



Temporary selection for  
studies

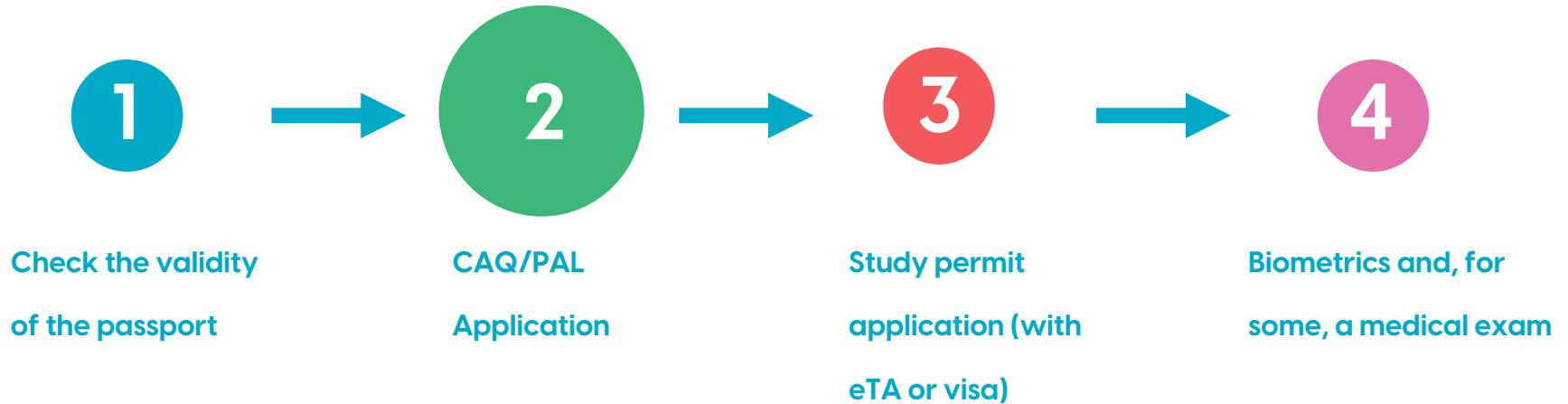
CAQ/PAL- Application  
Guide

2025



# Authorizations to enter Canada

## Étape 2: CAQ / PAL





## 3 Steps to Study in Canada

1. Passport – check expiry date
2. CAQ/PAL application
3. Applying for a study permit: automatically includes the eTA or visa (see our tutorial on the study permit)

# CAQ / PAL

As of 2024, it is necessary to obtain a Provincial Letter of Attestation (PAL) to obtain a study permit in Canada.

**In Quebec**, you must apply for a Quebec Acceptance Certificate (CAQ) in order to obtain the provincial letter of attestation. **There are no steps to complete separately.**

The application for the CAQ (also known as the Temporary Selection for Studies) therefore has two functions: to obtain the CAQ and the LAP (a single document).

# CAQ/PAL: two-step application

1. [Read carefully the instructions](#) on the Mifi's website.
2. [Create an Arrima](#) account: platform used to complete the payment and to provide all required PDF documents for the CAQ application (\$132 CAD):
  - Passport
  - HEC Montréal admission letter
  - [Declaration, undertakings and authorizations form](#) (signed with blue ink)
  - [Proof of financial capacity](#), only for residents of:

Austria	Monaco
France	Mexico
Greenland	St-Pierre and Miquelon
Hong Kong	United States of America
Île de la Réunion	

3. Complete the [online application](#)

# Online application

[Access the online application for temporary selection for studies](#)

Apply from your computer, not your smartphone or tablet

A credit card is required to complete the application



# Step 1.1 – Personal information

## Step 1 - Personal information

Substep 1 of 3

**Important Message:** Immigration, Refugees and Citizenship Canada will not issue study permits to foreign students admitted to or enrolled in a non-designated learning institution. [Consult the Designated learning institutions list.](#)

If your institution does not appear on this list, your application for a study permit will be refused and it will not be possible for you to study at this institution as a foreign student. Note that the Ministère does not reimburse the processing fee for an application for temporary selection for studies, even in the event of a refusal. Do you still wish to proceed with your application?

- [No, I would like to quit this application](#)

In order to facilitate readability, the terms used include both sexes.

Enter your family name and first name in French or English, as written in your passport. Distinguish between your family name at birth and after marriage where applicable.

\* Family name at birth:

\* First name:

Family name after marriage (where applicable):

[PREVIOUS <](#)

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Je ne suis pas un robot



reCAPTCHA

Confidentialité - Conditions

Enter your family name and first name **as written in your passport.**

Click on « Je ne suis pas un robot »

# Step 1.2 Personal information

## Step 1 - Personal information

Substep 2 of 3

Enter your sex and marital status.

