

# Immigration Documents Checklist

In order to complete your registration, you will have to meet certain criteria related to your mandatory immigration documents. Please note that international students are responsible for maintaining valid immigration documents throughout the duration of their studies. In addition, your CAQ, study permit, and passport must be certified by our Cégep for your registration .

To support you in your registration process, we invite you to review this checklist and refer to the examples of each document in detail.

**Checklist of the required documents for your registration:**

Document 1-Mandatory- Valid CAQ	<ul style="list-style-type: none"> <li>• we need a copy of the original CAQ you receive by mail service from MIFI, not a favourable response letter</li> </ul>
Document 2-Mandatory- Valid Study Permit	<ul style="list-style-type: none"> <li>• <b>Students in Canada:</b></li> <li>• 1: study permit <b>and</b> 2: Confirmation of Implied status if applicable</li> <li>• <b>Students outside of Canada:</b></li> <li>• 1: Letter of introduction from IRCC <b>or</b></li> <li>• 2: Proof of first stage of IRCC approval for the Study Permit <b>or</b></li> <li>• 3: Proof of study permit application</li> <li><b>Note: you must send us your study permit within 5 business days of your arrival in Canada.</b></li> </ul>
Document 3- Co-op Work Permit-if applicable	<ul style="list-style-type: none"> <li>• Required only if internships are an integral part of your studies</li> </ul>

To be registered for the winter 2021 semester, your CAQ must be valid at least until May 31, 2021 (a CAQ issued for the May 2020 intake is not eligible). You must also provide your valid documents to the email address below, indicating your student number, before February 5 2021:

- [registrariat\\_immigration@cegepgim.ca](mailto:registrariat_immigration@cegepgim.ca)

**To get a free duplicate of your CAQ**, you may contact Ministère de l'Immigration, de la Francisation et de l'Intégration(MIFI), Information service :

- Montréal area: 514 864-9191
- Elsewhere in Québec (toll free): 1 877 864-9191
- Outside Québec: + 1 514 864-9191

We strongly encourage you to verify the mailing address that you provide to MIFI in your file and to provide a complete and correct Canadian address if you can.


**NOTE: If you obtain a CAQ for studies for the fall semester and you postpone your arrival by one semester, you do not have to submit a new application for temporary selection for studies.**

**For any other postponement (for example : Summer to Winter or Winter to Summer), you must obtain a new CAQ for studies.**

<https://www.immigration-quebec.gouv.qc.ca/en/immigrate-settle/students/obtaining-authorizations/certificat-acceptation/index.html>

Below you will find examples of each document indicated in the checklist.

**Document 1-CAQ:** we need a clear copy of your CAQ that you receive by mail service from MIFI, not a favourable response letter. Example of a CAQ:

Québec  **Certificat d'acceptation du Québec**

**This is a CAQ**

Le présent certificat atteste que le requérant identifié ci-dessous répond aux exigences du Québec relatives aux résidents temporaires dans la catégorie indiquée. En conséquence, les autorités canadiennes sont priées, dans le cadre des normes statutaires applicables, d'accorder au requérant et aux membres de sa famille compris dans sa demande les autorisations appropriées.

Nom à la naissance  
[REDACTED]

Prénom  
[REDACTED]

Autre nom  
[REDACTED]

Type  
[REDACTED]

Date de naissance  
[REDACTED]

Sexe  
M

Catégorie  
E Etudiant

Valide du 2020-05-01 Au 2022-05-31

Unité administrative  
Service de l'immigration temporaire - Étudiants

Date d'émission  
2019-12-21

Programme ou niveau d'études  
Attestation d'études collégiales

Nom de l'employeur  
s/o

Lieu de traitement  
s/o

Remarque  
Accord conditionnel, BVC de NEW DELHI.

Le titulaire de ce certificat doit respecter les conditions relatives à sa délivrance édictées par le Règlement sur l'immigration au Québec découlant de la Loi sur l'immigration au Québec (2016, ch.3).

