
Attention

- Be sure to send us your application for temporary selection for studies with **all the documents required** for the option that corresponds to your situation (see pages 4 to 6 of the instructions), or else the processing of your **application will be delayed**.
- All **other forms or declarations** required to support your application, if any, can be found on the website of the Ministère de l'Immigration, de la Francisation et de l'Intégration at www.immigration-quebec.gouv.qc.ca (Forms section).
- The documents provided must be **in French or English**, or be accompanied by a translation into French or English, signed and certified by a professional translator.
- Take note that the documents enclosed with your application **will not be returned to you**. Make sure that you have other copies for your application for a study permit.
- You must pay the required fee at the time of submitting the application. This fee is **not refundable**.
- When you **renew an application for temporary selection** for studies, you must enclose your identity documents once again and provide recent proof of your financial capacity as well as new declarations signed recently.

Address

Send your application to:

Service aux étudiants étrangers
Ministère de l'Immigration, de la Francisation et de l'Intégration
285, rue Notre-Dame Ouest, 4^e étage
Montréal (Québec) H2Y 1T8
CANADA

Processing your application

- The *Service aux étudiants étrangers* will render a decision on your application for temporary selection for studies within four weeks after receiving your **complete file**.
- If the decision is positive, you will receive your Québec certificate of acceptance (Certificat d'acceptation du Québec – CAQ) for studies at the mailing address that you gave in Question 8 on the form.
- If you did not need to provide proof of financial capacity, you will receive a single copy of your CAQ for studies with the notation "Requérant" (Applicant). A notice of conditional approval will be sent simultaneously to the Canadian Visa Office (CVO) where you will submit your application for a study permit (Question 12 on the form) so that the CVO can assess your financial capacity.
- If you had to provide financial proof, you will receive two copies of your CAQ with the notations "Requérant" and "Immigration Canada." The latter copy must be attached to your application to Canadian authorities for a study permit.

Detailed instructions

Question 1

Enter your family name and first name as they appear in your passport and give your family name at birth if differs from your name after marriage.

Question 8

Give the **complete address** at which you wish to receive mail concerning your application for temporary selection for studies.

Question 12

To apply for a study permit

- Clearly indicate the location where you will **apply** for your study permit. If you must apply from outside Canada, give the location of the Canadian Visa Office (CVO) where you will submit your application. To learn which CVO is responsible for your current place of residence, consult the website of Immigration, Refugees and Citizenship Canada (IRCC) at www.cic.gc.ca. If you do not have access to the Internet, contact the Canadian Embassy to obtain the address of the appropriate CVO.
- To **renew** a study permit, it is not advisable to choose IRCC Edmonton if you are not present in Canada while your application is processed. Any error or delay in processing your application could jeopardize your return to Canada and oblige you to submit a new application to a CVO outside Canada.

Question 13

A separate application form for temporary selection for studies must be completed for each individual who will study in Québec.

Question 22

Depending on the Option that corresponds to your situation, you must demonstrate that you will have the capacity to pay the following expenses:

- Your **tuition fees** and other education-related expenses
- Your **living expenses** (2020 rates), specifically an annual minimum of CAN \$12,971 for one adult, CAN \$6,487 for one child, CAN \$19,024 for two adults, CAN \$17,432 for one adult and one child, CAN \$21,310 for two adults and one child
- Your **travel costs** (round-trip ticket)
- The cost of **medical and hospitalization insurance** for yourself and accompanying family members (between CAN \$600-1,000/year for a single person)
- Your **settlement expenses** (CAN \$500) for the first year of your stay in Québec

Add any proof of **payment made**, where applicable.

You must also demonstrate that you will continue to have sufficient financial resources to pay these expenses for the duration of your studies (total amount or proof of stable income). This financial proof must cover accompanying family members, if any.

If an individual is supporting you financially, you must provide proof of **his or her financial capacity**. You must also provide a Declaration of financial support (see Page 13) signed by this person.

If you are **renewing** an application for temporary selection for studies from a country or territory **not listed in Option 1**, you do not have to provide financial proof.

Question 24 (Use of the services of a paid individual)

The forms and instructions were designed to enable individuals wishing to immigrate to Québec to fill out the forms without help. It is therefore not necessary to use the services of a paid individual to handle your immigration process.