\* Sex:  Female  
 Male

\* Marital status:

Please consult the [list of exemptions](#) in the application management rules as well as the documents you will need to support your eligibility for this exemption.

\* Does an exemption specified in the application management rules apply to you?

Yes  
 No

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[Policy on Privacy](#) | [Security](#)

Québec

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Select the gender as indicated on your passport.

Confirm your marital status.



# Step 1.3 Personal information

## Step 1 - Personal information

■ ■ ■ Substep 3 of 3

Enter your date and place of birth, nationality and main language spoken.

\* Date of birth:    
yyyy-mm-dd

Place of birth:   
\* City

Province / State / Department

  
\* Country

\* Country of citizenship / nationality:   

\* Main language spoken:  

Province/State/Department is required for those born in Canada or USA only.

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# Step 2.1 – Contact information

Postal code may not apply to your address.

The mailing address could be different from your actual country of residence.

## Step 2 - Contact information

Substep 1 of 2

Enter the complete address at which you wish to receive communications from the Ministère, including the apartment number where applicable.

Mailing address:  ?

\* No. \* Street Apt.

Address continued (where applicable)

\* City

Province / State / Department

▾  
\* Country

Postal code

Indicate your **current place of residence**. ?

(This may be the same as or different from your mailing address.)

### IMPORTANT

If your current place of residence is **Hong-Kong, New Caledonia** or **Reunion**, you **must** select this name in the following list.

\* Current place of residence:  ▾

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# Step 2.2 – Contact information

## Step 2 - Contact information

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■ ■ Substep 2 of 2

Complete your contact information and indicate the language in which you wish to receive your correspondence.

Telephone number:

Other telephone number(s):

\* E-mail address:  ?

\* Confirm your e-mail address:

\* Language of correspondence:  French  
 English

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# Step 3 – Accompanying persons

## Step 3 - Accompanying persons

Indicate the number of persons in your immediate family who are already in Québec or who will accompany you during your entire period of study.

\* Number of persons:  ?

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Most of you are in the first situation.

If you are married and your spouse/kid(s) are travelling with you, please provide their information.

## Step 3 - Accompanying persons

Indicate the number of persons in your immediate family who are already in Québec or who will accompany you during your entire period of study.

\* Number of persons:  ?

Enter the information respecting each of these persons and specify what is or will be the reason for this person's presence in Québec.

**Note:** A separate application for a temporary selection of studies must be completed for each family member who will be studying in Québec, unless this person is exempt.

\* Family name:

\* First name:

\* Date of birth:    
yyyy-mm-dd

\* Relationship to you:

\* Reason for being in Québec:

# Step 4.1 – Program of studies

## BBA, Preparatory year

Level of studies: Undergraduate - Bachelor's degree program

## Certificate students

Level of studies: Undergraduate - Other programs

## Master (MSc), MBA

Level of studies: Postgraduate - Master's degree program

## DESS students

Level of studies: Postgraduate, - Other Master's level program

## Phd students

Level of studies: Postgraduate, Doctoral degree program

**NO**, you don't participate in an exchange program.

## Step 4 - Program of studies

Substep 1 of 2

At which level of studies do you plan to study in Québec?

\* Level of studies:  

\* Are you participating in an exchange program?  
 Yes  
 No

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[Policy on Privacy | Service](#)



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- Select
- Select
- Primary
- Secondary
- Secondary- Vocational Training
- College - Diploma of College Studies (DCS)
- College - Attestation of College Studies
- College - Other college studies
- Undergraduate - Bachelor's degree program
- Undergraduate - Other programs
- Postgraduate - Master's degree program
- Postgraduate - Other Master's level program
- Postgraduate - Doctoral degree program
- Postgraduate - Other Doctoral level program

# Step 4.2 – Program of studies

Please [consult our website](#) for the dates you must enter (the dates in the application will be greater than the actual term dates).

- ✓ Include the dates of the Business French Summer School if this condition is indicated on the admission letter (e.g. July 1, 2025 to August 31, 2028)

**Annual tuition fees:** Tuition fees\* are indicated on the Admission letter.

*\*Tuition for fall term will be updated in June*

## Step 4 - Program of studies

■ ■ Substep 2 of 2

Indicate the start date and end date of your program of studies in Québec.

\* Date program starts:    
yyyy-mm-dd

\* Date program ends:    
yyyy-mm-dd

Indicate the annual tuition fees payable to your educational institution in Québec, according to the information you have received.

\* Annual tuition fees:  CAN\$ 

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# Step 5 – Educational institution

## Step 5 - Educational institution

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\* Name of institution:   

[< PREVIOUS](#)

[NEXT >](#)

# Step 6.1 – Additional information

Most of you have never studied in Québec and never have a CAQ.

If you have, please provide the information of your previous CAQ.

## Step 6 - Additional information

---

■  Substep 1 of 2

\* Specify whether you have ever obtained a Quebec Acceptance Certificate (CAQ) for studies.

