

CAQ application steps

Step 1: Answer the CAQ application questionnaire

Start with creating an application on the [Immigration Quebec](#) website by selecting “Access the application for Temporary studies”:

You must complete the application in full because you cannot save it to complete later.

When you submit your application:

- You must create your consultation profile in order to receive an email each time new information is added to your file;
- You will need to create an account in the Arrima platform in order to pay the fee required to process your application **within 60 days** of opening your application. To create your account, make sure you have written down your application number and entered the exact information (surname, first name, gender and date of birth) found in your passport and in your online application for temporary selection for studies;
- Once payment has been made, you must return to the application form for temporary selection for studies to view the list of documents required to complete your application;
- Within 48 hours of payment, you will receive a file number in the section *Consult your file*. You need this number to submit the required documents for your application.

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

You will then be brought to the [Immigration Quebec portal](#), where you will fill out the CAQ application questionnaire:

Immigration, Francisation et Intégration Québec Electronic files **Online application for temporary selection for studies**

To reach us [FAQ](#) A-0506-BA(2008-01) [Help](#) [Size of text](#) [Quit](#)

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Step 1 - Personal information

This content is intended for the public covered by the exceptions of the *Charter of the French language* and its regulations. If you read on, you confirm that you fall within one of these [exceptions](#)

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):

In the **Personal Information** section, enter your name exactly how it appears on your passport.

TIP: If you have a first name and middle name on your passport, enter your first and middle name in the first name section.

TIP: If only have one name on your passport (No first name or no last name) enter your name twice in the first and last name sections of the CAQ application.

After entering in your personal information and the information regarding your studies, you will receive a summary of your application answers:

Québec To reach us FAQ A-0506-BA(2008-01)

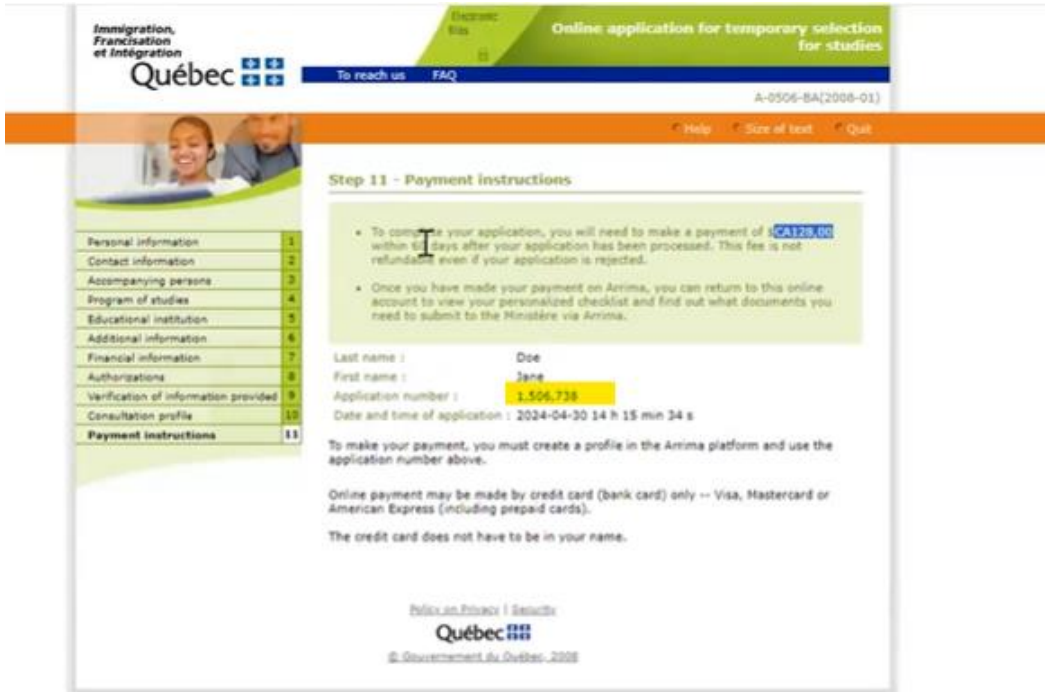
Step 9 - Verification of information provided

Check the accuracy of the information provided before continuing.

