



## Application Kit for a Study Permit – Reduced Financial Documents Option for Applicants with Proven English Language Proficiency Canadian Embassy, Beijing

Please read this kit carefully before submitting your application. The documentation you provide with your application is necessary to establish that your entry to Canada would not be contrary to the *Immigration and Refugee Protection Act*. Failure to provide complete, truthful, and accurate materials may result in your application being refused.

All Study Permit applications will be assessed based on the documents you submit. Please ensure that you submit all relevant documents as outlined in this application kit.

All documents must be submitted at the same time as your application and processing fee. Only documents in English or French will be accepted. All documents in Chinese must be accompanied by an English or French translation.

Application kits are free of charge and can be downloaded from the internet address: [www.beijing.gc.ca](http://www.beijing.gc.ca)

**Warning:** Providing fraudulent documentation or false information is a grave offence. If you or someone acting on your behalf directly or indirectly misrepresents facts relating to your application for a Study Permit:

- your application will be refused;
- the circumstances of your refusal will be entered into Canada's global immigration database; and
- you could become inadmissible to Canada for two (2) years under section 40 (2) of the *Immigration and Refugee Protection Act*.

### 1. Requirements for a Canadian Study Permit

You must show the officer that you meet the requirements of the Canadian *Immigration and Refugee Protection Act* and *Regulations* and that you will be in Canada for a temporary stay. You must also:

- satisfy an officer that you will leave Canada at the end of your period of authorized stay;
- have been accepted by an educational institution and hold a valid letter of acceptance;
- prove that you have enough money to support your stay in Canada;
- produce any documents requested by the officer to establish your admissibility; and,
- complete a medical examination

A study permit is not required if the course or study program has a duration of six months or less.

### 2. Requirements for the Study Permit Application - Reduced Financial Documents Option

Starting on May 3, 2011, in place of most financial documents, qualifying applicants may submit an approved Guaranteed Investment Certificate (GIC) from a participating Canadian financial institution. At present, Royal Bank of Canada (RBC) is the only participating Canadian financial institution. For more information, contact RBC China at:

Royal Bank of Canada Beijing Branch, Suite 921, Winland Centre, No. 7 Finance Street, Xi Cheng District  
Beijing 100033 P.R. China  
Tel: (10) 5839-9388, 5839-9200, 5839-9335  
E-mail: [BJCB@rbc.com](mailto:BJCB@rbc.com)

To qualify for this option, you must:

- Submit a Letter of Acceptance from a Designated Canadian College or University,
- Submit an IELTS test result form showing average 6 or higher, or a recognized Canadian High School diploma from a Canadian curriculum High School in China,
- Undergo a medical examination before submitting your application, and
- Use one of the Visa Application Centres to submit your application.

You may choose this option if you have a Letter of Acceptance (LOA) into a program that does not require you to take English language preparatory courses (such as ESL, EAP or Intensive English) as a condition of entry into a subsequent academic program. Your LOA must be from a college or university in Canada whose graduates are eligible to apply for a post-graduate work permit; that is:

- a public post-secondary institution, such as a college, trade/technical school, university or CEGEP (in Quebec). This includes all Student Partners Program colleges.
- a private post-secondary institution that operates under the same rules and regulations as public institutions, and receives at least 50 percent of its financing for its overall operations from government grants (currently only private college-level educational institutions in Quebec qualify)
- a Canadian private institution authorized by provincial statute to confer degrees but only if you are enrolled in one of the programs of study leading to a degree as authorized by the province.

### **3. Agents and Representatives**

If you do not wish to prepare and submit your application yourself, you may retain the assistance of an individual who provides such services for free (family members, friends, non-governmental and religious organizations, etc.), or you may decide to hire an authorized representative. An authorized representative must be either an immigration consultant who is a member of the Canadian Society of Immigration Consultants; a lawyer who is a member of a Canadian law society; or a notary who is a member of the *Chambre des notaires du Québec*. All applications are treated equally regardless of who prepares and submits them. Please remember that only you, as the applicant, are responsible for all information submitted. Please be sure to review all the information on your application form and ensure that all questions are answered truthfully before signing and dating the forms.

If you are authorizing the release of your file information to another person this person must be identified on the Use of Representative form (IMM 5476E). Please note that all persons who assist in the preparation of applications must be identified on this form.

### **3. Financial Support**

You must show that you have enough money available for your stay in Canada to pay for tuition fees, return transportation for yourself and accompanying family members and living expenses for yourself and accompanying family members. According to Citizenship and Immigration Canada guidelines, a single person without dependents will require approximately \$10,000 CAD per year, not including tuition fees, to cover your living expenses.

For students qualifying for the Reduced Financial Documents Option, you should provide a GIC Certificate from a participating financial institution in the amount of \$10,000 to cover your first year of living expenses. You should also provide proof that you have paid tuition fees for your first year of studies, or a bank certificate showing that you have sufficient funds for tuition fees for your first year of studies.

### **4. Study Plan**

You must attach a study plan to the application, written by you. It will normally be 1 page in length. It should address the following issues:

- Name of the agency and the agent that either assisted you in submitting your study permit application or that recruited you for an educational establishment in Canada.
- Why you wish to come to Canada to study at the school and in the program for which you have been accepted;
- Your overall educational goal; and
- How this Canadian diploma/degree will increase your employment chances.

### **5. Studying in Québec**

If you plan to study in the province of Québec, you **must** submit a *Certificat d'acceptation du Québec* (CAQ) along with your application. The school that has accepted you should provide you with an application form and all necessary information.