Yes

No

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# Step 6.2 – Additional information

New applications are processed from outside Canada

Americans can apply for the study permit at the border

Study permit extension are done in Canada (or if you have a worker status in Canada)

## Step 6 - Additional information

■ □ Substep 2 of 2

\* Specify the Canadian government office to which you will apply for a **Study Permit**. Before making your choice, read the message that appears when you point on the "?" icon.

- Port of entry (border crossing or airport) ?
- Immigration, Refugees and Citizenship Canada (IRCC) (Edmonton, Alberta, Canada) ?
- Canadian Visa Office abroad ?

\* Select the city corresponding to the appropriate Canadian visa office in one of the two following lists.

Complete list of Canadian visa offices:

or

List of suggested Canadian visa offices given your current place of residence:

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# Step 7 – Financial information

You will fill this section **ONLY** if you are a resident of :

Austria	Monaco
France	Mexico
Greenland	St-Pierre and Miquelon
Hong Kong	United States of America
Île de la Réunion	

## Step 7 - Financial information

Indicate who will mainly be responsible for paying your living expenses and tuition fees in Québec.

\* Principal payer:  ?

Indicate the principal payer's name and contact information.

\* Family name:

\* First name:

Address:

\* No. \* Street Apt.

Address continued (where applicable)

\* City

Province / State / Department

\* Country

Postal code

Telephone number:

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# Step 7 – Financial information

If you are **not** a resident from one of the countries listed in the previous page, **you won't have** to provide financial information.

## Step 7 - Financial information

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You are not required to provide information about your financial situation. Click on the "Next" button to continue

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# Step 8.1 - Authorizations

## Step 8 - Authorizations

Substep 1 of 3

Carefully read the "Protection of personal information" and indicate whether you authorize Immigration Québec to release the information that concerns you to third parties.

### PROTECTION OF PERSONAL INFORMATION

#### IMPORTANT

- Authorizations to release information or to allow representation are optional.
- The absence of an authorization will have no impact on the decision respecting your application.
- However, if you wish to allow your educational institution, an individual or an organization to access information related to your application, you must authorize the ministère de l'Immigration, de la Francisation et de l'intégration to release it to them.
- This authorization must be in writing and bear your original signature.
- An authorization is valid for the duration of the processing of your application unless revoked in writing.

\* Indicate whether you authorize the ministère de l'Immigration, de la Francisation et de l'Intégration:

- to transmit to the **educational institution** where you are studying, your Québec Acceptance Certificate (CAQ) number, its period of validity and the program or level of studies authorized.

Yes  
 No

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NEXT >

YES

This will allow the government to send us your CAQ number and expiration date, but no other personal information.

# Step 8.2 - Authorizations

NO

Most of you will select « No »

YES

Only if you want to give access to your file to someone, like your parents. HEC Montréal doesn't need to have access to your entire file.

## Step 8 - Authorizations

Substep 2 of 3

\* Indicate whether you authorize the ministère de l'Immigration, de la Francisation et de l'Intégration: 

- to release to a **third party** (father, mother or any other person you choose) any information or document related to the processing of your application for temporary selection for studies.

Yes  
 No

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# Step 8.3 - Authorizations

## NO

Most of you will answer « No » to this question as you do not need to pay for a representative and can obtain free advice from an Accredited Immigration Counselor at HEC Montréal.

## YES

If you use the services of a lawyer or an immigration consultant, make sure your [consultant is authorized](#) by the government of Canada, otherwise this person is not complying with the law in Canada.

### Step 8 - Authorizations

■ ■ ■ Substep 3 of 3

**N.B.:** In appointing a representative, you allow the Ministère:

- to release to this person any information or document related to the processing of your application;
- to consider any request made by this person concerning your file as a request made by yourself.

The Ministère will however refuse to deal with a consultant who is not entered in the **Registre québécois des consultants en immigration (RQCI)**.

If you use the services of an immigration consultant to advise you, help you or represent you in the framework of this application, you must notify the Ministère and identify this person.

To learn more [.click here](#)

\*In the framework of this application, do you designate a person to represent you and act on your behalf?

Yes  No

\*In the framework of this application, have you retained the services of a paid individual to advise or assist you?

Yes  No

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# Step 9 – Verification of information provided

Take the time to review all the answers before submitting your application at the bottom of the page.

## Step 9 – Verification of information provided

---

Check the accuracy of the information provided before continuing.

Family name : Mouse  
First name : Minnie

MODIFY

Sex : Female  
Marital status : Single

MODIFY

Date of birth : 2002-02-08  
Place of birth : Bridgetown,  
Barbados

Country of citizenship / nationality : Barbados  
Main language spoken : English

MODIFY

Mailing address : 12 Principal Street,  
apt 20,  
Georgetown,  
12345,  
Barbados

# Step 10.1 – Consultation profile

Create a user code and password and keep this information somewhere simple where you won't forget it.

