

Documentation for Fundable Students

February 1, 2019

Refugee

Type of Document	Requirement
Passports for both parents/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	Colour scan of original document
Proof of residency	<ul style="list-style-type: none"> a) Purchase Agreement, with all pages present -or- b) Rental Agreement, with all pages present -or- c) A Letter of Residency proving a family or friend is hosting. Both this letter and proof of home ownership by the host need to be notarized
Custody documents	If only one parent is documented, need official custody documents translated into English by a certified translator

Diplomat

Type of Document	Requirement
Passports for both parents/guardians	Colour scan of original document
Foreign Representative Acceptance Counterfoil or Diplomatic Visa	Colour scan of original document
Passport for student	Colour scan of original document
Birth Certificate for Student	Colour scan of original document
Proof of residency	<ul style="list-style-type: none"> a) Purchase Agreement, with all pages present -or- b) Rental Agreement, with all pages present -or- c) A Letter of Residency proving a family or friend is hosting. Both this letter and proof of home ownership by the host need to be notarized
Custody documents	If only one parent is documented, need official custody documents

Work Permit

Type of document	Requirement
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
Work Permit for primary parent/guardian	<ol style="list-style-type: none"> 1. Colour scan of original document. 2. Valid for one year or longer. 3. Should have an identified employer on Work Permit.
Proof of Employment	<ol style="list-style-type: none"> 1. Letter of employment addressed to International Programs and dated within two weeks of application. Letter should include details such as the job title, confirmation of full-time status, description of responsibilities, term of work, wage, and be signed by a company official. 2. Earnings must be minimum wage or greater. 3. Full-time employment is considered to be thirty-five or more hours per week. 4. Proof of wages for three pay periods, generally from pay stubs.
Permit for secondary parent/guardian	Colour scan of original Visitor Record or Work Permit
Proof of residency	<ol style="list-style-type: none"> a) Purchase Agreement, with all pages present -or- b) Rental Agreement, with all pages present -or- c) A Letter of Residency proving a family or friend is hosting. Both this letter and proof of home ownership by the host need to be notarized
Custody documents	If only one parent is documented, need official custody documents.

Study Permit

Type of document	Requirement
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	<ol style="list-style-type: none"> 1. Colour scan of original document. 2. Must be one year or longer. 3. Should have identified institution and Program on Study Permit.
Proof of Enrollment	<ol style="list-style-type: none"> 1. Letter of Acceptance 2. Diploma or Degree in public post-Secondary. Diploma is defined as a program two years or longer. 3. Degree in private post-secondary with an EQA designation. A degree is defined as a program four years or longer. 4. Pre-requisite or bridging programs, including English language instruction, are not accepted. 5. Letter of Enrollment. 6. Timetable showing full time studies, i.e. three or more courses each term 7. Full fees paid at time of registration. Deposits are not acceptable.
Permit for secondary guardian	Colour scan of original Visitor Record or Open Work Permit.
Proof of residency	<ol style="list-style-type: none"> a) Purchase Agreement, with all pages present -or- b) Rental Agreement, with all pages present -or- c) A Letter of Residency proving a family or friend is hosting. Both this letter and proof of home ownership by the host need to be notarized
Custody documents	If only one parent is documented, need official custody documents.