

CANADIAN STUDY PERMIT GUIDELINES FOR APPLICATION

Each applicant must complete and submit the following forms. Only **ORIGINAL** supporting documents will be accepted. **Failure to submit ALL required documents may result in a refusal.**

1. **Application for a Study Permit** (IMM 1294B). Ensure that your contact telephone number and e-mail address (if available) are clearly indicated
 - a. Copy of the bio-data page of your current passport
 - b. Three passport photographs - with your name printed on the back of each photo (see photo specifications)
 - c. All international passports (current and previous)

2. **Family Composition and Employment History** (A-2E)
 - a. Birth certificate
 - b. Marriage certificate
 - c. Children's birth certificates
 - d. For **all employment** (past AND present) provide: introduction letter of employment to include position, salary and job description.

3. **Academic Documents**
 - a. Original and photocopy of official **acceptance** admission to an academic / training program (acceptance letter). This letter should state:
 - i. Course/programme of studies
 - ii. The duration of the course/ programme
 - iii. The registration date and the last possible date admission is permitted.
 - b. If currently in school, present academic standing (up-to-date transcripts)
 - c. Originals and photocopies of secondary school WAEC/SSCE/NECO, **school transcripts** (post secondary school), certificates and /or diplomas.
 - d. Provide complete street name and address of ALL previous educational institutes (that you attended).

4. **Fees / Funding / Finances**
 - a. Processing fees - the Canadian government charges a fee for the processing of a Study Permit.
 - i. bank draft in Naira (see fee schedule)
 - ii. payable to '**Canadian Deputy High Commission**'
 - iii. If the issuing bank is outside of Lagos, it must be stamped on the bank draft that it is payable in Lagos
 - iv. Your name must be printed on the back of the bank draft.

 - b. An official fee schedule which includes - tuition, miscellaneous expenses (medical, books, etc.), board and lodging charges.

 - c. Proof of adequate funding:
 - i. You must submit evidence of a bank account (six months history and certified) showing sufficient funds to cover your first year's complete expenses. You must also show a reliable source of funds for the duration of your academic program. **(ORIGINAL plus ONE duplicate COPY)**

 - ii. If you are receiving a scholarship of any financial assistance or award, from a government or other funding agency, you must submit an official letter from that

sponsor, stating the full amount of your award, its duration and any conditions.

iii. If you are being sponsored, your sponsor may voluntarily submit the following documents in support of your application:

(1) A notarized affidavit of support from your sponsor, indicating his/her willingness and ability to pay your expenses. It is recommended the affidavit include:

- (a) introduction of sponsor
- (b) relationship of sponsor to applicant
- (c) number of his/her dependants
- (d) details of financial commitments already undertaken, including those in support of other applications for study or residence in Canada or another country
- (e) his / her occupation
- (f) that funds will be available for total support of the applicant for the ENTIRE program of studies in Canada (state number of years) and if the financial situation changes, the student will terminate studies and leave Canada.

(2) Reference from your sponsor's employer stating his/her job, service date and full contact details. If he/she is self employed, their business documents.

5. **Proof of Tuition Fees is NOT** required at the time of application submission. After a positive processing of the Visa application, proof of tuition payment may be required before the visa can be issued.

6. ***Other Documents***

- a. Police clearance certificate obtained from C.I.D. Headquarters
- b. CAQ (Certificat d'acceptation du Quebec) for students who wish to study in the Province of Quebec.
- c. Custodianship Declaration - If a minor child (under the age of 18 - at the start of the school year) is coming to study in Canada, they will need a custodian in Canada. All minor applicants must supply a notarized declaration - one signed by the parents or legal guardians in the country of origin, as well as one signed by the custodian in Canada - stating that arrangements have been made for the custodian to act in place of a parent.
- d. Study Permit Questionnaire (complete both sides and include supporting documents).