The Ministère de l'Immigration, de la Francisation et de l'Intégration does not give priority or special treatment to applications from individuals who retain the services of a paid individual. All applications are treated equally.

If you decide to retain the services of a paid individual, be advised that, in order to better protect applicants against dubious or illegal practices, the Ministère deals only with:

- members in good standing of the Barreau du Québec or the Chambre des notaires du Québec;
- persons with a special authorization issued by the above bodies;
- immigration consultants recognized by the Ministère de l'Immigration, de la Francisation et de l'Intégration and entered in the **Registre québécois des consultants en immigration**.

To find out if an immigration consultant is recognized by the Ministère, consult the Register at the following address: www.midi.gouv.qc.ca/consultant.

If you use the services of an immigration consultant to advise you, help you or represent you in the framework of this application, you must notify the Ministère and identify this person.

Question 25 (Declaration and undertakings)

The declaration and undertakings (Page 11 of the application) **must be signed**. Photocopied or digital signatures are not accepted.

- If you are **age 17 or older**, you must sign the declaration yourself. Any signature other than your own will result in the rejection of your application form.
- If you are **under age 17** at the time of your application, but you **will reach 17** within the next four years, your signature AND that of your father, mother or legal guardian are required.
- If you are **under age 17** at the time of your application and for the next four years, the signature of only one of the following persons is required: your father, mother or legal guardian.

Authorizations (Section 6)

The signing of either authorization is **optional**. The absence of a signature will have no impact on the processing of your application. However, the Ministère de l'Immigration, de la Francisation et de l'Intégration will not be able to send any information to a third party on the progress of your application.

If you wish to sign one of the authorizations and:

- you are **age 17 or older**, your signature is required in order for your father, mother, legal guardian or a third party to obtain information on the progress of your application or act on your behalf.
- you are **under age 17**, the signature of your father, mother or legal guardian is required for a third party to be able to obtain information on the progress of your application or act on your behalf.

Question 26 (Release information to the educational institution)

- Signing the consent form is optional. However, without this signed consent, the Ministère will not be authorized to provide information on your CAQ for studies to the educational institution that you will attend.
- If you are under age 17, the **original** signature of only one of the following individuals is required: your father, mother or legal guardian.

Question 28

If you authorize an organization to represent you, you must specify which individual within the organization is authorized to represent you.

Required documents, based on the option corresponding to your situation

Check the boxes corresponding to your application

OPTION 1

If this is a **first application for temporary selection** for studies and you (the future student) currently live in **Austria, Canada, United States, France** (including La Réunion), **Greenland, Hong Kong, Mexico, Monaco**, or **Saint-Pierre-et-Miquelon**, enclose the following documents with the application form:

Payment of fee to examine the application

Legible photocopy of pages of your passport bearing personal information and the photo (well defined). Your passport must be valid.

Letter of admission from the registrar (or admissions office) of the educational institution that you will attend (not required for a child under age 17 accompanied to Québec by a parent who holds a study or work permit)

Recent proof of your financial capacity (see instructions at Question 22)

OR recent proof of financial capacity of the person who supports you financially **AND** Declaration of financial support signed by this person (see Page 13 of the application form)

To apply for a study permit

- If you live in Austria, France, Hong Kong, Mexico or Monaco, you must present your application for a study permit to the Canadian Visa Office (CVO) responsible for the country where you live. Check with the CVO whether you can submit your study permit application simultaneously with your application for temporary selection for studies.
- If you are a citizen or permanent resident of the United States, a Danish citizen living in Greenland or a French national living in Saint-Pierre-et-Miquelon, you can obtain your study permit from the Canadian government on your arrival at the port of entry. If you live in the United States and are a citizen or permanent resident of another country, you must apply to the CVO responsible for the territory where you now live.
- If you currently live in Canada, check with IRCC at www.cic.gc.ca to learn where to submit your application for a study permit.

OPTION 2

If this is your **first application for temporary selection** for studies and **you do not live** in any of the territories named in Option 1, enclose the following documents with your application form:

Payment of fee required for the application

Legible photocopy of pages of your passport bearing personal information and photo (well defined). Your passport must be valid.

