

STUDY PERMIT APPLICATION CHECK LIST

www.bangladesh.gc.ca & www.cic.gc.ca

Applicants must provide the original and one photocopy of all documents, including two (2) photocopies of the passport inside cover and Pages 1-3 and the validity pages of the Bangladesh passport or the same for other passports. (Original documents will be returned on the decision delivery day).

* APPLICATION MUST BE FILLED IN BLOCK LETTER *

Basic documents

- Study permit application form
- Two recent original passport-size photographs as per the photograph specifications.
- Your passport, valid for at least one year from the date of application
- Bank draft from **Standard Chartered bank**, payable to the Canadian High Commission, Dhaka, for the exact and correct amount of the processing fees. Cash payments are accepted at the Visa Application Centre.
- Your police clearance certificate
- Your birth certificate
- Family composition information sheet and questionnaire
- Student questionnaire
- Letter of acceptance from a Canadian educational institution confirming:
 - name and length of the program (for post-secondary institutions, including vocational schools) or level (for primary and secondary institutions)
 - tuition fees and estimated living expenses per year
 - semester for which the admission is valid
 - last date for registration
- All educational documents including marks sheets (SSC, HSC, Bachelor's, Master's or other post-secondary, college, vocational or university diploma, certificate or degree).

Funds

- Proof of funds sufficient to cover your tuition fees and living expenses for the first year of your studies in Canada, including:
 - one year statement of transactions from personal bank account(s) (original certified bank issued statement or a copy of passbooks) with letter of introduction from the bank
 - fixed deposit certificates, savings certificates, PSP, if any

Note that you must also demonstrate that sufficient funds will be available to support yourself during the whole duration of your program
- Confirmation of any scholarship, grant, teaching or research assistantship confirming:
 - name of the providing institution or organization
 - amount per semester or year
 - duration
- If some or the totality of your funds are provided by a sponsor (either parents or third party) you must also include:
 - notarized declaration of sponsorship. *If you have more than one sponsor, a separate declaration must be provided for each sponsor. However, sponsors who are husband and wife can appear on the same declaration*
 - details of assets and income for each sponsor with supporting documents:
 - land deeds and other property documentation, rent agreement, business license, business tax forms, proof of income from agriculture and farming activities, etc.
 - employment letter with salary information
 - tax assessments and tax paid receipts showing total income and amount of income tax paid **for the past two years.**

- If your sponsor is not a resident in Bangladesh you must include:
 - relevant tax assessments from their country of residence (example: Notice of Assessment from Revenue Canada for a sponsor residing in Canada.)
 - proof of the immigration status in the country of residence (example - copy of the Citizenship card or Permanent resident card for a sponsor residing in Canada)
- If someone other than yourself or your parents is providing funds you must include:
 - letter of explanation as to the reason why this person is assisting
 - number of persons living in this person's household
 - proof of this person's relationship to you (birth, marriage or school certificates, passport). **Note that affidavits or self-declarations are not acceptable proof of relationship.**
- Proof of employment for yourself, if applicable, and your parents confirming:
 - employer's full name, address, phone number
 - name and phone number of supervisor
 - length of service
 - salary details

Other requirements

- If you will be attending an educational institution in the province of Quebec you must provide:
 - Certificat d'acceptation du Québec* (Certificate of Acceptance) issued by the Government of Quebec
- If you will be under 18 years of age at the date of your departure for Canada, you must provide:
 - notarized guardianship agreement signed by both your parents (or legal guardian) and the person who will be your guardian in Canada
- If a consultant or a legal representative has provided you help to prepare your application or to gather the supporting documents, you should provide:
 - full details of the consultant or legal representative (name, name of the company, address, phone number and, if the consultant or legal representative is located in Canada, his CSIC number)

PLEASE NOTE:

- **ALL QUESTIONS ON ALL FORMS MUST BE ANSWERED COMPLETELY AND TRUTHFULLY, FAILURE TO DO SO WILL RESULT IN PROCESSING DELAYS OR THE POSSIBLE REFUSAL OF YOUR APPLICATION.**
- **APPLICANTS MUST BE AVAILABLE FOR AN INTERVIEW, IF REQUIRED**
- **APPLICANTS WILL BE REQUIRED TO UNDERGO A MEDICAL EXAMINATION PERFORMED BY A DESIGNATED PHYSICIAN**
- **AVERAGE PROCESSING TIME IS 6 TO 8 WEEKS**
- **ACCEPTANCE OF THE APPLICATION FORM AND SUPPORTING DOCUMENTS DOES NOT IMPLY THAT A STUDY PERMIT WILL BE APPROVED**
- **ALL FEES ARE NON-REFUNDABLE**

For further information please or if you have any question, please visit the following website:

www.bangladesh.gc.ca and click the link "Studying in Canada"