

International Documents Application Guide (CAQ and Study Permit)

Congratulations on your acceptance! Applying for your immigration documents is an important step in your journey to Marianopolis.

If you are not a Canadian citizen or permanent resident, you will need two documents to study at the Cégep level: Certificate of Acceptance of Quebec (CAQ) and study permit. To begin classes, we require a copy of both your CAQ and study permit. For assistance and if you have further questions, please contact the admissions team at admissions@marianopolis.edu.

Here is a brief guide to help you through the process:

1. Apply for CAQ:

- **Where to Apply:** Go to the MIFI Quebec immigration website and submit your application [online](#).
- **Documents Needed:** Non-expired passport, Confirmation of Attendance (on Omnivox), credit card, proof of financial capacity (if required), and your most recent CAQ (if applicable).

MARIANOPOLIS COLLEGE

Confirmation of Attendance

This is to certify that the named student will be enrolled at Marianopolis College in a two-year (4-semester) post-secondary program.

Date:	August 21, 2024
Name:	Doe, John
Student ID:	999-9999
Address:	
Date of Birth:	March 19, 1994
Program:	200.B1 - Health Science 4 semesters 1650 hours
Admission Session:	Fall 2024 (August 2024)
Potential End of Studies:	Winter 2026 (May 2026)
Status:	Full-time
Tuition:	\$3,566.00 per semester for local students. \$5,248.00 per semester for non-Quebec students. \$7,204.00 per semester for international students. College Health and Accident Insurance: \$950 per year unless student has RAMQ coverage.

Charles Vilasak
Registrar

REGISTRAR'S OFFICE
4873 Westmount Avenue
Westmount, QC H3Y 1X5
Telephone: (514) 931-8792

- **Process:** Create an [Arrima](#) account to pay the processing fee. After payment, you will receive a CAQ file number and document checklist. Upload all required documents in Arrima. Ensure your CAQ is for the Collegial level. **Your application has not been**

completed until all documents have been uploaded! Send us a copy of your application receipt.

- **Processing Time:** Typically 25 business days. Keep a copy of your verification and follow up if there are delays.

2. Apply for Study Permit:

- **Where to Apply:** Submit your application [online](#) through the Immigration Canada website.
- **Documents Needed:** CAQ (this is your Provincial Attestation Letter), Confirmation of Attendance (on Omnivox), passport, proof of financial support, and a credit/debit card.

The image shows two sample documents. On the left is a letter from the Government of Quebec regarding a CAQ application. It is dated May 13, 2024, and addressed to 'Madame'. The subject is 'Attestation de délivrance de votre Certificat d'acceptation du Québec (CAQ) pour études'. The letter explains the process of applying for a CAQ and provides instructions on how to complete the application, including where to go and what documents to bring. On the right is a 'Confirmation of Attendance' form from Marianopolis College. It certifies that a student named 'Duc, John' is enrolled in a two-year (4-semester) post-secondary program. The form includes details such as the student's date of birth (March 19, 1994), program (200-B1 - Health Science), admission session (Fall 2024), and tuition fees (\$3,598.00 per semester for local students).

- **Process:** After applying and paying the fees, you will get an acknowledgment letter. Send this letter to our admissions team. You can track your application status online [here](#).

This is a sample of an acknowledgment letter from Immigration, Refugees and Citizenship Canada (IRCC). It is dated May 13, 2024, and addressed to 'Dear [Name]'. The letter confirms that the applicant's application has been received. It provides information on when the IRCC will contact the applicant and what documents are required. It also includes a caution about not submitting multiple applications and a note about the processing time. The letter is signed by 'Charles Vlasak, Registrar' and includes the contact information for the Registrars Office at 4873 Westmount Avenue, Westmount, QC H3Y 1X9.

- **Processing Time:** Can take up to 12 weeks. Apply *immediately* after receiving your CAQ to avoid delays.

Note: Both documents are required to start classes.

If you attended high school in Quebec and have a valid study permit or Visitor Visa from that time, you can start classes even if your new study permit has not arrived. You must provide a copy of your study permit application receipt along with your CAQ.

If this does not apply to you, we must have your study permit by the first day of classes. You will not be able to attend until a decision is made. If a decision is not made within three weeks, you may need to defer to the winter semester, which could impact your program and graduation timeline.

For assistance and if you have further questions, please contact the admissions team at admissions@marianopolis.edu.

Once again, you should begin applying to these documents as soon as you are accepted as it can take up to 4 months to receive your documents!