



Student Partners Program Application Kit for a Study Permit Canadian Embassy, Beijing

This application is submitted under the Student Partners Program (SPP) of the Association of Canadian Community Colleges and the Canadian Embassy in Beijing, China.

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.

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. What is the Student Partners Program?

It is a Program that creates a special processing channel at the visa office in Beijing for students destined to ACCC member institutions, with the objective of improving applications outcomes while managing risks to program integrity.

Under this program, you must choose between two options. As indicated in the Document Checklist, each option has a different set of required documents.

Option 1 – No IELTS results required

- Same supporting as required by all students applying for study permits in China, including 12 months' banking history.
- Confirmation of Pre-payment of first academic term provided by the SPP partner institution.
- Expedited processing of two (2) weeks if the medical examination is completed prior to the submission of the application at the
- Mandatory use of Visa Application Centres.
- Required signature of the Release of Information Form to allow the college to report back to the visa office on your attendance in Canada.

Option 2 – IELTS results requirement

- Same supporting as required by all students applying for study permits in China, with the exception of banking history.
- A requirement of a minimum IELTS overall band core of 5.5.
- Confirmation of Pre-payment of first academic term provided by the SPP partner institution.
- Expedited processing of two (2) weeks if the medical examination is completed prior to the submission of the application.
- Mandatory use of Visa Application Centres.

- Possibility of improved acceptance rates.
- Required signature of the Release of Information Form to allow the college to report back to the visa office on your attendance in Canada.

2. 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.

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.

4. Financial Support

You must prove that you have enough money during 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, you will require approximately \$10,000 CAD per year, not including tuition fees, to cover your living expenses.

5. 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:

- 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.

6. 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.

7. Steps in applying for a Study Permit

Step 1: Take the Medical Examination

You may 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

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 will result in faster processing. Once you have submitted your application, you may not complete a medical examination until requested by the Visa Office to do so.

Step 2: Gather the Required Supporting Documents

This kit contains an application, other forms which must be completed and a Document Checklist. This Document Checklist will assist you in determining which SPP option choosing, 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: 7th floor, West Area, Grand Rock Plaza, No.13 Xinzhong Xili Dongcheng District, Beijing 100027

Shanghai: 2nd 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.

7. When Should I Apply?

To avoid disappointment, you should submit your application at least 45 days before the first day of classes.

Only one application per person per semester will be processed under the SPP. Subsequent applications for the same semester following a refusal will NOT form part of SPP processing.

Document Checklist

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

REQUIRED DOCUMENTS	Required for Option 1	Required for Option 2
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 the applicant, completed in English or French AND Chinese.	✓	✓
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.	✓	✓
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.	✓	✓
The original and one (1) copy of the Letter of Acceptance, showing the exact amount of tuition fees you are required to pay, the anticipated starting and finishing dates, the latest date you may register.	✓	✓
IELTS test results taken within last 24 months prior to the commencement of the program with overall band not less than 5.5.		✓
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 www.cic.gc.ca/english/pdf/pub/custodian-parent.pdf	✓	✓
If studying in Québec, evidence of a valid <i>Certificat d'acceptation du Québec</i> (CAQ).	✓	✓
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.	✓	✓
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.	✓	✓
The signed SPP Release of Information Form. See the form below.	✓	✓
PROOF OF FUNDS All documents in Chinese must be accompanied by an English or French translation	Required for Option 1	Required for Option 2
Evidence of accumulated funds by providing original Certificates of Deposit, dated within the last two (2) months showing current funds available.	✓	✓

<p>Twelve (12) months banking history. In order to demonstrate this, we require all of the following:</p> <ul style="list-style-type: none"> • Original deposit slips and/or original bank passbooks; and • a written explanation as to the source of funds. <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>Copy of receipt for pre-payment of first term or for a minimum deposit of \$5,000 provided by the SPP partner institution.</p>	✓	✓
<p>Evidence of your 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 you are being supported by a person other than your parents, the same information is required for them. 	✓	✓
<p>If either or both of your 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>If you are 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>If you are receiving any funding from a school in Canada or other organisation; submit:</p> <ul style="list-style-type: none"> • Original letter containing details of the funding you are to receive during each year of your proposed course of study. 	✓	✓



SPP Release of Information Form

I agree to the Canadian partner institution providing information to the Visa Office regarding my enrolment standing at request of the Visa Office.

