If your application is refused, it is unlikely that a subsequent application will be approved unless the circumstances presented in the new application have changed significantly from the previous application.

A complete application does not guarantee that you will receive a Visa.

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. You must also:

- have been accepted by an accredited educational institution
- satisfy an officer that you will leave Canada at the end of your studies
- prove that you have enough money during your stay in Canada to:
  - pay for your tuition fees
  - pay for living expenses for yourself and accompanying family members
  - pay for return transportation for yourself and accompanying family members
  - be law abiding and have no record of criminal activity
- not be a risk to the security of Canada
- produce any additional documents requested by the officer to establish your admissibility
- undergo a medical examination, if required.

Any false statement or the presentation of any fraudulent document(s) will result in the immediate refusal of the application. Fraud can result in a **five-year ban on further applications**.

<b>You must submit the following:</b>	√
<b>Two photos</b> meeting the photograph specifications with a white background. The photographs should have your name printed on the back, as well as be dated and taken in the past six months.	<input type="checkbox"/>
Each applicant's <b>original passport</b> .  The passport must: <ul style="list-style-type: none"> <li>• be valid for a minimum of 6 months, preferably valid for the duration of your planned stay in Canada, since a visa cannot be issued beyond the validity of the passport;</li> <li>• show that you are lawfully admitted to your current country of residence (e.g. border stamp if you are not a citizen of the country, study/work/residency permit, etc.);</li> <li>• have a minimum of two blank pages;</li> <li>• be accompanied with a copy of the passport bio-data page (i.e. the page with the name, photo, place of birth, date of issue, etc.).</li> </ul> <b>Each applicant must also submit the original or a copy of all the pages of all their previous passports, as proof of past travel.</b>	<input type="checkbox"/>
<b>Your original birth certificate extract</b> (a birth attestation is not accepted)	<input type="checkbox"/>
A completed and signed <b>Schedule 1</b> form (Application for Temporary Resident Visa – IMM 5257B).	<input type="checkbox"/>
<b>Family information form (IMM 5707)</b> . Each applicant must complete their own, adult and children. Ensure to write every family member's name, place of birth, date of birth, marital status, current occupation and address. If a question is not applicable, write "N/A".	<input type="checkbox"/>

<p><b>A copy of your marriage certificate or statutory declaration of common-law union</b> (IMM 5409) if applicable.</p>	<input type="checkbox"/>
<p><b>Proof of relationship to the guarantor who is funding your studies in Canada</b> if they are a blood relative (for example: your guarantor's birth certificate, family booklet, etc.)</p>	<input type="checkbox"/>
<p><b>Certificat d'acceptation du Québec (CAQ) or evidence that you have applied</b> if you will be studying in Quebec</p> <ul style="list-style-type: none"> <li>• See <a href="http://www.immigration-quebec.gouv.qc.ca">www.immigration-quebec.gouv.qc.ca</a>.</li> <li>• <b>Don't delay in applying for your study permit</b></li> <li>• If you have not yet received your CAQ, you can provide evidence that you have applied (payment receipt). Once you receive the Quebec acceptance letter or certificate, send us a copy.</li> </ul>	<input type="checkbox"/>
<p><b>Letter of acceptance from your educational institution</b> stating conditional or unconditional admission, course title, duration of study, start date (multiple start dates, if applicable).</p>	<input type="checkbox"/>
<p><b>Academic documents:</b></p> <ul style="list-style-type: none"> <li>• Copies of school transcripts (from the beginning of secondary school;</li> <li>• Transcript from the baccalaureate (BACC) examination (submit once obtained, if applicable);</li> <li>• Copies of certificates and diplomas from all post-secondary studies completed.</li> </ul>	<input type="checkbox"/>
<p><b>Financial responsibility letters</b>, from the persons funding your studies.</p> <p>The letter from your financial guarantors must indicate:</p> <ul style="list-style-type: none"> <li>• Their employment or occupation;</li> <li>• Their relationship to you (e.g. parent, uncle, aunt, cousin, etc.);</li> <li>• The number of dependents they have;</li> <li>• Their full contact information;</li> <li>• Your financial guarantors must also provide a copy of their photo identification (national identity card or passport).</li> </ul> <p><b>If your financial guarantor is not your father or mother, you must submit a copy of your financial guarantor's birth certificate and that of your relative, in order to demonstrate the family relationship between you and your guarantor.</b></p>	<input type="checkbox"/>
<p><b>Proof of funds:</b></p> <ul style="list-style-type: none"> <li>• You or your financial guarantor must provide proof that you have sufficient funds to cover the expenses of a year of study in Canada;</li> <li>• These expenses include approximately CAD \$12,000 per year for living expenses (food, housing, clothing and medical insurance) and from CAD \$10,000 to CAD \$15,000 per year for tuition;</li> <li>• You must therefore have at least around CAD \$22,000 available for your first year of study at university and be able to show that you will have an equivalent amount for the subsequent years;</li> <li>• In addition to the above costs, you must also consider the price of transportation to Canada (from CAD \$2,000 to CAD \$5,000);</li> <li>• We will review the financial means of the individual who will be paying for the studies in Canada, as well as the applicant's relationship to that person. We will</li> </ul>	<input type="checkbox"/>

