Tutorial
Application for Temporary Selection for Studies (CAQ) | International Students Program

Québec

Dear Client,

You are receiving an informative document that will help you understand the process of requesting a CAQ – Certificat d'Accptation du Québec. The CAQ application process is split to three steps:

1. The first step of your CAQ application process is to open an online profile with the Ministry of Immigration in Quebec (MIFI) and pay your application government fees. There are 11 steps in this stage, you will find them all here: https://www.immigration-quebec.gouv.qc.ca/en/electronic-services/caq-electronic/index.html. Do not forget to write down your username and password, you will need it in the future.
2. The second step of your CAQ application process is to open a second online profile called Arrima, which is different than the first profile used in the first step, but it is also within the jurisdiction of the government of Quebec. This document you are receiving will walk you through the procedure of opening an Arrima online profile. Please read this document carefully and do not start working on this step until you have a confirmation that the first step has been completed. You will require a CAQ application number for the Arrima portal, which will be given to you after you complete the 11 steps of the first stage.
3. The third step of your CAQ application is to upload your documents through the Arrima online portal. This tutorial will also help you understand this process.

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Once your application is filed and the documents are uploaded, your CAQ will be assessed by the Ministry in Quebec (MIFI). If everything is in order, the expected processing time is 4-6 weeks. If the Ministry requests more documents/information from your end, they will send you an “Intention to Refuse” (ITR) letter, to grant you the opportunity to explain and provide more documents. Here you will also find instructions on how to respond to the ITR.

Should you have any questions, do not hesitate to contact us at support@encubate.ca.

Regards,
Encubate Team

Québec

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SECTION 1

OPENING A CAQ ONLINE PROFILE

https://www.immigration-quebec.gouv.qc.ca/en/electronic-services/caq-electronic/new-application.html

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Access: https://www.immigration-quebec.gouv.qc.ca/en/electronic-services/caq-electronic/new-application.html

Scroll all the way to the end and click on “begin your application”

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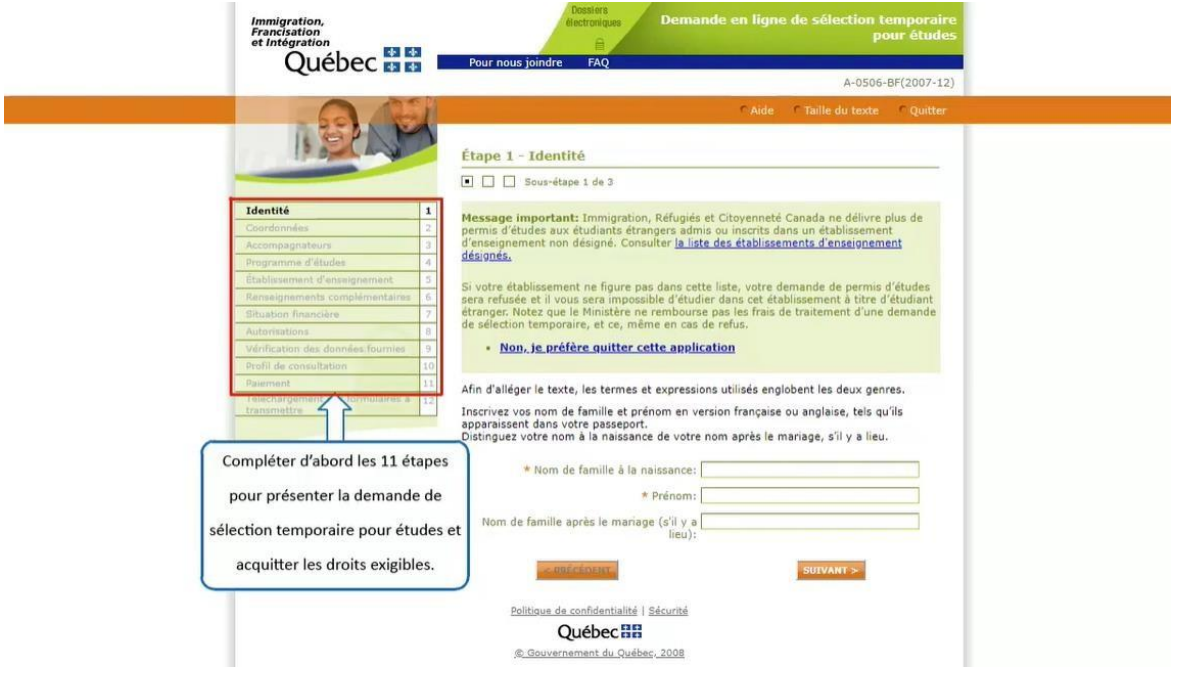

A pop-up window will open. Complete the 11 steps in submitting an application for temporary selection for studies and pay the required fees. The steps will be detailed in the next pages.

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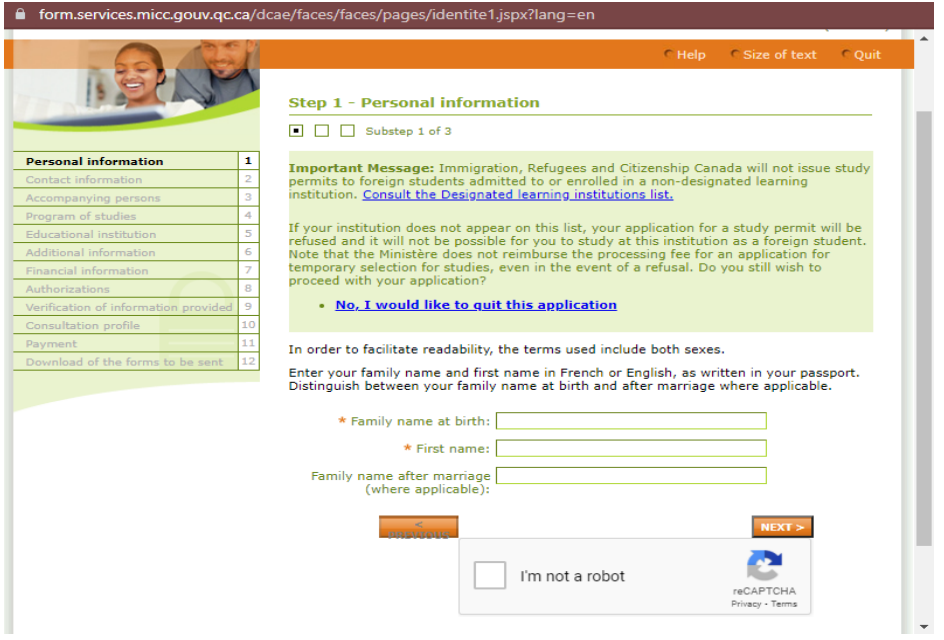

Add your personal information as per your passport.

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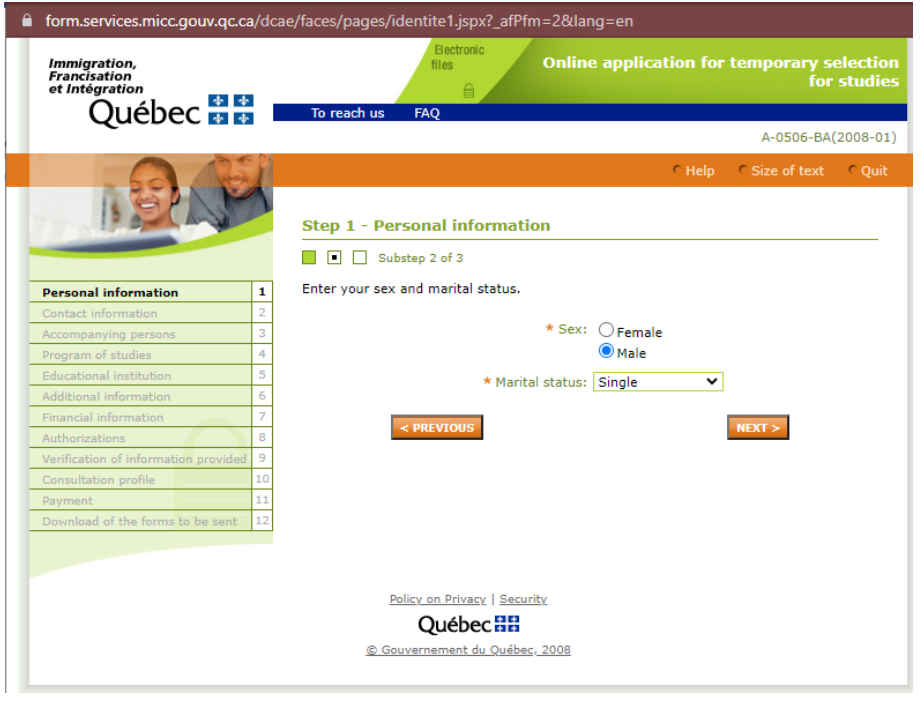

Inform your sex and marital status.

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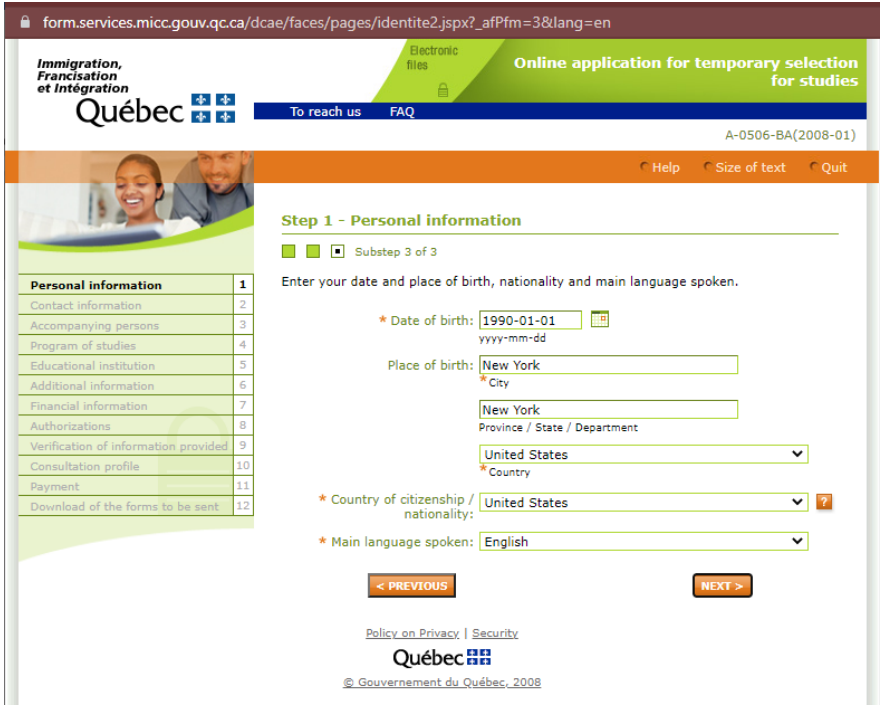

Continue following your personal information. Make sure to type it accurately.

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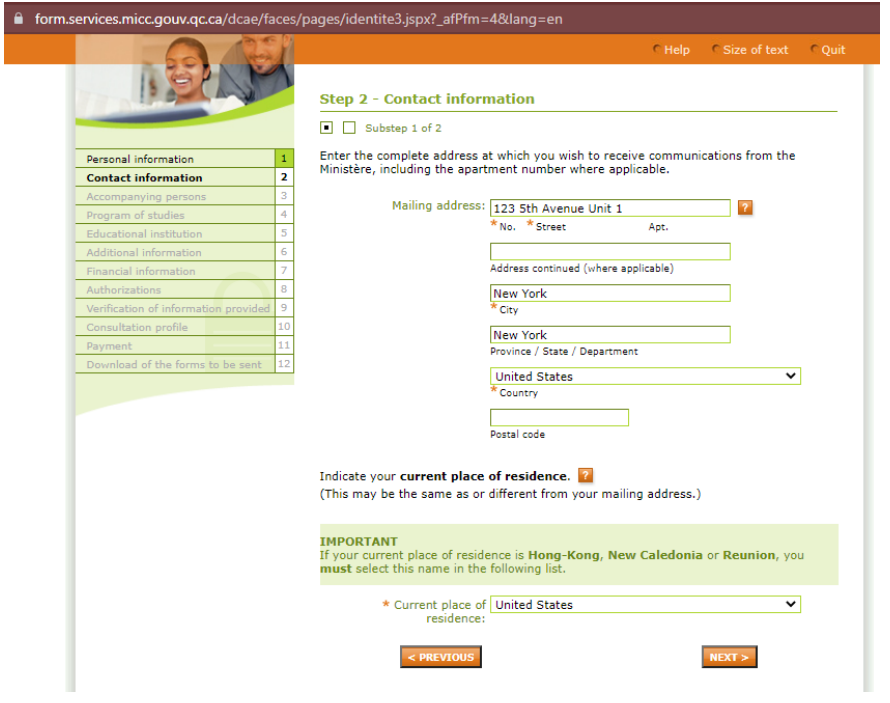

Inform your current address and country of residence.

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Add your telephone number and email address. Make sure that you will have easy access to this email throughout the application process, all the communication regarding your CAQ will be sent to this email address that you declare in the application.

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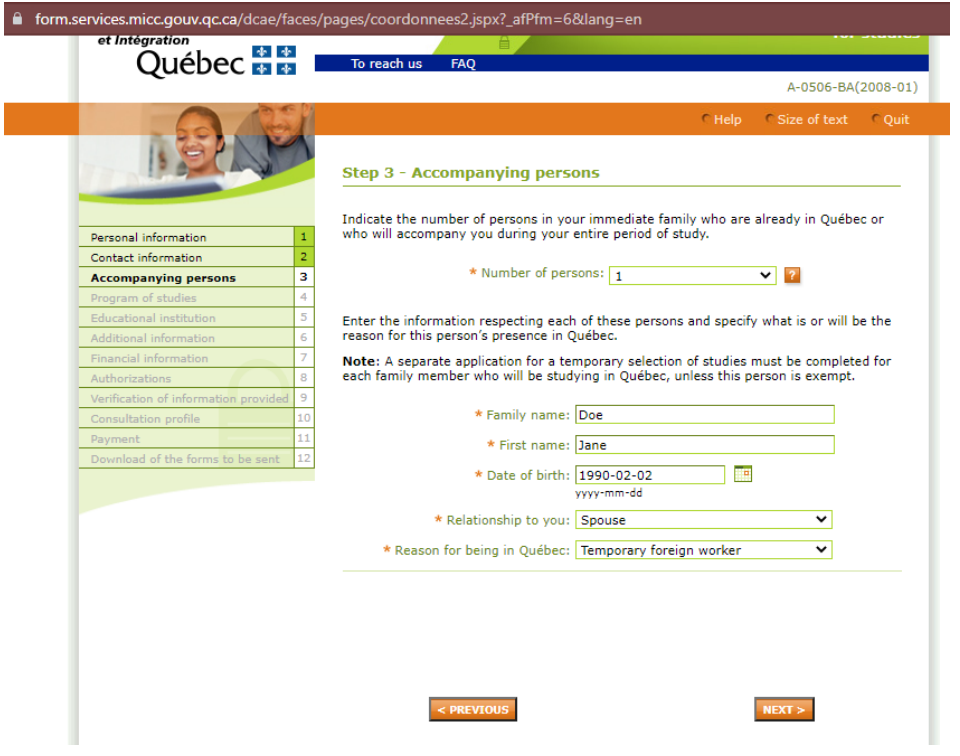

If your family members are accompanying you, make sure to declare it in this section.

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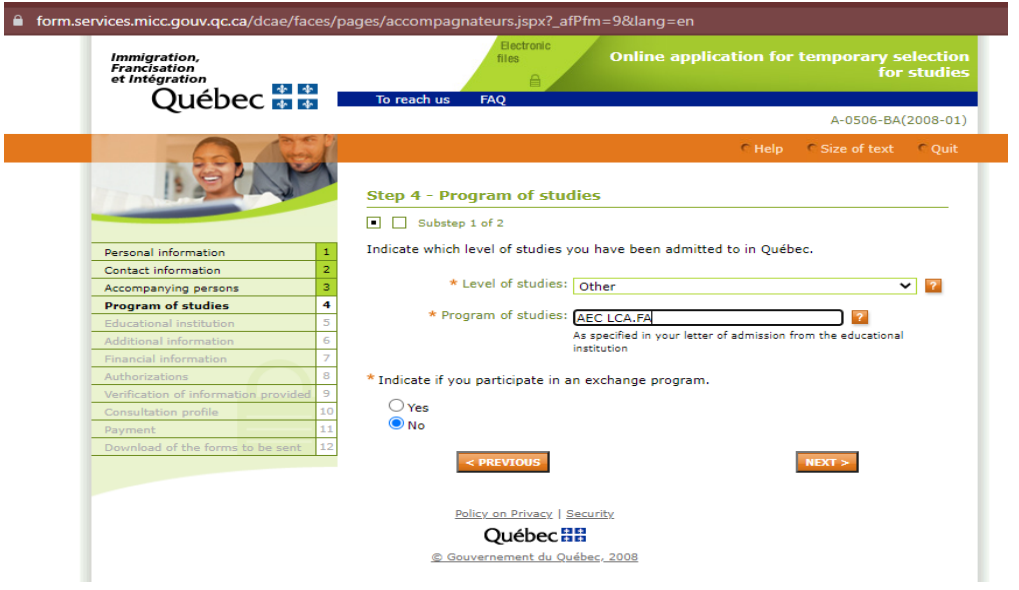

Level of studies: choose “Other”

Program of studies:
→ Diploma in International Business Management at Greystone College (without conditional LOA): use code AEC LCA.FA

→ Diploma in Digital Marketing at Greystone College (without conditional LOA): use code AEC NWY.24

→ Language Program at ILSC (with CEGEP DLI LOA) for more than 24 weeks: add the name of the program based on your Letter of Acceptance, for example: “General English”

Confirm the details of your school program (level of studies and program of studies).
If you have any questions about this, confirm the details with your Student Advisor. This is a very important step and might affect the accuracy and validity of your CAQ.

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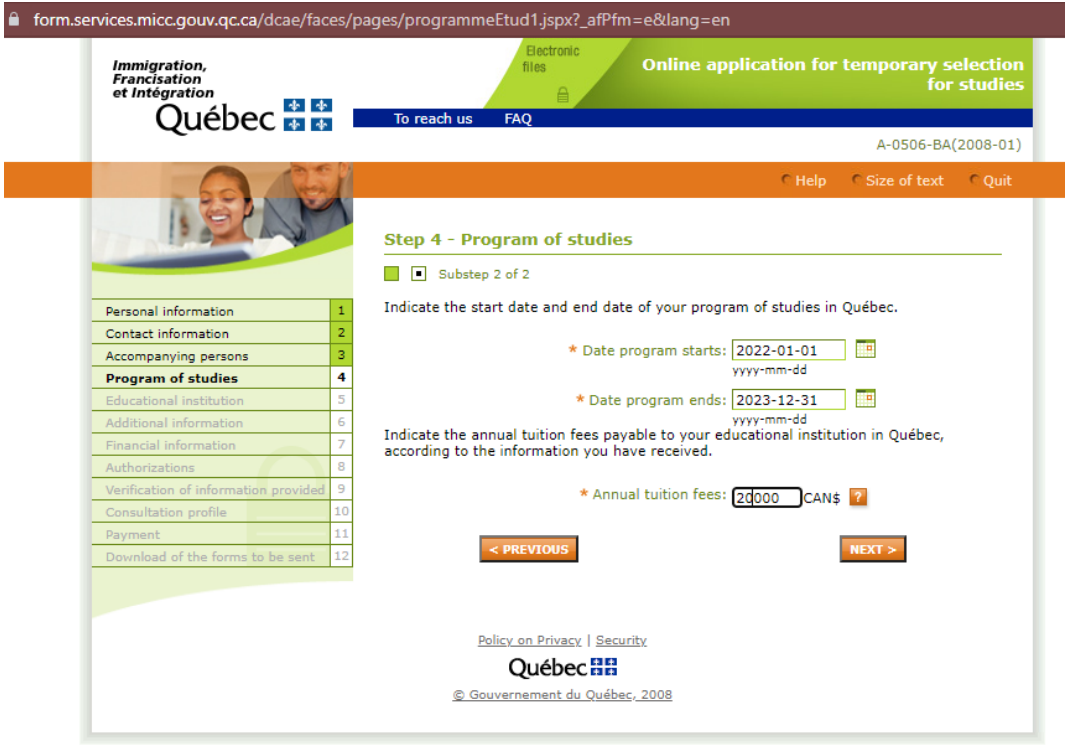

The dates and amount declared in this section must match your Letter of Acceptance.

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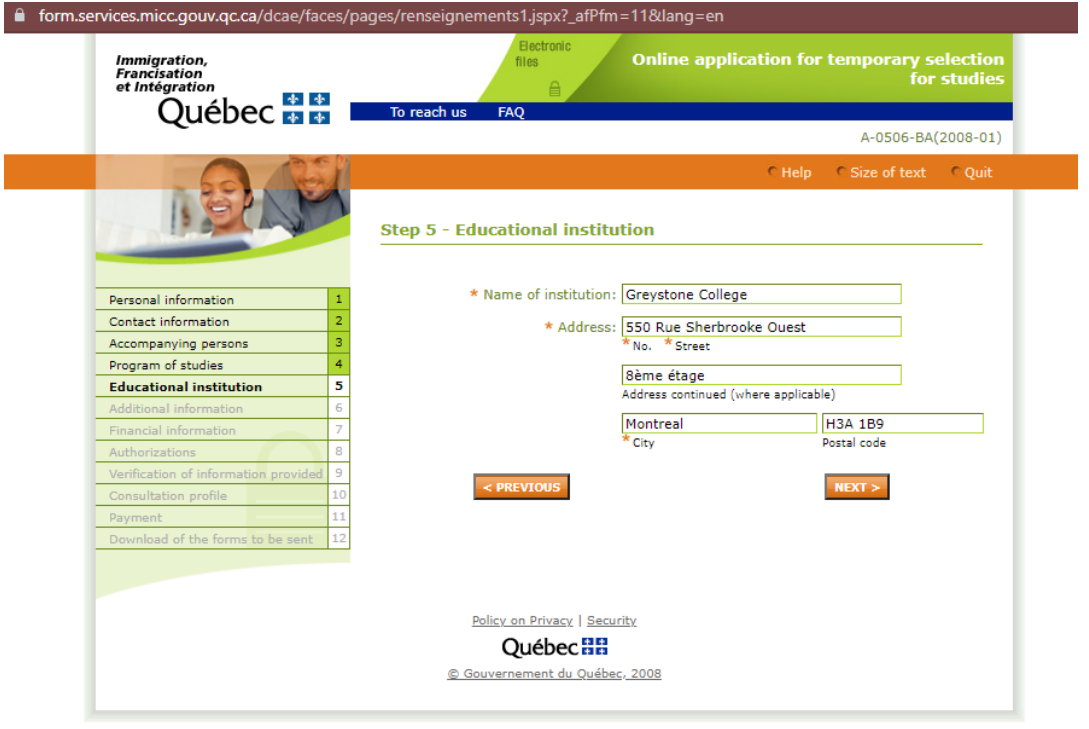

Add your school address, based on the information in the Letter of Acceptance.

