

Checklist for Study Permit Application
学习许可签证申请审核表

Name: _____ (姓名)		Purpose of Visit: _____ (访问目的)		
Passport Number: _____ (护照号)		Group No. if relevant: _____ (团号, 如有)		
		Yes/ 有?	No/ If not, why not? 没有? 如没有, 注明原因	For official use: dox present?
1.	Completed "Application for a Study Permit" (IMM 1294). If the applicant's spouse or common-law partner and/or children are planning to accompany the applicant, they will need to complete their own application using the appropriate application form. 填写完整的“学习许可申请表”(IMM 1294)。如果申请人的配偶或普通法伴侣、及/或子女计划与之同行, 他们也需使用正确的申请表格完整填写各自的申请信息。			
2.	Completed "Family Composition Information and Details of Education and Employment" form for the applicant, completed in English or French AND Chinese. 申请人完整填写的“家属表和教育及就业细节表”, 请使用中英文或中法文填写。			
3.	Completed "Family Composition Information and Details of Education and Employment" form for the applicant's mother and father, completed in English or French AND Chinese. 申请人的父亲和母亲分别完整填写“家属表和教育及就业信息表”, 请使用中英文或中法文填写。			
4.	Three (3) identical photos, colour or black and white taken against a plain white or light coloured background within the last 6 months. The frame size is 35mm X 45mm. On the back of one photo in each set, write the name in pinyin and date of birth (day/month/year) of the person appearing in the photo. 申请人需递交三张相同的在最近六个月内拍摄的彩色或黑白照片, 背景为纯白色或浅色。相片外框大小为35毫米X45毫米。每张照片后以拼音注明此人的姓名及出生日期(日/月/年)。			
5.	A valid passport. There must be one completely blank page other than the last page, available in the passport and the passport must be valid for at least six (6) months prior to travel. 本人有效护照。护照须包含除最后一页外的至少一整页空白页, 且必须在行程前至少六个月内有效。			
6.	Two (2) self-addressed adhesive labels with the applicant's current address in Chinese characters (no envelope). 两份用中文写有申请人现住址的粘性贴纸(无需信封)。			
7.	The correct application processing fee paid in cash. Fee is non-refundable. 以现金支付正确的申请受理费。受理费不予退还。			
8.	A copy of the medical examination form given to applicant by the Designated Medical Practitioner (If a medical examination has been completed). 由指定体检医师提供的体检表格副本(如果体检已完成)			

9.	<p>The original and one (1) copy of the Letter of Acceptance from the Admissions/Registrar's Office of a Canadian school, showing the exact amount of tuition fees applicant is required to pay, the anticipated starting and finishing dates, the latest date the applicant may register.</p> <p>加拿大大学录取/登记办公室的录取通知书原件及一份复印件，显示申请人需缴纳的准确学费金额、预期的学习起止时间以及申请人最迟的可注册时间。</p>			
10.	<p>A Study Plan as described in the study permit application kit.</p> <p>学习许可指南中提及的学习计划。</p>			
11.	<p>The "Use of a Representative" form (IMM5476E) if someone has assisted you in making this application.</p> <p>如有第三方人士帮助你准备此次申请，请填写代理人信息表IMM5476E。</p>			
12.	<p>Custodianship Declaration from your parent(s) and from the custodian in Canada if you are under 18 years of age (for schools in Alberta, Manitoba, Ontario, Prince Edward Island, Québec and Saskatchewan) or under 19 years of age (for schools in British Columbia, New Brunswick, Newfoundland, Nova Scotia, North West Territories, Nunavut and the Yukon). The Custodianship Declaration can be obtained at www.cic.gc.ca/english/pdf/pub/custodian-parent.pdf</p> <p>下列申请人需要来自于父母及加拿大监护人的监护声明： 18岁以下且就读学校位于阿尔伯塔省、曼尼托巴省、安大略省、爱德华王子岛省、魁北克省或萨斯喀彻温省；或19岁以下且就读学校位于不列颠哥伦比亚省、纽布朗斯维克省、纽芬兰省、新斯科舍省、西北领地、努纳武特地区或育空省。监护声明可从以下地址获得 www.cic.gc.ca/english/pdf/pub/custodian-parent.pdf</p>			
13.	<p>If studying in Québec, evidence of a valid Certificat d'acceptation du Québec (CAQ).</p> <p>若计划在魁北克省学习，递交一份有效的魁北克省接受函(CAQ)。</p>			
14.	<p>A notarized copy of any University or College Diploma granted, plus transcripts for any program for which applicant is currently enrolled. If the applicant has not yet graduated, please indicate the expected date of graduation and whether the applicant will receive a degree, diploma or certificate.</p> <p>曾经获得的所有大学或学院学历的公证件，以及所有就读中的课程成绩单。如果仍未毕业，请注明预计毕业日期以及其将获得何种学位、学历或证书。</p>			
15.	<p>A notarized copy of applicant's Senior Middle School Graduation Certificate and Transcripts with the chop of the school's Registrar's Office.</p> <p>高中毕业证书的公证件，以及高中登记办公室加盖公章的成绩单公证件。</p>			
16.	<p>A notarized copy of applicant's No Criminal Activity Certificate. Applicant must obtain a police certificate from each country or territory where applicant has lived for six consecutive months or longer since reaching the age of 18.</p> <p>无犯罪记录证明的公证件。申请人年满18岁后，若在中国以外某国家或地区曾连续居住六个月或以上、均必须从此国/地区获取警方无犯罪记录证明。</p>			