Letter of admission from the registrar (or admissions office) of the educational institution that you will attend (not required for a child under age 17 accompanied to Québec by a parent who holds a study or work permit)

For the study permit application

- Your proof of financial capacity must be presented to the Canadian Visa Office (CVO) where you submit your study permit application. Check with the CVO whether you can submit your study permit application simultaneously with your application for temporary selection for studies.

OPTION 3

For any application for a **child under age 17** accompanied to Québec by **only one parent**, enclose the documents required for Options 1, 2 or 5, depending on the case, as well as the following documents:

If the child is under age 17 and is accompanied by both parents, refer to Options 1, 2 or 5, depending on your situation.

Original of a **Declaration of consent** to the child's stay in Québec, signed by the parent who is not accompanying the child

Photocopy of the child's birth certificate bearing the name of its parents

Photocopy of an identity document of the non-accompanying parent bearing his or her signature

OR in the absence of these three documents: Photocopy of an official document attesting that the parent accompanying the child has sole custody

OPTION 4

For any application made for a **child under age 17 unaccompanied** by his parents to Québec, enclose the documents required for Options 1, 2 or 5, depending on the case, as well as the following documents:

Photocopy of the child's birth certificate bearing the name of its parents

Photocopy of an identity document of each parent bearing their signatures

Original of the **Declaration of parental authority** establishing the rights and duties of custody, supervision, education and guardianship by a Québec resident who is a Canadian citizen or permanent resident and at least 18 years old. This declaration must be signed by **both parents** or by the legal guardian.

If only **one parent** has signed, a photocopy of an official document attesting that the signing parent has sole custody of the child

Original of the **Declaration of guardianship of a child under age 17** for the full duration of the CAQ or until the child is 17 years old, signed by the person with custody of the child in Québec

Photocopy of a document showing that the person with custody of the child in Québec is a Canadian citizen or permanent resident

If the expenses related to the stay in Québec of a child under age 17 are paid by someone other than its father or mother:

Declaration of financial support (see Page 7 of the application form) signed by this other person

Recent proof of the financial capacity of this person

OPTION 5

If you **extend your studies** in Québec beyond the term of your current CAQ for studies, or if your **change your level** of studies, you must **submit a new application for temporary selection** for studies and enclose the following documents:

Payment of fee required for the application

Legible photocopy of pages of your passport bearing personal information and the photo (well defined). Your passport must be valid.

Official letter from the registrar of the educational institution you are attending, specifying your status as a full-time student and the number of credits obtained or to be obtained, where applicable

Original of your transcripts from the educational institution in Québec covering the **entire validity period** of your CAQ for studies or photocopies certified true to the originals by the institution **AND**

– If you were not always a full-time student during this period:

Letter of explanation and supporting document

– If you are a master's or doctoral level student writing a dissertation or thesis:

Official letter from the department or faculty confirming your full-time registration in each writing trimester up to the present and indicating the probable completion date of your program. This letter is not required if this information already appears in documents that you are enclosing with your application.

Recent proof of your financial capacity or that of the person who is supporting you financially (see instructions for Question 22) **AND**

– If someone is supporting you financially:

Recent Declaration of financial support signed by this person

Proof that you maintained medical and hospitalization insurance in Québec for the entire validity period of your CAQ for studies (unless you attended a university or educational institution which includes this type of insurance in the tuition fees)

Proof that you hold medical and hospitalization insurance in Québec for the first year of validity of your new CAQ for studies (unless you attend a university or educational institution which includes this type of insurance in the tuition fees charged)

If you change study program or level, a letter of admission from the registrar (or admissions office) of the educational institution that you will attend

For the study permit application

- You may submit your application to renew a study permit to the case processing centre of Immigration, Refugees and Citizenship Canada in Edmonton, Alberta, or to a CVO outside Canada, **if you are away from Canada** while your application is being processed.