Make sure to add your school's name based on the Letter of Acceptance:
→ "ILSC Montreal"
→"Greystone College"

For both ILSC and Greystone College, use the following school address:
550 Rue Sherbrooke Ouest, 8ème étage, Montreal, H3A 1B9.

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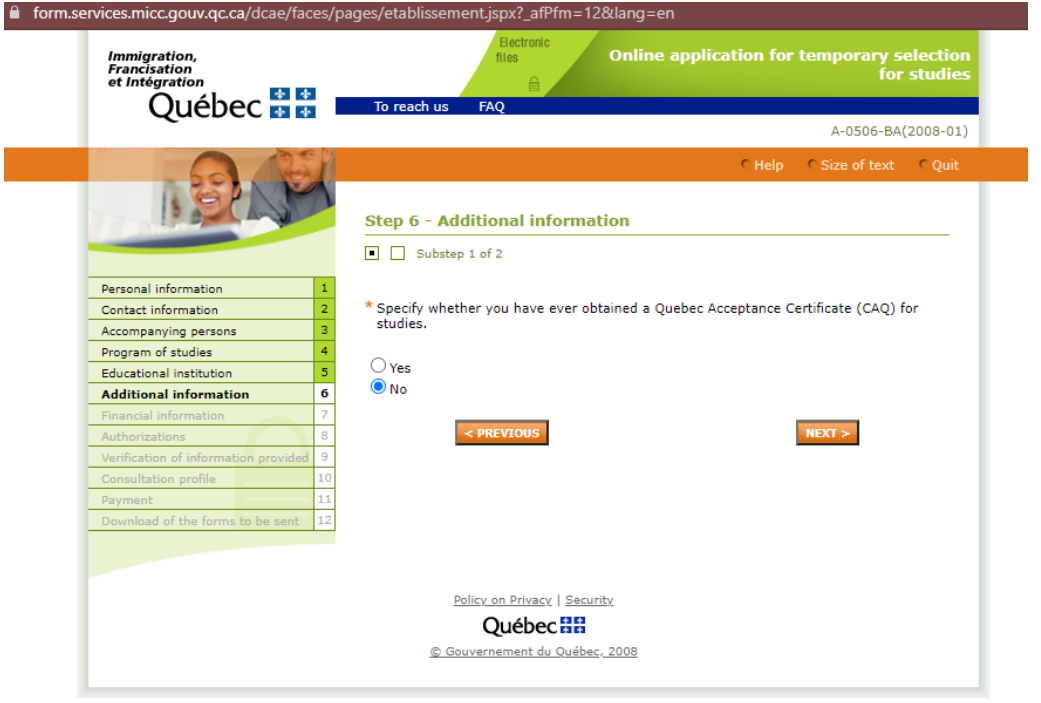

If this is the first time you are applying for a CAQ, select “No”. If you ever held a CAQ before, select “Yes” and insert the details of your previous CAQ.

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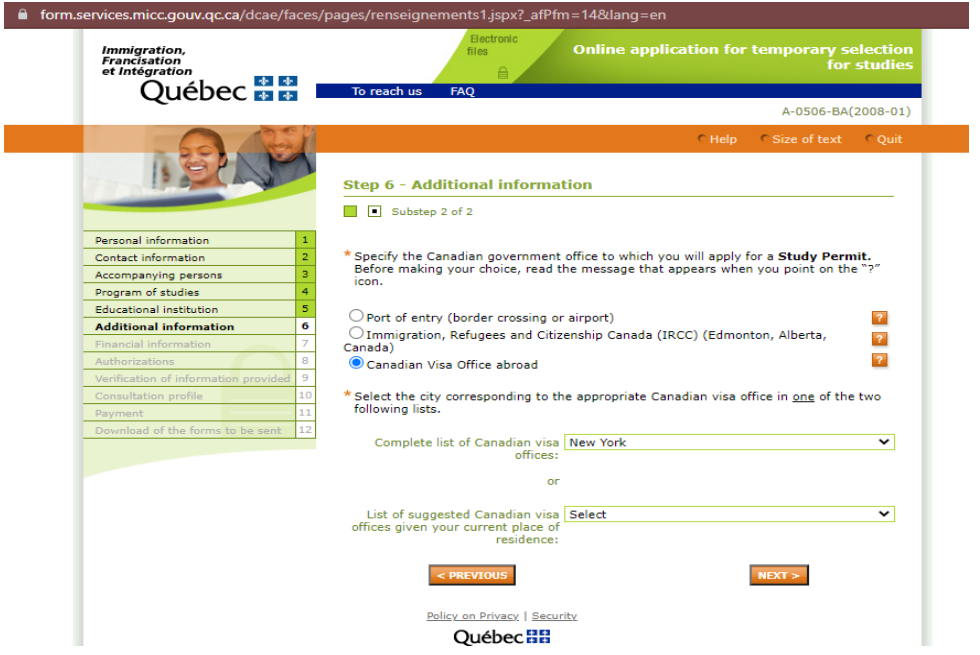

After you obtain your CAQ, you will be able to apply for your study permit. If you are applying for a study permit from outside Canada, select "Canadian Visa Office abroad", and pick the visa office closest to your current address.
If you are inside Canada and will be applying for an initial study permit or study permit extension while in Canada, select "Immigration, Refugees and Citizenship Canada (IRCC) (Edmonton, Alberta, Canada).

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In this section you must declare who will be supporting you financially and paying for your studies and living expenses. You will need all the information above about your sponsor.

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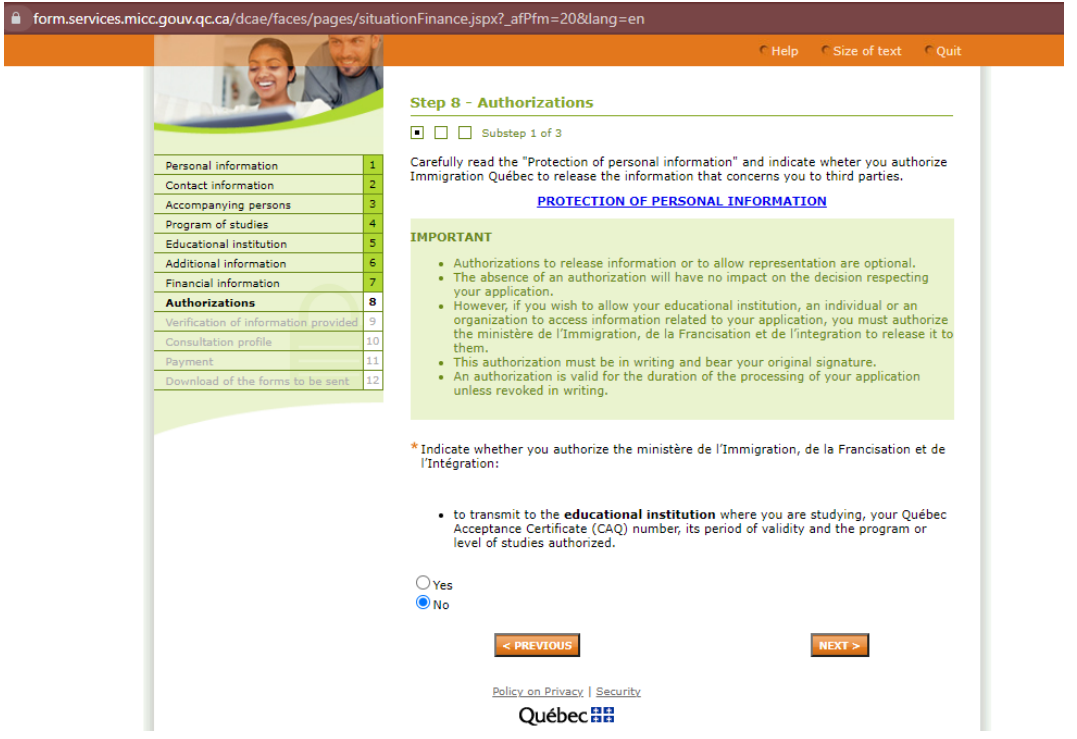

Select “no”

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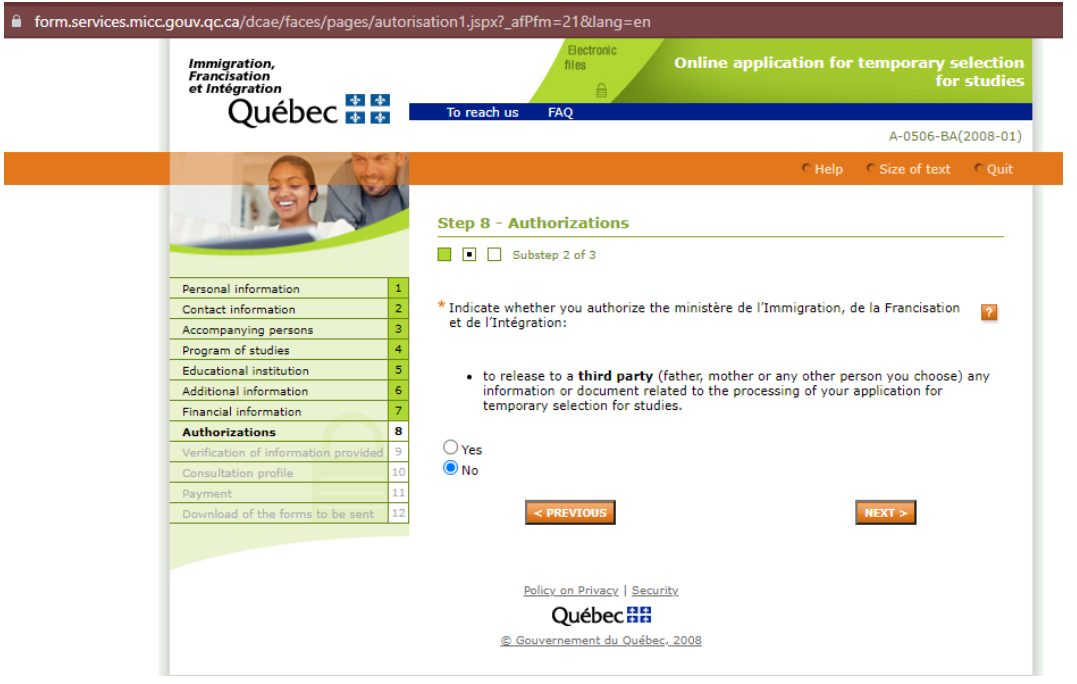

Select “no”.

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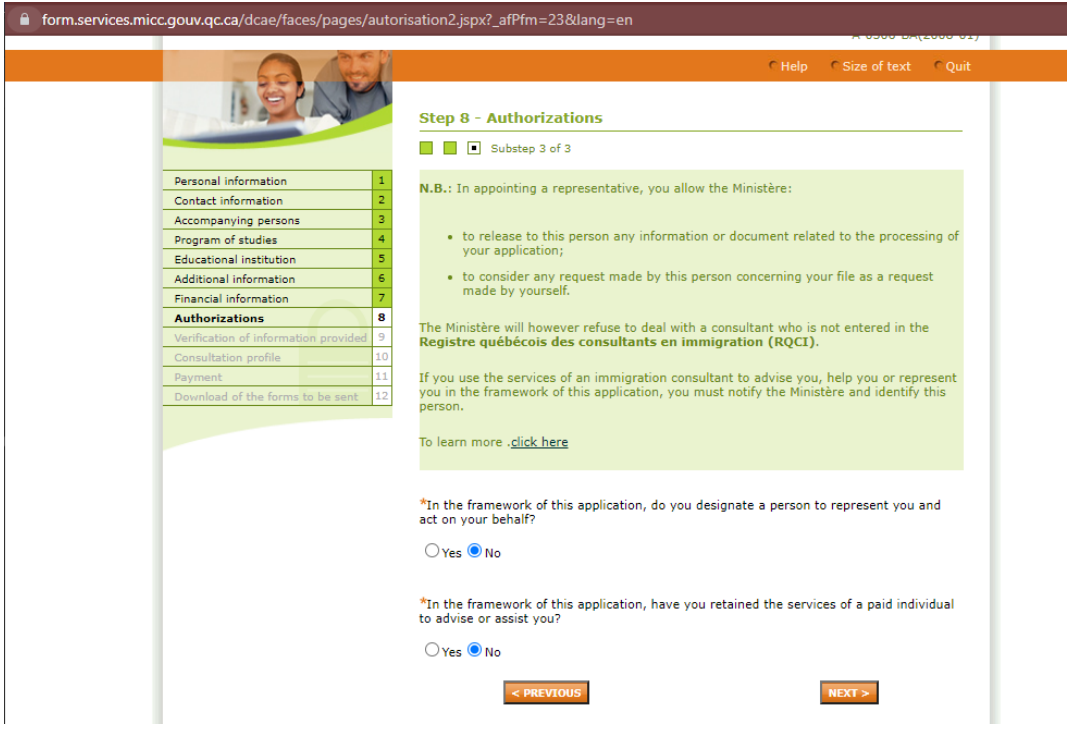

If you are not paying an Immigration Consultant in Quebec to assist you with the application, select “no” for both options. If you are paying someone in Quebec to assist you with this application, select “yes” and declare their information.

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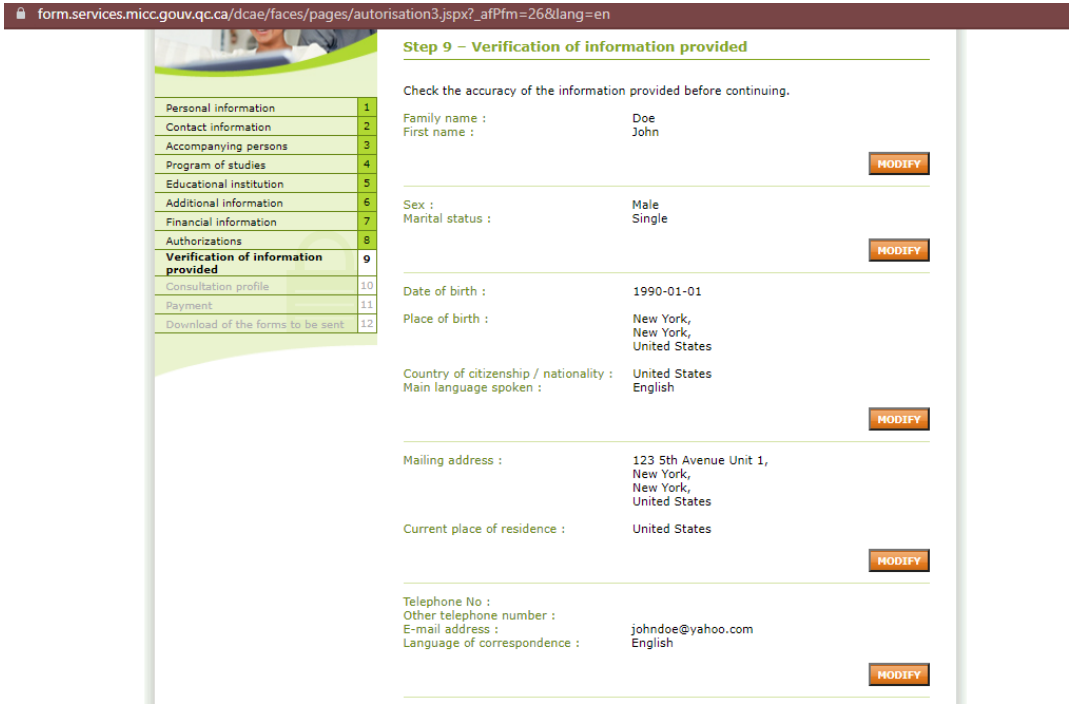

This is where you will review all the information you input. Make sure to check the accuracy before proceeding to the next step. **You will not be able to modify any other details once you move to the next page**.

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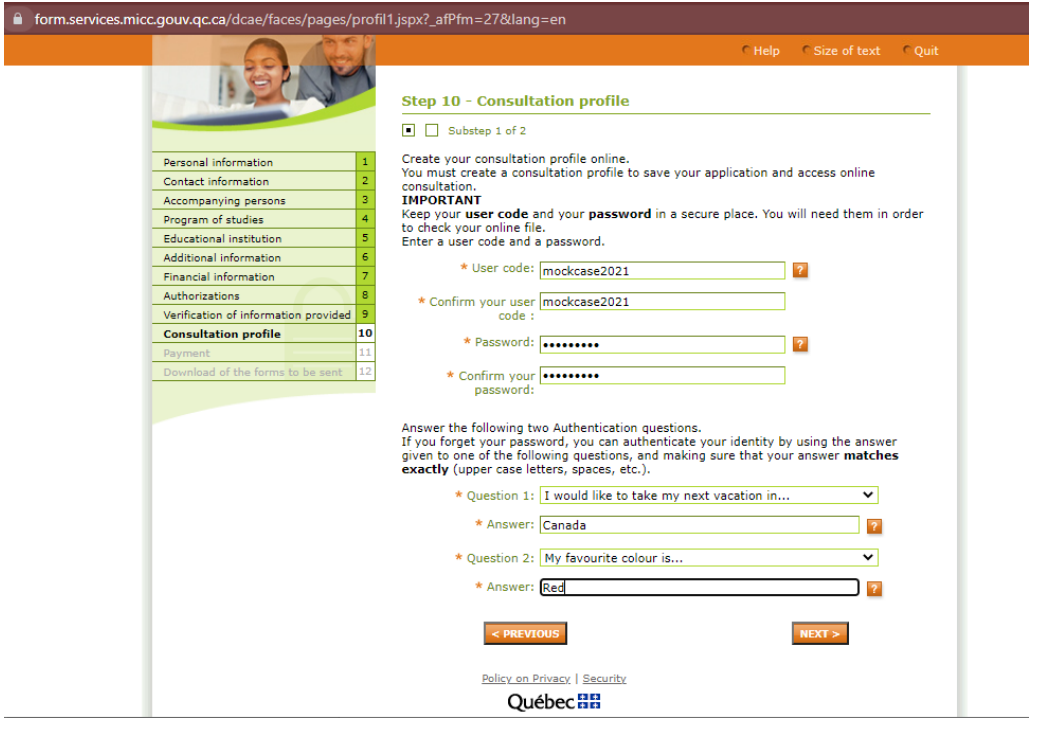

Now you will have to create a login and password to access your CAQ online profile. Make sure to write down your username and password and keep it in a safe place, you will need it in the future to access profile and download the forms.

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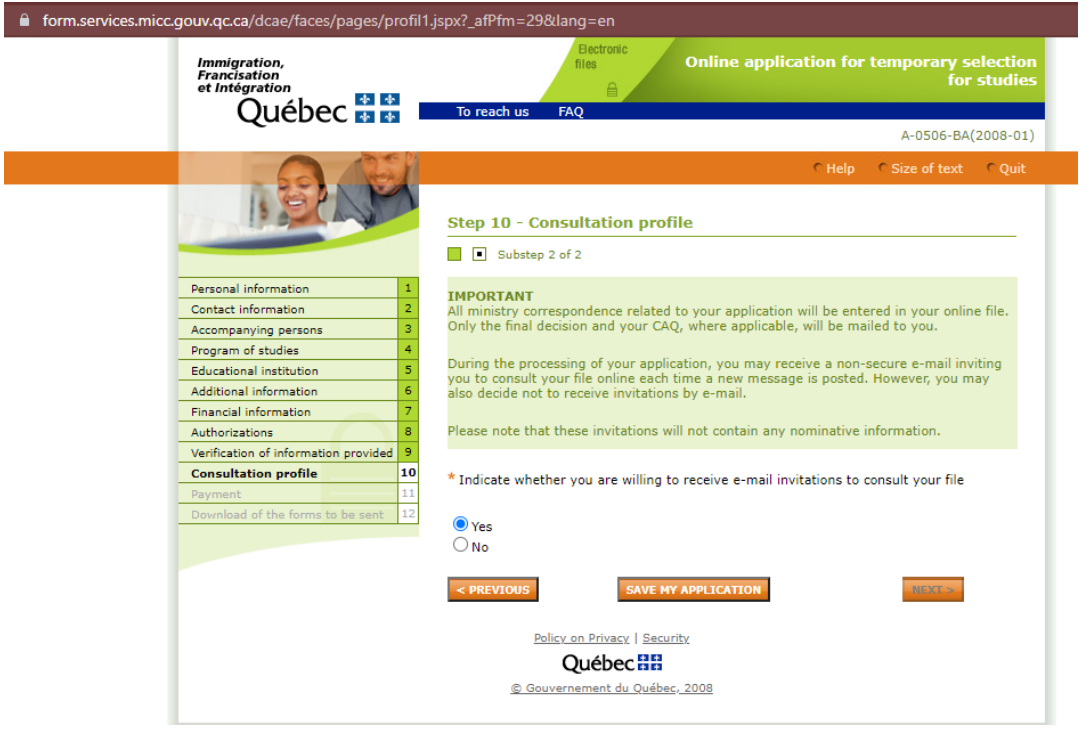

Select “yes”, this will enable MIFI to contact you over email for any chances in your application.

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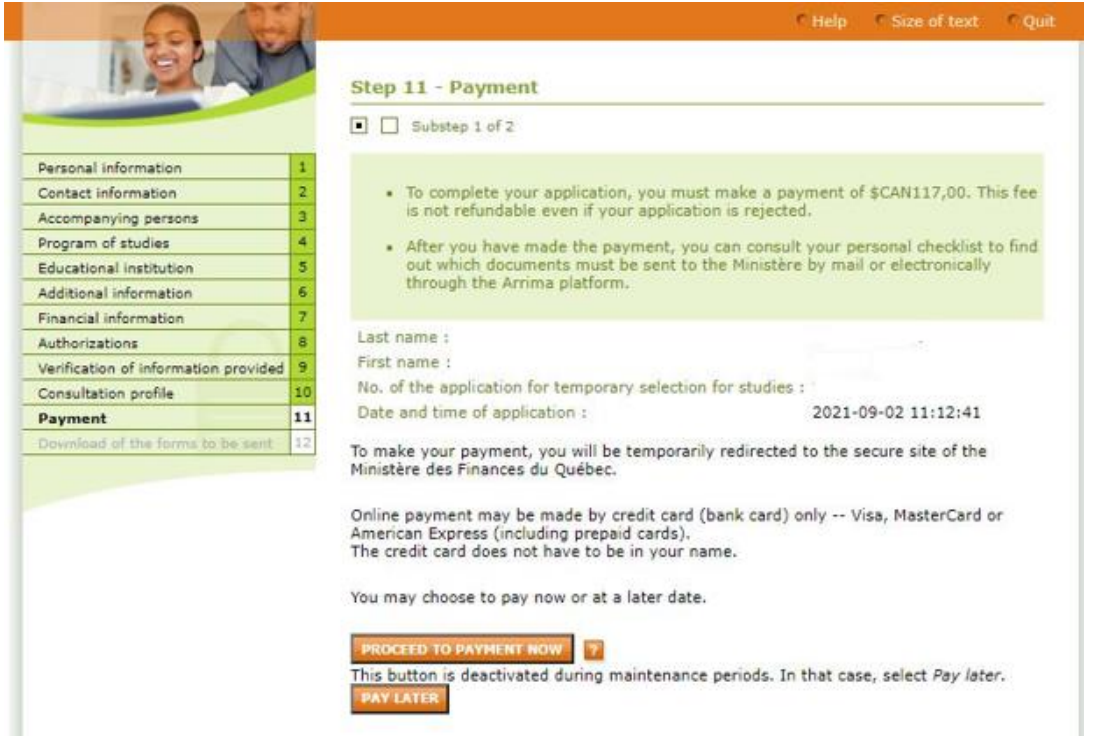

This step will enable you to pay the government fees for the CAQ application. You must pay your fees in order to receive the forms and submit your application.