## Step 10 - Consultation profile

▣  Substep 1 of 2

Create your consultation profile online.  
You must create a consultation profile to save your application and access online consultation.

### IMPORTANT

Keep your **user code** and your **password** in a secure place. You will need them in order to check your online file.

Enter a user code and a password.

\* User code:  ?

\* Confirm your user code :

\* Password:  ?

\* Confirm your password:

Answer the following two Authentication questions.

If you forget your password, you can authenticate your identity by using the answer given to one of the following questions, and making sure that your answer **matches exactly** (upper case letters, spaces, etc.).

\* Question 1:

\* Answer:  ?

\* Question 2:

\* Answer:  ?

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# Step 10.2 – Consultation profile

## Step 10 – Consultation profile

Substep 2 of 2

### IMPORTANT

Once you click on the **SUBMIT MY APPLICATION** button, you have a maximum of one hour to make your payment in Arrima.

All ministry correspondence related to your application will be entered in your online file.

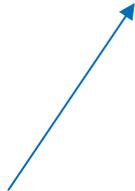
During the processing of your application, you may receive a non-secure e-mail inviting you to consult your file online each time a new message is posted.

Please note that these invitations will not contain any nominative information.

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[SUBMIT MY APPLICATION](#)

[NEXT >](#)



## Step 10 – Consultation profile

Substep 2 of 2

### Information

Your application has been saved. Your file number is :

[< PREVIOUS](#)

[SUBMIT MY APPLICATION](#)

[NEXT >](#)

# Step 11 – Payment instructions

## Step 11 - Payment instructions

To finalize your application, you have one hour to make your payment in Arrima, that is, until **05-03-2025 15:03**, Montreal time.

The CAN\$ 132,00 \$ CA fee is payable by Visa, Mastercard or American Express (including prepaid cards).

If you do not make your payment in Arrima within this timeframe, we consider that you did not complete the submission of your application, in accordance with section 2 of the Immigration Procedure Regulation. You will need to submit a new application.

Once you have made your payment on Arrima, you can return to this online account to view your personalized checklist and find out what documents you need to submit to the Ministère via Arrima.

Last name :

First name :

Application number :

Date and time of application : 2025-03-05 14 h 03 min 32 s

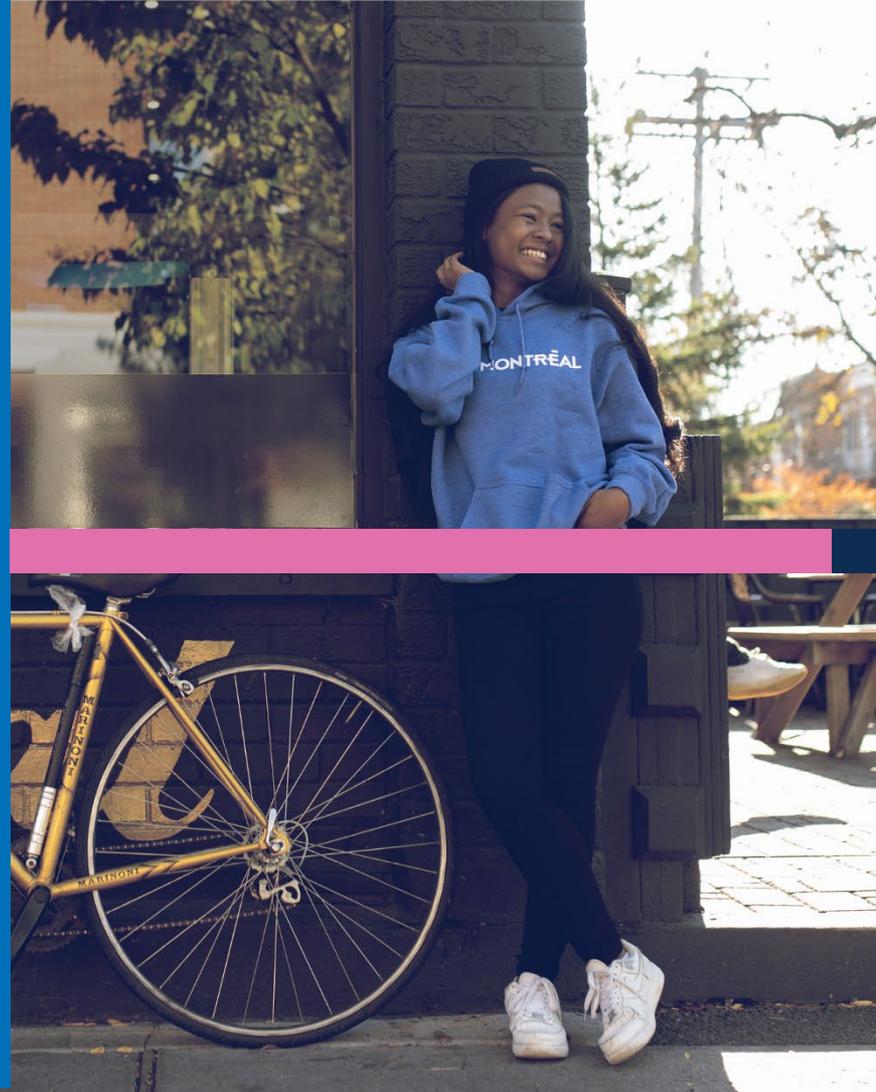
# Consulting your application

After completing and paying your online application, you can [Access your file](#) to:

- Know your CAQ application number (required to upload documents in Arrima)
- Know the progress of your application and receive your CAQ;
- Consult communications sent by the ministère de l'Immigration, de la Francisation et de l'Intégration (MIFI);
- Update certain personal data;
- Modify your password.

# Arrima

Payment and documents



# Arrima platform

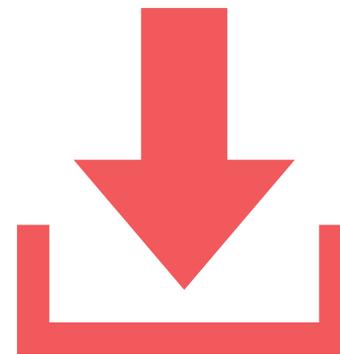
Use the [Arrima platform](#) to

- Pay the fees (48 hours after completing the application)
- Upload all [supporting documents](#) (72 hours after the payment)

Make sure that your documents are complete and final before submitting.

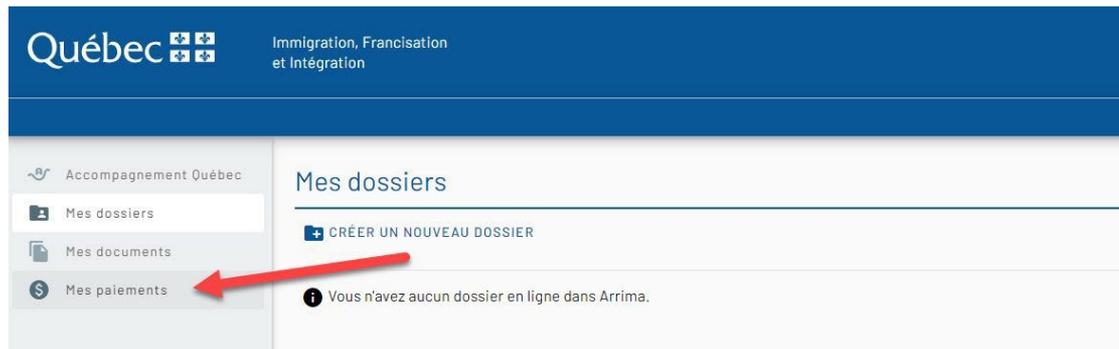
You can only submit documents **once** in Arrima, **you can't add more documents after it's been submitted!**

If you have difficulties with ARRIMA, please contact the MIFI : 1-514-864-9191



# Payment

[Tutorial available in French](#)



Québec Immigration, Francisation et Intégration

Accompagnement Québec

- Mes dossiers
- Mes documents
- Mes paiements

## Mes dossiers

+ CRÉER UN NOUVEAU DOSSIER

Vous n'avez aucun dossier en ligne dans Arrima.



Québec Immigration, Francisation et Intégration

Mathieu St-Jean

Accompagnement Québec

- Mes dossiers
- Mes documents
- Mes paiements

## Mes paiements

La section « Mes paiements » permet de payer les droits exigibles liés à toute demande que vous souhaitez soumettre dans le cadre du Programme des étudiants étrangers (PEE) ou du Programme régulier des travailleurs qualifiés (PRTO) seulement.

Si vous souhaitez soumettre un dossier dans le cadre d'un autre programme ou service disponible dans Arrima, vous pourrez acquitter les droits exigibles directement à l'étape de paiement, qui est intégré au processus de soumission de votre dossier.

EFFECTUER MON PAIEMENT >

# Payment

Québec Immigration, Francisation et Intégration

Mathieu St-Jean

Accompagnement Québec  
Mes dossiers  
Mes documents  
Mes paiements

## Paiement des droits exigibles

1 Recherche 2 Vérification 3 Paiement 4 Confirmation

**i** Pour procéder au paiement des droits exigibles, sélectionnez le programme concerné dans la liste déroulante ci-dessous et entrez votre numéro de demande.

