

**APPLICATION FOR A STUDY PERMIT – CHECKLIST**

- Complete and place this checklist on top of your application.
- Consult our website for forms and instructions: <http://www.bangladesh.gc.ca>
- Any document not in English or French must be accompanied by a certified translation.
- Failure to submit all required documentation may result in the refusal of your application or delay processing.
- It is normally advisable to wait until you receive the letter of authorisation to study in Canada from the Embassy before paying tuition fees and finalising travel plans.

Number of people travelling to Canada (principal applicant and accompanying family members)			
In addition to a study permit, are you submitting applications for the following?		Number required	✓
Spouse/common law partner	Open work permit - complete an application for a work permit		
	Temporary resident visa (if not applying for an open work permit) -complete an application for a temporary resident visa		
Minor Children	Open study permit for accompanying children aged 6-18 years old - no separate application form required		
	Temporary resident visa (if a study permit is not required) - no separate application form required		
Dependent over 18	Study permit for accompanying dependents aged 18-22 - complete an application for a study permit which must include a letter of acceptance from a college or university in Canada		
	Temporary resident visa (if a study permit is not required) - complete an application for a temporary resident visa		
You must submit the following items:			✓
Application form (IMM 1294) fully completed, dated and signed. <ul style="list-style-type: none"> • Answer every question. If not applicable, write N/A. 			
Two passport photographs for each applicant. Write the name and birth date of the individual on the back.			
Processing fee – paid by bank draft.			
Valid passport from each person requiring a temporary resident visa. The validity of a study permit or visa cannot go beyond the validity of the passport. Include all cancelled or expired passports , if applicable. If you do not reside in your country of citizenship, please provide your work permit/temporary stay permit.			
A photocopy of the bio-data page of each applicant's passport.			
Original and a photocopy of the Letter of Acceptance from your educational institution in Canada. If your acceptance is conditional you must show you can meet the conditions.			
Proof of sufficient funds to cover your tuition and living expenses for at least one year in Canada. In addition to the cost of tuition, you should have at least CAD \$10,000 available to cover your living expenses. Please submit: <ul style="list-style-type: none"> • copies of bank statements or a bank book covering the past six months; • any additional supporting documents demonstrating a reliable source of funds (letter of undertaking and financial documents from parent or sponsor, official letter of scholarship or financial award, investments, income from rental properties etc.); • if your tuition has already been paid, please provide proof of payment. 			
Copies of Birth Certificates for accompanying minor children/Marriage Certificate or Statutory Declaration of Common-law Union (IMM 5409) for accompanying spouse, as applicable.			
All educational documents, including marks sheet/transcripts (SSC, HSC, Bachelor's, Master's or other post-secondary, college, vocational or university diploma, certificate, or degree)			
Student questionnaire			



Family composition sheet and questionnaire	
If applicable, you must also submit:	✓
Certificat d'Acceptation du Québec (CAQ) if you will be studying in Quebec.	
Custodianship documents are required for students who are under the age of majority in Canada. The age of majority is 18 in Alberta, Manitoba, Ontario, Prince Edward Island, Quebec and Saskatchewan. The age of majority is 19 in British Columbia, New Brunswick, Newfoundland, Nova Scotia, Northwest Territories, Nunavut and Yukon.	
If a minor is travelling with only one parent, custody documents or notarised permission from the other parent is required.	
If someone is assisting you in completing your application or you would like someone to do business with our office on your behalf, completed Use of a Representative form (IMM 5476) .	
Confirmation of any scholarship, grant, teaching or research assistantship including the name of the providing institution/organization, amount per semester/year and duration	
If some or all of your funds are provided by a sponsor (either parents or a third party), a notarized declaration of sponsorship, income tax assessments, and proof of citizenship/permanent residence	
If someone other than yourself or your parents is providing funds, a letter of explanation as to the reason this person is assisting; number of persons living in this person's household; proof of this person's relationship to you;	
Proof of employment for yourself, and, if applicable, your parents	