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Immigration, Francisation et Intégration Québec

MIFI paiement

Click to proceed to Secure Page

A pop-up window will open to redirect you to the payment.

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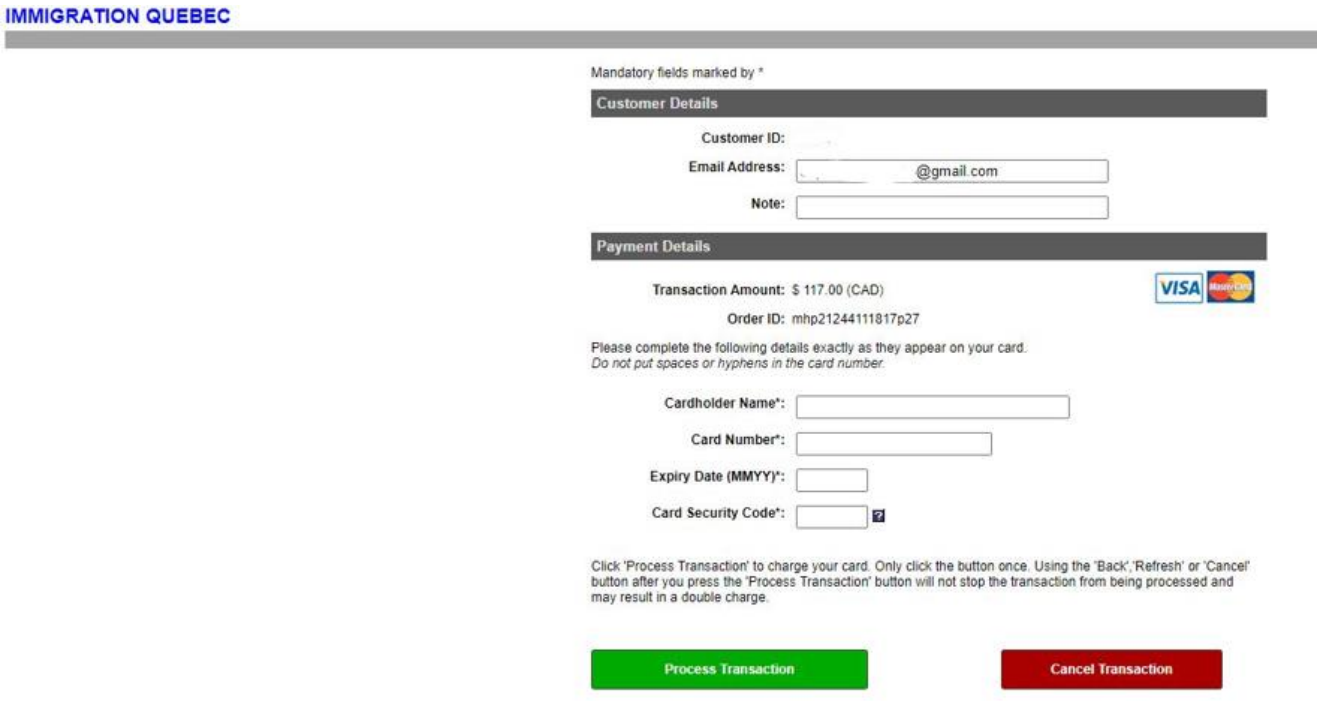

This is what the payment page looks like. Your credit card must be authorized to proceed international charges. Insert the card details and click on “Process Transaction”.

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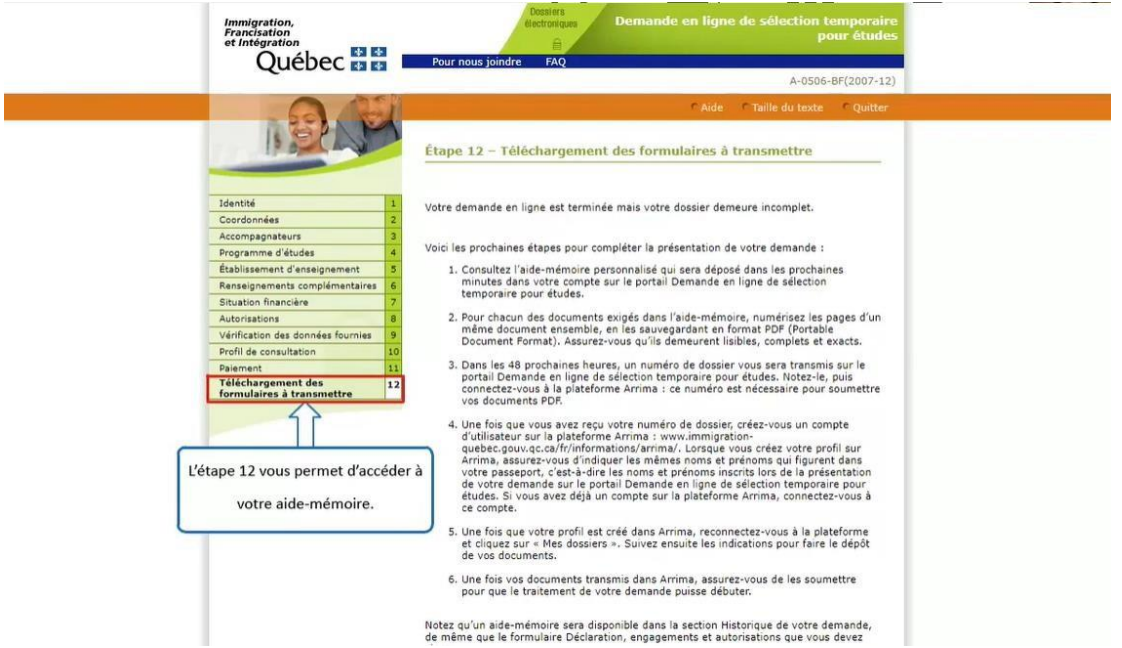

Step 12 gives you access your document checklist.

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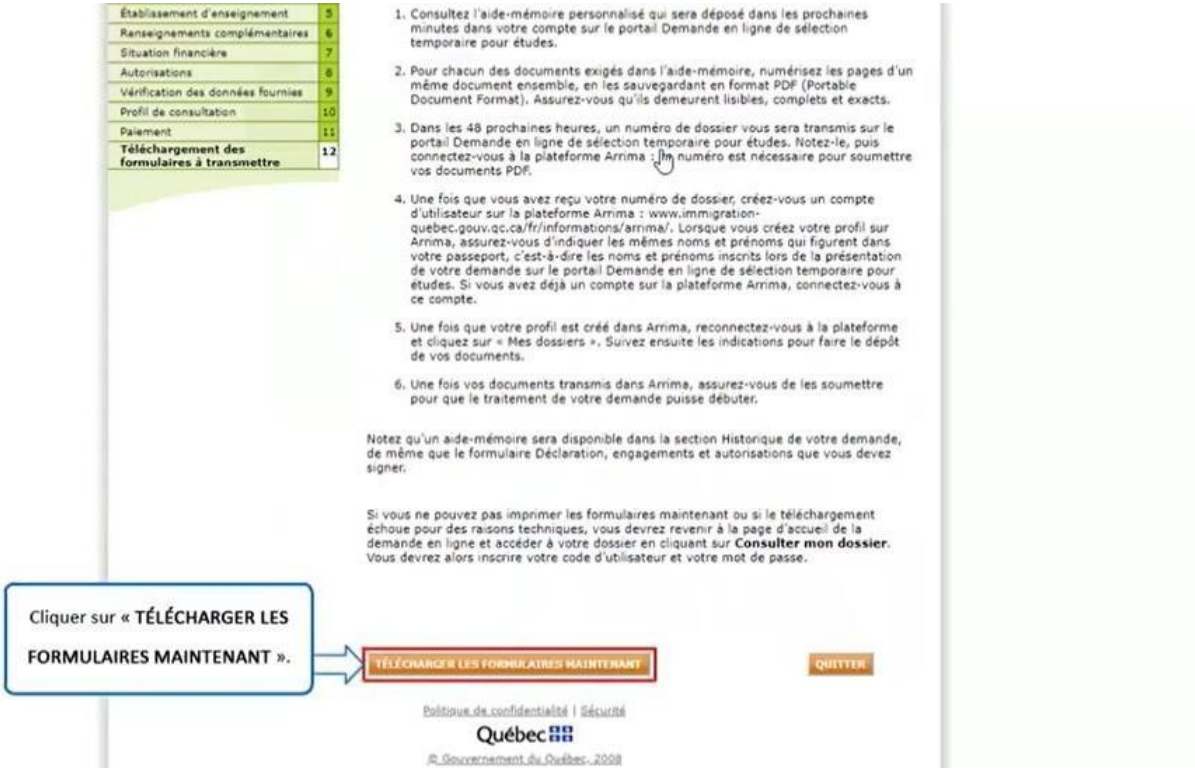

Click on "**TÉLÉCHARGER LES FORMULAIRES MAINTENANT**" (upload the forms now).

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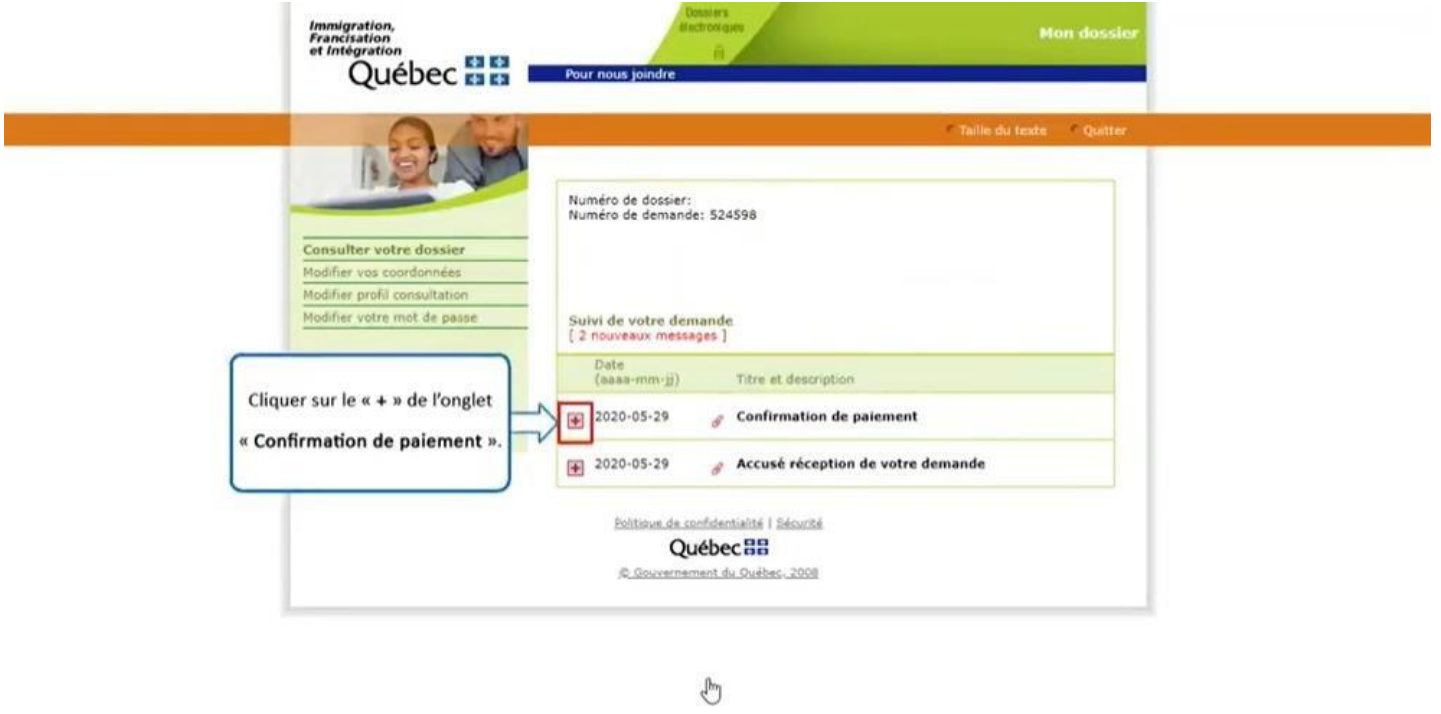

Click on the “+” sign of the “Confirmation de paiement” (payment confirmation) tab.

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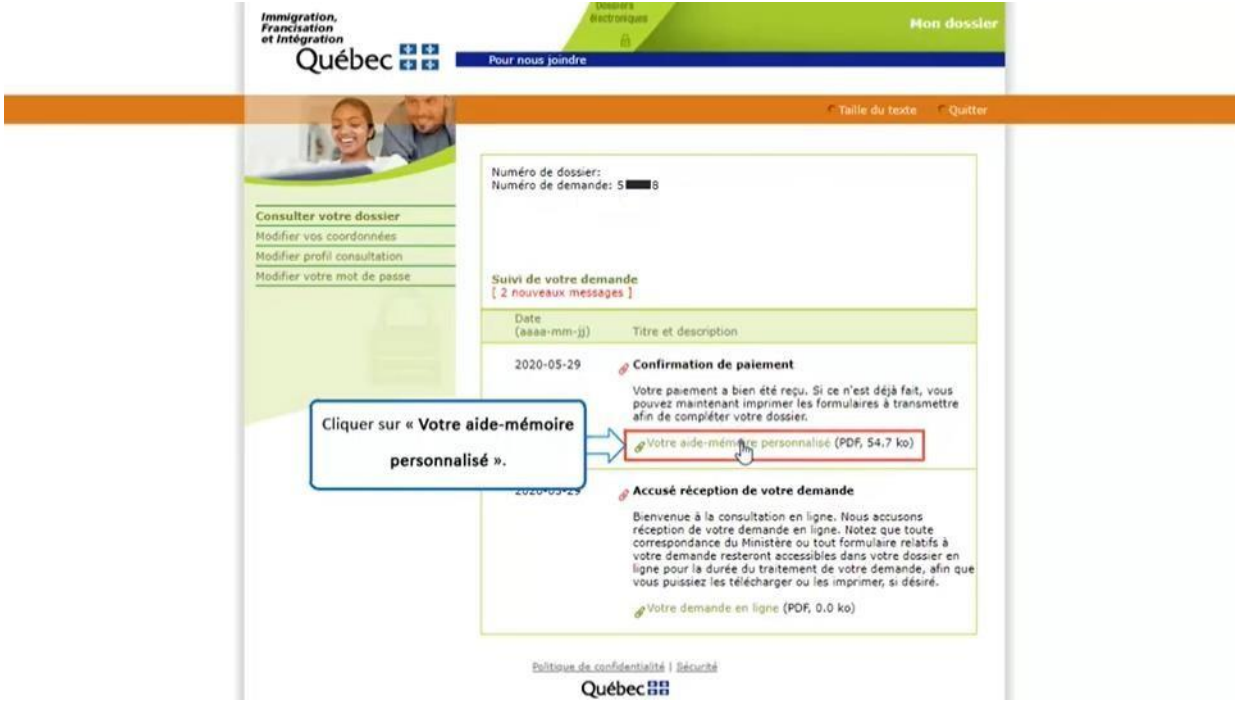

Click on "**Votre aide-mémoire personnalisé**" (your personalized checklist).

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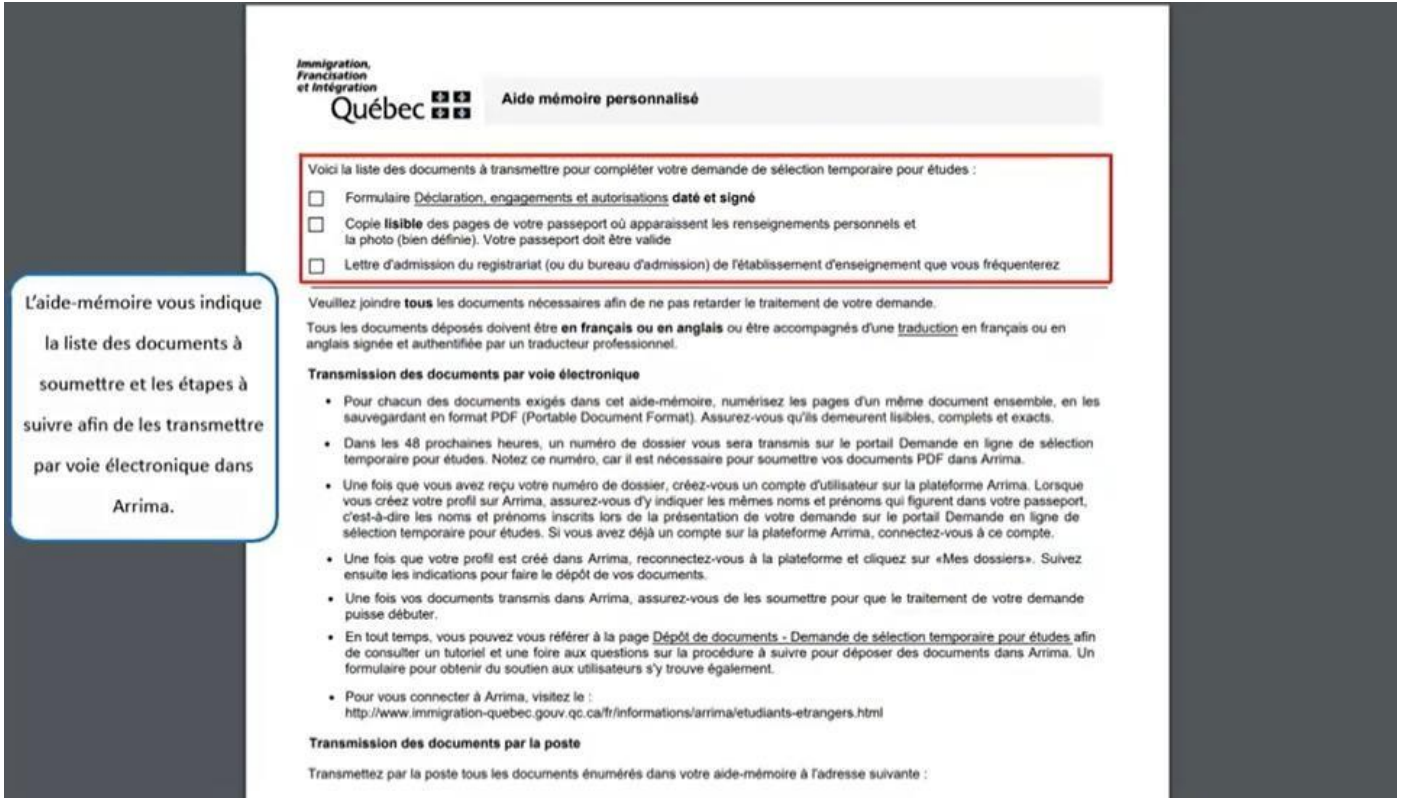

The checklist gives you the list of documents to submit and the steps to follow in transmitting them electronically in Arrima.

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Forty-eight (48) hours after submitting your application, the system will allow you to access the "**Demande en ligne de sélection temporaire pour études**" (online temporary selection application for studies) page again on the Ministère's website.

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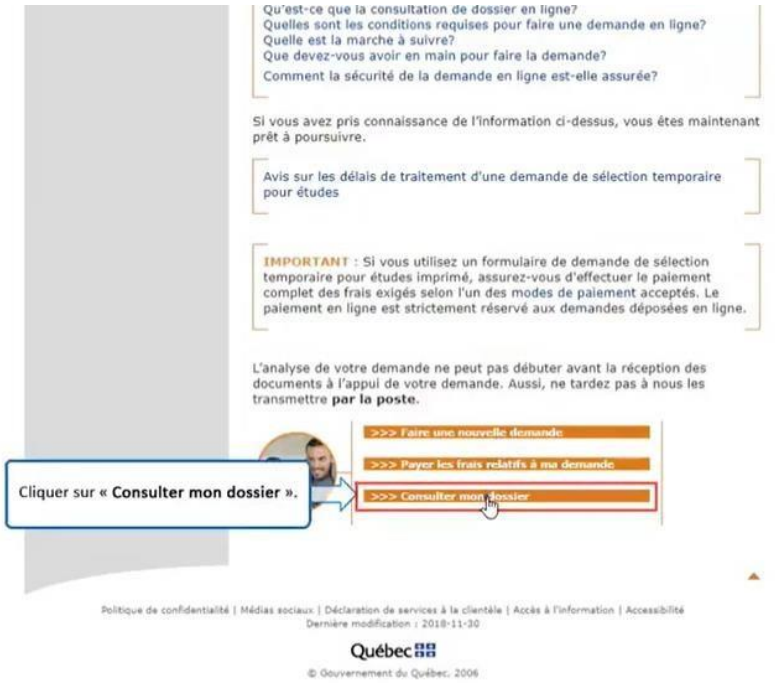

Click on "**Consulter mon dossier**" (consult my file).