Family name :	Die	Verify
First name :	Jane	Verify
Sex :	Female	Verify
Marital status :	Single	Verify
Date of birth :	1995-04-30	Verify
Place of birth :	New York, United States	Verify
Country of citizenship / nationality : Main language spoken :	United States English	Verify
Mailing address :	3600 McFavish, New York, NY, 90210, United States	Verify
Current place of residence :	United States	Verify
Telephone No : Other telephone number : E-mail address : Language of correspondence :	 evangelea.toufexis@mqgill.ca English	Verify
Accompanying persons - Number of persons :	0	Verify
Level of studies : Program of studies : Exchange program :	University, undergraduate / professional Bachelor of Arts No	Verify
Date program starts :	2024-08-28	Verify

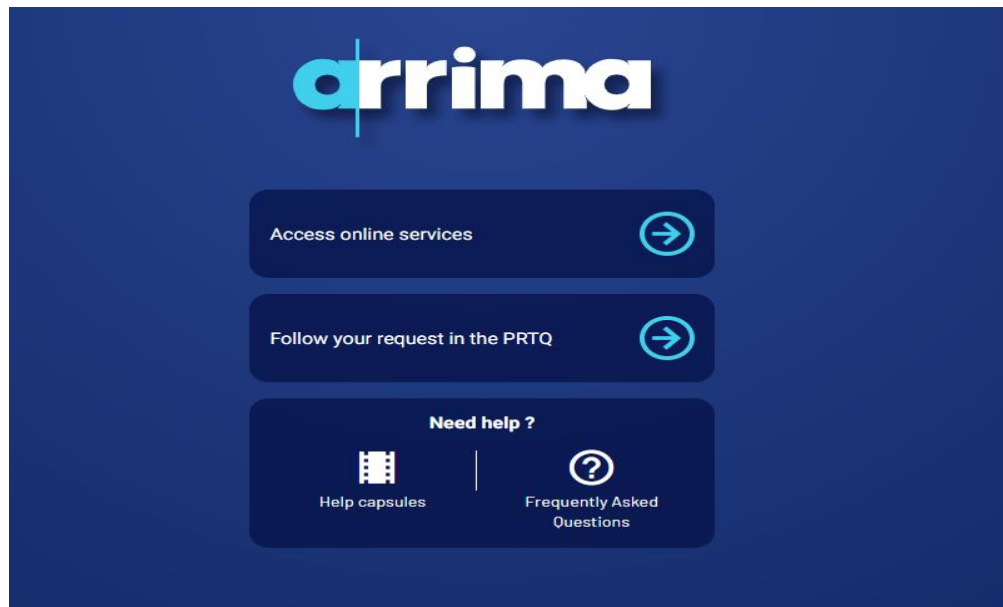
Review all the information and make sure it is correct. Make any modifications, if applicable. Once you have verified that all the information is correct, select "Print this page" at the bottom of this page. You can save this page as a PDF for your records. It will be important to reference later on in the application process.

Once you have completed all the required questions, you will save your application and receive a **CAQ application number**:

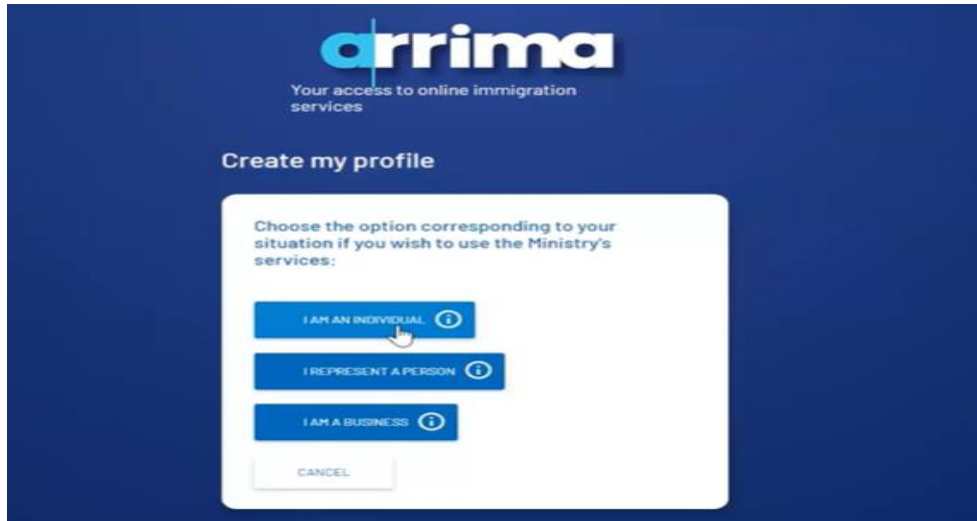


Step 2: Pay the CAQ application fee on the Arrima online system

Now that you have your CAQ application number, take note of it, since you will need it to make the payment for your application fee (\$128) on the [Arrima online system](#). In order to pay your application fee, you must create an profile on [Arrima](#) by clicking on Access Online Services:



You must enter your email and create a password to make an profile on Arrima and choose “I am an Individual” to continue:



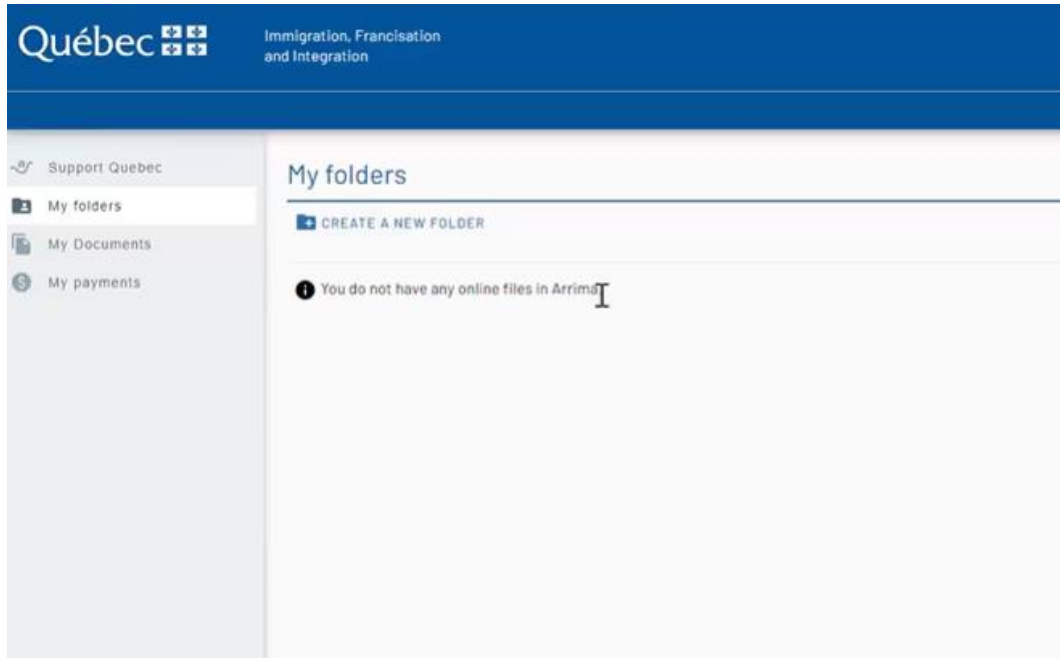
You will then enter in your personal information into Arrima (name, birthdate, place of birth, current address etc). You must enter your personal information **exactly** how you entered it in your CAQ application. You can go back to your saved CAQ application summary to ensure all the information matches what you are entering on Arrima **exactly** (down to capital letters, commas, etc):