## 6. Steps in applying for a Study Permit

### Step 1: Take the Medical Examination

You should take the Medical Examination **before** submitting your Study Permit application by visiting one of the Designated Medical Practitioners for China and Mongolia listed on this website: [www.cic.gc.ca/dmp-md/medical.aspx](http://www.cic.gc.ca/dmp-md/medical.aspx)

When visiting the Designated Medical Practitioner, you must bring the following documents:

- 4 passport pictures;
- your original passport; and
- a photocopy of your passport biodata page.

After the completion of your Medical Examination, the Designated Medical Practitioner will provide you with one copy of your medical examination form. This form must be submitted together with your Study Permit application. Submission of this form does not guarantee approval of your application. Do not make commitments until your Study Permit application has been approved. All costs for medical exams are payable by the applicant and are non-refundable.

Important: It is NOT mandatory to complete a medical examination prior to submission of your Study Permit application. However, doing so is a condition of using the Reduced Financial Requirements Option and will normally result in faster processing. If you do not wish to complete a medical examination prior to submission of your study permit application, please use the standard Study Permit application kit.

### Step 2: Gather the Required Supporting Documents

This kit contains a Document Checklist. This Document Checklist will assist you in determining which forms and documents must be submitted, and which special requirements may apply.

### Step 3: Submit your Application

To submit your application, please visit one of the following Visa Application Centres operating in China.

**Beijing:** 7<sup>th</sup> floor, West Area, Grand Rock Plaza, No.13 Xinzhong Xili Dongcheng District, Beijing 100027

**Shanghai:** 2<sup>nd</sup> floor, Guangdong Development Bank Building, No.555 Xujiahui Road, Shanghai 200023

**Guangzhou:** 3rd Floor, Cheng Jian Mansion, 189 Ti Yu Road West, Tianhe District, Guangzhou 510620

**Chongqing:** 3U-6, J.W.Marriott International Trade Centre, 77 Qingnian Road, Yuzhong Dist., Chongqing, 400010

The Visa Application Centres are open from Monday to Friday (excluding Embassy holidays), from 8am to 3pm. A **fee** will be charged for the use of the Visa Application Centre. Further details are available at [www.vfs-canada.com.cn](http://www.vfs-canada.com.cn).

Important: It is NOT mandatory to use the Visa Application Centres to submit a Study Permit application. However, doing so is a condition of using the Reduced Financial Requirements Option and will normally result in faster processing. If you do not wish to use the Visa Application Centres to submit your study permit application, please use the standard Study Permit application kit.

## 7. When Should I Apply?

To avoid disappointment, you should submit your application at least three (3) months before the first day of classes.

## Document Checklist

If any of the required documents are missing, your application form may be returned to you.

REQUIRED DOCUMENTS	✓
All documents in Chinese must be accompanied by an English or French translation	
Completed “Application for a Study Permit” (IMM 1294). If your spouse or common-law partner and/or children are planning to accompany you, they will need to complete their own application using the appropriate application form.	
Completed “Family Composition Information and Details of Education and Employment” form for you, completed in English or French AND Chinese.	
Completed “Family Composition Information and Details of Education and Employment” form for your <b>mother</b> and <b>father</b> , completed in English or French AND Chinese.	
Two (2) photos. All photos must meet the requirements of the Photo Specifications Appendix. On the back of one photo in each set, write the name and date of birth of the person appearing in the photo.	
Your 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.	
Two (2) self-addressed adhesive labels with your current address in Chinese characters (no envelope).	
The correct processing fee in the acceptable format (refer to the Fee Schedule). Fee is non-refundable.	
A copy of the medical examination form given to you by the Designated Medical Practitioner.	
A copy of the Letter of Acceptance from the Admissions/Registrar’s Office of a designated course and Canadian school, showing the exact amount of tuition fees you are required to pay, the anticipated starting and finishing dates, the latest date you may register. Please see above for which course of studies and schools are eligible for this option.	
A Study Plan as described in the kit above	
The “Use of representative” form (IMM 5476B) if someone has assisted you in making this application	
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 <a href="http://www.cic.gc.ca/english/pdf/pub/custodian-parent.pdf">www.cic.gc.ca/english/pdf/pub/custodian-parent.pdf</a>	
If studying in Québec, evidence of a valid <i>Certificat d’acceptation du Québec</i> (CAQ).	
Your original household registration ( <i>hukou</i> ).	
A notarized copy of any University or College Diploma granted, plus transcripts for any program for which you are currently enrolled. If you have not yet graduated, please indicate your expected date of graduation and whether you will receive a degree, diploma or certificate.	
A notarized copy of your Senior Middle School Graduation Certificate and Transcripts with the chop of your school’s Registrar’s Office.	
If you do not have a High School diploma from a recognized Canadian Curriculum High School,	

<ul style="list-style-type: none"> <li>IELTS test results taken within 24 months prior to the commencement of the program with overall band not less than 6.0.</li> </ul>	
A notarized copy of your No Criminal Activity Certificate. You must obtain a police certificate from each country or territory where you have lived for six consecutive months or longer since reaching the age of 18.	
<b>PROOF OF FUNDS</b> All documents in Chinese must be accompanied by an English or French translation	✓
<ul style="list-style-type: none"> <li>An copy of an approved Certificate from a participating Canadian Financial Institution showing that you have deposited sufficient funds to support yourself for your first year of studies in Canada.</li> </ul>	
<ul style="list-style-type: none"> <li>Proof that you have paid your first year of tuition, or a bank certificate showing funds in the amount of your first year's tuition.</li> </ul>	
<ul style="list-style-type: none"> <li>Original letters of employment from your current employer (if applicable) and the current employer of each of your parents or any other person who is supporting your studies, including: full name, address and telephone number of the employer; length of service, position, salary for the last two years, and any bonuses and additional income.</li> </ul>	