



**THE INFORMATION ON THIS FORM AND ALL APPLICATION FORMS ARE FREE OF CHARGE**

## STUDY PERMITS

Permit and visa issuance is based on compliance with Canada's *Immigration and Refugee Protection Act* (A) and *Regulations* (R). Applicants for Canadian study permits must satisfy a visa officer that they meet the requirements for issuance (R216), which includes that:

- they will leave Canada at the end of the period authorized for their stay (R183, R216);
- they are in good health (a medical examination may be required) (A38, R30);
- they are admissible, do not have a criminal record and are not a security risk (A34-37, A40-42);
- they have sufficient funds to cover travel costs and support themselves in Canada (A39, R220);
- they have been accepted as a student by an approved educational institution (R219);
- they will not work in Canada unless authorized to do so (R183).

**NOTE:** Only a temporary resident visa (and not a study permit) is needed if the course will be completed in less than six months. **If your program of study is six months or less but you intend to continue your studies in another program you should apply for a study permit before going to Canada.** This will allow you to apply to extend your stay as a student from within Canada. Otherwise, if you do not hold a study permit you will have to apply for one outside Canada.

## HOW TO APPLY

**An application for a Canadian Study Permit consists of 1) REQUIRED DOCUMENTS, 2) REQUIRED NON-REFUNDABLE PROCESSING FEES, and 3) SUPPORTING DOCUMENTS. Please refer to the checklists below.**

Persons in Vietnam may submit an application in person or by mail to the Canadian Visa Application Centres (CANVAC) operated by IOM (<http://www.iom.int.vn/canada>):

### ***Canadian Visa Application Center - IOM in Ho Chi Minh City***

PDD Building, 8th Floor  
162 Pasteur, District 1  
Ho Chi Minh City, Vietnam

Tel: +84(8)3829-6377 or 3829-6376  
Email: [hochiminh@iom.int](mailto:hochiminh@iom.int)

### ***Canadian Visa Application Center - IOM in Hanoi***

DMC Tower, 7th Floor  
535 Kim Ma Street, Ba Dinh District  
Hanoi, Vietnam

Tel.: +84(4)3736-6258  
Email: [hanoi@iom.int](mailto:hanoi@iom.int)

Please note that in Vietnam the CANVAC/IOM offices are responsible only for receiving applications and returning documentation to the applicant. Applications are approved or refused only by visa officers at the Consulate General of Canada in Ho Chi Minh City (<http://geo.international.gc.ca/asia/vietnam>).

## IMPORTANT REMINDERS

- Unsigned or incomplete applications will not be approved.
- Only application forms completed in English or French will be accepted for processing, and all documents must be translated to English or French and attached to the original or to a notarized copy.
- Completion of forms and payment of the processing fee does not guarantee approval of an application.
- The Consulate General of Canada reserves the right to ask for a personal interview or for any document relevant to an application.
- The Government of Canada may choose to verify any document submitted by contacting its author or its issuing authority.
- If you intend to visit Canada for six months or longer a visa officer may direct you to undergo a medical examination. The results of the initial medical examination normally take four to six weeks to arrive at the Consulate General.
- If you plan to study in the province of Quebec, you must submit a certificate of acceptance issued by the Quebec government. Your school in Canada will forward the necessary forms to you or advise you that you are exempt from the requirement for a certificate of acceptance.
- Be truthful. Any direct or indirect misrepresentation that could induce an error in the administration of the *Immigration and Refugee Protection Act* may result in refusal of an application. This includes not declaring previous visa applications and not declaring family members.

## AFTER YOU APPLY

Applicants who submit their applications through CANVAC/IOM may be able to schedule their own interviews (if required by a visa officer) and/or receive case status updates by mobile phone text message (SMS). The Consulate General of Canada does not offer these services except subject to their availability by CANVAC/IOM.

All case status requests should be made in writing. Case-specific enquiries for status may be made using the contact information available at the following web site: <http://www.cic.gc.ca/english/information/offices/missions/ho-chi-minh.asp>. The Consulate General of Canada does not receive status enquiries by phone.

**All students are encouraged to apply at least twelve weeks prior to their intended departure date and are encouraged NOT to purchase non-refundable tickets before receiving a visa.** The Consulate General of Canada makes best efforts to process applications promptly but does not guarantee that all applications will be decided within these normal processing times.