Information must match **exactly** between the two portals

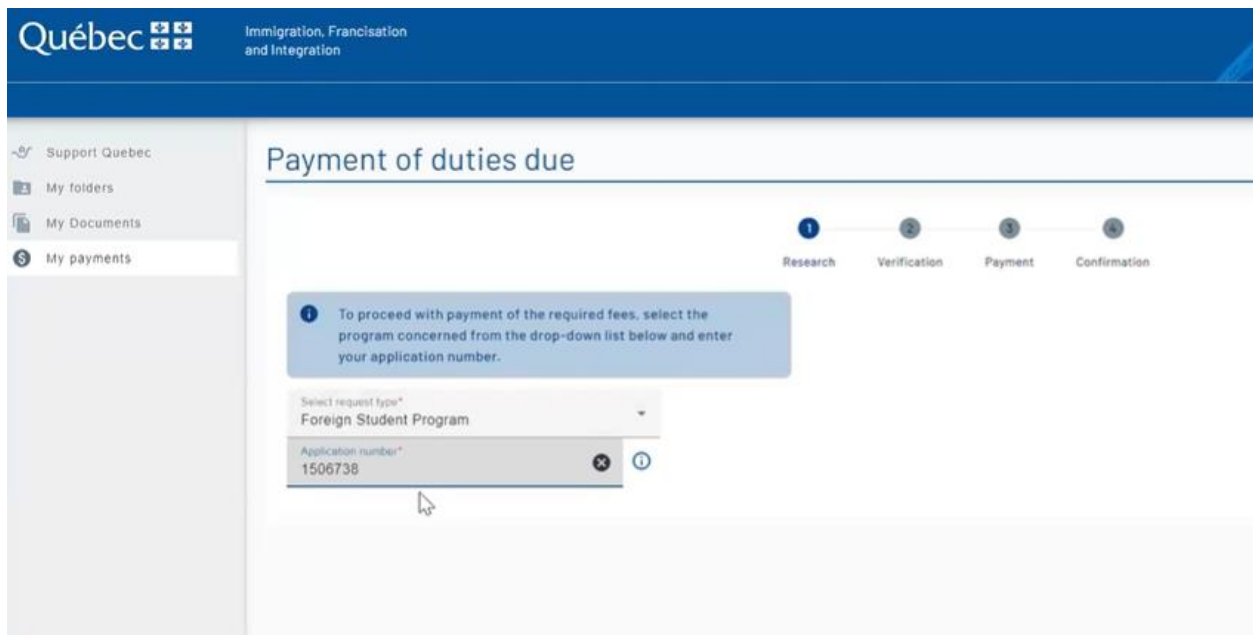
Arrima

Immigration Quebec

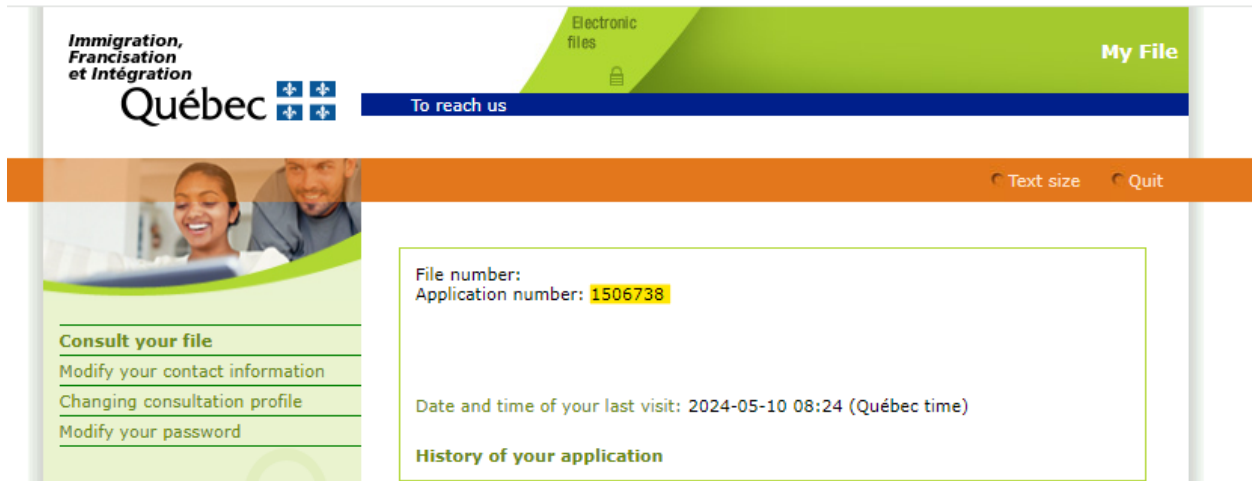
Once you have successfully created your profile on Arrima, you will have to login to your using email and newly created password. You will then be able to access your Arrima profile:



Then you will go to **My Payments/Mes Paiement** to pay your CAQ application fee. There you will select “Foreign Student Program” and enter in your **CAQ application number**.



You can find your CAQ application number in your [Immigration Quebec portal](#). You must enter in your CAQ application number without any commas in order to move to the next step:

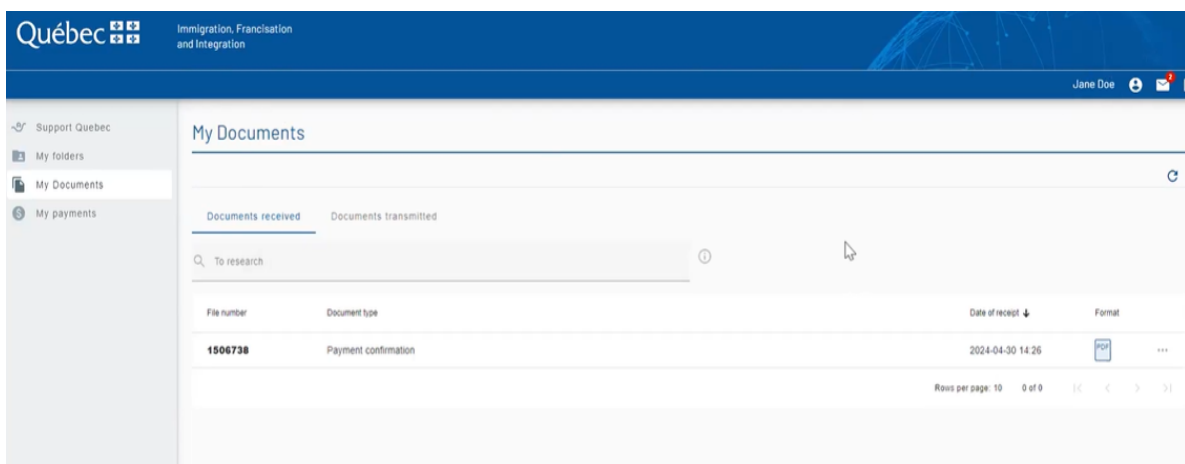


TIP: If you receive an error message that your CAQ application cannot be found, this is likely because there is a **discrepancy** in the information you entered in your Arrima profile and the information you entered on the CAQ application. You can modify your profile on Arrima by clicking on the person icon in the top left corner.

TIP: Recently, we have seen that sometimes the Arrima profile automatically changes the date of birth as one day earlier even students put the correct date. Often this is for **Mac** users. In order to overcome this technical issue, try logging into Arrima on a PC or we found another workaround is to enter the date as one day later than the real birth date and proceed to make a payment.