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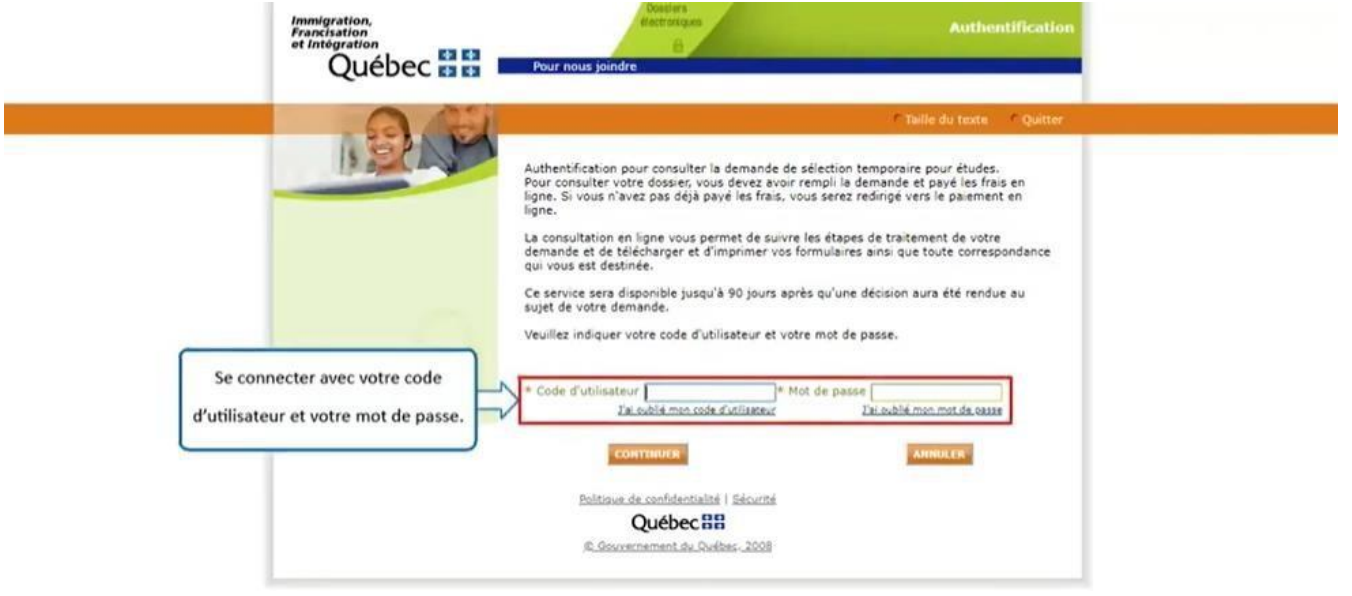

Connect with your user code and password.

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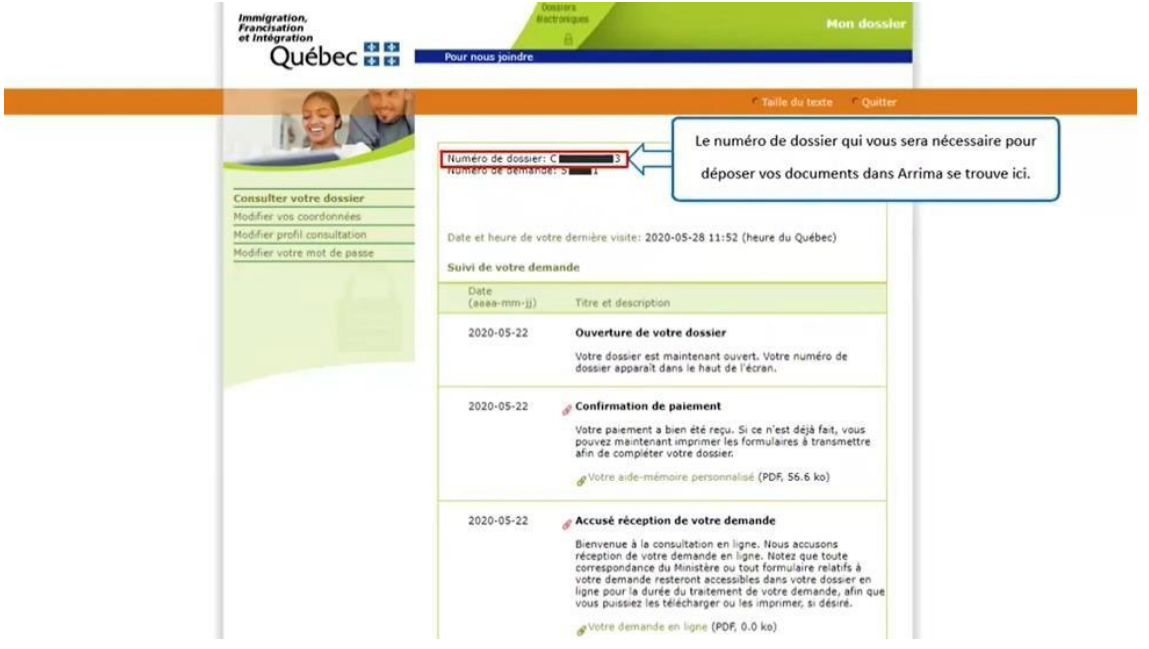

The file number you will need to submit your documents in Arrima is here.

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SECTION 2

CREATING AN ARRIMA PROFILE

https://www.immigration-quebec.gouv.qc.ca/en/informations/arrima/index.html

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Access the webpage "**Dépôt de documents – Demande de sélection temporaire pour études**" (submit documents – application for temporary selection for studies) by means of the hyperlink indicated in the checklist or link below.

https://www.immigration-quebec.gouv.qc.ca/en/informations/arrima/individuals/foreign-students/index.html

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You can use such tools such the Foire aux questions (frequently asked questions), tutorials and user support.

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Click on the "**Accéder à Arrima**" (access Arrima) button to begin the submission of your documents.

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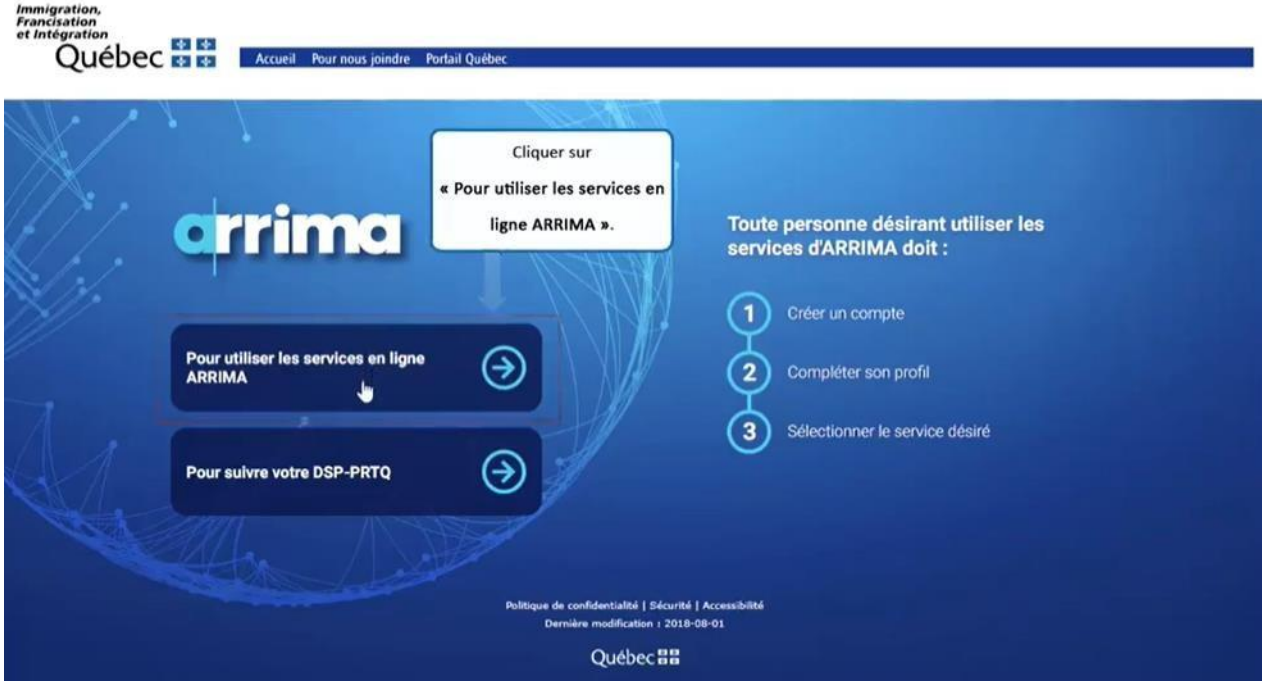

Click on "**Pour utiliser les services en ligne ARRIMA**" (to use the ARRIMA online services).

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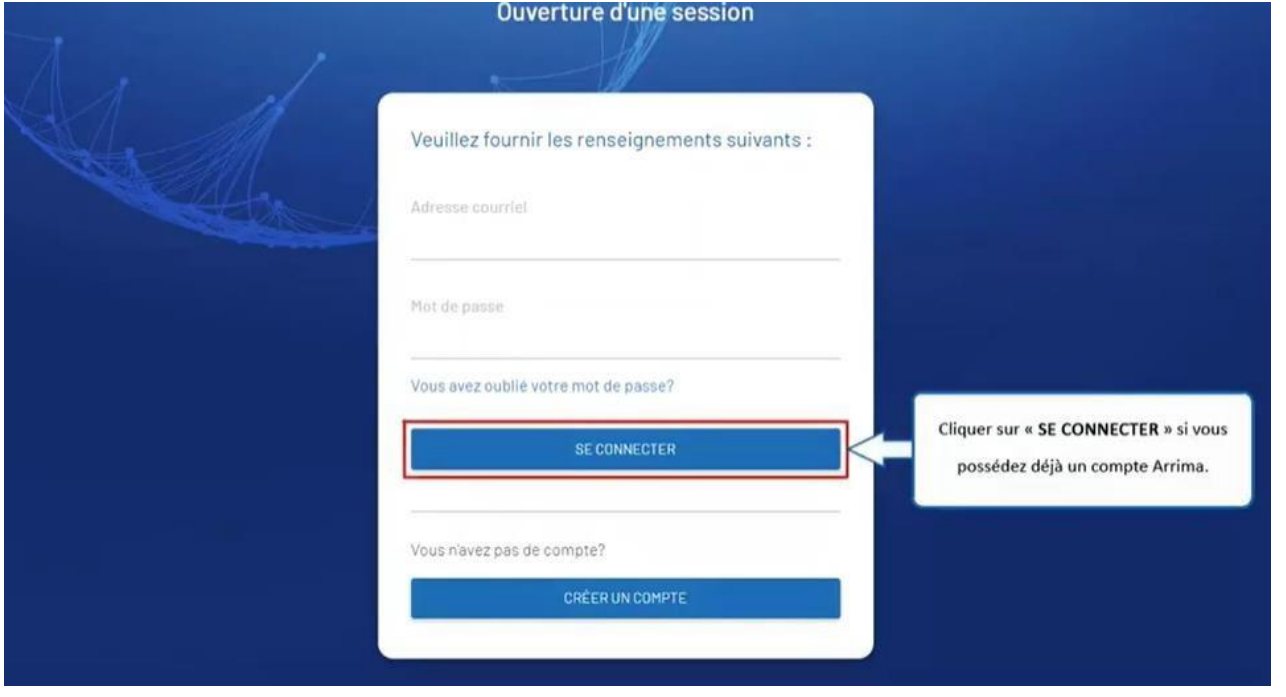

Click on "**SE CONNECTER**" (connect) if you already have an Arrima account.

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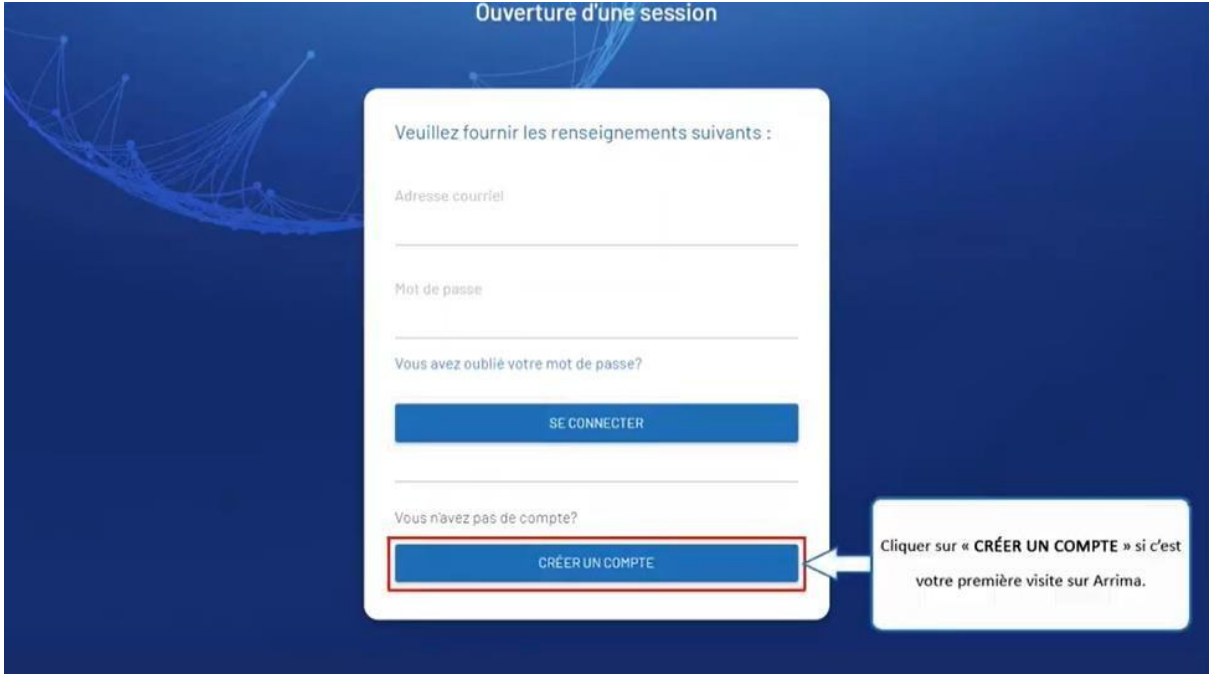

Click on "**CRÉER UN COMPTE**" (create an account) if this is your first visit to Arrima.

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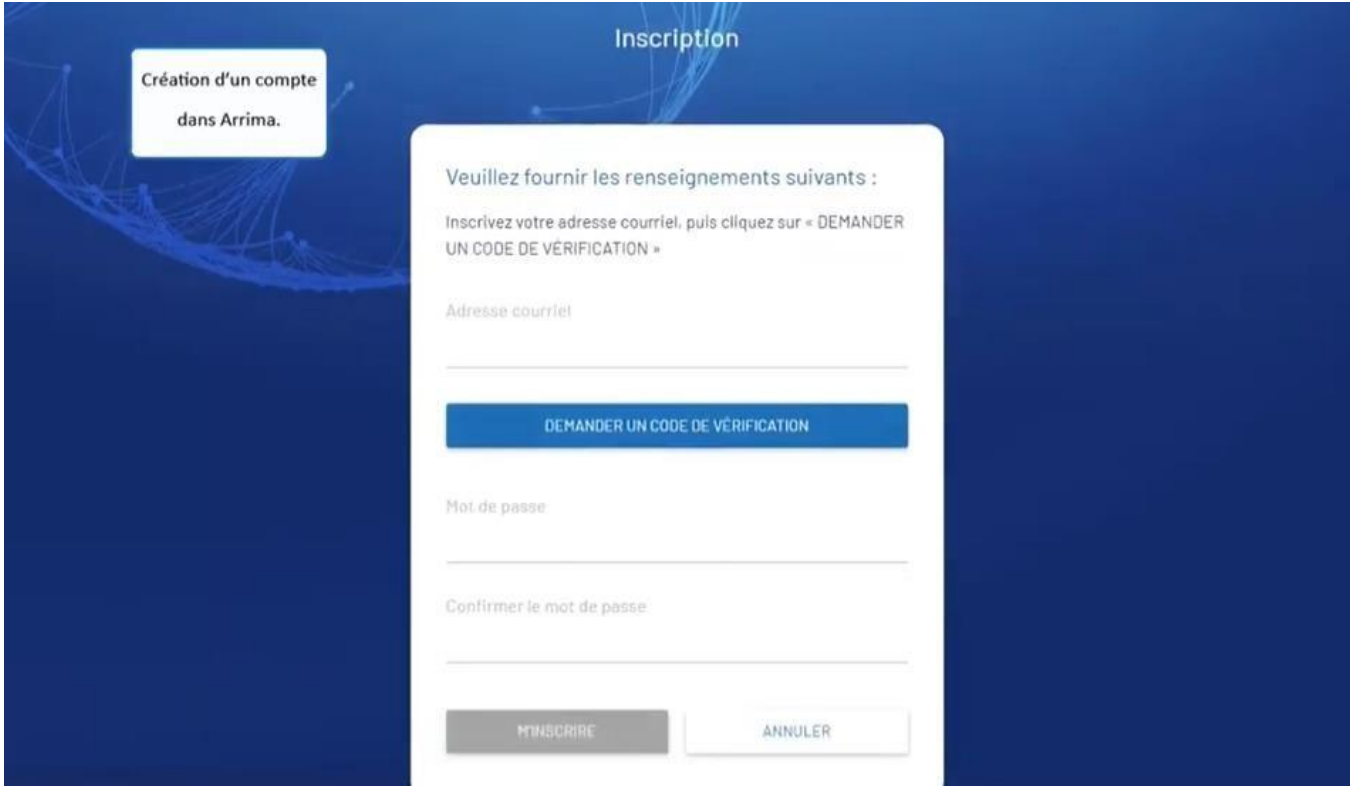

Creating an account in Arrima.

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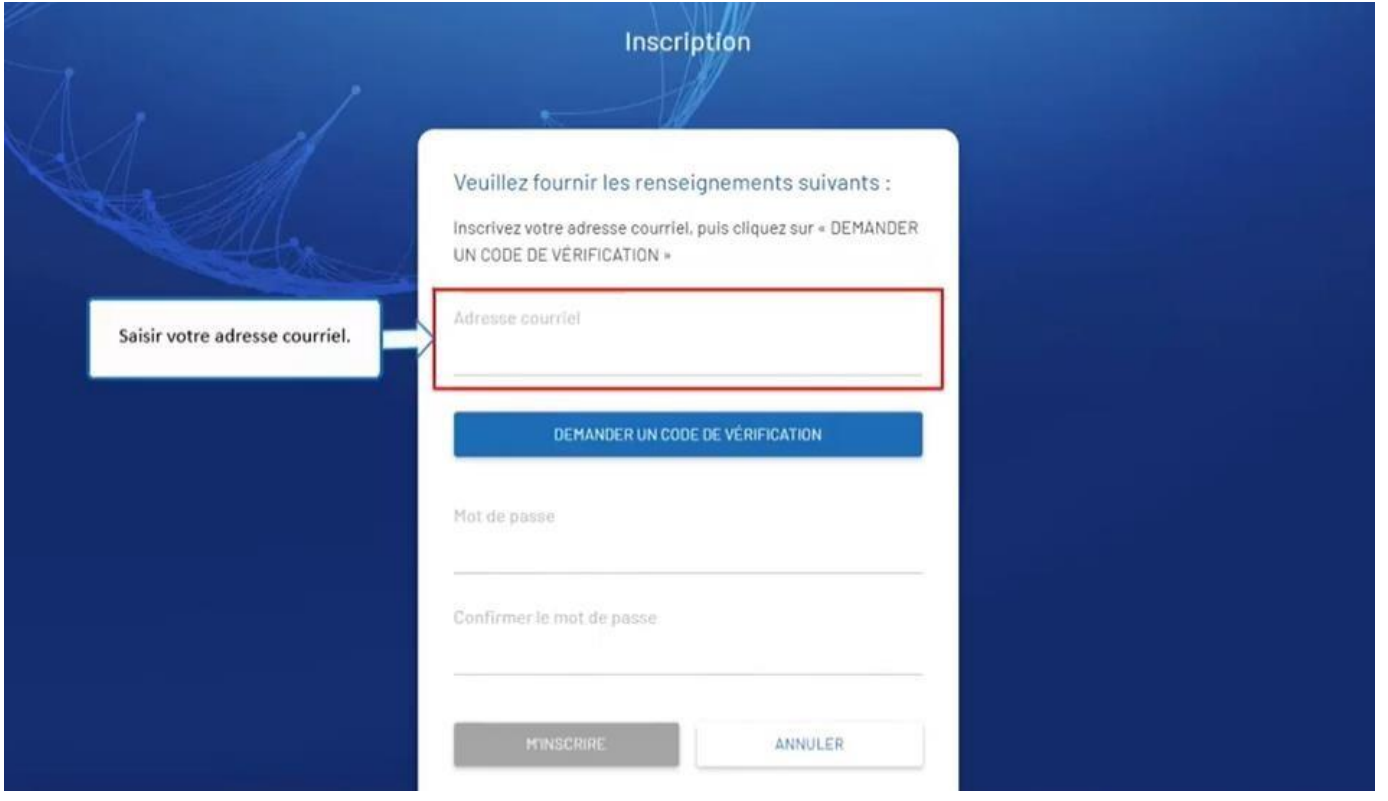

Enter your email address.

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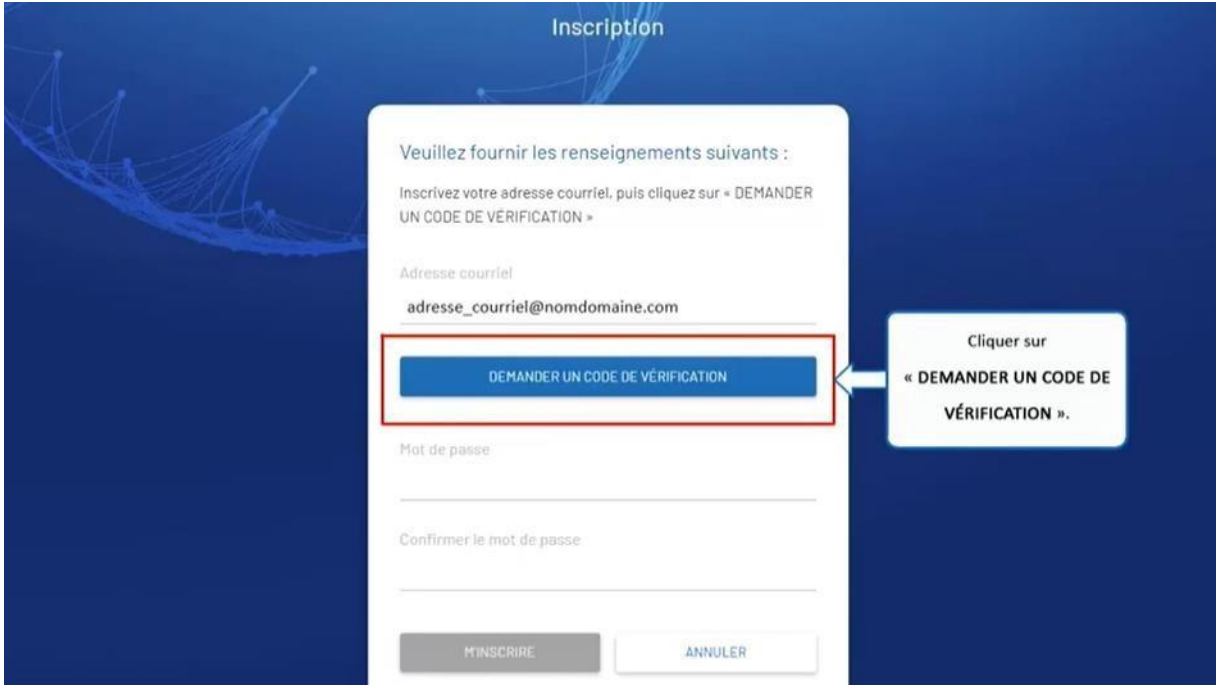

Click on "**DEMANDER UN CODE DE VÉRIFICATION**" (request a verification code).