Reserved for administration	
Individual reference No.:	<input type="text"/>
File No.:	<input type="text"/>
Application No.:	<input type="text"/>

COMPLETE THIS FORM IN BLOCK LETTERS

Section 1 – General information

1.
Family name at birth (see instructions)

First name(s)

Family name after marriage (if applicable)

2. Sex Female Male

3.
Date of birth (year/month/day)

Place of birth:

City Province/State Country

4.
Citizenship/Nationality

5. Marital status: Single Married De facto spouse Divorced Separated Widow

6. Language spoken: French English Other (specify):

7. Language of correspondence: French English

8. a) Mailing address:
(See instructions)

No. Street Apartment

City Country Postal code

b) Current residence: Same as above Other, specify the country

9. Telephone number: Other:

10. E-mail address:

11. a) Have you previously obtained a CAQ for studies? Yes No

Start date
(year/month)

End date
(year/month)

b) If yes, during the past six months, have you stayed in Québec to study? Yes No

12. Through which Canadian government office will you apply for a **study permit**?

Check only one box. (See instructions)

Canadian Visa Office abroad (Specify which one): |
City Country

Port of entry (border crossing or airport for United States citizen or permanent resident, Danish citizen living in Greenland and French citizen living in Saint-Pierre-et-Miquelon)

Immigration, Refugees and Citizenship Canada, Edmonton, Alberta, Canada (renewal from within Canada)

13. Enter the names of any immediate family members (spouse, de facto spouse, dependent child, father, mother) who already live in Québec or who will accompany you for the entire duration of your studies, and the reason for their presence in Québec.

(See instructions)

Family name	First name(s)	Date of birth (year/month/day)	Family relationship with student	Reason for being in Québec (visit, studies, temporary work or other, specify)

Section 2 – Education information

14. Name and address of the Québec educational institution that you will attend:

15. a) Study program:

b) Level of studies in Québec:

Primary Secondary or vocational College

University: Undergraduate/Vocational Master's Doctorate Other (specify):

16. Annual tuition fees: \$CAN (according to your letter of admission)

17. Start date for study program
(year/month)

End date for study program
(year/month)

18. Are you participating in an exchange program? Yes No

Section 3 – Financial situation

19. Your living expenses and tuition fees in Québec will be paid by:

Yourselves Parent(s): Other:
Family name and first name Family name and first name

An organization or a government:
Name

20. Where applicable, give the address and phone number of the principal payer (person other than yourself or an organization) who will support your needs:

Address:

No. Street Apartment

City Country Postal code

Telephone number

21. Indicate the **Option** that corresponds to your situation. (See instructions, pages 4 to 6)

Option 1 Option 2 Option 3 Option 4 Option 5

22. If the **Option** corresponding to your situation requires proof of your financial capacity, check the boxes indicating the documents you will enclose with your application. The enclosed proof must be **recent and sufficient**. (See the instructions)

Recent proof of funds transfers to your name

Any recent statement of your assets (cash, investments) and your income

Recent authorization of funds transfer from the currency control authority of your country of origin or residence

Recent official confirmation of the award of a scholarship specifying the monthly and annual amounts to be received

Recent paycheque stubs

Most recent notice of assessment from an income tax authority, stating annual income

Bank statement for the last three months with the current balance indicating the account holder, bank letter indicating the current balance or updated bank passbook and proof of ownership of the passbook

If the costs related to your study stay in Québec are paid by a person other than yourself:

Recent and detailed financial proof from this person (letter of employment stating salary, paycheque stubs, notice of assessment from an income tax authority showing annual income, income tax returns, bank letter(s) stating the balance, bank statements, etc.)

Recent Declaration of financial support signed by this person (See Page 7)

You must pay the required fee when your application is submitted. Various payment methods are accepted by the Ministère, but personal cheques are not. For information on this subject, please consult:

www.immigration-quebec.gouv.qc.ca/en/immigrate-settle/students/obtaining-authorizations/certificat-acceptation/fees-required.html

23. Give the name, address and telephone number of the person paying the required fee for your application, where applicable:

Family name First name Telephone number

Address:

No. Street Apartment

City Country Postal code

24. Have you, in the framework of this application, retained a paid individual to advise, assist or represent you?

Yes No

If **yes**, is the person:

- | | | |
|---|-----|----|
| • a lawyer who is a member of the Barreau du Québec? | Yes | No |
| • a notary who is a member of the Chambre des notaires du Québec? | Yes | No |
| • a person holding a special authorization issued by the Barreau du Québec or the Chambre des notaires du Québec? | Yes | No |
| • an immigration consultant? | Yes | No |
| • another paid individual? | Yes | No |