<p>also examine any other source of income that can be attributed to a scholarship, personal savings, business income, etc.</p> <p><b>You can provide one or many of the following documents to demonstrate your guarantor’s financial ability to support the proposed studies:</b></p> <ul style="list-style-type: none"> <li>• Original personal bank statements for the past 12 months (bank books, statements of account etc.);</li> <li>• Pay slips for the past six months at least and employment contract stating the salary;</li> <li>• Financial statements (prepared by an independent chartered accountant) for the business for the past two fiscal years if the applicant is an entrepreneur;</li> <li>• Any proof of investment in your country or abroad;</li> <li>• Any additional proof of income for the person funding the studies in Canada;</li> <li>• Copy of civil documents (birth certificates and marriage certificates) for your guarantor and your relative in order to demonstrate the family relationship with your financial guarantor if they are not your father or mother;</li> <li>• Proof of a transfer of funds from a Canadian bank or from the Canadian educational institution (in both cases, the bank or school in Canada must send us an acknowledgement of receipt of the funds transferred in the student’s name and you must include this document in your application).</li> </ul> <p><b>However, you do not have to submit proof that your tuition has been paid to your educational institution with your application. This may be requested later in the process by an immigration officer.</b></p> <p><b>We do not accept cheques.</b></p> <p><b>Scholarships:</b> 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.</p>	
<p><b>Proof of employment, if applicable</b></p> <ul style="list-style-type: none"> <li>• A letter from your current employer;</li> <li>• Payslips (last three months);</li> <li>• Employment letter dated within two months of the application indicating occupation, job description, position, salary, allowances, and years of employment.</li> </ul>	<input type="checkbox"/>
<p><b>If a student wishes to be accompanied by dependants</b> (spouse, children): the dependants must submit the appropriate forms for the type of application.</p> <ul style="list-style-type: none"> <li>• The student must add any additional document attesting to the marital or parental relationship and sufficient financial resources to support them.</li> </ul>	<input type="checkbox"/>
<p><b>Any additional documents that could support your statements during the interview.</b></p>	<input type="checkbox"/>
<p><b>Self-addressed stamped envelope</b> for the return of your documents if you applied by mail (applications by mail are accepted only in countries that do not have a VAC)</p>	<input type="checkbox"/>
<p><b>Note that a medical exam may be required (with exceptions).</b> The medical form will be sent to you once your application has been reviewed by an officer, if applicable.</p>	<input type="checkbox"/>

The documentation you provide with your application will be used to establish that your authorization to enter Canada would not be contrary to the *Immigration and Refugee Protection Act*.

Failure to provide complete, truthful and accurate material will result in your application being assessed based on the documentation submitted, which may result in your application being refused.

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.

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.