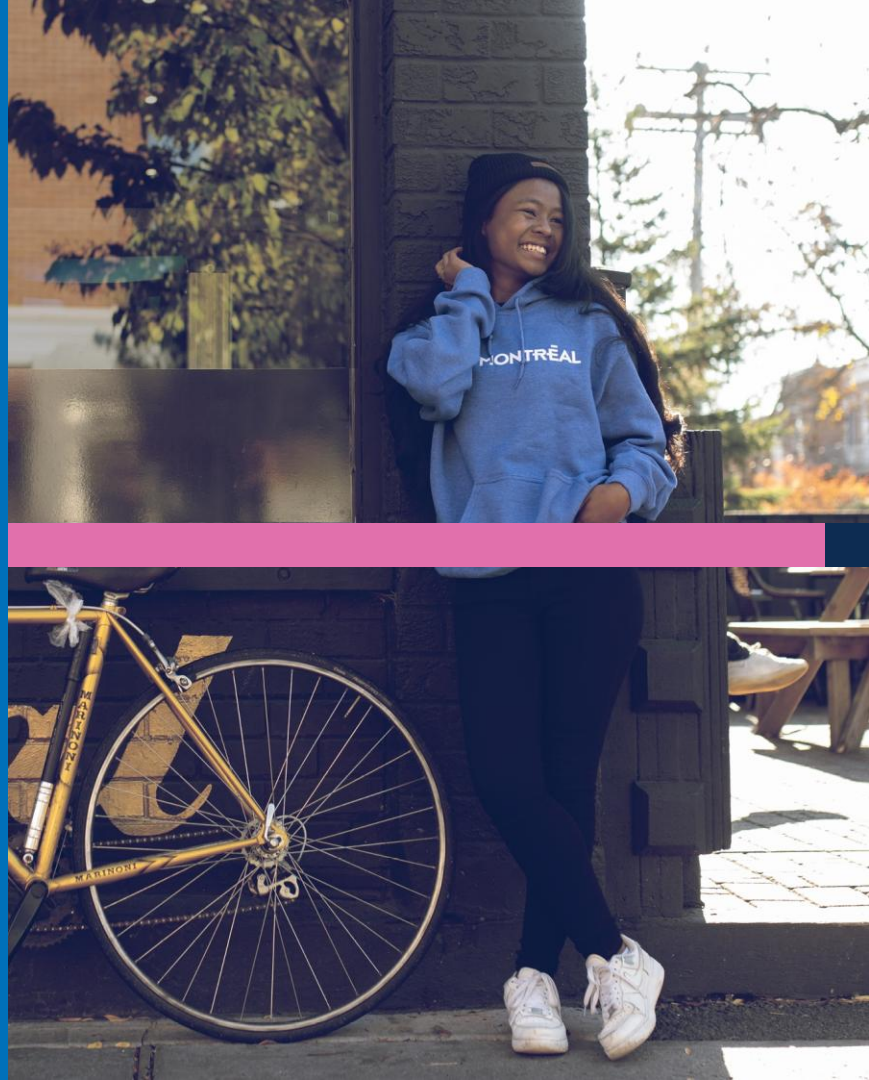


Renewal your CAQ-LAP and study permit



To continue your studies at HEC, you must renew:

1- your [Quebec Acceptance Certificate \(CAQ\)](#) which is also the Provincial Letter of Attestation (LAP) – 6 months before the expiration date

2- your [study permit](#) - at least one day before it expires

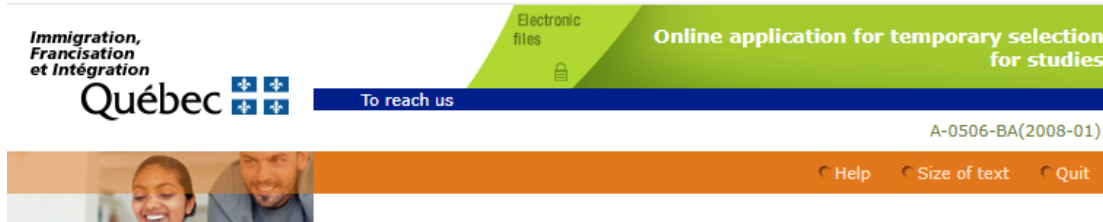
- Both of these documents are linked to an educational institution!