If the person is an **immigration consultant or another paid individual**, give:

_____|_____

Family name

First name

Registration number (as it appears in the Registre québécois des consultants en immigration) _____

To find the consultant's registration number, consult the register at the following address: www.immigration-quebec.gouv.qc.ca/registreconsultants

Section 4 – Protection of personal information

The personal information collected on this form and in any documents that must be appended to it is required for the processing of your application for temporary selection for studies and the application of the Québec Immigration Act, the Québec Immigration Regulation, the Regulation respecting immigration consultants and their administrative regulations.

This information may also be used by the Ministère to verify or have third parties verify the accuracy of the information provided or for purposes of studies, statistics or program evaluation, to send you any information likely to affect the conditions of your temporary stay in Québec or to inform you of opportunities to apply for permanent immigration.

Your personal information is confidential and may not be disclosed without your consent unless authorized by law. In particular, the law allows personal information to be disclosed **without consent** under certain conditions if this is necessary for:

- the application of an Act in Québec;
- the exercise of the rights and powers of a Canadian government agency, in particular Canadian immigration authorities;
- the delivery of a service by the Ministère or the execution of a contract for services entrusted by the Ministère;
- the prosecution of an offence against an Act applicable in Québec, or in an urgent situation.

Within the Ministère, access to this information is restricted to persons authorized to receive it when the information is necessary to perform their duties. Except for the optional sections, any omission or refusal to answer may result in the rejection of your application or may delay its processing.

You may obtain information concerning you held by the Ministère, and if necessary, request corrections in writing. For more information, contact the office handling your application. If this office is unable to provide the requested information, contact the ministerial office responsible for the protection of personal information at the

General Secretariat of the *Ministère de l'Immigration, de la Francisation et de l'Intégration*, at:

Ministère de l'Immigration, de la Francisation et de l'Intégration
Bureau 100
550, rue Sherbrooke Ouest, tour Est
Montréal (Québec) H3A 1B9

Section 5 – Declaration and undertakings (mandatory)

I declare that the information contained in this application and appended documents is complete and accurate.

I acknowledge that I have read the notice on the protection of personal information in Section 4 of this form.

I understand that the Ministère de l'Immigration, de la Francisation et de l'Intégration may:

- confirm, or have a third party confirm, the accuracy of information provided, and that I am breaking the law and am liable to a penalty if I give the Ministère, an inquiry officer or reviewer any information that I know or should know is false or misleading with respect to an application for temporary selection;
- reject any application that contains false or misleading information or documents;
- refuse to examine an application for a certificate from a person who has provided false or misleading information or documents within the past five years relative to an application under the Québec Immigration Act;
- cancel a CAQ if the application contains false or misleading information or documents, if the certificate was issued by mistake, or if the conditions required for its issuance cease to exist.

I undertake to receive education in the level indicated in this application.

I undertake to make my studies my principal activity (full-time studies)¹.

I also undertake to maintain medical and hospitalization insurance² throughout my study stay in Québec for myself and each of my family members who are accompanying me, if any.

25. In witness whereof, I have signed in _____ | _____ | on the _____
City Country (year/month/day)

Signature of applicant _____
(See instructions)

Signature of the father, mother or legal guardian _____
(If the applicant is a child under age 17)

Section 6 – Authorizations (optional)

Subject to the exceptions provided for by the Act respecting Access to documents held by public bodies and the Protection of personal information (R.S.Q., c. A-21), the Ministère de l'Immigration, de la Francisation et de l'Intégration is not authorized to release any of your personal information without your consent.

If you wish to allow certain individuals or organizations to access this information, you must authorize the Ministère to release it to them. The same applies for a person who you wish to authorize to represent you in this process. Therefore, the following sections are used to determine the information that can be released, and to indicate the individuals or organizations that are authorized to receive it. (See instructions)

These authorizations are optional. Failure to complete them will not affect the processing of your application for temporary selection for studies. If you choose not to use these authorizations, please cross out this page.

