



STUDY PERMIT

APPLICATION FOR A STUDY PERMIT – **GENERIC CHECKLIST**

- Complete and place this checklist on top of your application.
- Consult [VFS website](#) for forms and instructions
- 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 delay processing.
- False statements or submission of fraudulent documents will result in immediate refusal.
- After submission of all required documents you may be required to attend an interview.
- A medical exam will be required for study program exceeding 6 months. Study permit applicants can undergo Up-Front Medical examinations, per instructions below. Please note that completing an up-front medical examination does not guarantee the issuance of a study permit and that costs for an up-front medical will not be reimbursed by our office if a study permit is refused.
- Any preparations you make, such as paying administration or tuition fees, are done entirely at your own risk.
- Do not finalize travel plans unless you have received a visa from the Canadian High Commission to India in New Delhi, or the Consulate General of Canada in Chandigarh.
- **We strongly recommend that you submit your application at least three months ahead of your proposed date of travel. Applications that are received after 01 April for May entry, after 01 August for September entry and after 01 December for January entry will not normally be processed in time for the start of classes and will likely be refused.**
- When submitting your completed and signed application form, be sure to include the last page (page 5 of 5) that will contain your data in barcodes in 02 copies.

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You MUST submit the following:	✓
Checklist – Attach THIS checklist as a cover sheet to your application.	
Application form fully completed (all questions answered), dated and signed, indicating your personal mailing address, reliable phone contact, and your personal email address (if you agree to e-mail communications).	
Original, valid passport for yourself and each family member requesting a visa, as well as a photocopy of the biodata page.	
Family Information Form and Student Questionnaire (leaving no gaps).	
Two passport photographs with a white background for yourself and each family member requesting a visa. The photographs should have your name printed on the back, dated and taken in the past 6 months.	
Letter of Acceptance from your educational institute in Canada stating unconditional admission, course title, duration of study, level of study, start date (multiple start dates, if applicable) and latest possible date of admission.	



You MUST submit the following:	✓
Use of a Representative form (IMM 5476) (if applicable)	

The following documents are STRONGLY recommended:	✓
IELTS test results taken within last 24 months	
Photocopy of the most recent diploma/leaving certificate, and most recent mark sheets (for entire program; consolidated mark sheets are NOT acceptable)	
Other educational certificates diplomas/degrees (including mark sheets)	
PREFERRED OPTION for proof of funds: you can fulfill the financial requirement by submitting a copy of an Educational Loan from an Indian Chartered Bank equivalent to at least first year's tuition plus \$10 000 CAD to cover living and travel expenses for one year. See information on the following page for the list of acceptable banks	
Copy of receipts for payment provided by the University (pre-payment of first term is strongly recommended)	
Form 16 for salaried employees or income tax return document.	
Scholarships 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.	
Reference letter from the individual(s) providing you financial assistance for your program. The letter must indicate their occupation and relationship to you, the number of dependents they have and their full contact details. You should also provide a letter from the employer of the individual(s) providing you financial assistance for your program, clearly indicating employer contact details and full street address of business location.	

Declaration: All documents checked are included. I attest to the truthfulness of the documents/information included in this application. Misrepresentation of any material fact will lead to my being refused and being found inadmissible to Canada for a period of 2 years.

Applicant Name: _____ Signature: _____



ADDITIONAL REQUIREMENTS

If applicable, please also submit:	✓
Children under 18 years of age going to Quebec to study must provide proof of a custodian in Canada.	
Children under 17 years of age going to study in any other province or territory must also provide a custodianship form.	
As proof of custodianship, minor applicants must submit <u>notarized declarations</u> – one signed by the parents or legal guardians in the country of origin, as well as one signed by the custodian in Canada – stating that arrangements have been made for the custodian to act in place of a parent.	
<p>Minors travelling alone or with a person other than their parents or legal guardians should have a letter of authorization signed by both parents or legal guardians. It should also include the name of the adult who will be responsible for the children in Canada.</p> <p>Minors travelling with only one parent or legal guardian should have a letter of authorization from the non-accompanying parent or guardian.</p> <p>A copy of the page of the passport or other government-issued identification document showing the name, photo and signature of each non-accompanying parent should be submitted with the application.</p> <p>These documents should be available for presentation at the Canadian Port of Entry.</p>	
Certificat d'Acceptation du Québec (CAQ) if you will be studying in Quebec, you will require a CAQ. For more information visit the Quebec government website at http://www.immigration-quebec.gouv.qc.ca .	
Proof of employment - letter from your current or past employer and payslips (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.	
Previous passport(s) showing travel history.	
Marriage Certificate and Birth Certificates for each family member whether or not they are requesting a visa, if applicable.	

ACCEPTABLE FINANCIAL INSTITUTIONS IN INDIA

The Education Loan must be provided by a bank governed by the Reserve Bank of India. All international banks operating in India also meet these criteria.



Andhra Bank	Hongkong and Shanghai Banking Corporation	South Indian Bank Ltd
Allahabad Bank	IDBI Bank Ltd	Standard Chartered Bank
AXIS Bank Ltd	Indian Overseas Bank	State Bank of India
Bank of Baroda	Indian Bank	State Bank of Bikaner and Jaipur
Bank of India	Ing Vysya Bank Ltd	State Bank of Hyderabad
Bank of Maharashtra	Indusind Bank Ltd	State Bank of Indore
Bank of Punjab Ltd	ICICI Banking	State Bank of Mysore
BNP Paribas	Jammu & Kashmir Bank Ltd	State Bank of Patiala
Canara Bank	Karnataka Bank Ltd	State Bank of Saurashtra
Central Bank of India Centurion	Kotak Mahindra Bank	State Bank of Travancore
Bank of Punjab Ltd Citibank	NOVA Scotia Bank	Syndicate Bank
Corporation Bank	Oriental Bank of Commerce	UCO Bank
Dena Bank	Punjab National Bank	Union Bank of India
Federal Bank Ltd	Punjab and Sind Bank	Vijaya Bank
HDFC Bank Ltd		