CAQ



Apply 6 months before the expiration date

The CAQ's online application portal



ARRIMA



Steps to obtain the CAQ

2 different portals

1

**Create your
ARRIMA
account**
ARRIMA



2

**Fill in your
personal
information**
Portal



3

**Make the payment:
you have one hour
to do it!**
Arrima



4

**Get your application
number and personalized
checklist: 48 hours later!**
Portal



5

**Gather the
required
documents**



6

Upload documents
ARRIMA



7

Receive your CAQ
Portal

Required documents

From the School (via the form: [Hec.ca](https://hec.ca) > Students > Attestations and Transcripts):

- 1- Your **OFFICIAL** transcript
- 2- A Proof of Credits Completed/in Progress Letter to renew immigration documents

From you:

Follow the personalized checklist received.



Important!

You must write an explanatory letter (dated and signed by hand) if:

- 1- You have deferred your admission
- 2- You have studied part-time
- 3- You have dropped or failed one or more courses
- 4- you have had a gap year (illness, non-payment, immigration documents, etc.)

- The letter must be accompanied by supporting documents (e.g. medical note).
- If you have remained in Quebec without studying, you must provide proof that you held health/hospitalization insurance during this period.

Important!

Signatures

The signatures on the required forms, declarations and documents **must be handwritten**. We accept the following types of signatures:

- Handwritten signatures using a technological device (for example, a stylus, touchscreen or mouse)
- Scanned handwritten signatures (for example, by handwriting a signature on a paper document and scanning the signed document).

Other types of signatures (typed digital) are not accepted.

A signature is required on the Declaration of authorizations and commitments and on the Declaration of financial support.

Proof of financial capacity

- Since you are already in Canada at the time of your renewal application, you will need to provide your proof of financial capacity as soon as you apply for your CAQ.
- The proof of financial capacity will also be required for the study permit renewal application.

1 - Determine [the amount to prove](#): \$24,617 CAD (single person) in living expenses, plus tuition fees for one year or months remaining in the program of study.

2 - Define who will provide financial support to the student.

3 - Sign the [declaration of financial support](#) – for every person providing financial support

4- Gather the financial proofs of the person who completed the Declaration of financial support among those proposed. Be careful about what is accepted and what is not.

Please consult our ["tutorial to prove your financial capacity"](#)!

Proofs of financial capacity

Proof of financial capacity

You must submit a copy of one or more of these documents that prove your [financial capacity](#) to pay all of the costs associated with your stay for studies in Québec:

Recent authorization of funds transfer from the currency exchange control office of your country of origin or residence

This proof is accepted if your country limits the outflow of funds.

Recent official confirmation of award of a scholarship

This must indicate the amount, attribution of payments and duration.

Bank statements, from Canada or abroad, covering the last six months

These must indicate all of your banking transactions as well as your current balance in addition to proof that you are the account holder.

Guaranteed investment certificate (GIC)

This must have been issued by a participating Canadian financial institution.

Proof of student loan

This must be granted by a bank and specify the loan amount and duration.

Work income in the case of a person residing in Québec

Applies to a person residing in Québec who is taking financial responsibility for the stay for studies of a foreign national.

Proof of payment of tuition fees

Important!

In the online CAQ application, to the question "Are you eligible for an exemption set out in the application management rules?":

- Select "Yes" if you are extending your CAQ for the same program, level of study and educational institution.
- Select "No" if you are changing your program of study, levels of study or educational institution.

Study permit



Apply for the renewal of your study permit

- From Canada, online with your MyCIC secure account.
 - At least one day before the expiration date of the document:
 - You must upload, in your [HEC online](#) account, proof (IMM5739) that your renewal application was made while you still had a valid study permit > status maintained
- ❖ Be sure to include your address in Canada. The study permit will be mailed to you.

Maintained Status

Granted if you applied for a study permit renewal while you still had a valid study permit.

Maintained status begins the day after your study permit expires:

- You can study and work under the same conditions as those mentioned on your old study permit.
- You must stay in Canada until you receive your new study permit.





QUESTIONS?

aide.hec.ca/contactsupport



Thank you!