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Un courrier électronique contenant le code de vérification sera envoyé à votre boîte aux lettres électronique.

An email containing the verification code will be sent to your electronic mailbox.

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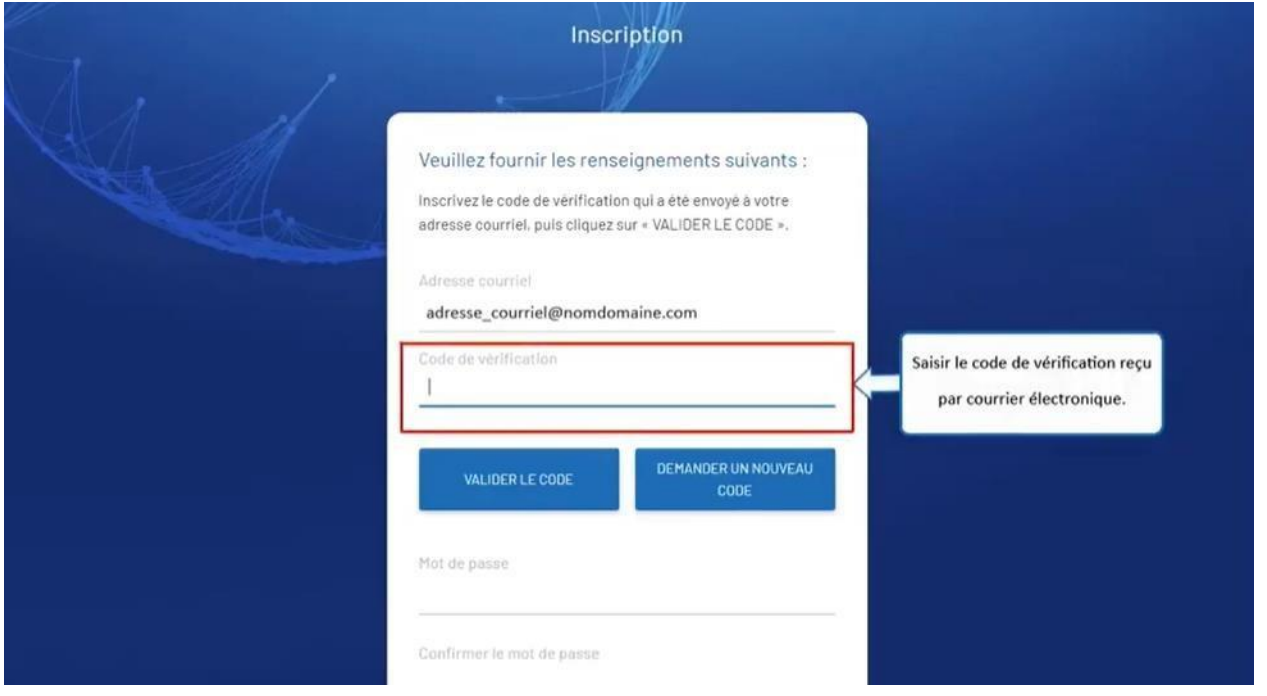

Enter the verification code you received by email.

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Click on "**VALIDER LE CODE"** (validate the code).

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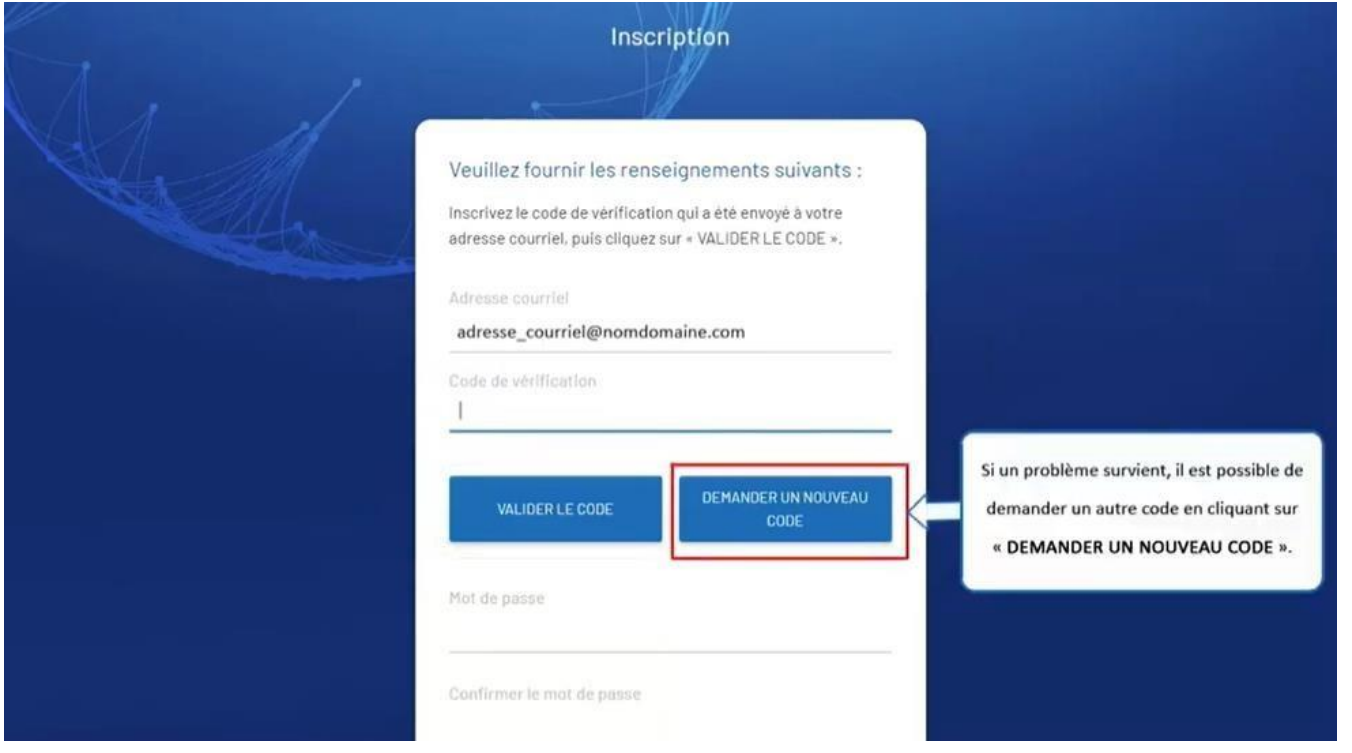
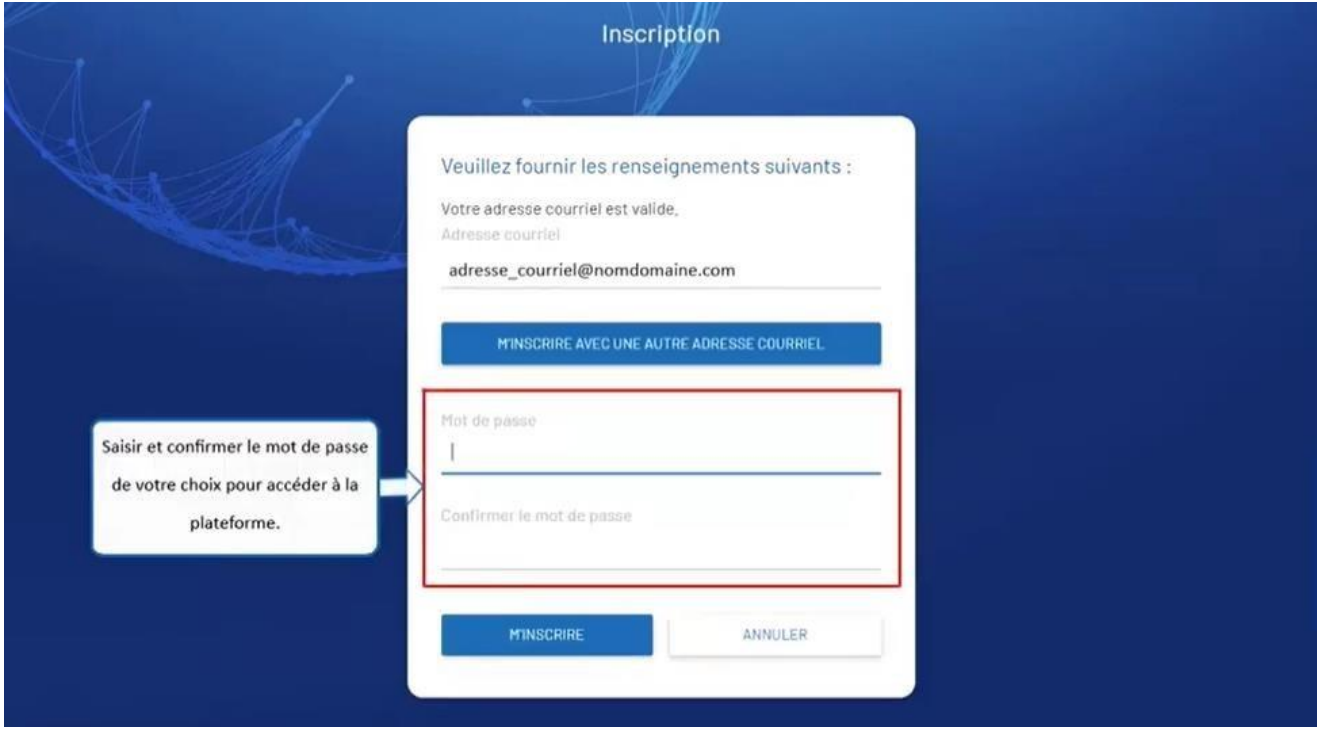


If a problem arises, you can request another code by clicking on "**DEMANDER UN NOUVEAU CODE**" (request a new code).

Tutorial
Application for Temporary Selection for Studies (CAQ) | International Students Program

Québec



Enter and confirm the password of your choice to access the platform.

Tutorial
Application for Temporary Selection for Studies (CAQ) | International Students Program

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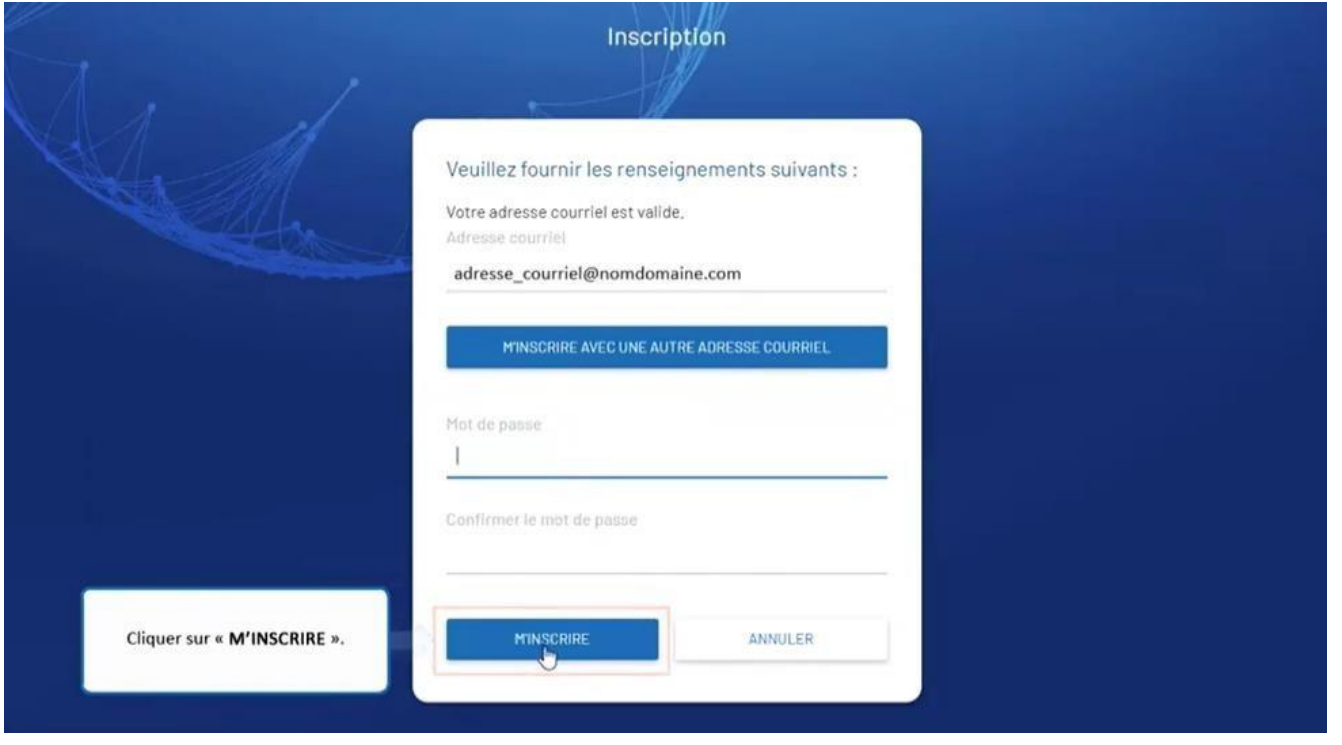

Click on "**M'INSCRIRE**" (register).

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Application for Temporary Selection for Studies (CAQ) | International Students Program

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Click on "**JE SUIS UN INDIVIDU"** (I am an individual) in order to create your profile.

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Application for Temporary Selection for Studies (CAQ) | International Students Program

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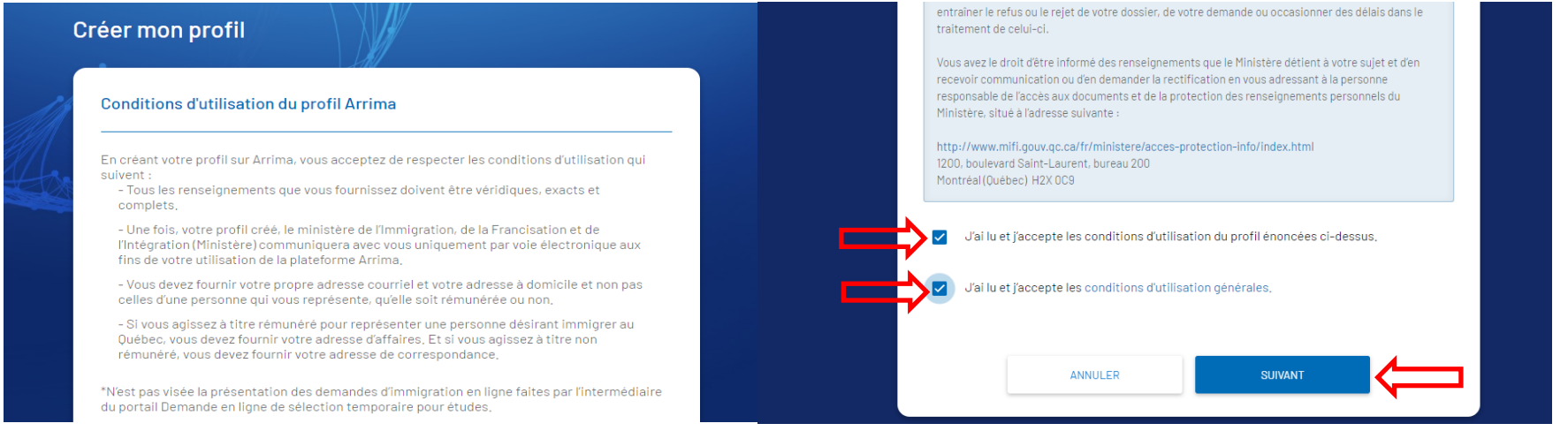

Read and accept the conditions. Click on “SUIVANT”

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Application for Temporary Selection for Studies (CAQ) | International Students Program

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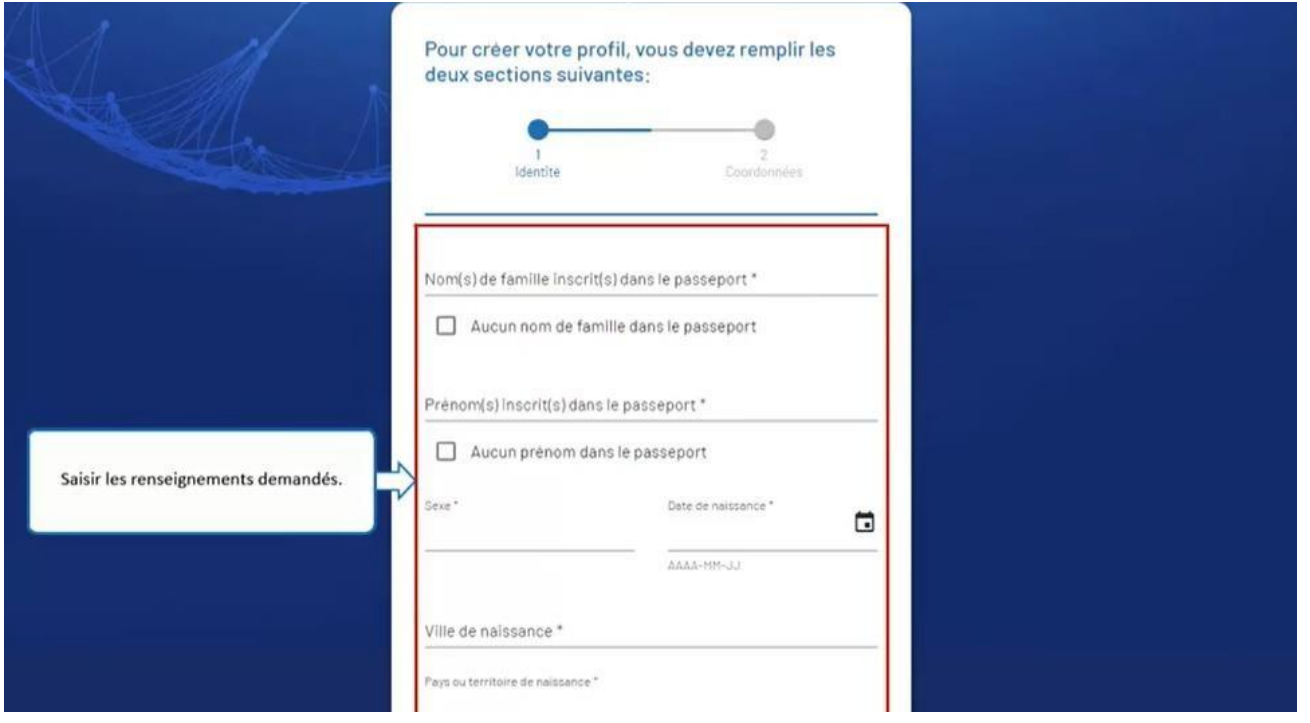
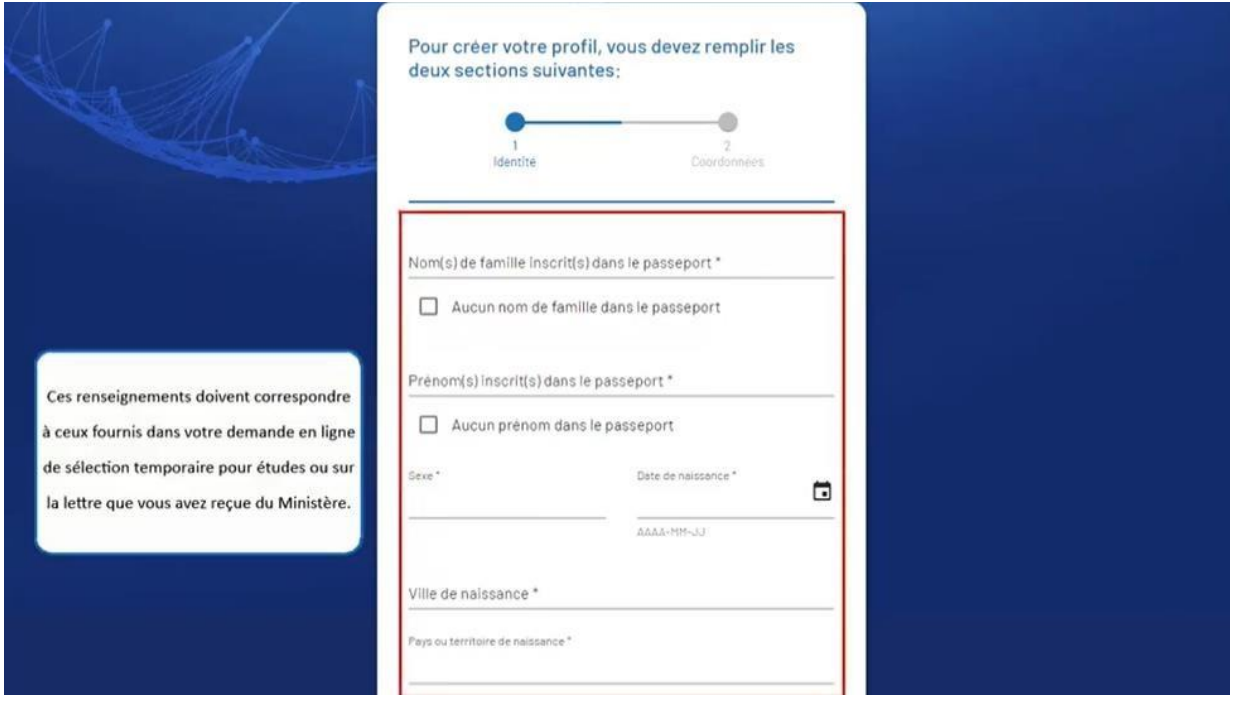


Enter the information requested.