7. ***Procedures***

- a. The complete application must be received by the CDHC a minimum of 3 months prior to the start of the school year semester start date. Applications received more than 5 months in advance of acceptance will be returned.
- b. When a complete application has been submitted, a personal interview may be required.
- c. A medical examination will be required for students entering Canada longer than 6 months. You will be informed of the necessary details. Do **not** undergo a medical examination for the purpose of studying in Canada until advised to do so by the office. Medical results may take up to four weeks to be received by the office.
- d. Should an applicant be refused, it is unlikely that a further application would be approved unless the applicant's personal circumstances have changed significantly.
- e. Any preparations you make, such as paying tuition fees etc. are done entirely **at your own risk**.
- f. False statements, or the submission of fraudulent documents in support of your application, will result in automatic refusal.

<mailto:lagos.immigration@international.gc.ca>

CANADIAN VISITOR VISA APPLICATION SUPPORTING DOCUMENTS

The Application for a "Visitor Visa" must be completed and submitted by each applicant who applies with his/her own passport. The "Family Composition Form" must be completed and submitted with each application. **The documents listed below must accompany the application.**

After submission of a fully completed application, you may be given an appointment for a personal interview. This, however, does not guarantee issuance of a visitor's visa. Additional documents, further interviews and a medical examination may be required. You may be refused after review of your application with no interview. **If your application is refused, your money will not be refunded.**

FALSE STATEMENTS OR THE SUBMISSION OF FRAUDULENT DOCUMENTS IN SUPPORT OF YOUR APPLICATION WILL RESULT IN IMMEDIATE REFUSAL.

Should an application be refused, it is unlikely that a further application would be approved unless the applicant's personal circumstances have changed significantly.

The following **original** documents must be submitted. Failure to submit all the requested documentation may result in the refusal of your application.

All current and previous passports: Current passports must have at least two completely blank pages and be valid for at least six months (also include a photocopy of bio-data page)

Three recent passport-size photographs (see attached photo specifications) of each person travelling (with name of applicant indicated at the back of passport photo).

A non-refundable fee payment in Naira. (Only bank drafts will be accepted - see Fee Schedule)

Proof of adequate funds for your trip: certified personal bank statement(s) six months history, bank book(s), investment certificates, other proof of savings. You must show that sufficient funds exist to support your return travel and duration of stay in Canada. **Bank statements must be properly opened and detached. Undetached bank statements will not be considered in the course of processing the application.**

Personal Documents: documents to show you have personal ties to your homeland. Marriage certificate, birth certificates of each of your children, etc.

Proof of other assets: Property / land title, etc.

A recently dated letter (within two months) from your employer and / or your spouse's employer (if applicable) indicating occupation, job description, position, salary, allowances, years of employment and leave dates. Employment Pay slips of the last 3 months.

Proof of your business if you are self-employed. Business and taxation clearance certificates, trade certificates, license and financial documentation, etc. (certified business bank account(s) for past six months).

Your travel itinerary – method, destination and travel dates.

A letter of invitation: A letter from the person you intend to visit in Canada which states the purpose, duration and visit dates of your travel.

For Business travel: A letter from your employer indicating the purpose of your travel, your itinerary within Canada and who will cover the cost of your travel, a letter from the Canadian business confirming the nature and duration of your business travel.

VOLUNTARY INFORMATION THAT MAY ASSIST IN THE PROCESS OF YOUR APPLICATION: Proof of immigration status of Canadian host. Copy of landing document / immigrant visa, citizenship certificate, student/worker's visa /permits, residency card, etc.

INCLUDE YOUR E-MAIL ADDRESS and TELEPHONE CONTACT ON THE FORM

Applications for children under the age of 18 will only be accepted from the child's parent or court appointed legal guardian (with passport identification). The parent/ legal guardian must be able to prove that he/she would qualify for a visitor visa in his/her own right in order for the child to receive a visitor visa. In addition to the documents listed above for the parent/ legal guardian, the application for the child must include consent from both parents as well as the following additional documents:

A passport for the child: Each child travelling must have his/ her own passport;

School leave letter for the child; and

Child's birth certificate, and court-appointed legal guardianship authorisation if applicable.