

## LIST OF DOCUMENTS TO APPLY / RENEW CAQ

<b>Documents for CAQ Application</b>	
1	Passport Type Picture 35X45 MM
2	Copy of previous CAQ if applying to renew
3	Copy of Passport
4	Copy of the previous Study Permit
5	Copy of the previous medical insurance
6	Copy of future medical insurance
7	Proof of Funds and declaration from the person who will be supporting you financially
8	Proof of current enrollment
9	Current Transcripts
10	Credit Card to Pay processing fees

### Instructions on how to open an online profile for CAQ

1. Google keywords: "Online CAQ"
2. Click on the first link
3. Click on the orange button: Fill in a new application
4. Click on the orange button: Begin your application
5. In the pop-up window indicate your family name at birth and first name, then press NEXT
6. On the next page choose your gender and marital status, then press NEXT
7. On the next page indicate your date and place of birth as well as the language and citizenship, then press NEXT
8. On the next page indicate your mailing address and choose your current place of residence, then press NEXT
9. On the next page indicate your phone number and email address, then press NEXT
10. On the next page choose 0 if no other family members are applying in Canada for CAQ with you, then press NEXT
11. On the next page in the drop-down menu choose OTHER and type in the name of your program of studies similarly to what is indicated in your admission/enrollment letter, then choose NO for the exchange program, then press NEXT
12. On the next page indicate the duration of your education program and the tuition fees as outlined in the admission/enrollment letter, then press NEXT
13. On the next page indicate as the name of institution
14. On the next page indicate whether you previously held a CAQ and indicate its number and duration, and respond to additional questions on the page
15. On the next page choose the responsible office then press NEXT
16. On the next page choose who will be paying and indicate name and address of the third party providing financial assistance, then press NEXT
17. On the next page choose YES to authorize your learning institution to receive a copy of your CAQ, then press NEXT
18. On the next page choose YES and fill in the blanks with the address of the Registrar from your learning institution (the information is usually found on your Official Letter of Acceptance)
19. On the next page choose NO. You may choose YES if you are being represented by a lawyer or consultant in the process, then press NEXT
20. On the next page verify all the information provided and save it as PDF and/or print it before returning to the college to finalize application