



## DOCUMENT CHECKLIST STUDENT (IN CANADA APPLICANT)

This document checklist is one of the forms that you need to submit with your application. Consult the Instruction Guide (IMM 5552) to find out if you are required to provide some or all forms and documents listed in this checklist. If any of the required documents are missing, your application could be returned or refused. **Do not submit original documents unless instructed to do so. Original documents will not be returned.**

**All documents in a language other than English or French must be translated. Provide both a photocopy of the document and the translation in English or French.**

**Important:** If you are also applying for a work permit, you **must** include the fees and documents required to assess your application for that permit. Consult the appropriate guide for student or worker requirements.

Gather your documents in order of the checklist and check  each item.

### I have enclosed the following items:

#### FORMS LIST: The following forms must be completed, signed and dated.

- Application to Change Conditions, Extend my stay or Remain in Canada as a Student (IMM 5709)*  
**Note:** If this application form is completed on a computer it **must** be validated to generate a barcode page. Print and place the barcode page (page 5 of 5) on the top of your application (or if applying as a group, each individual application package).
- Use of a Representative (IMM 5476)*  
**Note:** Complete this form **only** if you are using the services of an authorized representative, or if you are appointing or cancelling a representative.
- Authority to Release Personal Information to a Designated Individual (IMM 5475)*  
**Note:** Complete this form **only** if you authorize Immigration, Refugees and Citizenship Canada (IRCC) and the Canada Border Services Agency (CBSA) to release information from your case file to someone other than yourself.
- Custodianship Declaration - Custodian for Minors Studying in Canada (IMM 5646)*  
**Note:** Page 1 and 2 of the form must be completed if the minor is **less than 17 years of age** and intending to study in Canada without a parent or legal guardian. The appointed custodian must reside in Canada.
- Statutory Declaration of Common-law Union (IMM 5409), if applicable*

#### DOCUMENTS LIST: For each person included in the application.

- Proof of Payment**
- PHOTOCOPIES of passport pages** clearly showing the passport number, the dates of issue and expiry, name and date of birth, the stamp made by the Canadian authorities on your most recent entry into Canada and any other marked pages.
- PHOTOCOPIES of your travel or identity document (citizenship certificates, birth certificate, alien registration cards, etc.) if you did not use a passport to enter Canada
- PHOTOCOPY of your current immigration document (if you have one)
- PHOTOCOPY of your Marriage License or Certificate (if applicable)
- Proof of acceptance or enrolment (including, but not limited to Designated Learning Institutions)
- Proof of academic standing at institutions: letter from institutional registrar and/or photocopies of transcripts from your last two periods of study
- If studying in Quebec, MIDI's (Le ministère de l'Immigration, de la diversité et de l'inclusion) letter of approval concerning your application for a "Certificat d'acceptation du Québec" (CAQ), or a valid "Certificat de sélection du Québec" (CSQ) application if your *Application for Permanent Residence* is being processed from within Canada
- Proof of funds available or means of support

#### If you are a refused Refugee Claimant applying to the Federal Court.

- Proof that you cannot support your self without recourse to social assistance (welfare)  
**Note:** If you are currently receiving social assistance, attach a letter from the provincial social services department indicating you are receiving money or attach a cheque stub if it indicates clearly that it was issued by the provincial social services department.
- Proof that you filed for a review of your case by the courts