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# IMMIGRATION Canada

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## Study permit

### Singapore visa office instructions



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Document checklist – Study permit

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**Cette trousse est également disponible en  
français**

## Application for a study permit – Checklist

Complete and place this checklist on top of your application.

Include a certified translation with any document that is not in English or French.

IRCC may refuse your application if you fail to submit all required documentation.

False statements or submission of fraudulent documents will result in immediate refusal.

An interview may be required. You will be informed accordingly.

Any preparation you make, such as paying administration or tuition fees, are done entirely at your own risk.

Do not finalize travel arrangements until you have received a positive decision from the High Commission of Canada in Singapore.

<b>Submit the following items :</b>	
<p><b>Original valid passport or travel document.</b> Your passport or travel document should:</p> <ul style="list-style-type: none"> <li>• be valid for the duration of your studies. The visa and study permit cannot be issued beyond the validity of your passport or travel document.</li> <li>• contain a minimum of two blank pages (excluding observation page)</li> <li>• be valid for at least six months</li> </ul> <p><b>Include copies of all cancelled or expired passports or travel documents, if applicable</b></p>	<input type="checkbox"/>
Copy of <b>birth certificate</b> and <b>marriage certificate</b> , if applicable.	<input type="checkbox"/>
<p><b>Proof of immigration status in the country in which you are currently residing</b> If you do not reside in your country of citizenship, provide a copy of your permanent, temporary stay permit, work permit or study permit (include the issue and expiry date)</p>	<input type="checkbox"/>
<p><b>Academic documents</b></p> <ul style="list-style-type: none"> <li>• Notarized copy of any University or College Diploma granted and transcripts for any program.</li> <li>• If you have not yet graduated, indicate the expected date of graduation and whether you will receive a degree, diploma, or certificate.</li> </ul>	<input type="checkbox"/>
<p><b>Study Plan:</b> Submit a one page study plan which answers the following questions and includes any other information relevant to the processing of your application:</p> <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> </ul>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>• What is your overall educational goal?</li> <li>• Why are you not pursuing a similar program in your country of residence or citizenship?</li> <li>• How will this program enhance your employment opportunities in your country of residence or citizenship?</li> <li>• What ties do you have to your country of residence or citizenship?</li> <li>• If it has been more than two years since you have left full-time education, please provide your C.V.</li> <li>• In the case of a minor applicant, what are your reasons for wishing to study in Canada? What is your parents or guardians immigration status in their current country of residence?</li> </ul>	
<p><b>Original police certificates</b></p> <p>You must obtain a police certificate for each country or territory where you have lived for six consecutive months or longer since reaching the age of 18</p> <p>Further instructions will be provided for applicants who require a 'certificate of no criminal conviction' from the local authorities in <b>Singapore</b>.</p>	<input type="checkbox"/>
<p><b>Proof of sufficient funds</b></p> <p>Evidence of accumulated funds that show a history of at least six months. In order to demonstrate this, we require all of the following:</p> <ul style="list-style-type: none"> <li>• copy of bank book or statement showing financial history and the account balance over the past six months</li> <li>• a written explanation as to the source of funds</li> </ul> <p>Documents pertaining to other types of assets such as stock market, investment accounts, bonds, real estate or property, income from rental properties, proof of pension, business transactions may be included, although these should not be used to replace the documents requested above.</p> <p>If no clear documentary evidence is available, you may provide a written explanation.</p>	<input type="checkbox"/>
<p><b>Evidence of your parents' income or employment</b></p> <ul style="list-style-type: none"> <li>• Original letters of employment from the current employer of each parent including the employer's name and address as well as the telephone and email; your parent's date of hire, position, current salary, any bonuses and additional income, or</li> <li>• Notice of Assessment or Income tax for the past two years in your parents names</li> </ul> <p><b>If either or both of your parents own a business or part of a business, submit:</b></p> <ul style="list-style-type: none"> <li>• A notarized copy of the business registration, license indicating their shares in the business</li> <li>• Business tax assessment for the past two years</li> <li>• Audited financial statements and capital verification reports for the most recent fiscal year.</li> </ul>	<input type="checkbox"/>

<p><b>If you are being supported by a person other than your parents</b>, the same information is required for them.</p> <p>Provide a written explanation as to why an individual other than your parent is providing the financial assistantship. In addition, submit proof of your relationship (where applicable).</p>	<input type="checkbox"/>
<p><b>If you are employed</b>, submit:</p> <ul style="list-style-type: none"> <li>• Original letters of employment including the employer’s name and address as well as the telephone and email, your date of hire, position, current salary, any bonuses and additional income, and</li> <li>• Notice of Assessment or Income tax for the past two years</li> </ul>	<input type="checkbox"/>
<p><b>If you are receiving any funding from a school in Canada or other organization</b>, submit:</p> <ul style="list-style-type: none"> <li>• Original letter containing details of the funding you are to receive during each year of your proposed course of study</li> </ul>	<input type="checkbox"/>
<p><b>IELTS</b> is highly recommended as proof of language proficiency and meeting the language requirements of the school.</p> <ul style="list-style-type: none"> <li>• Submit the Academic test results, taken within the last year.</li> </ul>	<input type="checkbox"/>
<p><b>Family Information Form</b> [IMM 5707], fully completed, dated and signed. You must answer every question. If not applicable, write N/A.</p>	<input type="checkbox"/>