Tutorial
Application for Temporary Selection for Studies (CAQ) | International Students Program

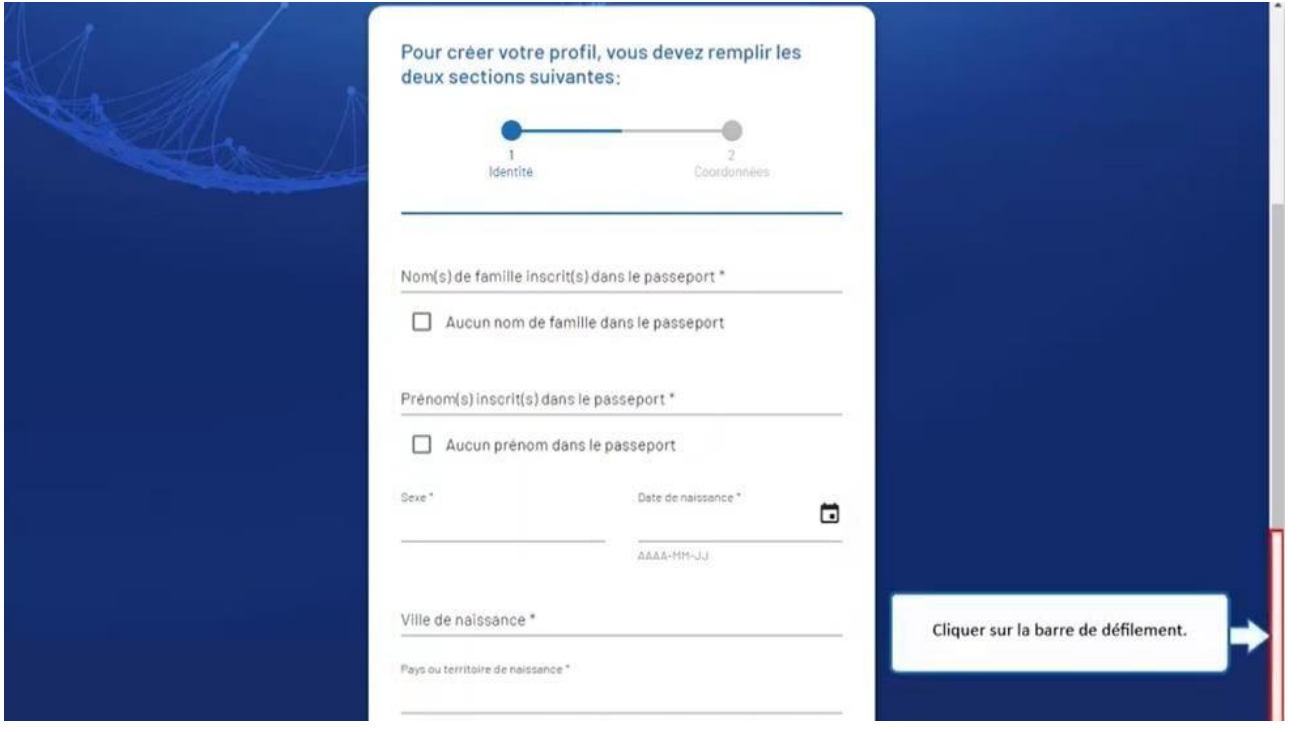
Québec



This information corresponds to the information provided in your online application for temporary selection for studies or in the letter you received from the Ministère.

Tutorial
Application for Temporary Selection for Studies (CAQ) | International Students Program

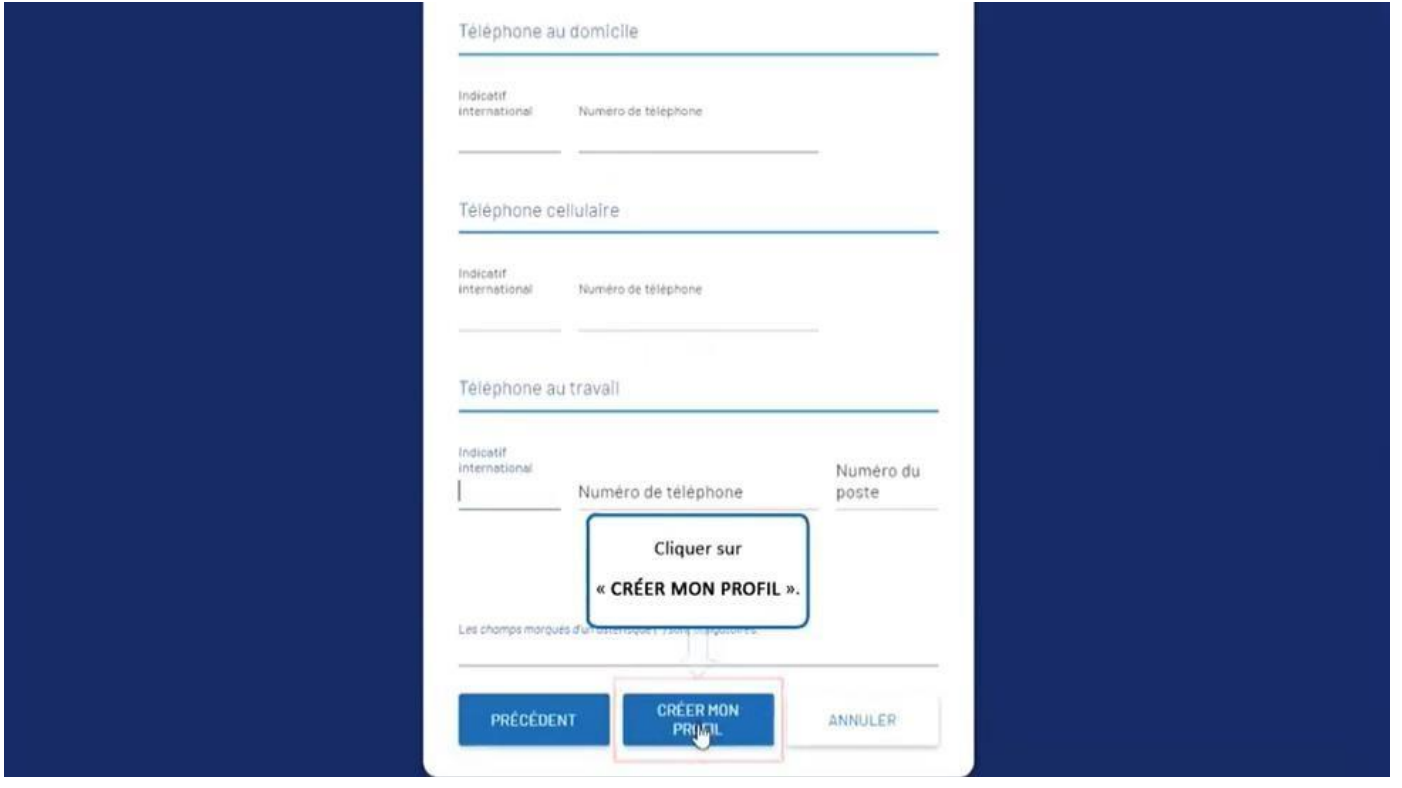
Québec



Click on the scroll bar.

Tutorial
Application for Temporary Selection for Studies (CAQ) | International Students Program

Québec



Click on "**CRÉER MON PROFIL**" (create my profile).

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Application for Temporary Selection for Studies (CAQ) | International Students Program

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To start to submit your documents in Arrima, click on "**Nouveau dossier**" (new file).

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Application for Temporary Selection for Studies (CAQ) | International Students Program

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Click on "**Créer un dossier lié à une demande d'immigration déjà transmise au Ministère**" (create a file related to an application for immigration already transmitted to the Ministère).

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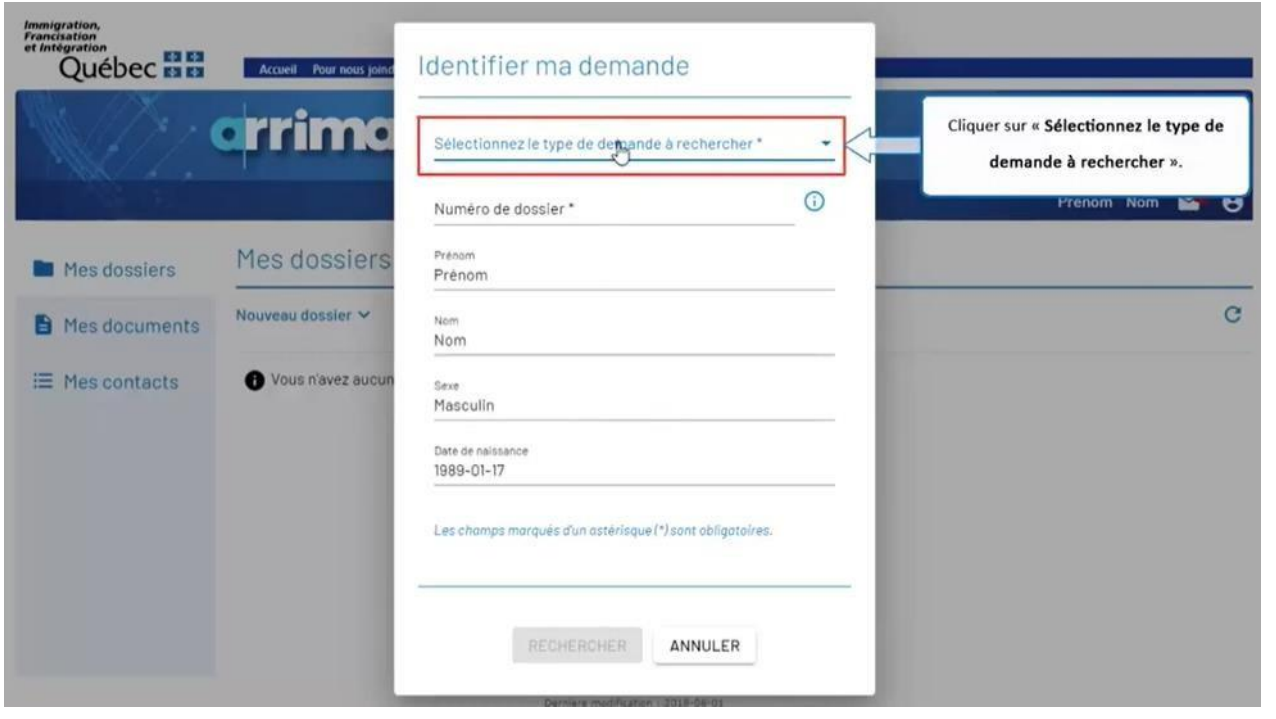
Québec



Click on "**Sélectionnez le type de demande à rechercher**" (select the type of application sought).

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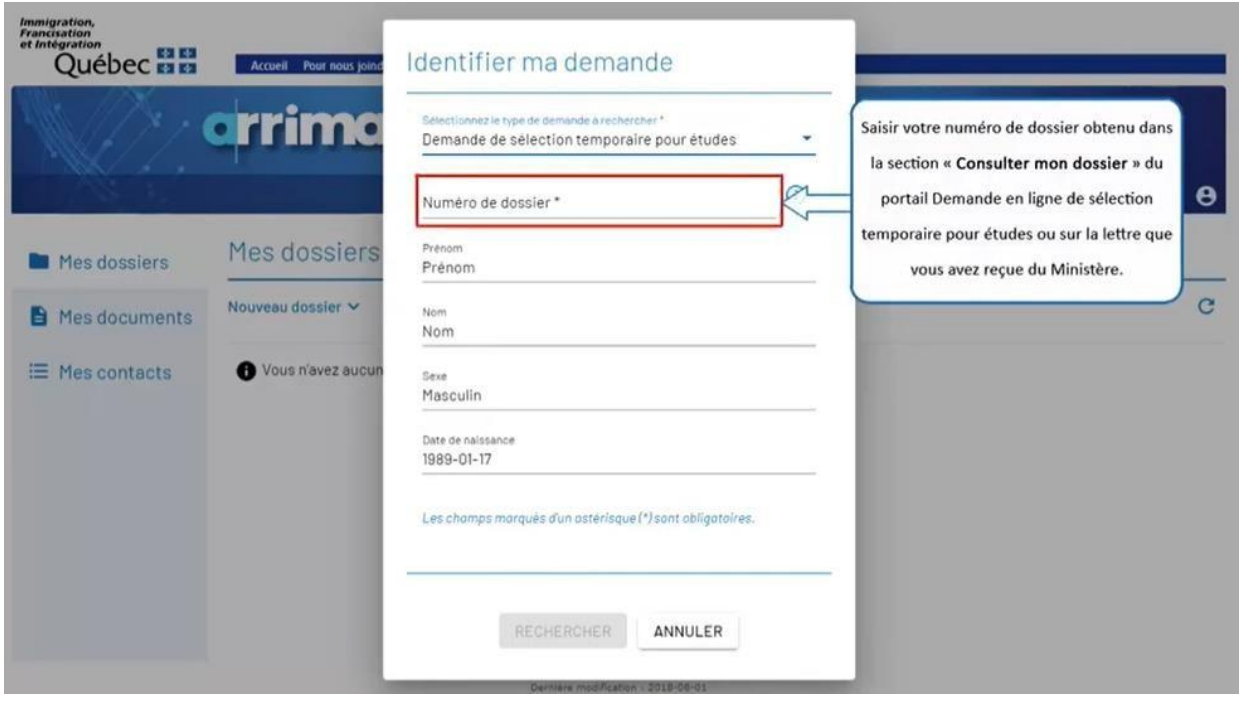
Application for Temporary Selection for Studies (CAQ) | International Students Program

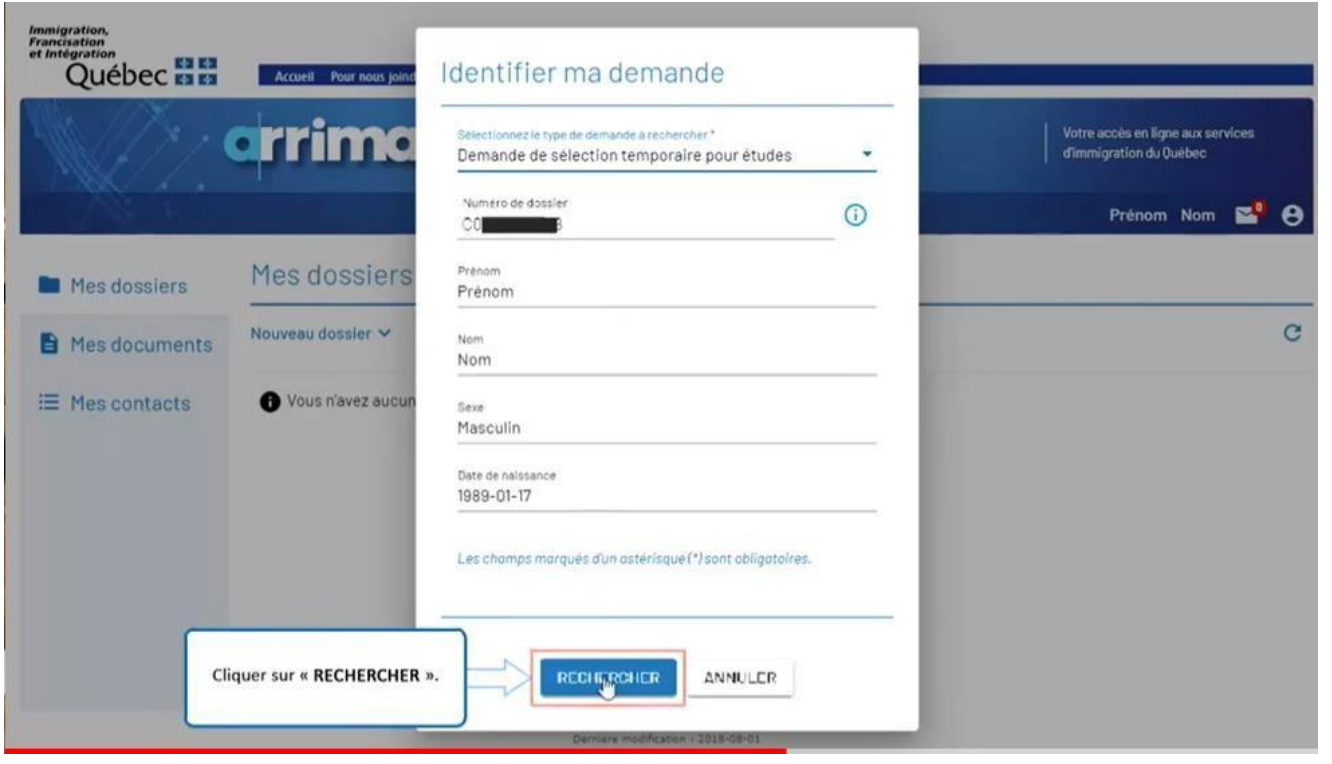
Select “Programme des étudiants étrangers – Dépôt de documents” (Program of foreign students – upload of documents).

Tutorial
Application for Temporary Selection for Studies (CAQ) | International Students Program



Enter the file number you obtained in the section "**Consulter mon dossier**" (consult my file) on the Demande en ligne de sélection temporaire pour études (online application for temporary selection for studies) portal or in the letter you received from the Ministère.

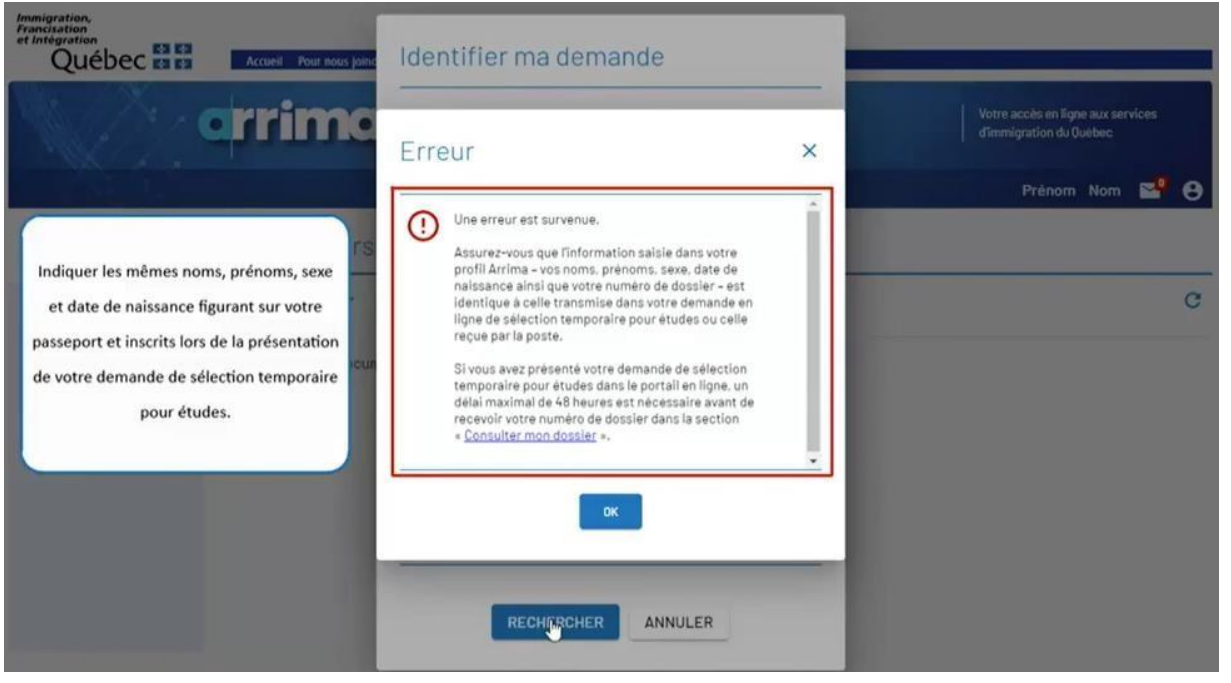
Tutorial
Application for Temporary Selection for Studies (CAQ) | International Students Program



Click on "**RECHERCHER**" (search).

Tutorial
Application for Temporary Selection for Studies (CAQ) | International Students Program

Québec



Indicate the same family name, given name, sex and date of birth as on your passport and entered when you submitted your application for temporary selection for studies.

Tutorial
Application for Temporary Selection for Studies (CAQ) | International Students Program

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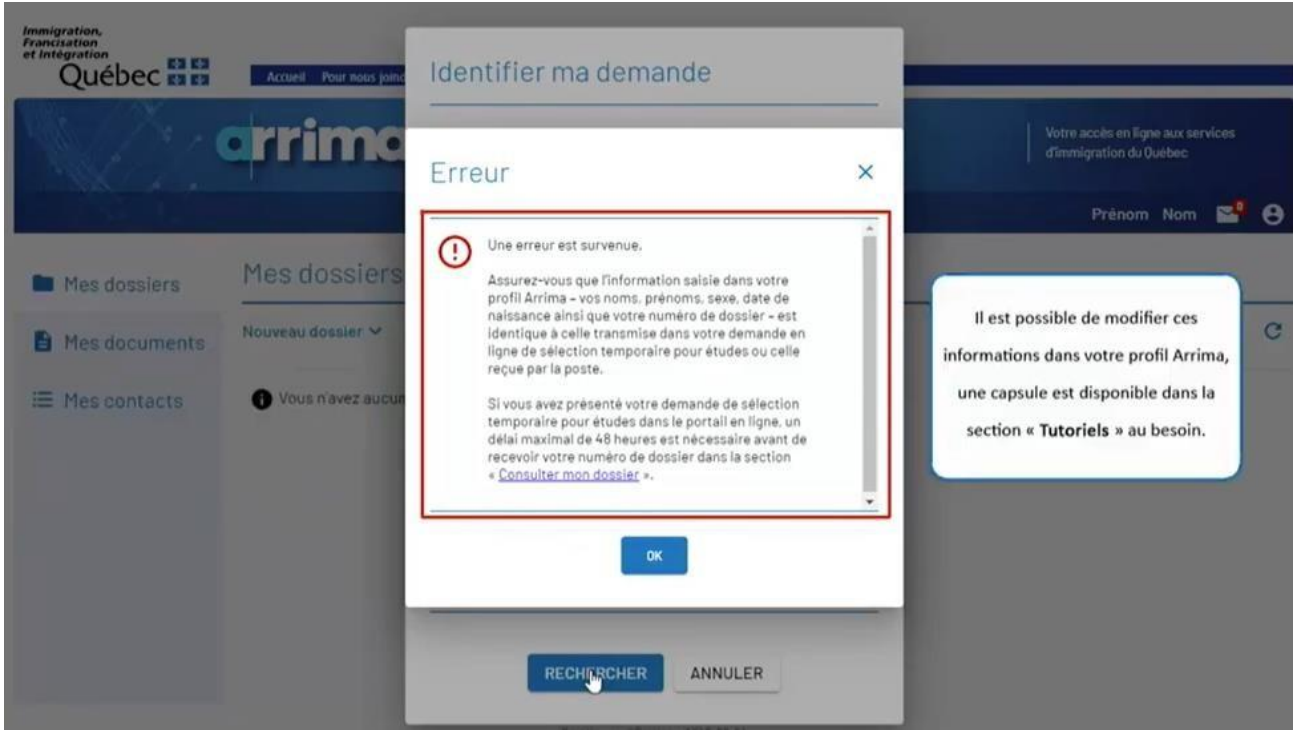
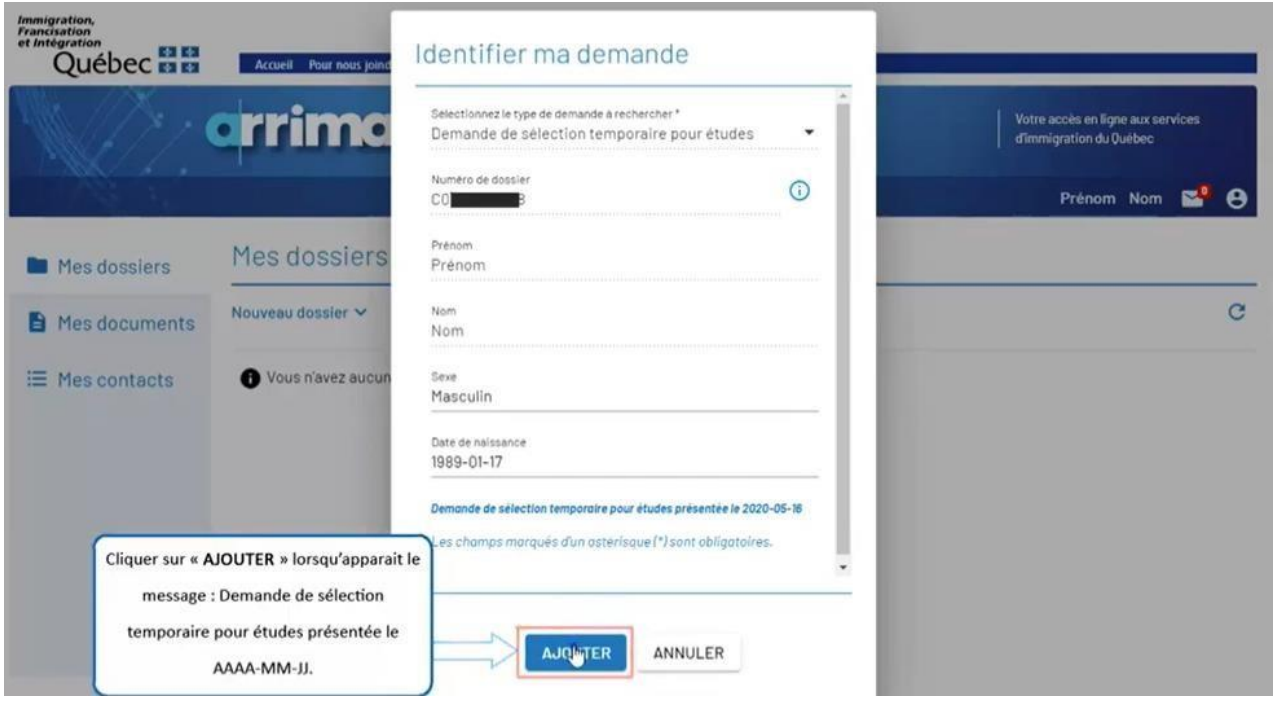


You can change that information in your Arrima profile. A tutorial is available in the "**Tutoriels**" (tutorials) section on MIFI's website: https://www.immigration-quebec.gouv.qc.ca/en/informations/arrima/individuals/foreign-students/tutorials.html

Tutorial
Application for Temporary Selection for Studies (CAQ) | International Students Program

Québec



Click on "**AJOUTER**" (add) when the following message appears: "Demande de sélection temporaire pour études présentée le AAAA-MM-JJ" (application for temporary selection for studies submitted on YYYY-MM-DD).