Once you have ensured that all the information you entered is exactly the same on both your CAQ application and the Arrima profile, you should be able to enter in your CAQ application number on Arrima with success and proceed with the payment. The credit card does not need to be in your name.

Once the payment is completed, you should be able to view your payment confirmation of your **My Documents** page on Arrima:

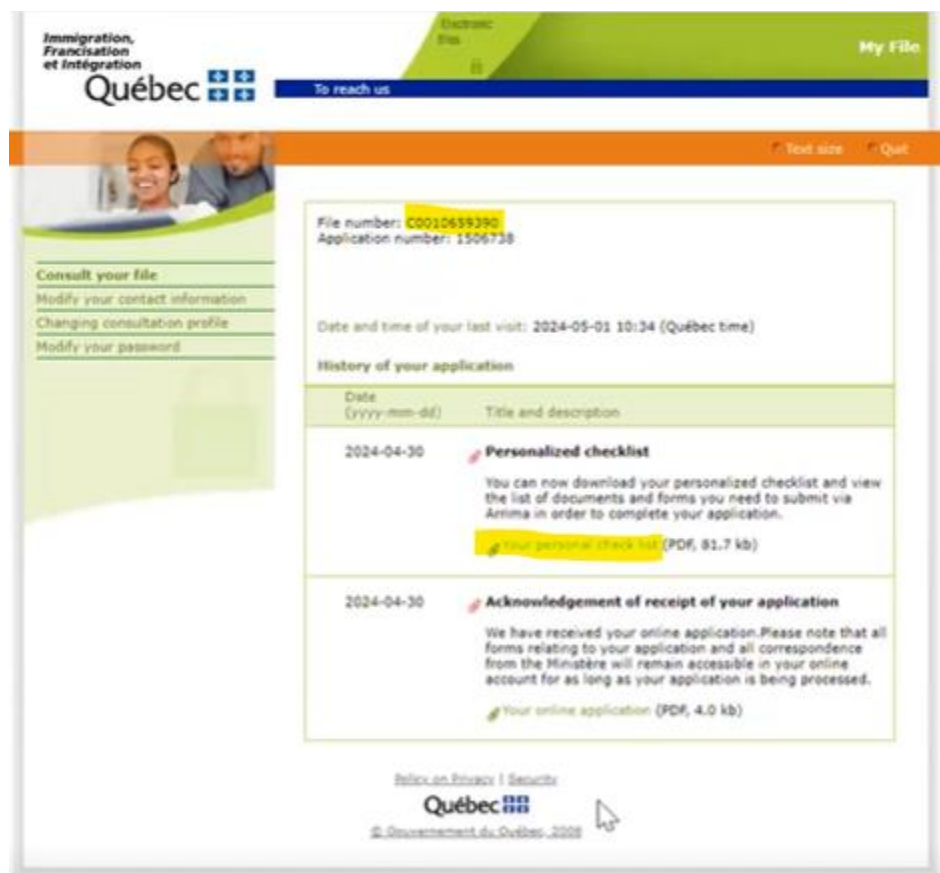


After making the payment, you must wait up to **48 hours** to obtain your **CAQ file number** (numero de dossier) and your **Personalized Document Checklist**. You will need both to move on to the next step – which will be uploading your supporting documents to Arrima to complete your CAQ application.

Step 3: Obtain your CAQ file number and Personalized Document Checklist

Now that you have waited **48 hours** since making your payment on Arrima, you can log into your [Immigration Quebec portal](#) to view your Personalized Document Checklist and your CAQ file number:

NOTE: Your CAQ file number (C00XXXXXXX) is different from your CAQ application number.

