

## PROCEDURE FOR RENEWAL OF IMMIGRATION DOCUMENTS FOR STUDY

In order to study in Québec, your immigration documents must be in good standing with **both the Canadian and Quebec governments**.

- ▶ We recommend starting renewing your documents **at least 4 months prior to their expiration** date.
- ▶ **Pay attention to the validity of your passport**, as no study permit can exceed the expiration date of your travelling document (passport).

### I- Quebec Acceptance Certificate (C.A.Q.) Renewal

Make sure you apply for a C.A.Q. of the right cycle of study.

You must allow at least twenty (20) business days to receive the new CAQ.

#### There are 2 ways to apply for a C.A.Q

The Office for International Students (BEI) recommends completing the application online.

##### Online

[www.immigration-quebec.gouv.qc.ca/en/electronic-services/caq-electronic/index.html](http://www.immigration-quebec.gouv.qc.ca/en/electronic-services/caq-electronic/index.html)

- Complete the online questionnaire ;
  - Complete the payment with your credit card;
- The application will not be sent without the 110\$ (subject to change without notice) payment processed.

You may then create an online *Profile* which allows you to follow the status of your application.

The required documents should be sent by **registered mail** (keep the proof of mailing).  
[SEE REQUIRED DOCUMENTS, P.3]

##### By mail

To access the application form : [www.immigration-quebec.gouv.qc.ca](http://www.immigration-quebec.gouv.qc.ca)

- Search **Forms in the left-hand menu**
  - Scroll down to **Search form by title**; choose **Application for Acceptance Certificate and appendices - Foreign Students**
  - Click on Application for Acceptance Certificate for studies (dynamic PDF)
- Fill the dynamic application, print it, mail the form in an envelope with the payment and necessary documents.

[SEE REQUIRED DOCUMENTS, P.3].

#### Means of payment (110 \$ - subject to change without notice)

- Credit card (if you mail your application, you must fill out the **Payment by Credit Card form**, sign it and include it in your application);
- Postal order via Canada Post;
- Certified cheque drawn on a Canadian bank in Canadian currency (certified or bank cheque)
- Bank draft drawn on a Canadian bank in Canadian currency (money order)

\* Cheques are payable to **Ministre des Finances du Québec**.

Make sure to write the name of the applicant in capital letters on the backside of the cheque.

Shipping adress :

**Services aux étudiants étrangers**  
Ministère de la diversité et de l'inclusion  
(MIDI)285, rue Notre-Dame Ouest, 4<sup>e</sup> étage  
Montréal, Québec H2Y 1T8

For any questions, please call:  
(514) 864-9191  
Toll free (in Quebec): 1-877-864-9191



## 2- Study Permit Renewal

Processing times may vary : [www.cic.gc.ca/english/information/times/index.asp](http://www.cic.gc.ca/english/information/times/index.asp)

► Applications to change or prolong your study permit must be sent to the Canadian Processing Centre **before** the expiration of your current permit, otherwise, you lose your legal status on the territory and, consequently, are no longer authorised to study or work for the current term.

- If your study permit has **expired for a period of 90 days or more**, your application must be processed by a **Canadian visa office outside Canada**.

The Designated Learning Institution number (DLI #) of Université de Montréal is O 193590 1045

*The first character is the alphabetical letter « o ».*

### Two ways to apply

The Office for International Students (BEI) recommends completing the application online.

Please consult the Citizenship and Immigration Canada website: [www.cic.gc.ca](http://www.cic.gc.ca)

#### On line

- Find out if you are eligible to apply or Sign in to your MyCIC ;
- You have to complete the online questionnaire to verify your eligibility, fill out your application and upload your documents;
- Make the payment of 150\$ (subject to change) with a credit card.

You will need access to a scanner or a camera to create digital copies of the documents and upload them.  
[SEE REQUIRED DOCUMENTS, P.3].

Once the application has been sent, you will receive a confirmation that your request has been transmitted.