Québec

SECTION 3

UPLOADING DOCUMENTS ON ARRIMA

https://www.immigration-quebec.gouv.qc.ca/en/informations/arrima/individuals/foreign-students/index.html

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Click on "**JOINDRE DES DOCUMENTS**" (attach documents).

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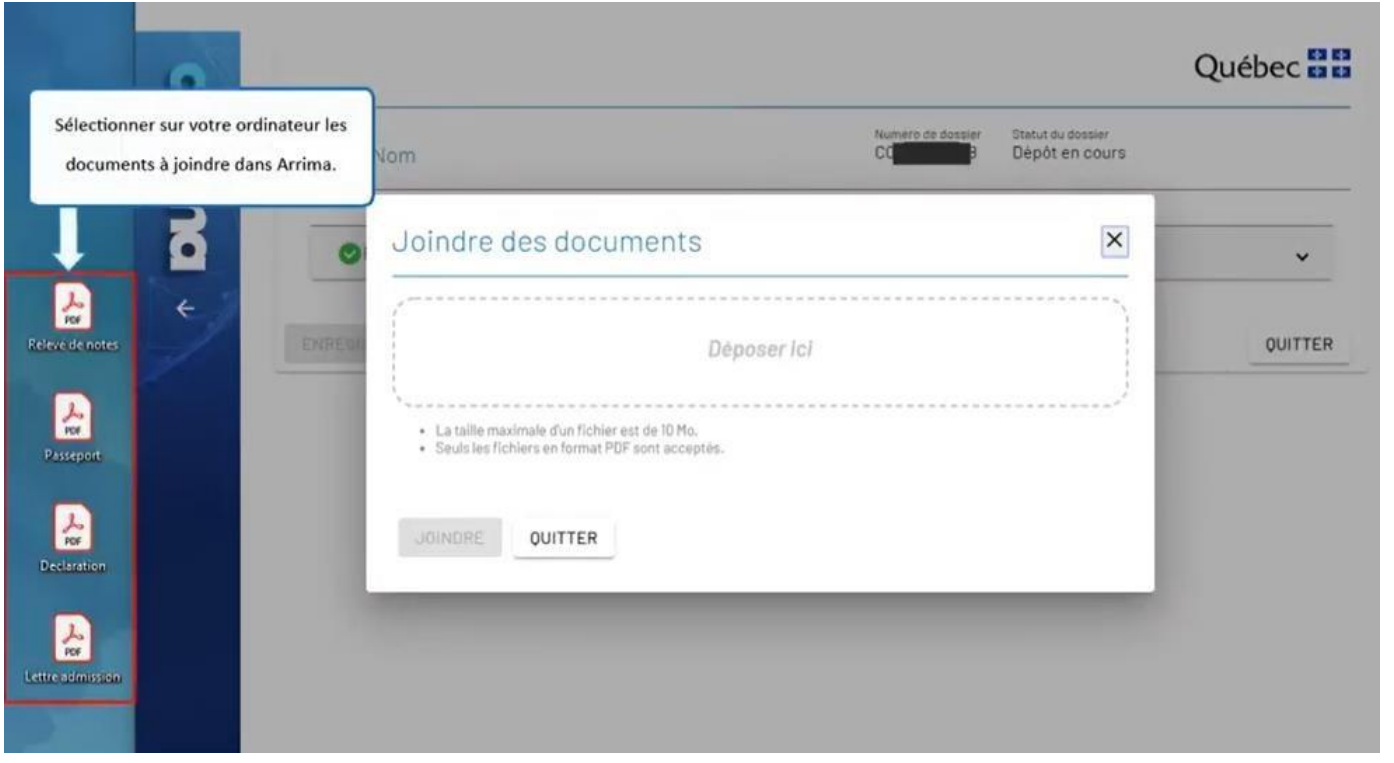
The process whereby your documents are submitted begins.

Tutorial
Application for Temporary Selection for Studies (CAQ) | International Students Program

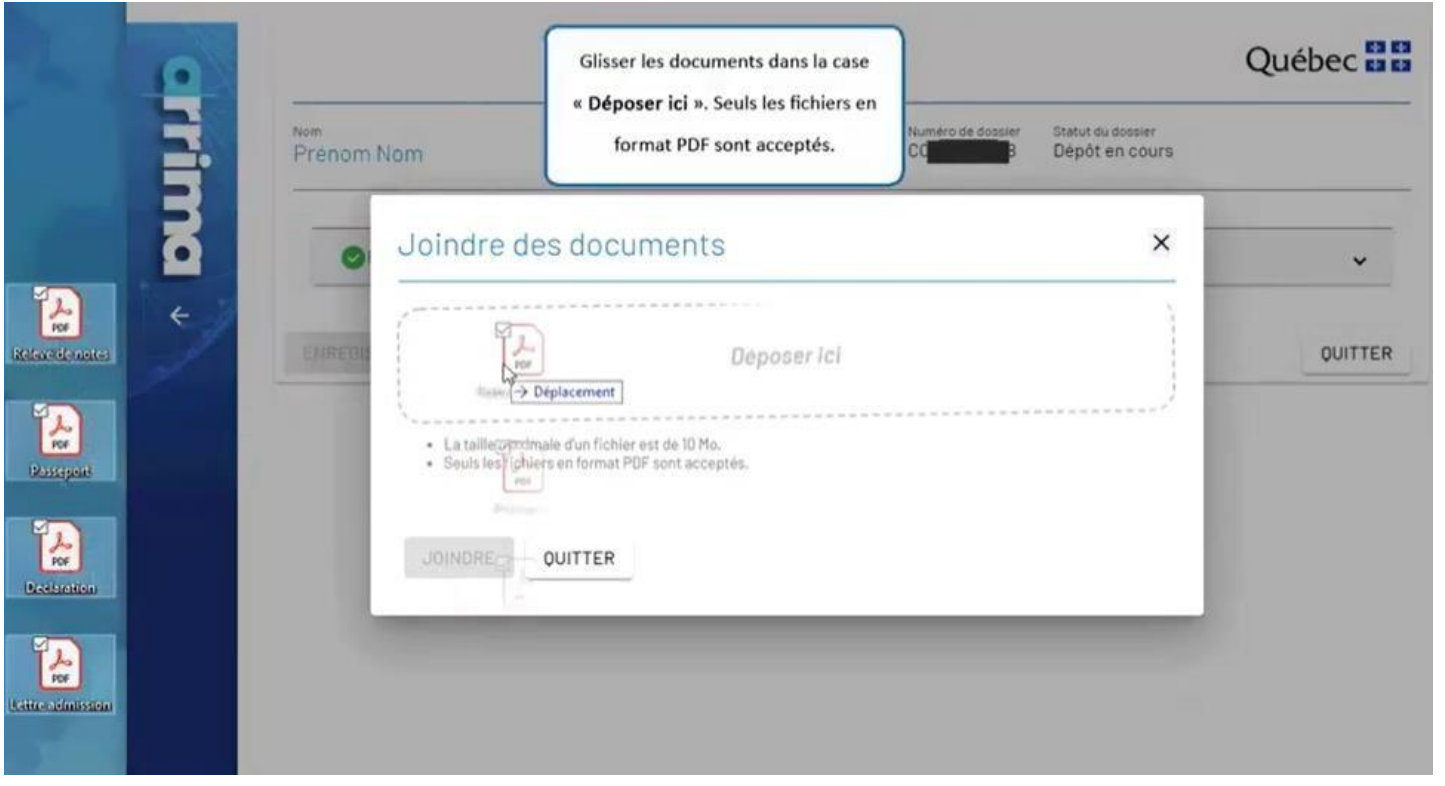
Québec



Select, on your computer, the documents to be attached in Arrima.

Tutorial
Application for Temporary Selection for Studies (CAQ) | International Students Program

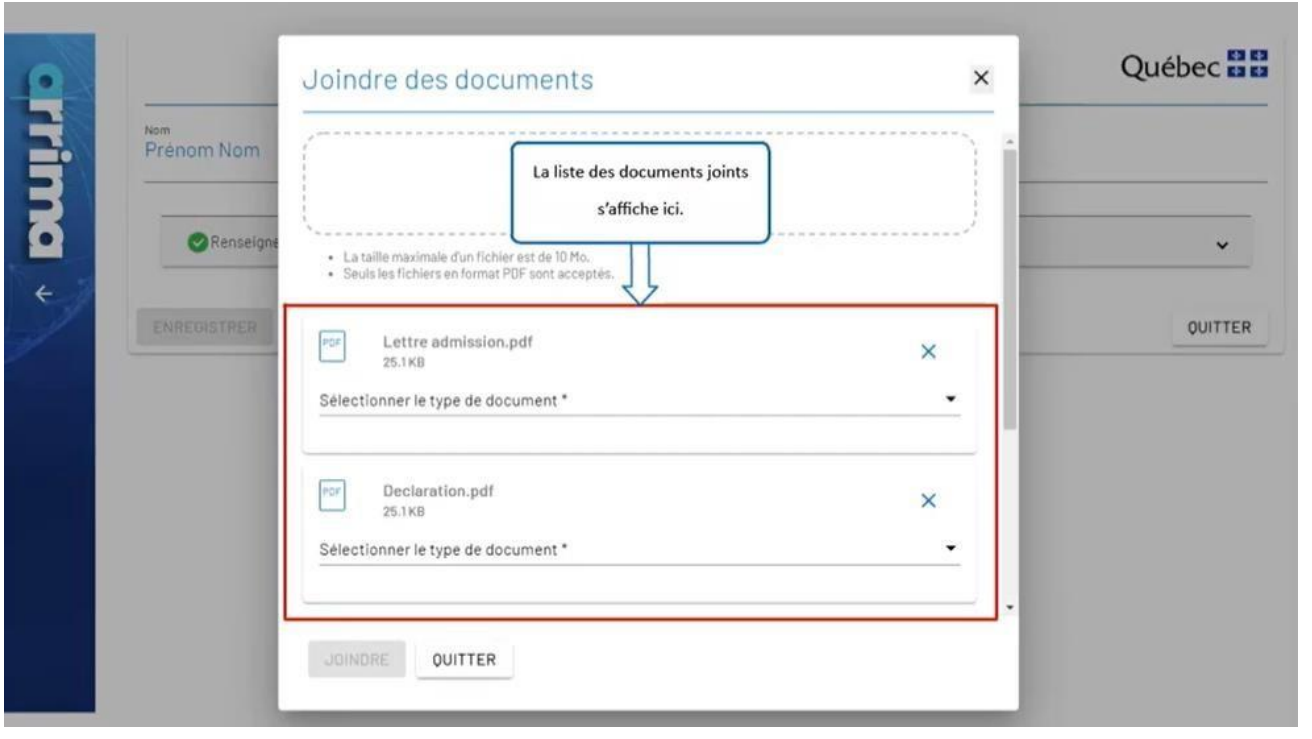
Québec



Drop the documents into the "**Déposer ici**" (submit here) box. Only PDF files are accepted.

Tutorial
Application for Temporary Selection for Studies (CAQ) | International Students Program

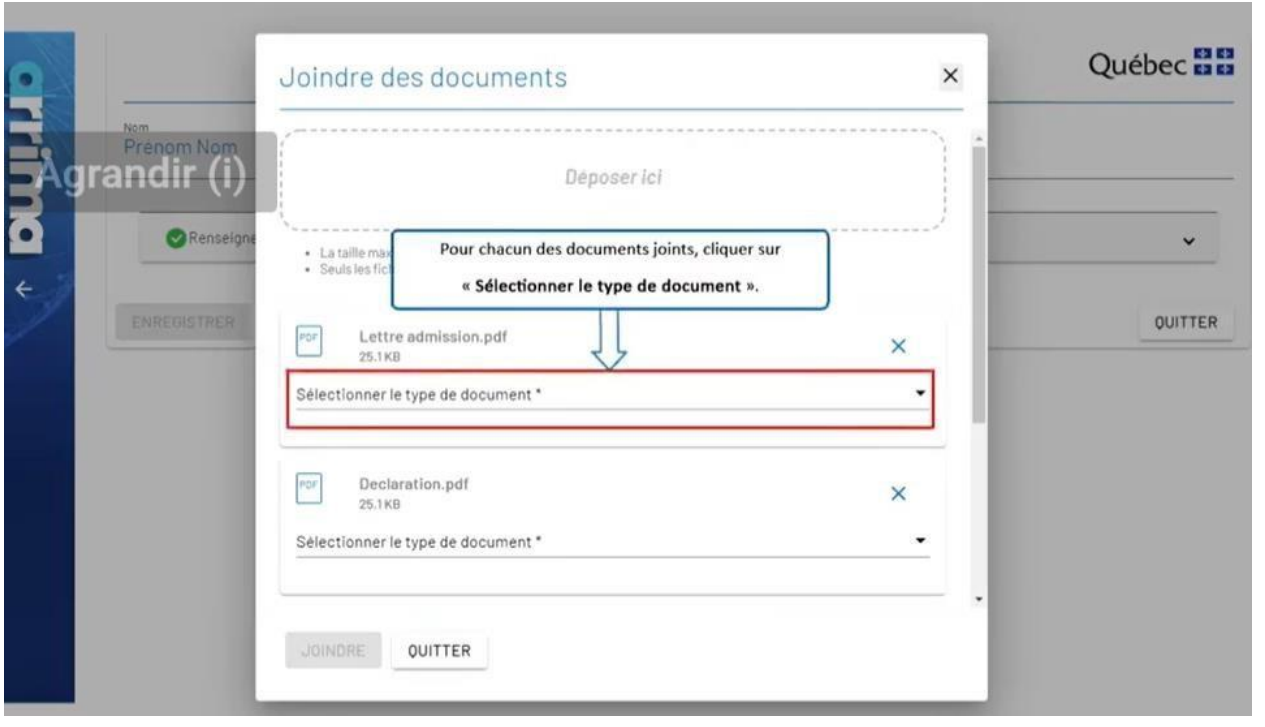
Québec



The list of attached documents is displayed here.

Tutorial
Application for Temporary Selection for Studies (CAQ) | International Students Program

Québec



For each document attached, click on "**Sélectionner le type de document**" (select the type of document).

Tutorial
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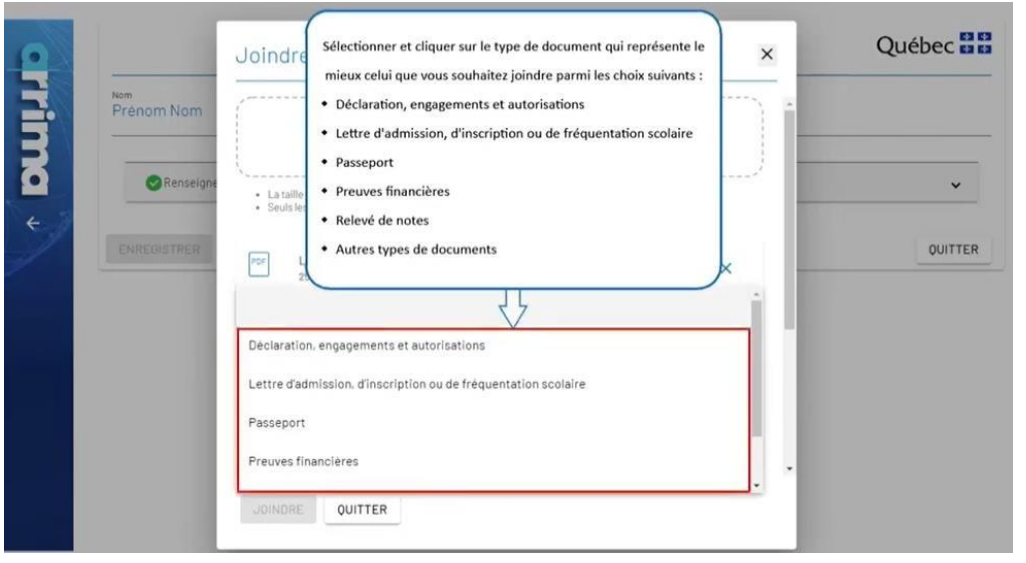

Select and click on the type of document that best represents, from among the following choices, the one that you want to attach:

- Declaration, undertakings and authorizations
- Letter of admission, of registration or of school attendance
- Passport
- Proofs of financial capacity
- Academic transcript
- Other types of documents

Tutorial
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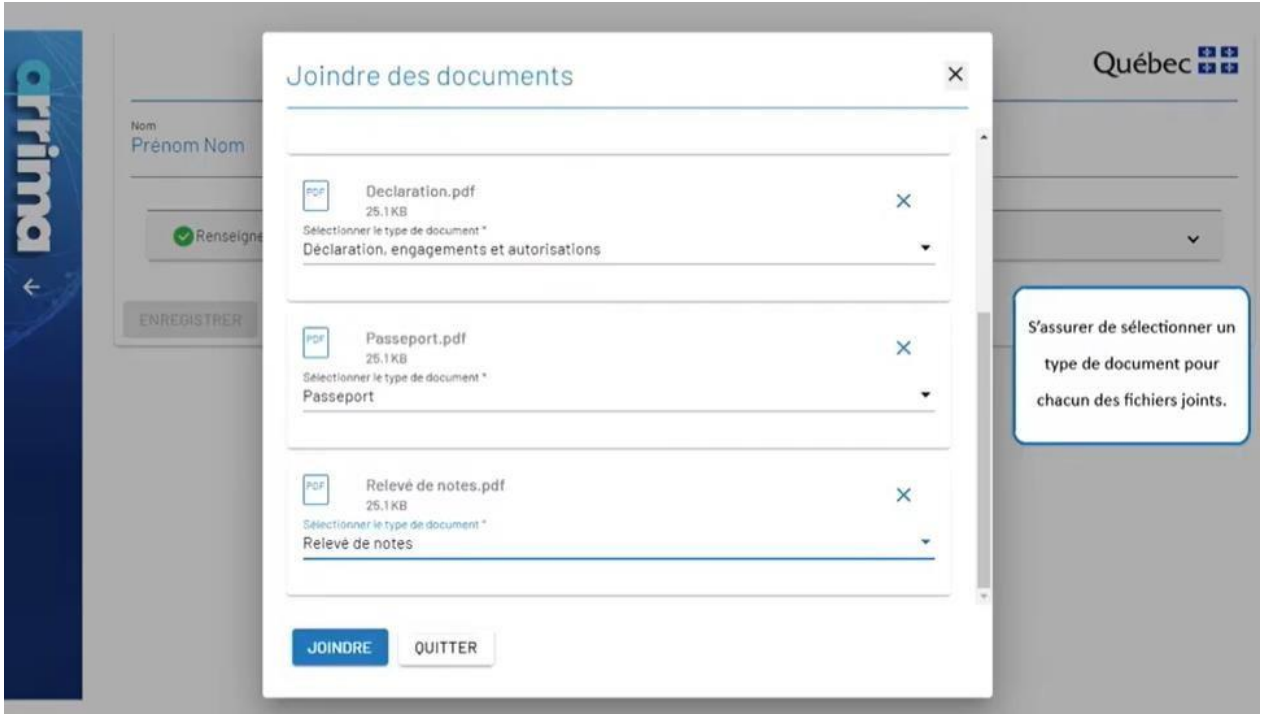

Be sure to select a type of document for each file attached.

