

Renewing your Québec Acceptance Certificate (CAQ)



The Student Life Office (BVE) team has put together some quick reference notes to help you through the process.

The following information is from the Ministère de l'Immigration, de la Diversité et de l'Inclusion (MIDI) website. It is in no way intended to replace official documents. For more information, please refer to the Ministère de l'Immigration, de la Diversité et de l'Inclusion:

www.immigration-quebec.gouv.qc.ca/en/home.html

Applying for temporary selection to obtain a Québec Acceptance Certificate (CAQ) for studies is intended for foreign nationals staying in Québec to study in a program of more than 6 months. To apply for or renew a CAQ from the Ministère de l'Immigration, de la Diversité et de l'Inclusion (MIDI), you can apply online and mail in the required documents or fill in the PDF form and mail it in with all the required documents.

TO AVOID PROBLEMS AND STRESS, WE STRONGLY ADVISE YOU TO SEND IN YOUR APPLICATION 3 TO 6 MONTHS BEFORE YOUR CURRENT CAQ EXPIRES.

INFORMATION YOU WILL NEED TO APPLY

- Information about your program of study: name of program, annual tuition fees, and start and expected completion date of your studies.
- The file number and validity dates of your most recent Québec Acceptance Certificate for studies if you apply for a renewal.
- The full contact details of the person or organization paying for your studies (if other than yourself).

DOCUMENTS TO SEND*

* A list of documents to provide will appear at the end of your online application.

- A 35mm x 45mm photo with your name on the back.
- Photocopy of the identity page(s) of your passport (the page(s) with your photo, signature, expiry date, and number).
- If you are working on your thesis, a letter from your supervisor confirming the expected completion date of your studies. As part of this step, we suggest you assume a worst-case scenario completion date to avoid having to reapply for renewals. Use this wording: "Based on the current progress of his/her studies, we anticipate that Mr./Ms. X will finish his/her studies by the end of the X semester at the latest."
- Your recent **original** transcript. (You must get this from the Registrar's Office (www.reg.ulaval.ca)—it costs \$9.)

- Your confirmation of enrolment for the current semester and, if available, for the next semester. You can download these documents from your MonPortail account for \$8 (<https://monportail.ulaval.ca>).
- If you earned less than 12 credits in one or more fall or winter semesters (including courses you withdrew from with or without a refund and/or those you failed):
 - ✓ A signed and dated letter written by you to describe each of the semesters where this happened, explaining your situation and the reasons for your difficulties.
 - ✓ If available, documents justifying your explanation.
- Recent proof of your financial capacity.

REQUIRED PROOF OF FINANCIAL CAPACITY

Proof of financial capacity is very important in a CAQ application. In general, you must demonstrate that you have **financial resources** for at least one year, that is, \$12,750 to cover living expenses plus enough to cover tuition and health insurance fees.

You may include original documents, photocopies, or printouts of scanned documents with your application. Depending on your situation, include one or more of the documents below. These documents may be provided by you or the person covering the cost of your studies.

- Recent official confirmation of being awarded scholarships or bursaries, indicating the length and monthly or annual amounts to be received.
- Recent pay slips, the most recent income tax notice of assessment (specifying annual income), a letter from the employer specifying the salary and the length of employment.
- Bank letter(s) indicating your bank balance, bank statements for the last three months with current balance, etc.
- Letter(s) from a professor specifying the amounts given in the form of a scholarship or contract and the duration of the financial support offered.
- Recent proof of funds transfer, recent authorization for funds transfer from the currency exchange control office of your country of origin or residence (if the country limits fund transfers).

If the expenses related to your stay in Québec in order to study are being covered by another person (your father, your mother, or a third party), you must also include the following document:

- The original or a signed copy of a signed Declaration of financial support (model provided by MIDI or a personal letter).

Note that you cannot use income from future real estate rentals or agricultural crops or other similar income as proof of your financial resources. If your income comes from such sources, use your savings as proof.