#### By mail

- Download the application package
- Fill out, sign and date your application forms. Pay your fees (150\$ - subject to change) and mail your completed application with the proof of payment and required supplementary documents;  
[SEE REQUIRED DOCUMENTS, P.3].
- Send your application by **registered mail**. Keep the mailing receipt and study permit proof of payment.

### Payment methods (150\$ - subject to change)

[+200\$ of financial fine for a restoration of status if the study permit is expired]

By credit card on the Citizenship and Immigration Canada website.

Shipping adress :

**CIC – Study Permit  
Case Processing Centre (CPC)**  
6212 – 55<sup>th</sup> Avenue, Unit 101  
Vegreville, Alberta, T9C 1X5

For more information, please call :  
1-888-242-2100



## Documents required for the CAQ and Study Permit renewal applications

- Originals of all official transcripts from the university's Registrar's Office;
- Official Certificate of full time registration at current trimester from the Registrar's Office;
- If post-graduate student, a letter from the department stating the progress of your studies and the expected date of completion. This letter must be on headed paper and signed by your director or the program Head;
- Proof of financial means (recent documents from the last 3 months);
- Photocopies of passport (identification page and any subsequent pages stamped by Canadian customs);
- Photocopies of current immigration documents.

**We advise that you keep extra copies of all the documents you send.**

\* In certain cases, other documents may be required, such as:

- If you were not registered as a full-time student during any previous terms (excluding summers), write a letter – **dated and signed** - explaining why. Include any documents supporting your claim. For example, if you had medical issues, you must include a medical certificate. If you don't have any relevant document, you must specify it in the letter;
- If you were not registered at all in one or more school terms (excluding summers), please include proof that you continued to be covered by medical insurance. If this is not the case, please state in a letter that you did not have any medical insurance for that period;
- If you withdrew from or failed several courses, write a letter – **dated and signed** - explaining why. Send any supporting documents you may have. Undergraduate students must pass a minimum of 9 credits per term.

## 3- Documents required to complete your file at the Office of International Students (BEI)

- A valid **CAQ** – of the right cycle;
- A valid **study permit**
  - If you applied for the study permit before the expiration of the previous one, you must forward the BEI the following documents, in order to validate your implicit status :
    - **proof of transmission** of the study permit
    - **proof of payment** of the study permit
  - **See example of acceptable proofs on the reverse side**

## How to complete you file at the BEI

- **In person**  
Pavillon J.A.-DeSève 2332, boul. Édouard-Montpetit, office C-351  
Monday > Thursday | 8:30. > 16:30.  
Friday | 13:00 > 16h30
- Via email at [bei@sae.umontreal.ca](mailto:bei@sae.umontreal.ca)
- Via the Virtual deposit box on the website  
[www.bei.umontreal.ca/depot.htm](http://www.bei.umontreal.ca/depot.htm)

**For any questions, feel free to contact the Office of International Students (BEI)**

[bei@sae.umontreal.ca](mailto:bei@sae.umontreal.ca)

**(514) 343-6935**

Monday > Friday  
8:30 > 11:30 and 13:30 > 16h30

Examples of proof of transmission of the study permit

**For the online applications**

Date: 19 février 2013

N° dem: [redacted]

*Indiquez ces numéros quand vous vous référez à cette demande*

Madame/Monsieur: [redacted]

La présente copie de résidence temporaire au Canada a été reçue par Citoyenneté et Immigration Canada (CIC), le [redacted].

Quand CIC communiquera-t-il avec moi?

CIC communiquera avec vous si des renseignements additionnels, des documents, une entrevue ou votre passeport sont nécessaires. Pour obtenir de l'information générale sur ce à quoi vous attendre, veuillez consulter la page [www.cic.gc.ca/francais/information/demandes](http://www.cic.gc.ca/francais/information/demandes), ainsi que la section intitulée « Et ensuite? » du guide d'instruction associé au formulaire de demande que vous avez utilisé.