Nom du fonctionnaire  
[REDACTED]

Code  
[REDACTED]

**Avis important :**

Le présent certificat n'est pas un document d'admission et ne saurait en aucun cas dispenser son titulaire des autorisations requises par le Gouvernement du Canada. **Conservez-le cependant avec soin : il pourra vous être demandé au Québec.**

Ministère de l'Immigration, de la Francisation et de l'Intégration

2- REQUÉRANT

*Translation*

**This is not  
a CAQ**

**Subject: Favourable response to your application for a Québec Acceptance Certificate (CAQ) for studies**

We are pleased to inform you that the ministère de l'Immigration, de la Francisation et de l'Intégration has sent to the NEW DELHI (Approved no. C0007892203) Canadian visa office a favourable response to your application for selection for temporary immigration for studies for the period 2020-05-01 to 2020-05-31 for the Attestation de l'Agence des Collégiales program or level of studies.

In order to be authorized to study in Québec, in addition to the favourable response, you must obtain a study permit from the federal government.

If you receive this letter electronically, you must be able to print it out. **However, you can immediately submit your application to the Canadian visa office by enclosing the letter.**

**Important:** Note that starting on June 1, 2020, Immigration, Refugees and Citizenship Canada will no longer issue a study permit for persons enrolled in a non-designated learning institution. Consult the list of designated institutions: <http://www.cic.gc.ca/english/study/study-ins.htm>. If your institution is not on this list, your application for a study permit will be refused and it will not be possible for you to study at this institution as a student.

The Canadian visa office can require you to provide supplementary information for the review of your application for a study permit, particularly the financial ability. The forms to be completed as well as the fees for submitting the application and payment of fees can be found at: <http://www.cic.gc.ca/english/information/office.htm>


We recommend that you keep a copy of your letter of acceptance as it may be requested by your learning institution. **À L'ÉCRIVAIN**

Your certificate is still valid for obtaining a study permit. If your admission is postponed from the fall session to the winter session, you must postpone your admission from the winter session to the fall session. If you will be required to obtain a new certificate, you must obtain a new certificate before the expiry date of your current certificate.

Once you have obtained your study permit, your certificate will remain valid. You can change learning institutions or change your program of studies as long as you are enrolled in a program of the same duration, the same level and the same academic cycle in the same learning institution. For any other change, you must obtain a new certificate.

Lastly, if you wish to extend your study stay in Québec, you must reapply for a Québec Acceptance Certificate (CAQ) for studies and a study permit **at least three months prior** to the expiry date on these documents.

**Document 2-Study Permit-Students in Canada-Please make sure your valid study permit is scanned clearly and all the information on it is readable. Example of a study permit:**

 Immigration, Refugees and Citizenship Canada / Immigration, Réfugiés et Citoyenneté Canada

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**CANADA**

**This is a study permit**

**STUDY PERMIT/PERMIS D'ÉTUDES**

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**CLIENT INFORMATION/INFORMATION DU CLIENT**

Family Name/Nom de Famille: [REDACTED]  
 Given Name(s)/Prénom(s): [REDACTED]  
 Date of Birth/Date de naissance: [REDACTED] (yyyy/mm/dd - aaaa/mm/jj)  
 Sex/Sexe: [REDACTED]  
 Country of Birth/Pays de naissance: [REDACTED]  
 Country of Citizenship/Citoyen de: [REDACTED]  
 Travel Doc No./N° du document de voyage: [REDACTED] PASSPORT

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**ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE**

Date Issued/Délivré le: 2020/08/31 (yyyy/mm/dd - aaaa/mm/jj)  
 Expiry Date/Date d'expiration: 2021/01/15 (yyyy/mm/dd - aaaa/mm/jj)  
 Case Type/Genre de cas: 30  
 Institution Name/Nom de l'institution: DESIGNATED LEARNING INST-QC  
 Field of Study/Domaine d'études: BUSINESS/MGMT/MARKETING  
 In Force From/En vigueur le: 2020/08/31 (yyyy/mm/dd - aaaa/mm/jj)

**Conditions:**

1. MUST LEAVE CANADA BY 2021/01/15
2. NOT VALID FOR EMPLOYMENT IN BUSINESSES RELATED TO THE SEX TRADE SUCH AS STRIP CLUBS, MASSAGE PARLOURS OR ESCORT SERVICES.
3. MAY ACCEPT EMPLOYMENT ON OR OFF CAMPUS IF MEETING ELIGIBILITY CRITERIA AS PER R186(F), (V) OR (W). MUST CEASE WORKING IF NO LONGER MEETING THESE CRITERIA.