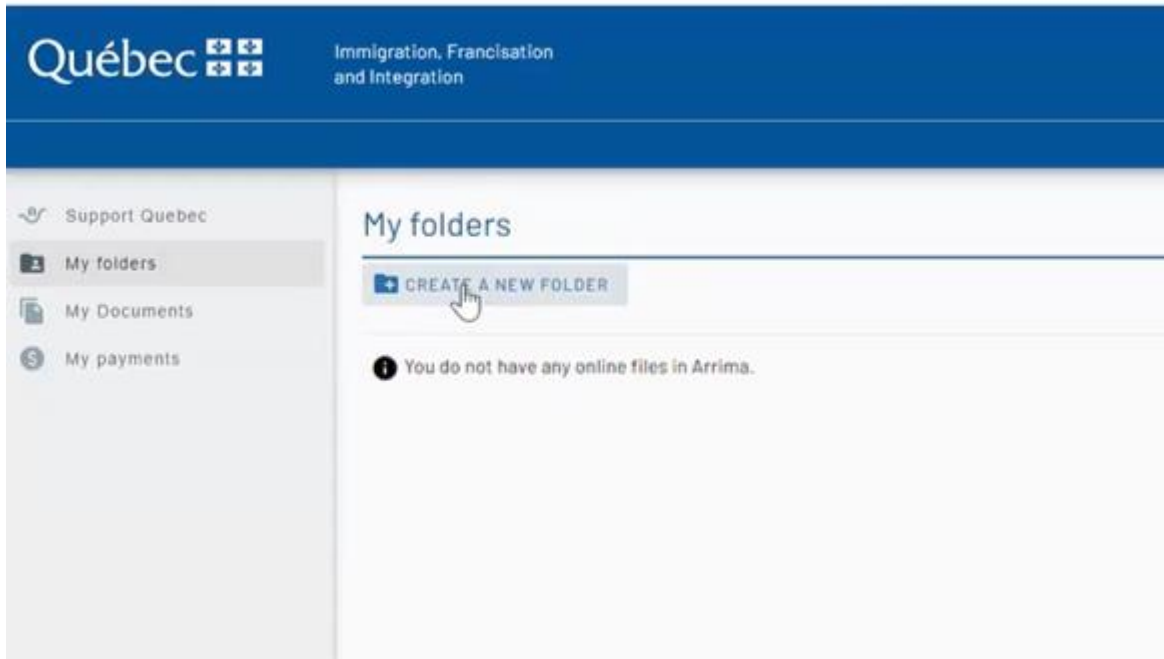


Download and save your Personalized Document Checklist and take note of your CAQ file number.

Print and **hand sign** the required forms in your Personalized Document Checklist and compile the other required documents. Electronic signatures are not accepted for the CAQ application.

Step 4: Submit supporting documents on Arrima

Log into Arrima and on the My Folders/Mes Dossiers page click **Create a new Folder**:



Select **Foreign Student Program -Submission of Documents** and enter in your **CAQ file number** (C00XXXXXXXX) - not the CAQ application number.

After you successfully create your folder, you can start to attach your required documents by clicking "Attach Documents" button at the bottom of the screen.



TIP: If you start attaching your documents and then leave the Arrima page, the “Attach Documents” button will disappear.

In order to get this button back, go to your My Folders page and scroll your screen all the way to the right of the page using the bottom scrollbar. You should see 3 dots appear on the right of the screen on the same row as your file number. Click on the 3 dots and you should see the option to “Continue Filing Documents”. Click on this and the Attach Documents and Submit buttons will reappear on the screen.

Québec Immigration, Francisation and Integration

Jane Doe

Support Québec

My folders

My Documents

My payments

My folders

CREATE A NEW FOLDER

File number	Folder type	Date of submission	File status	Message
C0010659390	Request for temporary selection for studies		Submission of documents in progress	

Rows per page: 20 0 of 0

Scroll screen to the right of the page using the bottom scrollbar in order to see the 3 dots.

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Once you have attached all the required documents for your CAQ application, you must then **press the Submit button** to submit your application. If you just attach the documents and you do not press Submit, your CAQ application has not been sent to Immigration Quebec to process and is not complete.

