CAQ application steps

Step 1: Answer the CAQ application questionnaire

Start with creating an application on the <u>Immigration Quebec</u> website by selecting "Access the application for Temporary studies":



You will then be brought to the <u>Immigration Quebec portal</u>, where you will fill out the CAQ application questionnaire:

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		Step 1 - Personal information
		This content is intended for the public covered by the exceptions of the
Personal information	1	Charter of the French language and its regulations. If you read on, you
Contact information	2	confirm that you fall within one of these exceptions
Accompanying persons	3	Substep 1 of 3
Program of studies	4	
ducational institution	5	Important Message: Immigration, Refugees and Citizenship Canada will not issue study
Additional information	6	institution. Consult the Designated learning institutions list.
inancial information	7	
Authorizations	8	If your institution does not appear on this list, your application for a study permit will be
erification of information provid	ed 9	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
Consultation profile	10	temporary selection for studies, even in the event of a refusal. Do you still wish to
ayment instructions	11	proceed with your application?
		 <u>No, I would like to guit this application</u>
		In order to facilitate readability, the terms used include both sexes.
		Enter your family name and first name in Erench or English, as written in your passport.
		Distinguish between your family name at birth and after marriage where applicable.
		* Family name at birth:

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:

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	Telephone No. 1 Other telephone number : E-mail address Language of correspondence :	evangeles toufexis@mopil.ca English
	Accompanying pressing - Number of persons :	0
	Level of studies : Program of studies : Evenience program :	University, undergraduate / professional Bechelor of Arts No
	Date program starts :	2024-08-28

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 <u>Arrima online system</u>. In order to pay your application fee, you must create an profile on <u>Arrima</u> by clicking on Access Online Services:

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Access online services	Θ
Follow your request in the PRTQ	Θ
Need help ?	? htly Asked stions

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

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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:

Québec 🔡	Immigration, Francisation and Integration
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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**.

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S My payments	To proceed with payment of the required fees, select the program concerned from the drop-down list below and enter your application number.	Research	Verification	Payment	Confirmation	
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You can find your CAQ application number in your <u>Immigration Quebec portal</u>. You must enter in your CAQ application number without any commas in order to move to the next step:

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Consult your file		
Modify your contact information		
Changing consultation profile	Date and time of your last visit: 2024-05-10 08:24 (Québec time)	
Modify your password		
	History of your application	

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.

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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 <u>Immigration Quebec portal</u> to view your Personalized Document Checklist and your CAQ file number:

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

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		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.
		(PDF_ personal (Teck 168 (PDF, 61.7 kb)
	2024-04-30	# Acknowledgement of receipt of your application
		We have received your online application.Please note that all forms relating to your application and all correspondence from the Ministere will remain accessible in your online account for as long as your application is being processed.
		# Your online application (PDF, 4.0 kb)

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:

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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.

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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.

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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.

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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)**:

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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 <u>Immigration Quebec portal</u>, 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 received, it will not be sent in the mail.

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