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**Remarks/Observations:**  
 TEMPORARY RESIDENT STATUS MAINTAINED AS PER R183(6).

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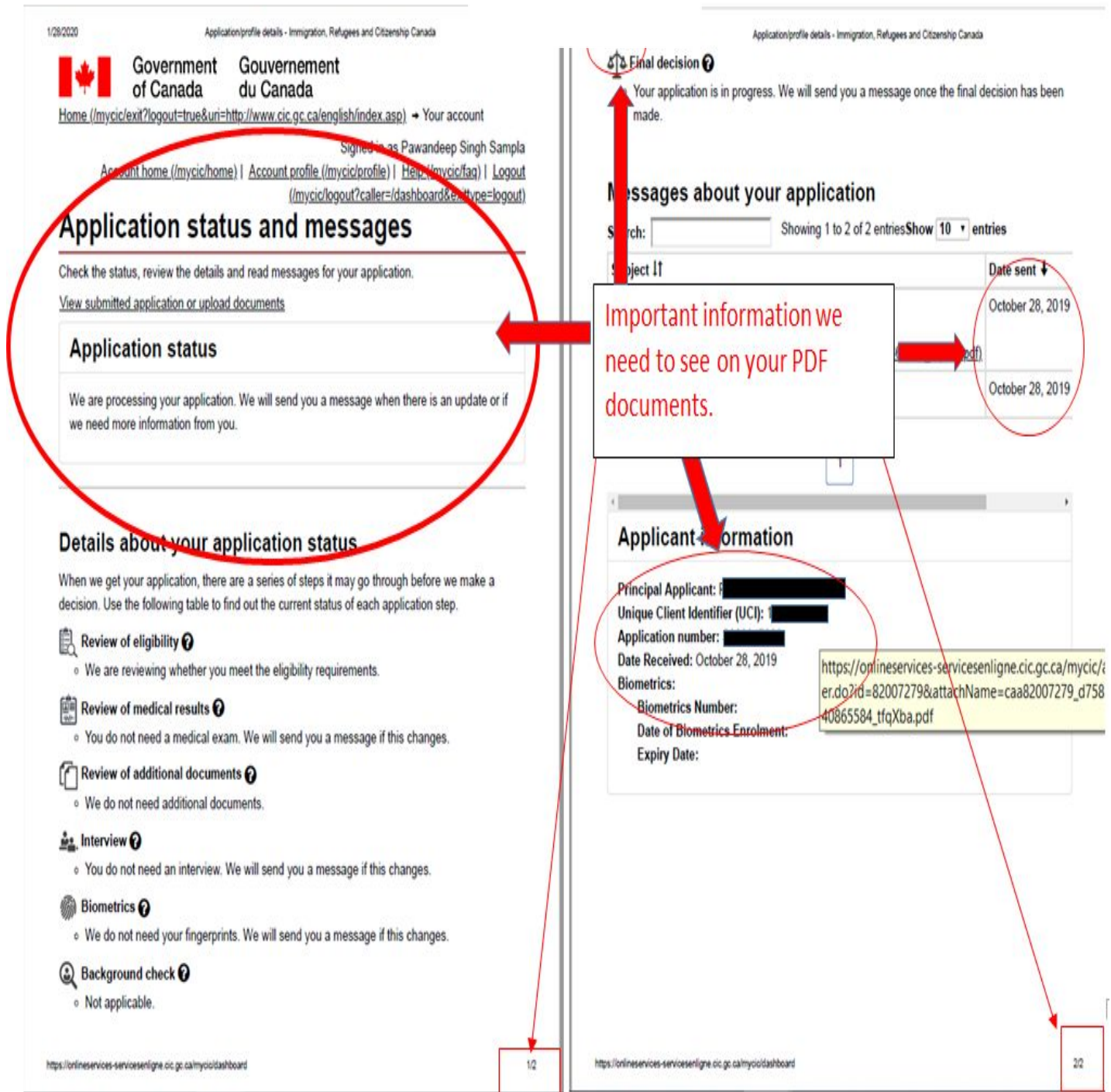
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## Document 2-Students in Canada-Proof of your Implied Status if applicable-from your GCKey account of the IRCC website. Example of proof of implied status.



