



Visa Section
3-38-Akasaka 7-chome
Minato-ku, Tokyo 107-8503
Japan

Section des visas
3-38 Akasaka 7-chome
Minato-ku, Tokyo 107-8503
Japon

STUDY PERMIT APPLICATION KIT (ENGLISH VERSION)

Includes: Application guide / Application form
(Please refer to internet page for processing fees.)

IMPORTANT:

1. Do not submit completed applications by fax. Please submit by mail or in person.
2. Do not submit application on thermal paper – if your printer uses thermal paper, please photocopy all pages to be submitted onto plain paper.
3. Ensure that all required documents and appropriate fees (original remittance receipt) are submitted together. Incomplete applications will not be accepted.

Our mailing address:

Visa Section
Canadian Embassy
7-3-38 Akasaka, Minato-ku, Tokyo 107-8503

(Please write the letter “S” on the envelope, preferably in red.)

就学許可証申請書類のご案内 (英語版)

申請ガイド・申請書
(申請料金はインターネット内の別の項目をご覧ください)

注意事項:

1. 郵送または窓口にてビザの申請を受付けます。ファクシミリでの申請は受付けません。
2. 感熱紙での申請は出来ません。提出書類は全て、必ず普通紙にコピーを取って提出して下さい。
3. 提出書類は申請料金（オリジナルの送金の控え）と共に、全て揃えて提出して下さい。
申請書の記入漏れや、不足の書類がある場合は返却されます。

申請書の送付先:

〒107-8503
東京都港区赤坂7丁目3の38
カナダ大使館・査証部

(封筒の表に「S」と朱字で書いて下さい。)

Total pages / 総ページ数: 10

Canadian S-kit (1/10)

Applying for a Study Permit

***A Study Permit** is a document authorizing a person to study in Canada.

If the duration of the course or the program is 6 months or less:

A study permit is not required regardless of the type of course of study, either academic, vocational or language training. A study permit is not required for pre-school and kindergarten students.

However, a study permit should be applied for,

- if you intend to extend your study in Canada longer than 6 months in total
- if you want to work on the campus of a publicly funded educational institution or degree-granting private institution as a full time student
- if your course of studies involves a work term as an integral part of the course and the work falls under the immigration legislation pertaining to “work”.*.

*“Work” under the immigration legislation means an activity for which wages are paid or commission is earned, or that is in direct competition with the activities of Canadian citizens or permanent residents in the Canadian labour market.

Please ensure that your letter of acceptance includes **detailed information on the practicum.**

If the practicum takes place where protection of public health is necessary, a medical examination will be required. Please refer to “Medical examination” of this information sheet for more detail.

When you have received a letter of acceptance from an eligible school in Canada, please refer to the enclosed required document check Lists A&B. Complete the attached application form and submit it to the Canadian Embassy Visa Section together with other required documents and the correct processing fee in the form of your original remittance receipt **as soon as possible.**

***Required documents**

Please see the attached lists:

List A is for **all applicants** regardless of citizenship or status in Japan, and

List B is for non-Japanese applicants who require temporary resident visas to enter Canada.

Applicants who are required to submit the documents in List-B must also provide all documents in List-A. Even if you require a visa to enter Canada, you do not need to apply for a temporary resident visa nor pay an additional processing fee. Your temporary resident visa will be issued when your student application is approved.

***CAQ**

If you study in the Province of Quebec and the duration of your study is longer than 6 months, you must first obtain a Certificate of Acceptance of Quebec (CAQ) from the Ministère de l'Immigration et des Communautés culturelles (MICC) before you apply for a study permit. Even if your course duration is 6 months or less, if you wish to apply for a study permit, you are required to obtain a CAQ.

If you are a holder of either a study permit or work permit and you have school-age children who accompany you or join you later, please apply for a study permit for your children after you obtain their CAQs. In this case, your children require neither proof of funds nor an acceptance letter from a school in Quebec.

Information on the CAQ is provided on the Quebec Government's Homepage at:

<http://www.immigration-quebec.gouv.qc.ca/en/index.asp>. An application form for a CAQ can also be downloaded from the homepage.

***Interview**

You may be required to report for an interview to determine whether you meet the requirements of Canadian Immigration Regulations. The date and time of interview will be communicated to you by mail.

***Medical examination**

You may be required to undergo a medical examination depending upon the areas you have resided in during the recent past (see homepage), and /or your course of study. A medical examination will be required if your study includes a practicum in the health sciences field or involves contact with small children, primary or secondary school students, the elderly or the disabled. Detailed instructions along with a list of designated medical practitioners with whom examinations may be taken will be sent to you by mail. Confirmation of results takes about 6 weeks from the date of your examination.