Applicant Name: _____ Date-of-birth: _____

Signature: _____

Attach this form to the document submission package



Family Composition and Details of Education/Employment 家属表及教育和就业细节表

APPLICANT

Please complete all items in both English or French AND Chinese characters

所有内容请用中文及英文，或中文及法文填写

RELATIONSHIP 关系	NAME 姓名	DATE & PLACE OF BIRTH 出生日期及地点	PRESENT ADDRESS 现行地址	PRESENT OCCUPATION 现行职业
Visa Applicant 签证申请人		DD MM YYYY		
Spouse 申请人配偶		DD MM YYYY		
Mother 申请人之母亲		DD MM YYYY		
Father 申请人之父亲		DD MM YYYY		

Children: (Including all sons and daughters plus adopted and step children regardless of age or place of residence)

申请人之子女 (包括所有子女及收养、继养之子女，无论年龄大小或居住地在何处均须填写)

NAME 姓名	RELATION & SEX 关系及性别	MARITAL STATUS 婚姻状况	DATE & PLACE OF BIRTH 出生日期及地点 DD / MM / YYYY	PRESENT ADDRESS 现行地址	PRESENT OCCUPATION 现行职业

Brothers and Sisters: (Including half and step brothers and sisters)

申请人之兄弟姊妹 (包括同父异母及同母异父之兄弟姊妹)

NAME 姓名	RELATION & SEX 关系及性别	MARITAL STATUS 婚姻状况	DATE OF BIRTH 出生日期 DD / MM / YYYY	PRESENT ADDRESS 现行地址	PRESENT OCCUPATION 现行职业

APPLICANT

Please complete all items in both English or French AND Chinese characters

所有内容请用中文及英文，或中文及法文填写

DATE 日期		NAME & ADDRESS OF SCHOOL 学校的名称及地址	DIPLOMA/ DEGREE 学历/学位	TYPE OF COURSE 课程类别
FROM 从	TO 到			

FROM 从	TO 到	NAME & ADDRESS OF WORK UNIT/COMPANY 单位/公司的名称及地址	POSITION 职位	TYPE OF BUSINESS 业务类别

Is this your first time travelling outside of China? If no, please provide a summary of your travel history for the past five years including countries travelled to and dates of travel.

此次是否是你的第一次出境旅行？若不是，请提供过去五年中所有出境旅行概况、包括目的地国家及旅行起始日期。

If you are a member of a business delegation, can you confirm the identity and stated profession of those travelling with you? If no, please provide an explanation:

如果你是某商务团组之成员，你是否能确认与你同行人士的身份及职业？若不能，请提供解释：

I hereby certify that all information listed on this form is true and complete. I understand that if this information is found to be untrue or incomplete my application will be refused.

我谨声明，本表中所填各项内容均真实详尽。我明白：所列内容如被发现不实或不详，我的申请将被拒签。

Date (日期)

Print Name in Pinyin (印刷体拼音姓名)

Signature of Applicant in Chinese (申请人签字)



Family Composition and Details of Education/Employment 家属表及教育和就业细节表

FATHER

Please complete all items in both English or French AND Chinese characters
所有内容请用中文及英文，或中文及法文填写

DATE 日期		NAME & ADDRESS OF SCHOOL 学校的名称及地址	DIPLOMA/ DEGREE 学历 / 学位	TYPE OF COURSE 课程类别
FROM 从	TO 到			

FROM 从	TO 到	NAME & ADDRESS OF WORK UNIT/COMPANY 单位/公司的名称及地址	POSITION 职位	TYPE OF BUSINESS 业务类别

Brothers and Sisters: (Including half and step brothers and sisters)

申请人之兄弟姊妹 (包括同父异母及同母异父之兄弟姊妹)

NAME 姓名	RELATION & SEX 关系及性别	MARITAL STATUS 婚姻状况	DATE OF BIRTH 出生日期 DD / MM / YYYY	PRESENT ADDRESS 现行地址	PRESENT OCCUPATION 现行职业

Date (日期)

Signature of Applicant's Father (父亲签字)

MOTHER

Please complete all items in both English or French AND Chinese characters

所有内容请用中文及英文，或中文及法文填写

DATE 日期		NAME & ADDRESS OF SCHOOL 学校的名称及地址	DIPLOMA/ DEGREE 学历 / 学位	TYPE OF COURSE 课程类别
FROM 从	TO 到			

FROM 从	TO 到	NAME & ADDRESS OF WORK UNIT/COMPANY 单位/公司的名称及地址	POSITION 职位	TYPE OF BUSINESS 业务类别

Brothers and Sisters: (Including half and step brothers and sisters)

申请人之兄弟姊妹 (包括同父异母及同母异父之兄弟姊妹)

NAME 姓名	RELATION & SEX 关系及性别	MARITAL STATUS 婚姻状况	DATE OF BIRTH 出生日期 DD / MM / YYYY	PRESENT ADDRESS 现行地址	PRESENT OCCUPATION 现行职业