Example of a table for calculating annual financial resources

Tuition Fees	Health Insurance	Living Expenses (2019)	Total
\$16,910 (24 credits)	\$936	\$12,750	\$30,596

APPLYING ONLINE

To apply online, you must pay the fees with a credit card.

Here is how to complete an online application:

1. Go to the Ministère de l'Immigration, de la Diversité et de l'Inclusion website at www.immigration-quebec.gouv.qc.ca/en/home.html. Under "Immigrating to Québec," select "Foreign students." Go to Step 6, and click on "renew your authorizations." On the page that appears, you can click on the link at "Complete an application on-line."
2. Complete the application in full by following the on-screen instructions.
3. Create your online consultation profile and save your application. Only applications completed up to Step 10 can be saved.
4. Pay the processing fees.
5. Print your personalized checklist and the forms that go with the application.
6. Sign the document "Declaration, commitments and authorizations."
7. Mail your checklist and your signed declaration as well as all of the documents indicated in your checklist to the following address:*

Service aux étudiants étrangers
Ministère de l'Immigration, de la Diversité et de l'Inclusion
285, rue Notre-Dame Ouest, 4^e étage
Montréal (Québec)
H2Y 1T8

*We suggest that you use Canada Post's Xpresspost service to send your application. Send all your documents in a single package.

Your application will NOT be reviewed until the supporting documents have been received, so mail them in as soon as possible!

APPLYING BY MAIL

Go to the Ministère de l'Immigration, de la Diversité et de l'Inclusion website at www.immigration-quebec.gouv.qc.ca/en/home.html. Under "Immigrating to Québec," select "Foreign students." Go to Step 6, and click on "renew your authorizations." On the page that appears, you will find a link to the PDF form "Application for temporary selection for studies **A-0506-BA**" that you must use.

1. It is best to fill out the form on the computer and then print it. **Don't forget to sign it.** You can also fill it out by hand. If you fill it out by hand, be sure to write clearly.
2. Enclose all the **required documents** with your application. The list of documents to provide according to the option corresponding to your situation is indicated in the form. It is usually option 5 for a renewal in Québec. Don't forget the payment.

3. Send your application to:
- Service aux étudiants étrangers
Ministère de l'Immigration, de la Diversité et de l'Inclusion
285, rue Notre-Dame Ouest, 4^e étage
Montréal (Québec)
H2Y 1T8

FEES

There is a **CAD \$114 fee** for reviewing an application for a CAQ for studies. This fee is non-refundable, even if your application is denied.

Accepted payment methods are:

Online application:

- Credit card only

Mail-in application:

- Credit card. You must fill out and sign the form [Payment by credit card](#) and enclose it with your application.
- Certified cheque
- Canada Post money order
- Bank draft

Cheques must be made payable to the **Ministre des Finances du Québec** and must include the name of the applicant in block letters on the reverse side.

PROCESSING TIME

A decision on your application for a CAQ for studies will be issued within a maximum of **four weeks** following receipt of your file by mail.

If you are able to monitor the status of your application online, it can take more than three weeks for you to receive confirmation of receipt of your documents.

IMPORTANT NOTE

It is a good idea to **make digital copies of all your documents** before sending them off. You will be able to use these scanned copies when you apply for a study permit.

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Pavillon Alphonse-Desjardins
2325, rue de l'Université, Room 2344
Université Laval, Québec City
www.bve.ulaval.ca/en/

Office hours: Monday to Friday, 8:30 a.m. to 12:30 p.m. and 1:30 p.m. to 4:30 p.m.
Scheduled appointment hours: Tuesday and Thursday, 9:15 a.m. to 3:00 p.m. (closed at lunchtime)
Phone: 418-656-2765
Email: etudiantsetrangers@bve.ulaval.ca

www.ulaval.ca/en/international/international-students/immigration/