

No. of the CAQ application:

List of documents to be forwarded with **this checklist** to complete your application for a CAQ for study.

Check the boxes to make sure you haven't forgotten anything.

- ☐ The original Declaration, commitments and authorizations form, **dated and signed** by the minor child **and** by the child's father or mother or legal guardian.
- ☐ An original recent **ID photo**, passport format (35 mm x 45 mm), with the name of the minor child on the back and stapled in the box opposite.
- ☐ A **legible** photocopy of the pages of the passport containing the child's personal information and photo (well defined). The passport must be valid.
- ☐ Letter of admission from the registrar (or Admissions Office) of the educational institution (or school board) that the child will attend.
- ☐ Photocopy of the child's birth certificate bearing the name of his parents
- ☐ Photocopy of an identity document of each parent bearing their signature
- ☐ Original of the Declaration of parental authority signed by **both parents** (or the legal guardian) of the minor child
- ☐ If **only one parent** has signed, a photocopy of an official document attesting that the signing parent has sole custody of the child.
- ☐ Original of the Declaration of guardianship for a minor child, signed by the child's guardian in Québec
- ☐ Photocopy of a document showing that the child's guardian in Québec is a Canadian citizen or permanent resident
- ☐ Declaration of financial support signed by the person who will be covering the expenses related to the minor child's period of study in Québec

Staple here

**PHOTO
MANDATORY**

passport size
(35mm x 45 mm)

Recent and sufficient proof of that person's financial capacity to cover:

- the child's living expenses;
- the child's tuition fees and other education-related expenses;
- the cost of health and hospitalization insurance taken out in the child's name;
- the child's travel costs (round-trip ticket);
- the settlement expenses for the first year of the child's stay in Québec.

Check the documents you are submitting as eligible proof:

- ☐ Recent letter of employment stating that person's salary
- ☐ Any recent statement of his or her assets (cash, investments: shares, units, bonds, etc.) and income
- ☐ Recent pay slips
- ☐ Recent notice of assessment from an income tax authority, stating his or her annual income
- ☐ Bank letter(s) indicating his or her current balance (see example)
- ☐ Bank statements from the last three months identifying that person as the account holder
- ☐ Recent authorization of funds transfer from the currency control authority of that person's country of origin or residence, where applicable