Sélectionner le type de demande \*  
Programme des étudiants étrangers

Numéro de la demande \*  
[REDACTED]

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SUIVANT >

- Select « Programme des étudiants étrangers »
- You must enter your application number

# Payment

Québec  Immigration, Francisation et Intégration

Mathieu St-Jean   

Accompagnement Québec

Mes dossiers

Mes documents

Mes paiements

## Paiement des droits exigibles

Recherche 1 2 3 4  
Vérification Paiement Confirmation

### Programme des étudiants étrangers

Mathieu St-Jean

Numéro de la demande  
[REDACTED]

▲ Paiement requis

Vous avez jusqu'au 2024/04/27 pour payer les droits exigibles pour l'examen de votre demande.

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 **SUIVANT >**

# Payment

Québec  Immigration, Francisation et Intégration

Mathieu St-Jean   

Accompagnement Québec

Mes dossiers

Mes documents

Mes paiements

## Païement des droits exigibles

Recherche ✓ Vérification ✓ Paiement 3 Confirmation 4

Droits exigibles pour le traitement de votre demande

	128,00 \$
Total	128,00 \$

Numéro de la carte de crédit

Date d'expiration (MMAA)

Code de sécurité (CVV)



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# Reception of the CAQ/PAL file number

After completing the payment: go back to the [online file](#) to access your personalized checklist.

24 to 72 hours after the payment: go back to your [online file](#) and the file number should now be available.

The file number is mandatory to upload the documents in Arrima, as explained next page.

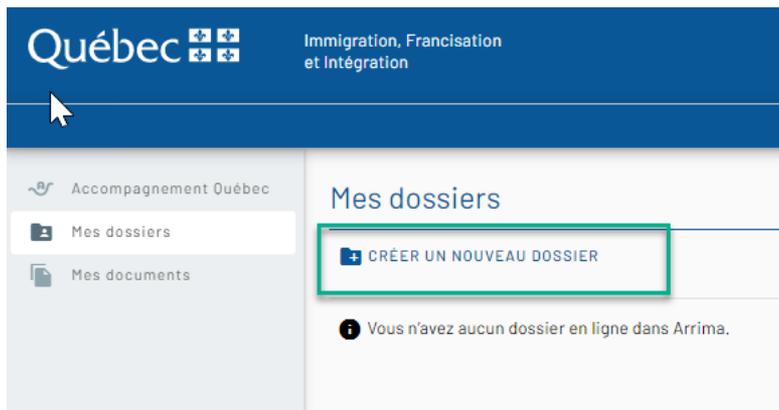


The screenshot displays the user's application details in Arrima. At the top, the 'File number' and 'Application number' are shown as redacted black boxes, with a red arrow pointing to the 'File number' field. Below this, the 'Date and time of your last visit' is 2024-04-21 14:41 (Québec time). The 'History of your application' section contains three entries:

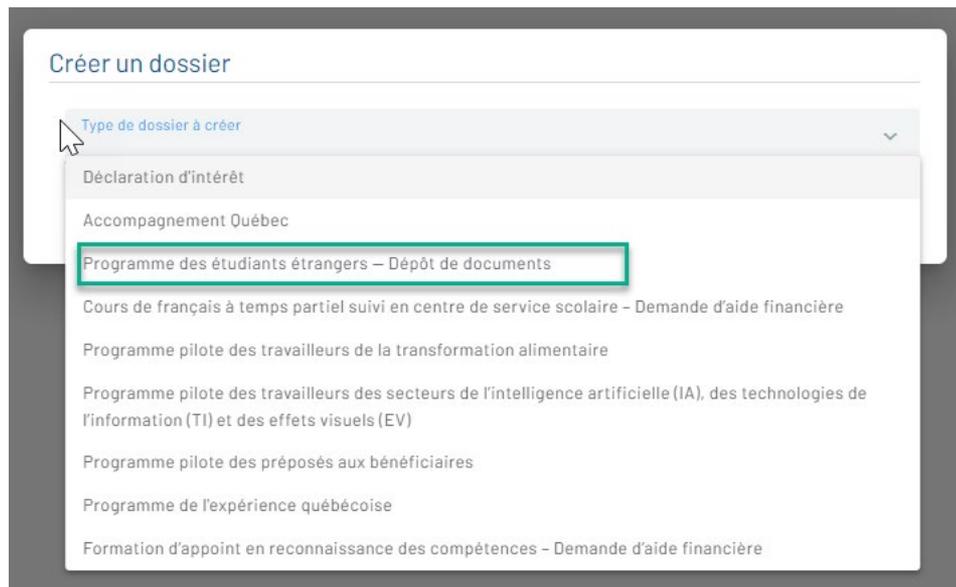
Date (yyyy-mm-dd)	Title and description
2024-04-17	<b>Opening of your file</b> Your file is now open. Your file number appears at the top of the screen.
2024-04-16	<b>Personalized checklist</b> You can now download your personalized checklist and view the list of documents and forms you need to submit via Arrima in order to complete your application. <a href="#">Your personal check list (PDF, 81.0 kb)</a>
2024-04-16	<b>Acknowledgement of receipt of your application</b> We have received your online application. Please note that all forms relating to your application and all correspondence from the Ministère will remain accessible in your online account for as long as your application is being processed. <a href="#">Your online application (PDF, 4.0 kb)</a>

A red arrow points to the 'Personalized checklist' entry in the history table.