Please note that even if you are exempt from obtaining a Study Permit because of the study period or other reasons, if your study has a practicum as explained above, you will be required to take a medical examination. In such a case, please notify us in writing with your acceptance letter, passport copy and a self-addressed stamped envelope.

***Passport validity**

A study permit cannot be issued beyond the validity of your passport. Therefore, if your passport expires before you complete your course, we strongly recommend that you extend your passport before you apply for a study permit. Otherwise, you must apply for an extension of your study permit from within Canada after you renew your passport in Canada.

***Letter of Approval**

If your application is approved, you will receive a Letter of Approval from the Visa Section. You must take this letter with you and present it to the Canadian Customs Official upon your arrival in Canada. You will be referred to an immigration officer who will issue you a student permit. The expiry date is indicated on the permit along with any special conditions of entry which may be imposed by the immigration officer.

Do not make travel arrangements or depart for Canada without your Letter of Approval since you may be refused entry into Canada.

***Extension of your status in Canada**

After being admitted to Canada, should you wish to extend your stay, please complete and submit an application to change or vary the terms and conditions of entry to the Canadian Processing Centre in Vegreville, Alberta as soon as possible. Applications may be obtained:

- 1) at any Canadian Immigration Centre (CIC) listed in telephone books under Government of Canada, Citizenship and Immigration Canada,
- 2) by using the Call Centre's automated telephone service (24 hours a day, 7 days a week). The telephone number is: 1-888-242-2100 (in Canada only). Detailed and updated information regarding the Call Centre is available on the homepage at:

<http://www.cic.gc.ca/english/contacts/call.asp>

***Re-entry to Canada**

If you intend to leave Canada at any time during your course of study, please ensure that you have a valid visa and study permit in your passport before returning to Canada.

STUDY PERMIT REQUIRED DOCUMENT LIST-A

FOR ALL APPLICANTS (BOTH JAPANESE AND NON-JAPANESE)

Please ensure that the following information and supporting documents are included with your student application. **Incomplete applications will not be accepted and will be returned to you unprocessed. If the documents are written in Japanese, please provide an English or French translation. An unofficial translation will suffice.** Supporting documents normally form part of our file, and will not be returned.

For all applicants:

1. Completed application form (IMM1294), signed and dated. Please include spouse and children under 19 on the same application form whether they are accompanying or not.
2. Non-refundable processing fee: original remittance receipt as per Fee Schedule.
3. Two photographs of you and your accompanying family members. Please refer to attached Photo Specifications.
4. Copy of letter of acceptance from your school in Canada clearly indicating the duration and level/course/program of study.
* If the practicum is included in the program, details of the practicum are required.
5. Proof of funds issued within one month of the application; i.e. bank certificate, copy of bank book showing the name of the account holder and recent transaction, monthly statement, etc. If any payments have already made, please provide copies of receipts for the payments.
6. Copy of the bio-data page (photo page) of your passport. If you are a national of a country requiring a visa to enter Canada (please see List-B for details), please provide your passport.
7. If you wish to receive the result of your application by mail, please include a self-addressed envelope with the appropriate postage affixed. If you are required to submit your original passport(s) to us, please ensure that appropriate postage is affixed to the envelope for return by registered mail. The application result and/or passports may also be picked up in person or by your representative. Representatives must have written permission from the applicant.
8. If you want to have your study permit approval notice by e-mail, please complete the form (D203e) included in the application kit.

If you are applying to receive the result by e-mail, you do not need to provide a self-addressed envelope.

For applicants over the age of majority:

1. Description of academic background and employment history. There is no fixed form for the curriculum vitae, but it should have complete information including dates
2. Explanation on how your studies in Canada relate to your plans for the future. There is no fixed form for the essay.

For applicants under the age of majority in the Province of study:

The two standard custodianship declarations below are provided on the CIC web site at <http://www.cic.gc.ca/english/pdf/pub/custodian-parent.pdf>. Please download these forms from this web site.

1. **Original NOTARIZED custodianship declaration-custodian** from the person accepting responsibility for your care and support while you are in Canada. Custodian must be a Canadian citizen or permanent resident of Canada who is residing in Canada in the same province where you will study and is over 19 years of age, AND
2. **Original NOTARIZED custodianship declaration-parents/guardians** from both your parents consenting to your study in Canada and appointing the person responsible for you while you are in Canada.
3. If either parents is accompanying, parental consent of the other parent whether or not the parents are married. The consent letter should state clearly that permission is granted to the other parent to take the minor child to Canada.
4. Most recent school attendance record.