## STANDARD STUDY PERMIT APPLICATION PROCESSING TIMES

60 working days

## DOCUMENT CHECKLISTS FOR STUDY PERMIT APPLICANTS

An application consists of:

- 1) **REQUIRED DOCUMENTS**
- 2) **REQUIRED NON-REFUNDABLE PROCESSING FEES**
- 3) **SUPPORTING DOCUMENTS**

### 1) REQUIRED DOCUMENTS (all forms must be fully completed and signed)

- "Application for a Study Permit" IMM 1294; applicants must list all family members on the form (including spouse or common-law partner and all children under 22) even if they will not accompany the applicant
- "Additional Family Information" IMM 5406 forms for each principal applicant and any accompanying person over 18 years of age
- "Study Permit Questionnaire" for the principal applicant
- "Use of a Representative" IMM 5476 form if someone has assisted you in the preparation of the application
- "Statutory Declaration of Common-law Union" (IMM 5409) (if applicable)
- **Letter of acceptance** from a recognized Canadian educational institution stating the start date of the course, the subject, the duration of study and the last date on which a student may register for a selected course;
- If studying in Quebec, a valid "**Certificat d'acceptation du Québec (CAQ)**"
- **Contact number** where the principal applicant or guardian can be reached during working hours
- **Valid passport for each applicant** (there must be one completely blank visa page available in each passport and the passport must be valid for the duration of the intended stay in Canada)
- **Two (2) identical passport-sized photos of each applicant** taken within the last six months; **the photos must comply with specifications found on the following web site** (<http://www.cic.gc.ca/english/information/applications/photospecs.asp>)

### 2) REQUIRED NON-REFUNDABLE PROCESSING FEES

Study Permit : 125 CAD or 115 USD

**NOTE: fees are subject to change without notice and are not refundable even if the application is refused or withdrawn**

Two methods of payment:

- Cash: US dollars (USD) ONLY at the Canadian Visa Application Centres – IOM
- OR
- Bank draft: in Canadian dollars (CAD) ONLY payable to “The Receiver General for Canada”

### 3) SUPPORTING DOCUMENTS

**All applicants:** official civil status documents (household registration book, birth certificate, marriage/divorce certificate)

**All applicants:** letter of intent describing how the chosen course of studies fits into long-term career and educational goals, as well as what the applicant intends to do after returning from Canada

**All applicants, including returning students requesting a new permit:** educational record, including academic transcript and diploma from the educational institution last attended

**All applicants:** evidence of financial resources from the person(s) sponsoring the cost of studies:

- **employees** should submit original confirmation of employment from their employer stating salary, length of employment, and leave entitlement, as well as: Social Insurance Book; Labour Book; labour contract; pay slip; personal bank statement (if receiving salary by money transfer)
- **business owners** should submit a copy of the business license and business income tax receipts for the past two (2) years
- **scholarship students** should submit a letter confirming the duration, amount, nature and conditions of the award
- all applicants may submit evidence of other assets and financial status (property / house / vehicle ownership; bank statement)

**In addition, for students being sponsored by a family member in Canada:** information about the financial resources of the sponsor and the sponsor's spouse in Canada:

- a copy of the inviter's Canadian citizenship or immigration status document (PR card, etc.)
- a letter from the sponsor in Canada indicating duration, amount, nature and conditions of their financial responsibility, their relationship to the applicant, the number of persons living in the sponsor's household
- evidence of relationship to the student
- original or notarized personal income tax Notice of Assessment (T451/ Income Tax Return Information-Regular or RC143) for the past two (2) years for the inviter and his or her spouse; if the spouse does not work or is unable to submit these documents, attach a letter of explanation
- recent bank statement of the inviter and his or her spouse
- recent employment confirmation for the inviter and his or her spouse.

**An applicant who will be accompanied by their child under 16 years of age:** notarized letter of consent from the other parent permitting the child to travel

**An applicant under 18 years of age who will be travelling without his or her parent/guardian:** notarized custody arrangement signed by the child's parent/guardian AND by the person who will have custody of the child during the stay in Canada: <http://www.cic.gc.ca/english/pdf/pub/custodian-parent.pdf>

**All applicants 18 years of age or over:** judicial / police record issued by the Justice Department of the province of residence in Vietnam.

**For diplomatic or official passports:** a diplomatic note must be attached

**APPLICATIONS MAY BE REFUSED IF THEY ARE NOT SUBMITTED ACCORDING TO THESE INSTRUCTIONS OR IF THEY DO NOT INCLUDE SUFFICIENT SUPPORTING DOCUMENTATION TO SATISFY A VISA OFFICER THAT THE APPLICANT MEETS THE REQUIREMENTS FOR ISSUANCE.**

**APPLICATIONS SHOULD BE SUBMITTED AT LEAST 12 WEEKS PRIOR TO THE COMMENCEMENT OF STUDIES.**