# Arrima – Document upload



Click « Créer un nouveau dossier »



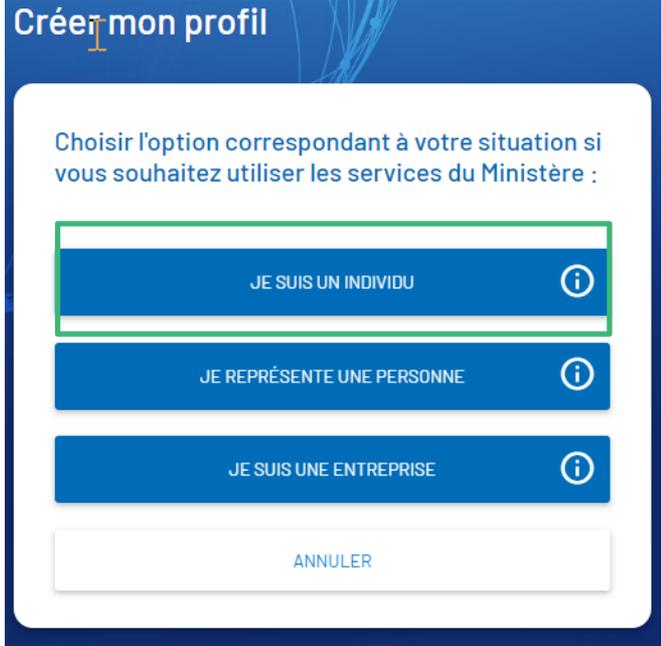
Select « Programme des étudiants étrangers – Dépôt des documents »

# Arrima – Document upload application

Unfortunately, Arrima is not offered in English.

Create your Arrima account

Select “Je suis un individu”



Créer mon profil

Choisir l'option correspondant à votre situation si vous souhaitez utiliser les services du Ministère :

JE SUIS UN INDIVIDU ⓘ

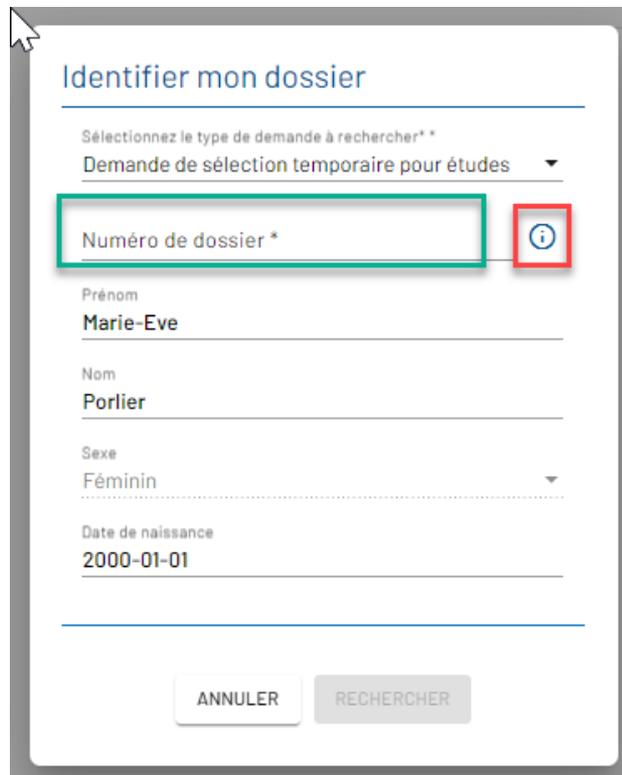
JE REPRÉSENTE UNE PERSONNE ⓘ

JE SUIS UNE ENTREPRISE ⓘ

ANNULER

# Arrima – Document upload application

Your “Numéro de dossier / File number” can be found in your [MIFI online account](#).



