

Letter of Acceptance

Background

After consultation with stakeholders, Citizenship and Immigration Canada has produced a standardized letter of acceptance to be filled out by educational institutions. Completing the letter of acceptance correctly will facilitate the initial processing of the student's application at missions abroad and ports of entry as well as future applications for extensions of study permits in Canada.

As changes to this form may need to be made in the future, institutions with computer-generated registration systems may wish to wait a while before reprogramming their computer systems to include this letter.

Completion of form

The letter of acceptance from the institution must include the institution's letterhead, full mailing address, telephone and fax numbers, and e-mail and Web site addresses if applicable.

Some information may not be applicable or may not be known at the time of application. If the information is not applicable, please indicate **N/A**. If the information is not known, indicate **N/K**.

The following are guidelines for information requested in the letter of acceptance:

1. & 2. **Family name, First name and initials:** Full name of student as shown in the student's identity document (e.g., passport/travel documents, birth certificate, alien resident card or national ID card).

5. **Student's full mailing address:** Street, P.O. Box, City, Country and Postal Code.

7. **Name of school/institution:** The letter of acceptance from the institution must include the institution's full mailing address, telephone and fax numbers, e-mail and Web site addresses and name of contact, if not already included in your letterhead.

In cases where the program is jointly offered by more than one institution, the letter of acceptance should be issued by the institution that will be granting the degree or diploma (or, where a degree or diploma is granted jointly by more than one institution, the letter of acceptance should be issued by the institution at which students will begin their studies). The letter should note that the program of study includes courses/sessions (specify which semesters/courses) given at another institution (specify institution name, type [ie. College, university, technical institute, etc], and location).

8. **Level of study:** Level refers to primary, secondary, trade, post-secondary, Bachelor's degree, Master's degree, Doctorate degree, other university studies, other studies and interns and residents.

9. **Program/Major/Course:** Examples include ESL, FSL, Science, Secretarial and Pilot.

12. **Late registration date:** This refers to students who are unable to arrive in Canada prior to the normal registration date.

14. **Estimated tuition fee for this course:** Total fees required, including tuition and homestay/ boarding if applicable. You should also indicate whether fees were prepaid by applicant.

17. **Licensing information where applicable for private institution:** Is the institution private? (Yes or no).

18. **CAQ** is the Quebec Certificate of Acceptance.

21. **Other relevant information:** This space is provided to allow you to add any relevant information to assist the visa office in making a decision.

Date: _____

STUDENT INFORMATION

1. Family name:	2. First name and initials:
3. Date of birth:	4. Student ID number:
5. Student's full mailing address:	6. Dates: Start date: Day _____ Month _____ Year _____ Completion date: Day _____ Month _____ Year _____ or minimum _____ years of full-time studies
7. Name of school/institution (indicate private or public):	8. Level of study:
9. Program/Major/Course:	10. <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Hours of instruction/week: _____
11. Academic year of study which the student will enter (e.g., Year 2 of 3-year program):	12. Late registration date: Day _____ Month _____ Year _____
13. Condition of acceptance specified as clearly as possible (e.g., TOEFL, partial fee payment):	14. Estimated tuition fee for this course:
15. Scholarship/Teaching assistantship:	16. Exchange student: <input type="checkbox"/> Yes <input type="checkbox"/> No
17. Licensing information where applicable for private institution: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	18. If destined to Quebec, has CAQ information been sent to student?: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
19. Guardianship/Custodianship details if applicable:	20. Internship/Work practicum: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, length of internship/work practicum:
21. Other relevant information:	
22. Signature of institution representative (e.g., Registrar):	
23. Name of institution representative (please print):	