**Application status and messages**

Check the status, review the details and read messages for your application.

[View submitted application or upload documents](#)

**Application status**

We are processing your application. We will send you a message when there is an update or if we need more information from you.

**Details about your application status**

When we get your application, there are a series of steps it may go through before we make a decision. Use the following table to find out the current status of each application step.

Step	Status
<b>Review of eligibility</b>	We are reviewing whether you meet the eligibility requirements.
<b>Review of medical results</b>	You do not need a medical exam. We will send you a message if this changes.
<b>Review of additional documents</b>	We do not need additional documents.
<b>Interview</b>	You do not need an interview. We will send you a message if this changes.
<b>Biometrics</b>	We do not need your fingerprints. We will send you a message if this changes.
<b>Background check</b>	Not applicable.

**Messages about your application**

Search:  Showing 1 to 2 of 2 entries Show 10 entries

Subject	Date sent
Final decision	October 28, 2019
	October 28, 2019

**Important information we need to see on your PDF documents.**

**Applicant information**

Principal Applicant: [REDACTED]  
 Unique Client Identifier (UCI): [REDACTED]  
 Application number: [REDACTED]  
 Date Received: October 28, 2019  
 Biometrics:  
 Biometrics Number: [REDACTED]  
 Date of Biometrics Enrolment: [REDACTED]  
 Expiry Date: [REDACTED]

[https://onlineservices-servicesenligne.cic.gc.ca/mycic/er.do?id=82007279&attachName=caa82007279\\_d75840865584\\_tfqXba.pdf](https://onlineservices-servicesenligne.cic.gc.ca/mycic/er.do?id=82007279&attachName=caa82007279_d75840865584_tfqXba.pdf)

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## Document 2-Student outside of Canada-Letter of Introduction-Example-Page 1/2



March 18, 2020

Unique Client Identifier: [REDACTED]

Application Number [REDACTED]

[REDACTED]

[REDACTED]

Your application to study in Canada has been approved. A permit authorizing your studies will be issued to you on your arrival to Canada following an examination by an officer of the Canada Border Services Agency, subject to your compliance with the requirements of the *Immigration and Refugee Protection Act* and its Regulations. The officer will ask to see this letter, your passport and may request to see your supporting documents, such as the letter of acceptance from your educational institution. Do not pack these or other valuable papers in your checked luggage. You can find out more about which documents you will need to bring with you by visiting [www.cic.gc.ca/english/study/study-arriving.asp](http://www.cic.gc.ca/english/study/study-arriving.asp).

As you gather your documents, please take note of the following:

- **This letter is not a passport or travel document.** You will not be permitted to board your flight without your passport, even if you have this letter with you.
- **This letter is not an authorization permitting you to enter or remain in Canada.** An officer of the Canada Border Services Agency will make that determination upon your arrival to Canada.
- **This letter is important** because it contains information that will be used by the Canada Border Services Agency to issue your study permit. Please do not misplace it.

You must seek entry to Canada to obtain your study permit by 2022/06/30 (yyyy/mm/dd). Your passport must be valid beyond the period you intend to remain in Canada. If not, the validity of your study permit will not be issued beyond the expiry date of your passport, or, for United States citizens and permanent residents, the validity date of your identity document.