AUTHORIZATION TO RELEASE INFORMATION TO THE EDUCATIONAL INSTITUTION

I hereby authorize the Ministère de l'Immigration, de la Francisation et de l'Intégration to transmit to the educational institution where I will be pursuing my studies the information relating to my Québec certificate of acceptance (CAQ) for studies. This information includes the number of the CAQ for studies, the validity period, and the study program or level.

26. In witness whereof, I have signed in _____ | _____ | on the _____
City Country (year/month/day)

Signature _____
(See instructions)

1. Temporary workers and their family members, asylum seekers and their family members as well as family members of foreign students are exempt from this condition.

2. The student and his family who benefit from medical and hospitalization insurance in Québec under a social security agreement are considered to comply with this undertaking.

AUTHORIZATION TO RELEASE INFORMATION TO A THIRD PARTY

I authorize the Ministère de l'Immigration, de la Francisation et de l'Intégration to release any information related to the processing of my application for temporary selection for studies to the following individual:

| | |
Family name First name Telephone number

Address:

| | |
No. Street Apartment

| | |
City Country Postal code

This authorization is valid during the processing of my application for temporary selection for studies unless it is revoked in writing.

This authorization does not confer the power to represent me to the person authorized to receive the information. This person may have access to the personal information that is contained in my file, and the Ministère may, at his request, give him a copy of my CAQ for studies.

27. In witness whereof, I have signed in | | on the |
City Country (year/month/day)

Signature |
(See instructions)

AUTHORIZATION TO REPRESENT ME

I authorize the following person to represent me in my process of applying for temporary selection for studies. Consequently, I authorize the Ministère de l'Immigration, de la Francisation et de l'Intégration to release to this person any information or document related to the processing of my application for temporary selection for studies, and to consider any request made by this person concerning my file as a request that I have made myself.

| | |
Family name First name Telephone number

|
Name of the organization (if any)

Address:

| | |
No. Street Apartment

| | |
City Country Postal code

The person who is mandated to represent me is paid Yes No

The authorization is valid during the processing of my application or temporary selection unless it is revoked in writing.

28. In witness whereof, I have signed in | | on the |
City Country (year/month/day)

Signature |
(See instructions)

DECLARATION OF FINANCIAL SUPPORT

If your application must be accompanied by proof of financial capacity, depending on the option that corresponds to your situation, this declaration must be completed and signed by any person who will pay the expenses related to your study stay in Québec.

Student or child under age 17:

_____ | _____ | _____
Family name | First name | Date of birth (year/month/day)

I, the undersigned _____
Family name and first name of the person taking guardianship of the student or child under age 17

residing at

_____ | _____ | _____
No. | Street | Apartment

_____ | _____ | _____
City | Country | Postal code

I am: a permanent resident of Canada a Canadian citizen

other nationality / citizenship _____
(Specify)

hereby undertakes to cover all costs related to the study stay in Québec of this student or child under age 17 identified above, in particular:

- his expenses for lodging, food, clothing, and personal necessities and/or to house him free of charge in my home and provide him food, clothes and personal necessities;
- his tuition fees and other expenses related to studies that are charged by the institution that he attends in Québec, including additional tuition applicable to foreign students, if applicable;
- his travel expenses to Québec and from Québec to his country of origin or to another destination at the end of his stay in Québec;
- to subscribe for private medical and hospitalization insurance coverage in Québec on his behalf in order to cover his medical expenses and to maintain this insurance in effect for his entire stay in Québec.

This undertaking is valid for the validity duration of the CAQ for studies.

I understand that the Ministère de l'Immigration, de la Francisation et de l'Intégration may:

- confirm, or have a third party confirm, the accuracy of information provided, and that I am breaking the law and am liable to a penalty if I give the Ministère de l'Immigration, de la Francisation et de l'Intégration, an inquiry officer or reviewer any information that I know or should know is false or misleading with respect to an application for temporary selection;
- reject any application that contains false or misleading information or documents;
- refuse to consider an application for a certificate from a person who has provided false or misleading information or documents within the past five years relative to an application under the Québec Immigration Act;
- cancel a CAQ if the application contains false or misleading information or documents, if the certificate was issued by mistake or if the conditions required for its issuance cease to exist.

In witness whereof, I have signed in _____ | _____ | _____ on the _____
City | Country | (year/month/day)

Signature _____