17.	<p>Evidence of accumulated funds that show a history of at least twelve (12) months. In order to demonstrate this, we require all of the following:</p> <ul style="list-style-type: none"> • original Certificates of Deposit, dated within the last two (2) months showing current funds available; • original deposit slips and/or original bank passbooks; and • a written explanation as to the source of funds. <p>反映至少十二个月资金累积历史的证明。鉴于此，我们要求如下：</p> <ul style="list-style-type: none"> • 日期为最近两个月内的显示现有可用资金的存款证明原件； • 存单原件及/或存折原件；以及 • 资金来源的书面说明。 <p>Documents pertaining to other types of assets such as stock market accounts, business transactions and real estate transactions may be included, although these should not be used to replace the documents requested above. If no clear documentary evidence is available, applicant may provide a written explanation.</p> <p>其它形式资产的相关文件，如股市账户、商业交易文件及房地产交易文件；虽然不能替代上述所需文件，但可以附于申请内。若无法提供文件证明，申请人也可以提供一份书面说明。</p>			
18.	<p>Evidence of applicant's parents' income/employment. In order to demonstrate this, we require the following:</p> <ul style="list-style-type: none"> • Original letters of employment from the current employer of each parent including: full name, address and telephone number of the parent's employer; parent's length of service, position, salary for the last two years, any bonuses and additional income. If applicant is being supported by a person other than his/her parents, the same information is required for them; and/or • Original of each parent's Income Tax Receipts issued by the local Tax Bureau for the past twelve (12) months indicating the amount of income tax paid under the individual's name. <p>申请人父母的收入及雇佣证明。要求如下：</p> <ul style="list-style-type: none"> • 申请人父/母各自的现任雇主出具的雇佣证明信原件，包含父/母各自雇主的全称、地址和电话；父/母在该处就业年限、职务、最近两年的收入、有无任何奖金和额外收入。如果申请人由父母以外的人士资助，请按照以上要求提供相应信息；及/或 • 地方税务机关出具的最近十二个月中父/母各自个人收入所得税的缴税单原件，包含缴税人姓名及其名下所缴纳的金额。 			
19.	<p>If either or both of applicant's parents own a business or part of a business, submit:</p> <ul style="list-style-type: none"> • A notarized copy of the business registration • Recent tax receipts • Audited financial statements and capital verification reports for the most recent fiscal year. <p>如果父/母一方或双方拥有或部分拥有某公司，请递交：</p> <ul style="list-style-type: none"> • 营业登记证的公证件 • 近期的缴税单据 • 公司上一个财务年度的财务审计报告和验资报告 			

20.	<p>If applicant is employed, submit:</p> <ul style="list-style-type: none"> Original letter of employment including: full name, address and telephone number of the employer; length of service, position, salary for the last two years, any bonuses and additional income. <p>如果申请人在职，请递交：</p> <ul style="list-style-type: none"> 雇佣证明信原件，包含雇主的全称、地址和电话；申请人在该处就业年限、职务、最近两年的收入、有无任何奖金和额外收入。 			
21.	<p>If applicant is receiving any funding from a school in Canada or other organization; submit:</p> <ul style="list-style-type: none"> Original letter containing details of the funding the applicant is to receive during each year of applicant's proposed course of study. <p>如果申请人接受某加拿大大学校或其它组织的资助，请递交：</p> <ul style="list-style-type: none"> 详细说明预期学习期间每一年申请人将获得资助的文件原件。 			

Please note/请注意：

All Documents in Chinese must be accompanied by an English or French translation.
所有中文文件必须附有英文或法文的翻译件。

The processing fee is non-refundable for any application that is withdrawn or refused.
任何撤销或被拒签的申请受理费用都不予退还。

Inquiry Officer to delete as appropriate (资料审核员根据适用情况选择)

1. The applicant has confirmed that s/he has no other documents to submit
申请人已经确认她/他不提交其他文件

OR 或者

2. The applicant has submitted the supporting documents above. I have advised him / her that failure to submit all necessary documents may result in the application being refused, but s/he has chosen to proceed with the application.
申请人已经递交了上述文件，我已通知其不提交所有必要文件会导致被拒签，但其选择继续提交请。

Application processing Fee (申请受理费)		NAME OF TRAVEL AGENT 代理名称:	
Logistic Fee (申请递送费)		ADDRESS 地址	
Courier Fee(If any) 快递费(如选)			
Other Fees (其他费用)		TEL 电话	

*The applicant/agent understands that the documents on the right side of the file will not be returned.

* 申请人/代理已获悉所有在文件袋右边的申请材料将不会被返还。

Name & Signature of Inquiry Officer (资料审核员签名)

Date/日期

Applicant's Signature (申请人签名)

SO	
DO	
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SCAN	
QC	