**Note:** As an international student in Canada, it is your responsibility to ensure that you continue to meet the conditions of your study permit, including the requirement to actively pursue studies. Your study permit will automatically become invalid 90 days after you complete your study program, regardless of the expiry date indicated on your study permit. For more information, please consult: <http://www.cic.gc.ca/english/study/index.asp>.

Canada

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## Letter of Introduction Example-Page 2/2

<b>For officer use</b>	
<b>TYPE:</b> Permit - SP / Permis - PE	<b>Document number:</b> [REDACTED]
	[REDACTED]
<b>Validity (YYYY/MM/DD):</b> [REDACTED]	
<b>Must enter Canada by (YYYY/MM/DD):</b> [REDACTED]	

If you are from a country/territory which **requires** a temporary resident visa (TRV) (<http://www.cic.gc.ca/english/visit/visas.asp>), you have also been issued a visa. This visa has been affixed in your passport, and is valid for multiple visits to Canada until it expires. If you obtain a new passport before your visa expires, you will need to apply for a new visa. You may do so by visiting [www.cic.gc.ca/english/information/applications/visa.asp](http://www.cic.gc.ca/english/information/applications/visa.asp).

Other than United States citizens, if you are from a country/territory which does **NOT require** a temporary resident visa (<http://www.cic.gc.ca/english/visit/visas.asp>), or if you are a permanent resident of the United States, you have also been issued an Electronic Travel Authorization (eTA). Your eTA is valid for multiple visits to Canada, until (yyyy/mm/dd). Your eTA number is [REDACTED] and is linked to the passport you used when you applied to study in Canada. If you obtain a new passport before (yyyy/mm/dd), you will need to apply for a new eTA by visiting [www.canada.ca/eTA](http://www.canada.ca/eTA).

If you are a United States citizen, you are not required to obtain an eTA or a TRV. United States citizens who do not have a passport may show their United States birth certificate or certificate of naturalization. United States permanent residents entering Canada from the United States may present their alien resident "green" card, instead of a passport.

In some provinces or territories, students are not eligible for public health insurance. You must ensure that you and any dependants have adequate health care insurance or financial resources to cover possible contingencies. Further information is available from the ministry of health of the province or territory in which you intend to study.

For information on what to see and do while you are in [REDACTED], visit [www.canada.ca/travel](http://www.canada.ca/travel).

Sincerely,

Consulate General of Canada  
World Trade Centre, 22nd floor  
26/1, Dr. Rajkumar Road  
Yeshwantpur  
Bangalore - 560055  
Application Enquiry: <https://secure.cic.gc.ca/enquiries-renseignements/case-cas-eng.aspx?mission=bangalore>

[www.cic.gc.ca](http://www.cic.gc.ca)



## Document 2-Student outside of Canada-First-Stage approval letter Example



August 13, 2020

UCI: [REDACTED]

Application: [REDACTED]



[REDACTED]

[REDACTED]

Hello,

While the COVID-19 pandemic has presented a number of challenges world-wide, Canada's whole-of-government approach is aimed at protecting the health of Canadians while minimizing the economic and social impact of restrictions. Immigration, Refugees and Citizenship Canada has implemented a temporary two-stage process to provide an update to international students who have not yet been able to provide all the required documents or information needed to have their application fully assessed in time for the fall semester.

You are receiving this notification as an officer has reviewed the information and documents you provided to support your study permit application. Based on this preliminary eligibility assessment, your application has advanced to the next stage of processing.

Additional information and documentation may be required in order to continue processing your application. If we previously requested that you complete biometrics and/or a medical examination and submit a police certificate, please do so as soon as you are able to. If you have not received a request from us for additional information or documents, please await further instructions.

Once we have received all requested information and documents, we will complete our assessment of your application and we will inform you of the final decision (approved or refused) made on your application.

While you await a final decision on your application you may commence your studies online.

If you are a representative who has received this notification, please ensure to advise your client(s) of this important information.