For applicants destined to Quebec:

1. Certificate of Acceptance of Quebec (CAQ) from the Ministère de l'Immigration et des Communautés culturelles(MICC), if required.

Additional document(s) and/or personal interview may be required.

STUDY PERMIT REQUIRED DOCUMENT LIST-B

FOR NON-JAPANESE CITIZENS WHO REQUIRE TEMPORARY RESIDENT VISAS TO ENTER CANADA

- Please visit CIC's home page at <http://www.cic.gc.ca/english/visit/visas.asp> and check if your country is on the Visa Requiring Country list
- Even if you require a visa to enter Canada, you do not need to apply for a temporary resident visa nor pay an additional processing fee. Your temporary resident visa will be issued when your student application is approved.

Please ensure that the following information and supporting documents are included with your student application in addition to the documents in LIST-A. **Incomplete applications will not be accepted and will be returned to you unprocessed. If the documents are written in Japanese, please provide an English or French translation. An unofficial translation will suffice.**

1. Your and your accompanying family's original passport(s).
2. Family Information (form i102e).
3. If you have family members residing in Japan, but who will not be accompanying you to Canada, you must provide proof of their immigration status; i.e. alien registration certificate.
4. If you are a student, proof of school enrolment **and** mark sheets.
5. If your parents or others provide funds for your study in Canada,
 - (1) A statement from your parents or others guaranteeing their support for your study in Canada and
 - (2) Their employment certificates (date of employment, title and annual salary must be indicated).
6. Letter of employment if you are working. It should indicate your position within the company, length of employment, salary and period of leaves. If you own the company/business, please submit your business registration or proof of tax payment.
7. If your immigrant status in Japan is "spouse of Japanese national", an acknowledgement from your spouse of your study in Canada if she/he is not accompanying, and your spouse's family register (*kosekitohon*).

Additional document(s) and/or personal interview may be required.

***To: Applicant of a Canadian Study Permit or
a Canadian Work Permit***

IMPORTANT NOTICE

ACCOMPANYING SCHOOL-AGED CHILDREN

If you have accompanying school age children, you must obtain a study permit for each child before their entry to Canada.

If your children are those who will attend a primary or secondary school in Canada, you may submit their study permit applications when you apply for a work permit or study permit in Tokyo. Also when your children join you in Canada later, they must apply for study permits before their entry to Canada.

Please obtain a student application kit through our fax-on-demand service by calling at 03-5412-6321, or from the Embassy's homepage at: <http://www.canadanet.or.jp> . In this situation, you are not required to submit a school acceptance letter nor proof of financial ability for your children's study permit application. However, if you are destined to study or work in the province of Quebec, you must first obtain Certificates of Acceptance of Quebec (CAQ) before you submit study permit applications for your children. Information on the CAQ is provided on the Quebec Government's Homepage at <http://www.immigration-quebec.gouv.qc.ca/en/immigrate-settle/international-students/index.html>.

Please bear in mind that the approval for your children's applications is entirely contingent upon the approval of your application and the processing fees for their applications cannot be refunded regardless of the outcome of your own application.

FAMILY TO FOLLOW

In the event that your family members will join you later as visitors, please note that citizens of Japan are exempt from requiring a Canadian temporary resident visa. However, all visitors are examined at the port of entry. Please ensure that following family members carry a copy of your study permit or work permit.

IMPORTANT NOTICE FOR PARENTS OF MINOR STUDENTS
CONCERNING CUSTODIANSHIP ARRANGEMENTS

Parents of minor* students (please refer to the box below for the interpretation of minor) must provide relevant document(s) to prove that adequate arrangements have been made for their care and support during their stay in Canada.

*less than 18 years old in: Alberta, Manitoba, Ontario, Prince Edward Island, Québec, Saskatchewan
*less than 19 years old in: British Columbia, New Brunswick, Newfoundland, Nova Scotia, Nunavut, Northwest Territories, Yukon Territory

Parents/guardians must provide two original **notarized** declarations:
(The two standard custodianship declarations below are provided on the CIC web site at <http://www.cic.gc.ca/english/pdf/pub/custodian-parent.pdf>. Please download these forms from this web site)

- (1) **Notarized Custodianship Declaration-Custodian**
This form is to be completed by the custodian in Canada and it must be notarized in Canada.

