

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.

Please note that **all** information required in the sample letter of acceptance should be provided by the educational institution.

However, 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**.

Students must send the original letter of acceptance from the educational institution that they will be attending.

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

1,2	Family name and given name: 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	CAQ: Certificat d'acceptation du Québec (the Quebec Certification of Acceptance to study in Quebec)
6	Student's full mailing address: Street, P.O. Box, City, Country and Postal Code
7, 8, 9, 10, 12	<p>Name of contact/name of institution/telephone and fax numbers/web site and e-mail address: 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, even if the information is already included in the letterhead.</p> <p>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).</p> <p>The letter should note that the program of study includes courses/sessions (specify which semesters/courses) given at another institution (specify institution name, type [e.g., college, university, technical institute, etc.] and location).</p>
11	Type of school/institution: Public or private. If the institution is publicly funded but is not a university, indicate whether the institution is a post-secondary college, a post-secondary community college, or a post-secondary technical college.
13	Private institution's licensing: Where applicable, licensing information for private institutions normally confirmed through letterhead

14	Full or part-time studies: Whether the course/program of study is full-time or part-time
15	Field/program of study: General academic subject areas the student intends to pursue (e.g., general studies, political science, biology, engineering, medicine, flight training).
16	Level of study: Primary, secondary, residents and interns, post-secondary, bachelor's degree, master's degree, doctorate degree, other university studies, other studies, non-university certificate or diploma
17	Year of study: Academic year of study which the student will enter, depending on their level of study (e.g., 2nd or 3rd year of a Bachelor's degree)
18	Conditions of acceptance: e.g., TOEFL, partial fee payment, maintaining required academic standing
20	Estimated tuition fee: Total fees required, including tuition and homestay/boarding if applicable. Please indicate if fees are prepaid.
21	Scholarship/teaching assistantship/other financial aid: Indicate yes if the student will receive any financial assistance from the institution
23	Length of program: The date a program begins and the estimated date of completion. Start and completion dates should be accurate. A start and completion date must be provided for programs of less than one year.
24	Expiry date: Date until which the letter of acceptance is valid.; latest day the student can register to begin the program of study
25	Other relevant information: This space is provided to allow institutions to add any relevant information to assist the visa officer in making a decision

LETTERHEAD OF INSTITUTION

Date: _____

PERSONAL INFORMATION

1. Family name: _____	5. CAQ: <input type="radio"/> Yes <input type="radio"/> No
2. Given name: _____	6. Student's full mailing address: <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
3. Date of birth (yyyy/mm/dd): _____	
4. Student ID number: _____	

INSTITUTIONAL INFORMATION

7. Name of contact: _____	11. Type of school/Institution: <input type="radio"/> Private <input type="radio"/> Public _____
8. Full name and address of institution: <div style="border: 1px solid black; height: 50px; width: 100%;"></div>	12. Web site and e-mail address: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
9. Telephone number: _____	10. Fax number: _____
13. Licensing information where applicable for private institutions: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	

PROGRAM INFORMATION

14. Academic status: <input type="radio"/> Full-time <input type="radio"/> Part-time Hours of instruction per week: _____	22. Internship/Work practicum: <input type="radio"/> Yes <input type="radio"/> No length: _____ field of work: _____
15. Field/Program of study: _____	23. Length of program (yyyy/mm/dd): Start date: _____ Completion date: _____ Or minimum _____ years of full-time studies
16. Level of study: _____	
17. Year of study: _____	24. Expiry date for this letter of acceptance (yyyy/mm/dd): _____
18. Conditions of acceptance specified as clearly as possible: <div style="border: 1px solid black; height: 50px; width: 100%;"></div>	
19. Exchange program: <input type="radio"/> Yes <input type="radio"/> No	
20. Estimated tuition fee for the first academic year of the program: _____	25. Other relevant information: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
21. Scholarship/Teaching assistantship/Other financial aid: <input type="radio"/> Yes; specify: _____ <input type="radio"/> No	

Signature of institution representative (e.g., Registrar): _____
Printed name of institution representative: _____