Thank you,

Immigration, Refugees and Citizenship Canada

## Document 2-Student outside of Canada-Proof of study permit application example



Date: August 06, 2020

Application no.: [REDACTED]

*Please quote this reference number when referring to this application.*

Dear [REDACTED],

This confirms that your application has been received by Immigration, Refugees and Citizenship Canada (IRCC) on  
2020/08/06 (yyyy/mm/dd).

### When will IRCC contact me?

You are expected to provide a COPY of your passport with your electronic application. If IRCC needs your physical passport, IRCC will request that you submit it to our office. IRCC will also contact you if we require additional information, documents or an interview. For general guidance on what to expect, you can visit [www.cic.gc.ca/english/information/applications](http://www.cic.gc.ca/english/information/applications) or consult the "What Happens Next" section of the instruction guide associated with the application form you used.

Please do not send to IRCC any documentation related to this online application by mail, courier or fax. Any mail received, other than what is received in your account, will NOT be considered.

### How long will it take to process my application?

Processing times vary. Please refer to the following page for processing times related to your application:  
<http://www.cic.gc.ca/english/information/times/index.asp>

CAUTION: Do not submit multiple applications for the same service in an effort to speed up your application. Doing this may result in both applications being processed and delay the finalization of your application. IRCC does not refund processed applications.

Unless your application has exceeded normal processing times, please limit your correspondence to notifying us of changes in your application.

For additional information, consult the IRCC website at [www.cic.gc.ca](http://www.cic.gc.ca).

.....  
This is an automated message.

This message has been submitted to your account.

By submitting your application electronically, you agreed to receive correspondence electronically. IRCC will not be forwarding you paper notification.

## Document 3-Co-op Work Permit is required for your internship- example



Immigration, Refugees and  
Citizenship Canada


Immigration, Réfugiés et  
Citoyenneté Canada

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This is a co-op  
work permit



**WORK PERMIT/PERMIS DE TRAVAIL**

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**CLIENT INFORMATION/INFORMATION DU CLIENT**

Family Name/Nom de Famille: [REDACTED]  
 Given Name(s)/Prénom(s): [REDACTED]  
 Date of Birth/Date de naissance: [REDACTED] (yyyy/mm/dd - aaaa/mm/jj)  
 Sex/Sexe: [REDACTED]  
 Country of Birth/Pays de naissance: INDIA  
 Country of Citizenship/Citoyen de: INDIA  
 Travel Doc No./N° du document de voyage: [REDACTED] PASSPORT

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**ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE**

Date Issued/Délivré le: 2020/08/31 (yyyy/mm/dd - aaaa/mm/jj)  
 Expiry Date/Date d'expiration: 2021/01/15 (yyyy/mm/dd - aaaa/mm/jj)  
 Case Type/Genre de cas: 59  
 LMIA or Exempt No./N° de l'EIMT ou Dispense:  
 Employer/Employeur: CÉGEP DE LA GASPÉSIE ET DES ÎLES  
 Employment Location/Emplacement de l'emploi: UNKNOWN  
 Occupation/Profession: OPEN  
 In Force From/En vigueur le: 2020/08/31 (yyyy/mm/dd - aaaa/mm/jj)


**Conditions:**

1. MUST LEAVE CANADA BY 2021/01/15
2. NOT AUTHORIZED TO WORK FOR ANY EMPLOYER OTHER THAN STATED.
3. NOT VALID FOR EMPLOYMENT IN BUSINESSES RELATED TO THE SEX TRADE SUCH AS STRIP CLUBS, MASSAGE PARLOURS OR ESCORT SERVICES.

**Remarks/Observations:**  
 AUTHORIZED TO UNDERTAKE EMPLOYMENT WHICH FORMS INTEGRAL PART OF STUDIES AS CERTIFIED BY THE EDUCATIONAL INSTITUTION. EMPLOYMENT PRACTICUM CANNOT FORM MORE THAN 50% OF THE TOTAL PROGRAM OF STUDY.

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