**Identifier mon dossier**

Sélectionnez le type de demande à rechercher\* \*

Demande de sélection temporaire pour études ▾

Numéro de dossier \* ⓘ

Prénom  
Marie-Eve

Nom  
Porlier

Sexe  
Féminin ▾

Date de naissance  
2000-01-01

ANNULER RECHERCHER

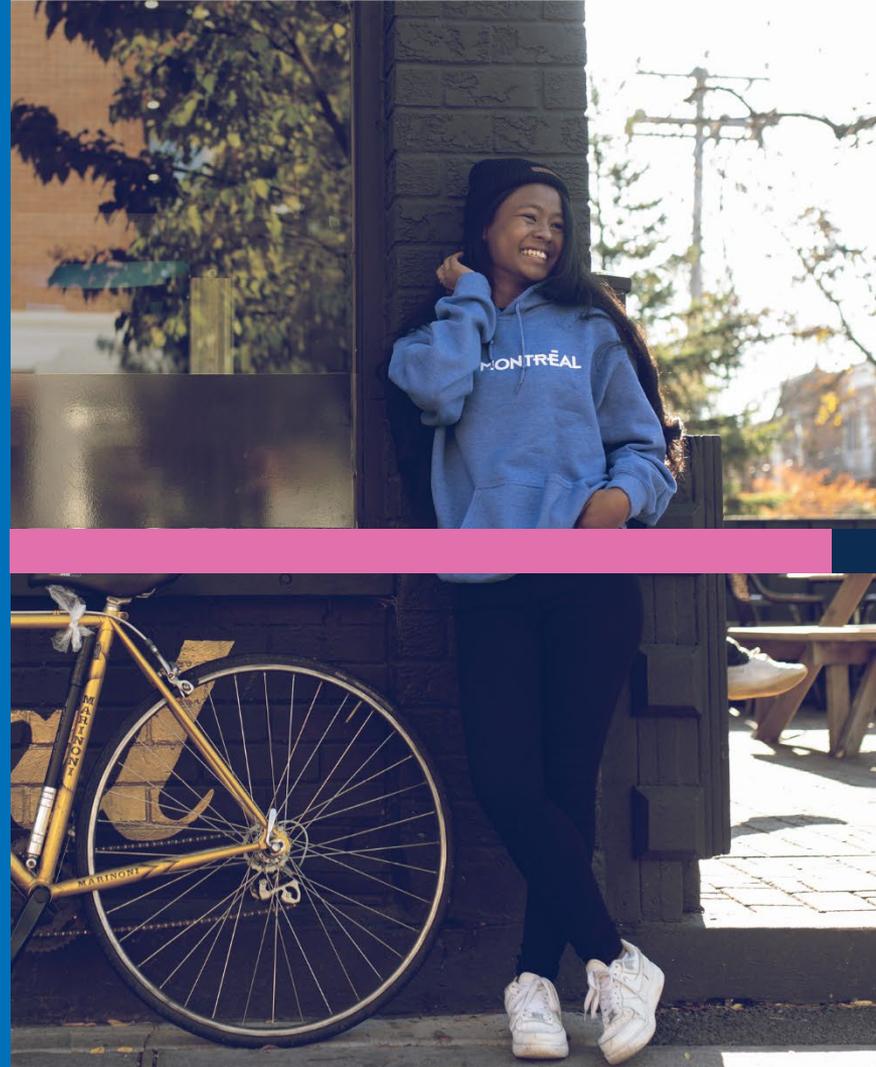
# Arrima – Document upload

Required documents to be uploaded in Arrima for everyone:

1. Passport
  2. HEC Montréal admission letter
  3. [Declaration, Undertakings and Authorizations form](#) (printed and signed with **blue ink**)
4. **Financial documents are only required if your country of residence is:** Austria, France, Greenland, Hong Kong, Réunion, Monaco, Mexico, St-Pierre et Miquelon, USA.
- ★ If the costs related to your study trip in Québec are covered by another person (i.e. your parents), you must submit a [Declaration of financial support \(PDF 110 Kb\)](#) duly signed.
  - ★ Add additional documents as [proof of financial capacity](#) (yours or the ones of the person financially supporting you).
  - ★ Verify the [costs of studies and living expenses](#) in Québec. Tuition fee is written on the back of HEC Montreal Admission letter.

CAQ

Decision





# Waiting for an answer

Processing time is approximately **25 business days (5 weeks)** after submitting all supporting documents in Arrima.

Your CAQ will be available in [your file](#), not in ARRIMA.





## Intent to refuse

If your file is incomplete or the agent is not satisfied with the documents provided, you will receive a *“Notice of intention to refuse your application for temporary selection for studies”*.

[Please contact](#) us immediately for assistance.

# CAQ/PAL Approved



You will receive an email to inform you that a document is available in your [online file](#).

The letter of approval for the CAQ (Temporary selection for studies) is required to :

- Complete the Study permit application
- Present to a border officer in Canada
- Meet HEC Montréal requirements : upload the CAQ letter in HEC en ligne as soon as you receive it!
- HEC Montréal should be written on the CAQ.

## PROVINCIAL ATTESTATION LETTER (PAL)

**Warning!** Your letter should include the following information to be used as a PAL:

*“This attestation letter confirms that the applicant has a place in Quebec’s share of the distribution of study permit applications or is exempt from it.”*

## MIFI website (Immigration Québec)

- Submitting your application
- Paying the fees required to process your application
- Processing time
- Consulting your online file
- Decision

## HEC website: Applying for a CAQ



Useful links



## Need assistance?

[Immigration@hec.ca](mailto:Immigration@hec.ca)

HEC Montreal's team of Registered International Students Immigration Advisor (RISIA) will assist you.