Veuillez ne pas envoyer votre passeport ou tout autre document à un bureau de CIC sauf si demandé par CIC. Nous communiquerons avec vous si votre passeport ou des documents additionnels sont nécessaires.

Quel est le délai de traitement de ma demande?

Les délais de traitement varient. Vous pouvez consulter les délais de traitement aux fins de référence à la page [www.cic.gc.ca/francais/information/dela](http://www.cic.gc.ca/francais/information/dela).

Nous vous demandons de limiter votre correspondance à des avis de modification à votre demande, à moins que le traitement de votre demande ait dépassé les délais de traitement réguliers.

Consultez le site web de CIC suivant pour des renseignements additionnels : [www.cic.gc.ca](http://www.cic.gc.ca).

Citoyenneté et Immigration Canada

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Ceci est un message automatisé.

Ce message a été transmis à votre compte MonCIC.

En transmettant votre demande par voie électronique, vous acceptez de recevoir toute correspondance ultérieure par voie électronique. CIC ne vous enverra aucun avis en format papier.

Canada

Identification of the applicant and date of transmission

**For the mailing applications**

- Receipt from Canada Post regular mail (with the tracking number)

Examples of proof of payment of the study permit:

**Payment receipt from a credit card online payment**

Official Receipt - Reçu officiel

ON-LINE - CIC EN LIGNE  
1-800-242-2100 (EN-Cda) / 1-800-225-8227 (FR-Cda)

ACCT - COMPTE: TOTAL \$125.00

CARD NUMBER / NUMERO DE LA CARTE: [redacted]

RECEIPT NUMBER - NUMERO DU RECU: [redacted]

DATE OF PAYMENT - DATE DU PAIEMENT: Nov 24, 2010 7:13:02 PM

Approved - Thank You - Approuvé - Merci

Payor Information - Renseignements de l'agent payeur

Name - Nom	Client date of birth / Date de naissance du client	Client ID / Identifiant du client
Address - Adresse		

To be fill out by the student

Identification → Téléchargement des documents → Examen de la demande → Paiement → Demande approuvée

**Documents présentés par le client**

Vous avez présenté à CIC les documents suivants à l'appui de votre demande en ligne.

**CIC vous a-t-il demandé de fournir un autre document? +/-**

Si CIC vous a demandé un ou plusieurs autres documents à l'appui de votre demande, veuillez le(s) téléverser. Une fois fait, sélectionnez le bouton "suivant" pour signer et soumettre ce(s) document(s). Après leur téléversement, vous recevrez dans votre compte MonCIC un message de confirmation.

Si vous notez la présence de la mention « En retard » dans la colonne d'état, c'est que vous avez dépassé l'échéance pour téléverser les renseignements demandés. Dans ce cas, vous ne serez plus en mesure de présenter d'autres documents, et la décision relative à votre demande sera prise en fonction des renseignements préalablement fournis.

\*\*Dû à des difficultés techniques l'option « Visualiser document » pourrait ne pas être disponible. Nous travaillons à résoudre ce problème et nous vous remercions de votre patience.

Formulaire(s) de demande

Damien Marion			
État	Nom du document	Options	Requis avant le
Fourni	IMMS709_Demande		11 mars 2013

Documents justificatifs

Damien Marion			
État	Nom du document	Options	Requis avant le
Fourni	Passeport ou document de voyage	?	11 mars 2013
Fourni	Photo digitale	?	11 mars 2013
Fourni	Certificat d'acceptation du Québec (CAQ)	?	11 mars 2013
Fourni	Preuve de ressources financières suffisantes	?	11 mars 2013
Fourni	Letter d'acceptation	?	11 mars 2013

Documents Optionnels

Damien Marion			
État	Nom du document	Options	Requis avant le

Frais

Demande	Quantité	Prix à l'unité (CAD)	Total (CAD)
Permis d'études	1	\$125	\$125
		Prix total (CAD)	\$125