Date

(日期)

Signature of Applicant's Mother

(母亲签字)

Photograph Specifications

TAKE THIS WITH YOU TO THE PHOTOGRAPHER
See Chinese version below

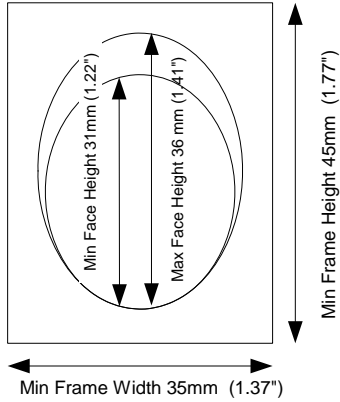
Requirements:

You must provide two (2) photos with your application. It is imperative that your photos be compliant with the following specifications otherwise they will be rejected. You will be required to provide new photos before your application can be processed.

To avoid delays, please ensure that the photos provided with your application meet these requirements.

Photograph specifications:

- Two (2) identical photos, black and white or colour, taken within the last 6 months.
- Must be clear and well defined, taken against a plain white or light coloured background. Digital photos must not be altered in any way.
- The face must be square to the camera with a neutral expression, neither frowning nor smiling, with the mouth closed.
- Tinted prescription glasses may be worn as long as the eyes are clearly visible and the frame is not covering any part of the eyes. Sunglasses are not acceptable.
- False hairpieces or other cosmetic devices are acceptable if they do not disguise the natural appearance of the bearer.
- Photos in which the applicant is wearing a hat or head covering worn for religious reasons are acceptable if the full facial features are not obscured.

Photo and Head Size Specification	
 <p>The diagram shows a rectangular photo frame with a width of 35mm (1.37") and a height of 45mm (1.77"). Inside the frame, an oval represents the head. The minimum face height is 31mm (1.22") and the maximum face height is 36mm (1.41").</p>	<ul style="list-style-type: none">• The frame size must be 35mm X 45mm (1.37" X 1.77").• Must show the full front view of the head, with the face in the middle of the photo and include the top of the shoulders.• Size of the head, chin to crown*, must be between 31mm (1.22") and 36mm (1.41") <p>* Crown: top of the head, or (if obscured by hair or headwear), where the top of the head/skull would be if it could be seen.</p>

Photos which do not meet these specifications will not be accepted.

照片要求细则

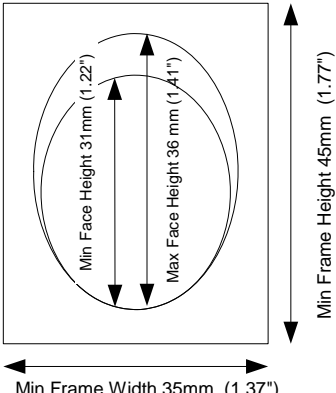
要求：

申请临时居民访问签证、学习许可或工作许可需要递交2张照片。照片必须符合下列要求，否则将不被接受。我们会在审理你的申请前要求你递交新的照片。

请确保你递交的照片符合这些要求以避免延误申请审理。

照片要求细则：

- 最近6个月内拍摄的2张同样的照片，黑白或彩色均可。
- 照片必须清晰并轮廓分明，背景为纯白色或浅色。
- 数码相片不能做任何修改。
- 脸部须正对相机，保持正常表情，不要皱眉或微笑，且嘴部合拢。
- 可以佩戴带色彩的有度数的眼镜，只要申请人双眼清晰可见且镜框不遮挡眼睛的任何部分。不要佩戴太阳镜。
- 可以佩戴假发或其它装饰品，只要它们不影响申请人的本来面貌。
- 只要脸部特征能全部体现，则申请人可以佩戴帽子或出于宗教原因将头部盘裹。

照片和头部大小要求	
 <p>Min Face Height 31mm (1.22")</p> <p>Max Face Height 36mm (1.41")</p> <p>Min Frame Width 35mm (1.37")</p> <p>Min Frame Height 45mm (1.77")</p>	<ul style="list-style-type: none">• 相片外沿大小必须为35毫米 X 45毫米 (1.37寸 X 1.77寸)。• 必须在照片中体现整个头部的正面，脸部在照片中间，且要包括肩部上端。• 头部的大小，即从下巴到头顶*的长度，必须在 31毫米 (1.22寸) 至36毫米 (1.41寸) 之间。 <p>* 头顶：头部的最上端，或（如果受头发或头饰的影响），可见到的头部/脑壳最上端。</p>

不符合这些要求的照片将不被接受。