- (2) **Notarized Custodianship Declaration-Parents/Guardians**
Parents or guardians of the child are to assume **full responsibility** for the designation of the custodian in Canada and quality of care and support to be provided by the custodian in Canada whom they have designated. The form must be notarized at a notary public office in Japan. Therefore, the parents must go to a notary public office with all documents required for the notarization process (please ask the office about documents parents must take with them) and pay the fee.

<For single parent: how to complete the form>

In case of a single parent, please change the word “We” to “I” and “our” to “my” on the form as appropriate, and provide a copy of your family register (if you are Japanese) to prove that the child’s custody rests with the single parent.

* A witness and a signature of a notary public for your declaration will be sufficient. Further witnesses and certification from the regional legal bureau responsible for your notary public and the Ministry of Foreign Affairs are not required, however, you can submit them if you wish.

FAMILY INFORMATION

All names should be indicated **both** in English/French and in your native language (for example, Chinese, Chinese Character code, Korean or Japanese characters). If additional space is required, please attach a separate sheet.

名前はすべて英語又はフランス語、及び、母国語で記入してください。
(例えば、中国語とその漢字コード、ハングル、日本語など)
記入スペースが足りない場合は、別紙を添付してください。

Relationship	Family Name	First & Middle Names	Date of Birth DD-MM-YY	Country of Birth	Country of Residence	Place of Residence If in Canada (City)	Status in Canada
Father							
Mother							
Brother <input type="checkbox"/>							
Sister <input type="checkbox"/>							
Brother <input type="checkbox"/>							
Sister <input type="checkbox"/>							
Brother <input type="checkbox"/>							
Sister <input type="checkbox"/>							
Spouse							
Son <input type="checkbox"/>							
Daughter <input type="checkbox"/>							
Son <input type="checkbox"/>							
Daughter <input type="checkbox"/>							
Spouse's relatives							
Father							
Mother							
Brother <input type="checkbox"/>							
Sister <input type="checkbox"/>							
Brother <input type="checkbox"/>							
Sister <input type="checkbox"/>							
Brother <input type="checkbox"/>							
Sister <input type="checkbox"/>							
Spouse's children from other relationship							
Son <input type="checkbox"/>							
Daughter <input type="checkbox"/>							
Son <input type="checkbox"/>							
Daughter <input type="checkbox"/>							

I declare that the information contained on this document is complete, accurate and factual.

PHOTOGRAPH SPECIFICATIONS

TAKE THIS WITH YOU TO THE PHOTOGRAPHER

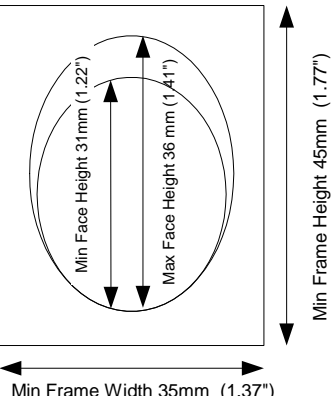
Requirements:

You must provide 2 photos with your application for a Temporary Resident Visa, Study Permit, or Work Permit. It is imperative that your photos be compliant with the following specifications. You will be required to provide new photos before your application can be processed.

To avoid delays, please ensure that the photos provided with your application meet these requirements.

Photograph specifications:

- Two identical photos, black and white or colour, taken within the last 6 months.
- Must be clear and well defined, taken against a plain white or light coloured background.
- Digital photos must not be altered in any way.
- The face must be square to the camera with a neutral expression, neither frowning nor smiling, with the mouth closed.
- Tinted prescription glasses may be worn as long as the eyes are clearly visible and the frame is not covering any part of the eyes. Sunglasses are not acceptable.
- False hairpieces or other cosmetic devices are acceptable if they do not disguise the natural appearance of the bearer.
- Photos in which the applicant is wearing a hat or head covering worn for religious reasons are acceptable if the full facial features are not obscured.

Photo and Head Size Specification	
 <p>Min Face Height 31mm (1.22")</p> <p>Max Face Height 36mm (1.41")</p> <p>Min Frame Height 45mm (1.77")</p> <p>Min Frame Width 35mm (1.37")</p>	<ul style="list-style-type: none">• The frame size must be 35mm X 45mm (1.37" X 1.77").• Must show the full front view of the head, with the face in the middle of the photo and include the top of the shoulders.• Size of the head, chin to crown*, must be between 31mm (1.22") and 36mm (1.41"). <p>* Crown: top of the head, or (if obscured by hair or headwear), where the top of the head/skull would be if it could be seen.</p>