Québec Immigration, Francisation and Integration

Jane Doe

Support Québec

My folders

My Documents

My payments

My folders

Request for temporary selection for studies

Name	File number	File status
Jane Doe	C0010659390	Dépôt des documents en cours

Personal information

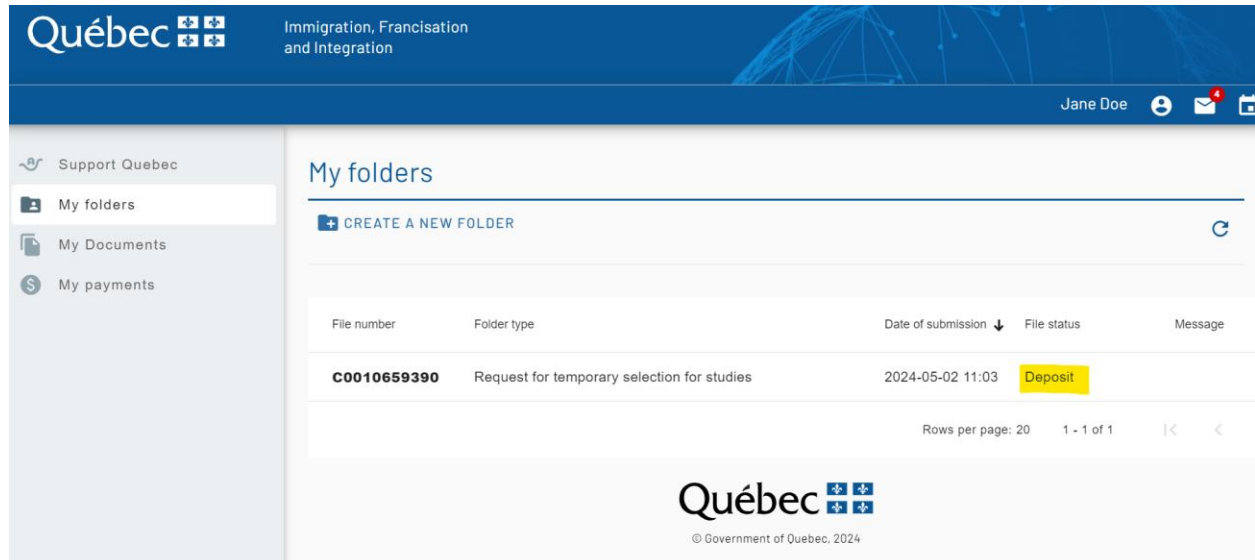
You must press Submit when all your documents are attached and you are ready to complete your CAQ application.

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TO LEAVE SAVE ATTACH DOCUMENTS SUMMARY SUBMIT

You will be given the opportunity to review your documents before submitting them. Once your documents have been successfully submitted, **you have completed your CAQ application.**

Within a few minutes of submitting your application successfully, the File Status of your application should change from Submission of Documents in progress to **Deposit (Deposer):**



The screenshot shows the Québec Immigration, Francisation and Integration portal. The user is logged in as Jane Doe. The main content area is titled 'My folders' and includes a 'CREATE A NEW FOLDER' button. Below this is a table with the following data:

File number	Folder type	Date of submission ↓	File status	Message
C0010659390	Request for temporary selection for studies	2024-05-02 11:03	Deposit	

At the bottom of the table, it indicates 'Rows per page: 20' and '1 - 1 of 1'. The footer of the page features the Québec logo and the text '© Government of Quebec, 2024'.

Now, your CAQ application will be processed by Immigration Quebec. It can take Immigration Quebec up to **5 weeks** to issue a decision on your CAQ application.

Your CAQ application decision will be issued to you on your [Immigration Quebec portal](#), not on Arrima. If you are approved, a PDF of your CAQ will appear in your Immigration Quebec portal. This is the only version of the CAQ you will receive, it will not be sent in the mail.

You can use this CAQ to apply for the study permit.