

## Work Permit

Type of document	Requirement
Passports for both parents / legal guardians	Colour scan of original document
Passport for Student	Colour scan of original document
Birth Certificate with parental information for student	Colour scan of original document
Work Permit for primary parent / legal guardian	Colour scan of original document - Work permit must be valid for one year or longer that shows an identified employer.
Proof of Employment	1. Letter of employment on your employer's letterhead dated within two weeks of application. Letter should include details such as the job title, confirmation of full-time status (thirty hours or more per week), description of responsibilities, term of work, wage, and be signed by a company official.  2. Two most recent pay stubs. (Earnings must be minimum wage or greater.)
Permit for secondary parent/guardian	Colour scan of original Visitor Record or Work Permit
Proof of residency	a) Purchase Agreement, with all pages present -or- b) Rental Agreement, with all pages present -or- c) Letter of Confirmation of Residency from your landlord  -and- d) one document with the parent's name and address such as Utility bill, MSP bill, Vehicle Insurance, etc.
Custody documents	If only one parent is documented, official custody documents are required.

## Study Permit

Type of document	Current Practice
Passports for both parents/ guardians	Colour scan of original document
Passport for Student	Colour scan of original document
Birth Certificate for student	Colour scan of original document
Study Permit of primary guardian	<p>Colour scan of original document</p> <ul style="list-style-type: none"> <li>- Study Permit must be one year or longer that shows an identified institution or program.</li> <li>- The parent must be enrolled in a Diploma (two years or longer) or Degree program in public post-secondary institution or Degree program (four years or longer) in a private post-secondary institution with an EQA designation.</li> </ul> <p><i>* Pre-requisite or bridging programs including English language instruction are not accepted.</i></p> <ul style="list-style-type: none"> <li>- The program must be taught in Canada's official languages (English or French)</li> </ul>
Proof of Enrollment	<ol style="list-style-type: none"> <li>1. Official Letter of Acceptance</li> <li>2. Letter of Enrollment</li> <li>3. Timetable showing full time studies, i.e. three or more courses each term</li> <li>4. Official full tuition payment receipt from the institution. Deposits or partial payment receipts are not acceptable.</li> </ol>
Permit for secondary guardian	Colour scan of original Visitor Record or Open Work Permit.
Proof of residency	<ol style="list-style-type: none"> <li>a) Purchase Agreement, with all pages present -or-</li> <li>b) Rental Agreement, with all pages present -or-</li> <li>c) Letter of Confirmation of Residency from your landlord</li> </ol> <p><b>-and-</b></p> <ol style="list-style-type: none"> <li>d) one document with the parent's name and address such as Utility bill, MSP bill, Vehicle Insurance, etc.</li> </ol>
Custody documents	If only one parent is documented, official custody documents are required.

## Refugee Claimant

Type of Document	Requirement
Passports for both parents / legal guardians	Certified true copy of passport (original passport seized by IRCC)
Refugee Protection Claimant Document	Colour scan of original document for all family members
Passport for student	Certified true copy of passport (original passport seized by IRCC)
Birth Certificate for student with parental information	Colour scan of original document
Proof of residency (2 pieces)	a) Purchase Agreement, with all pages present -or- b) Rental Agreement, with all pages present -or- c) Letter of Confirmation of Residency from your landlord  <b>-and-</b> d) one document with the parent's name and address such as Utility bill, MSP bill, Vehicle Insurance, etc.
Custody documents	If only one parent is documented, official custody documents are required.