Tutorial
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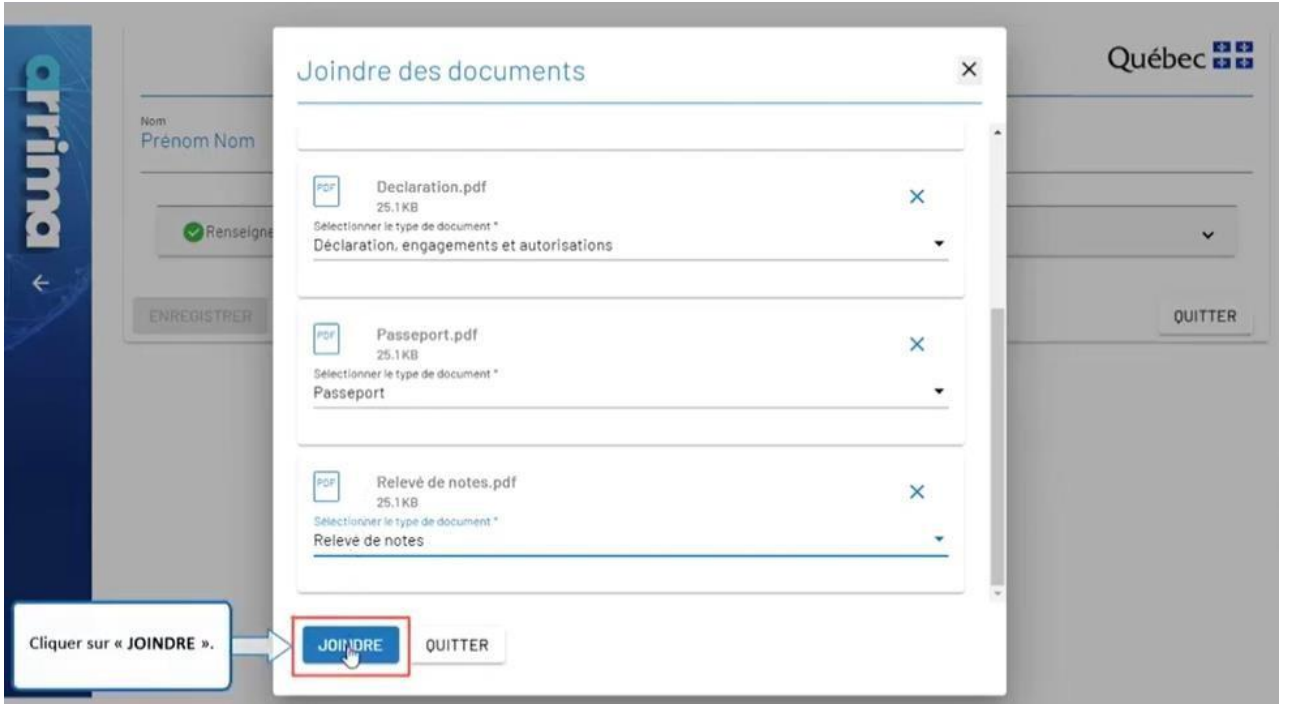
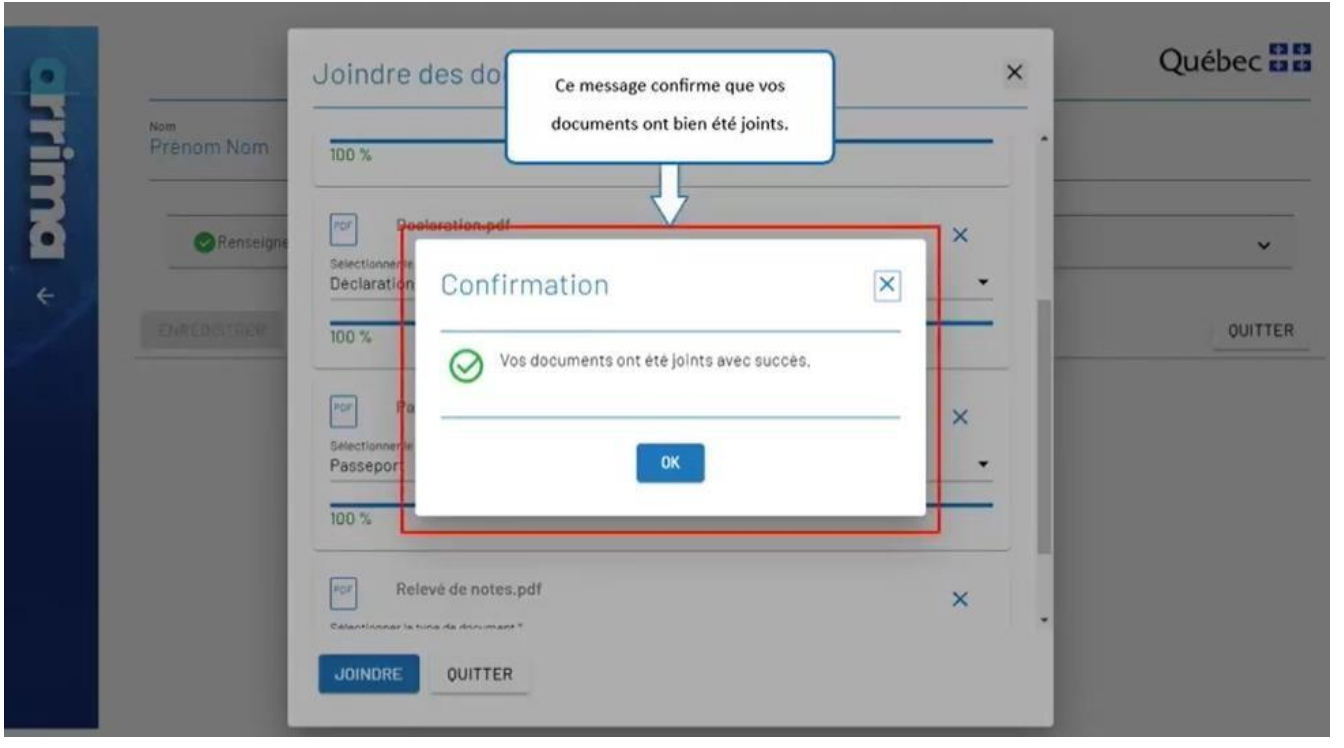
Québec



Click on "**JOINDRE**" (attach).

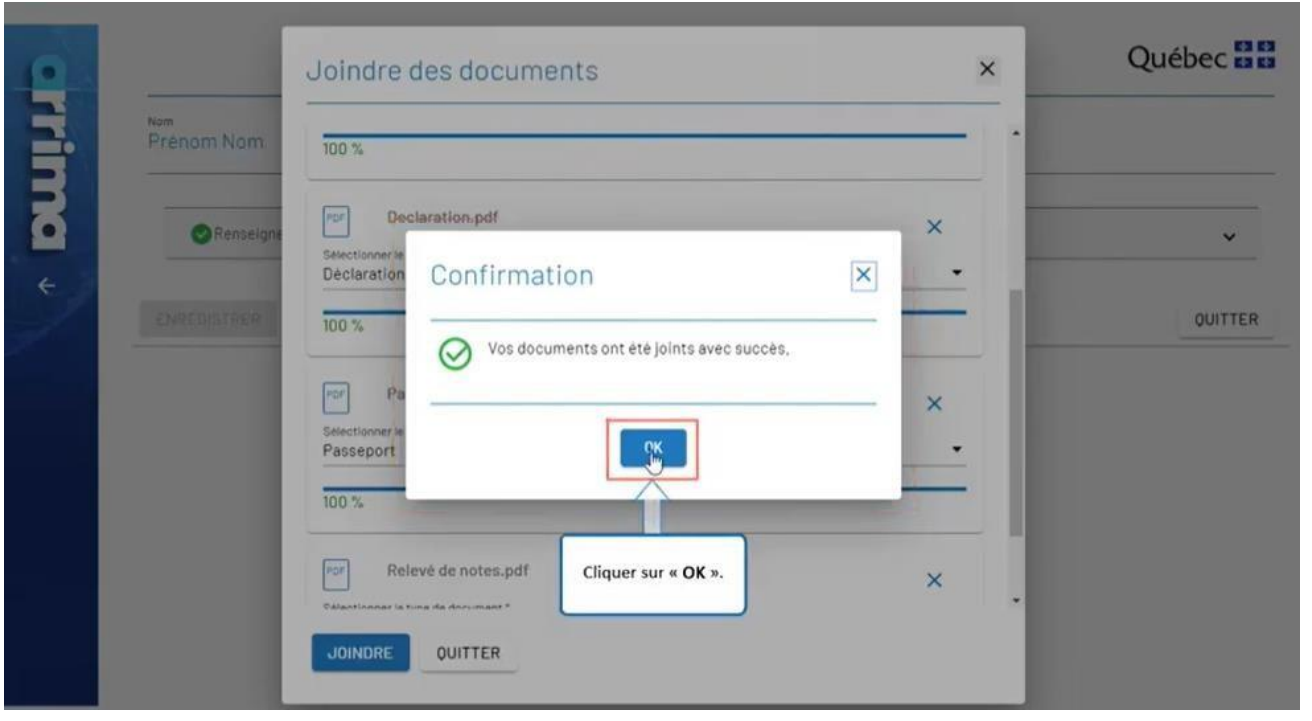
Tutorial
Application for Temporary Selection for Studies (CAQ) | International Students Program



This message confirms that your documents have been duly attached.

Tutorial
Application for Temporary Selection for Studies (CAQ) | International Students Program

Québec



Click on "**OK**".

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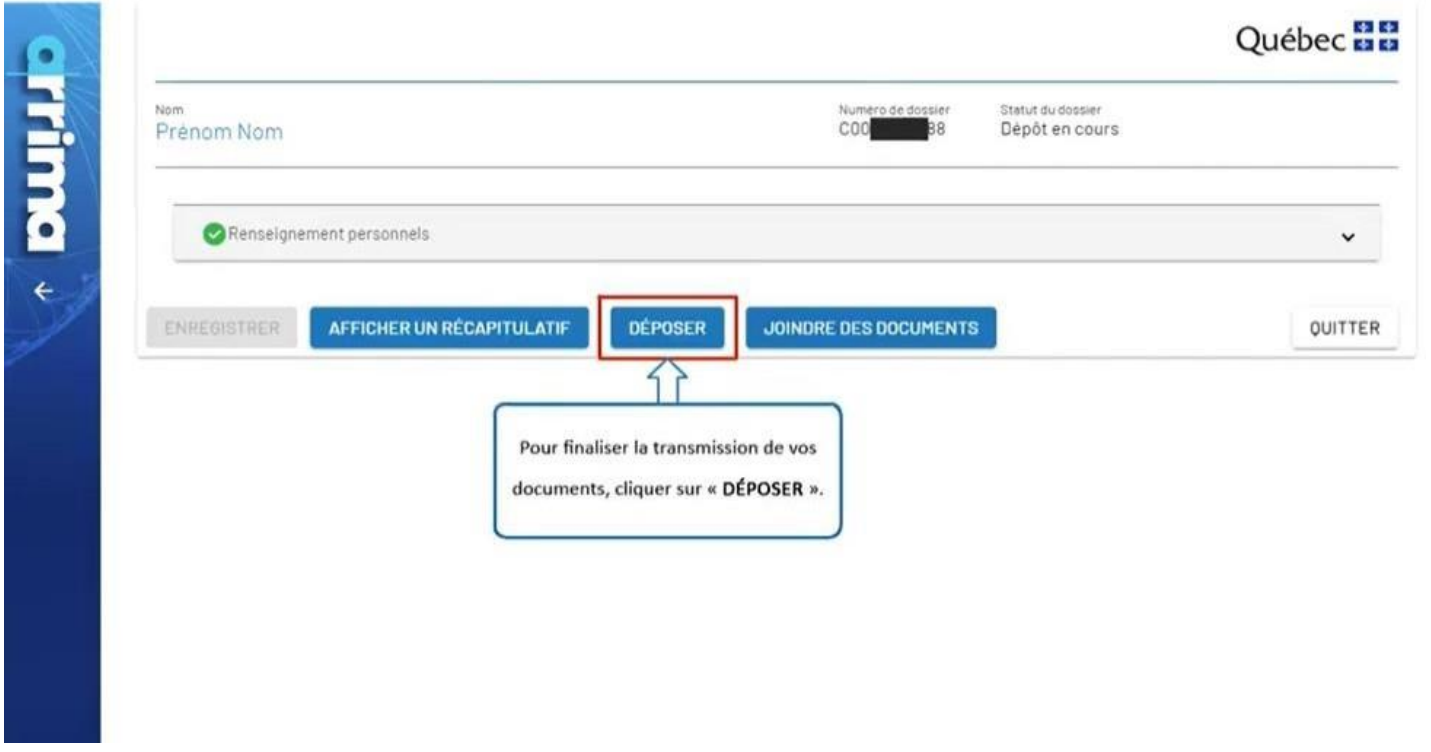
Be sure that all the required documents are attached in your file before they are submitted.

Once the documents are submitted, it will no longer be possible to add others, unless the Ministère asks you for additional documents during processing of your application.

Tutorial
Application for Temporary Selection for Studies (CAQ) | International Students Program

Québec



To finalize the transmission of your documents, click on "**DÉPOSER**" (submit).

Tutorial
Application for Temporary Selection for Studies (CAQ) | International Students Program

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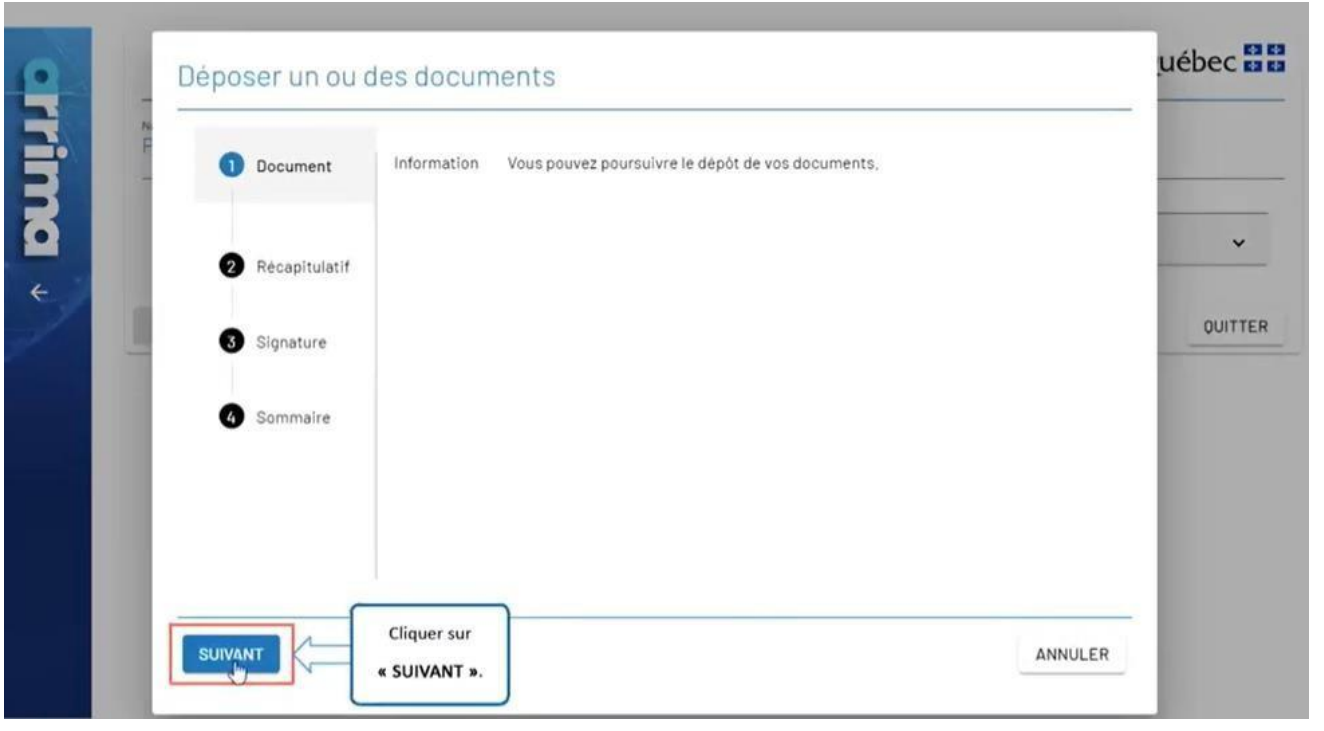

Click on "**SUIVANT**" (next).

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Click on the scroll bar to consult the list of attached documents.

Tutorial
Application for Temporary Selection for Studies (CAQ) | International Students Program

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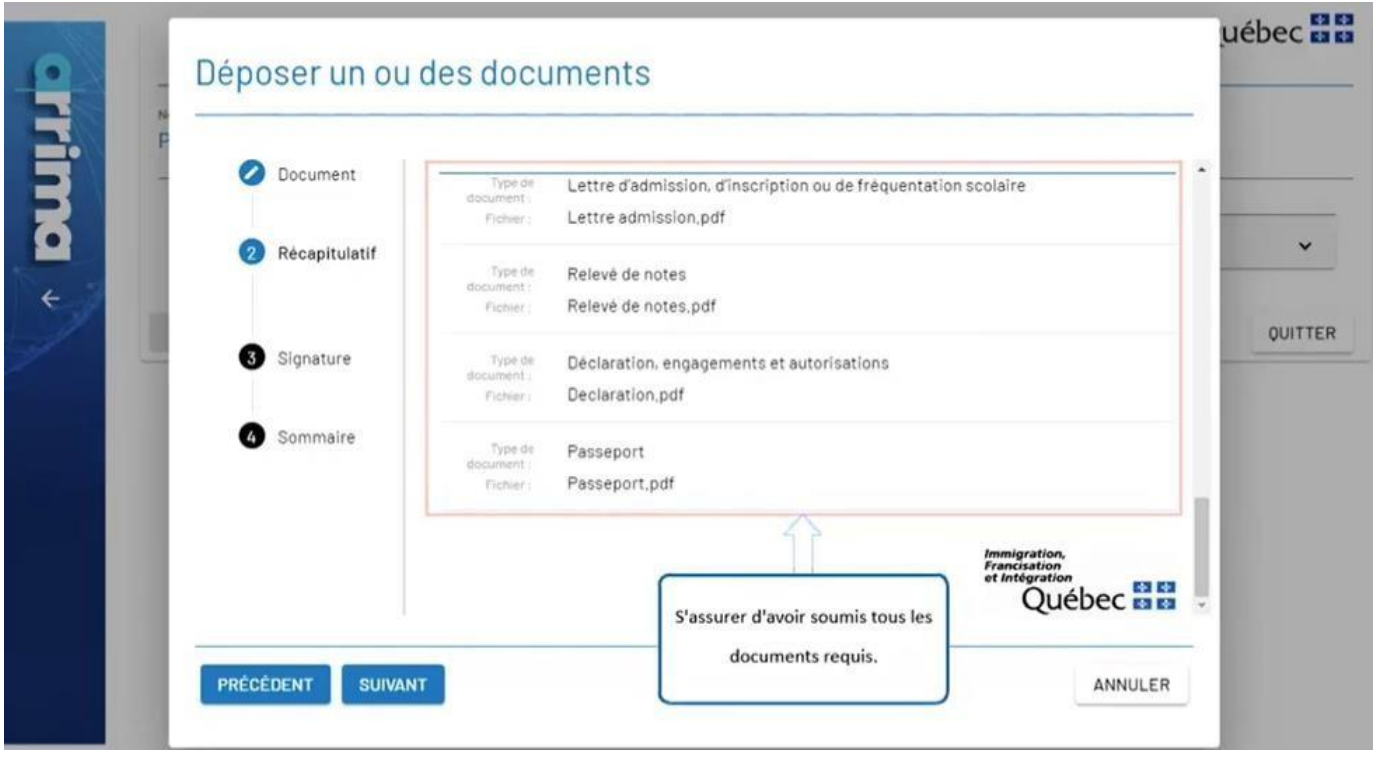
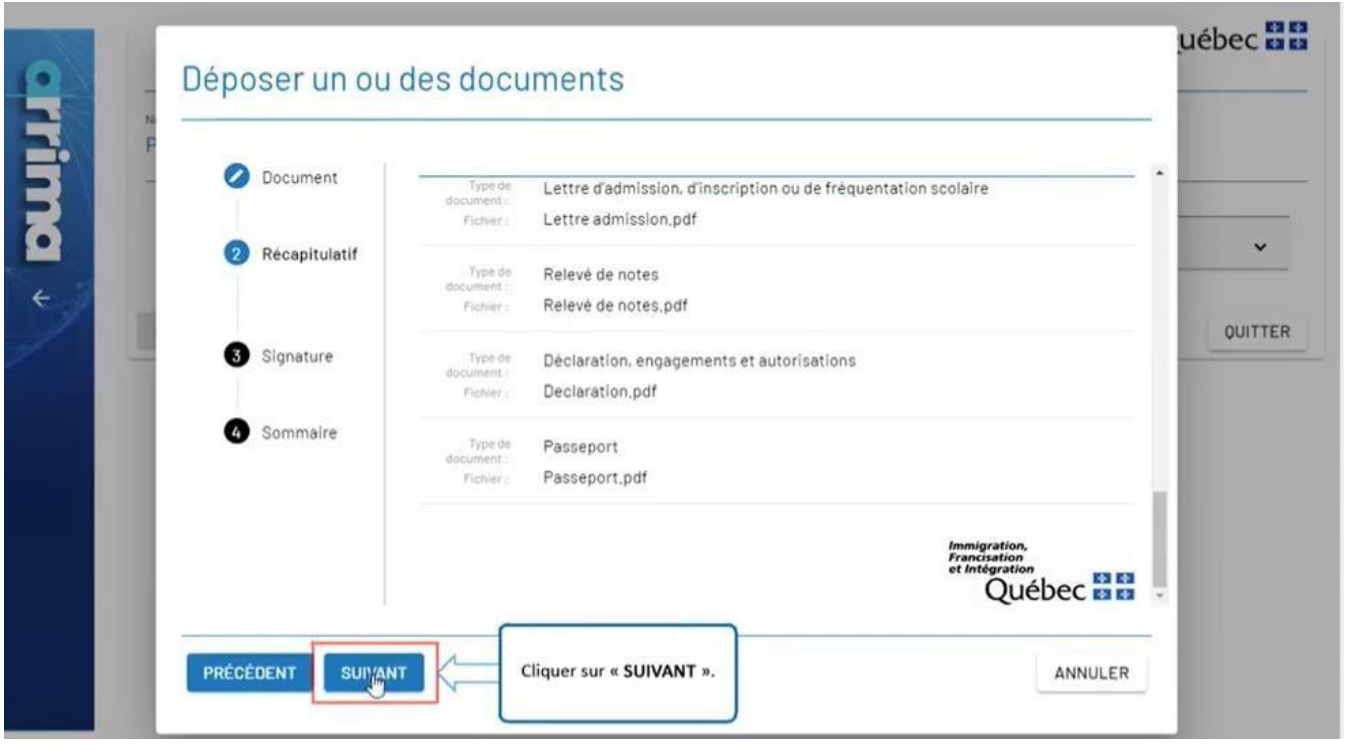


Be sure you submitted all the required documents.

Tutorial
Application for Temporary Selection for Studies (CAQ) | International Students Program

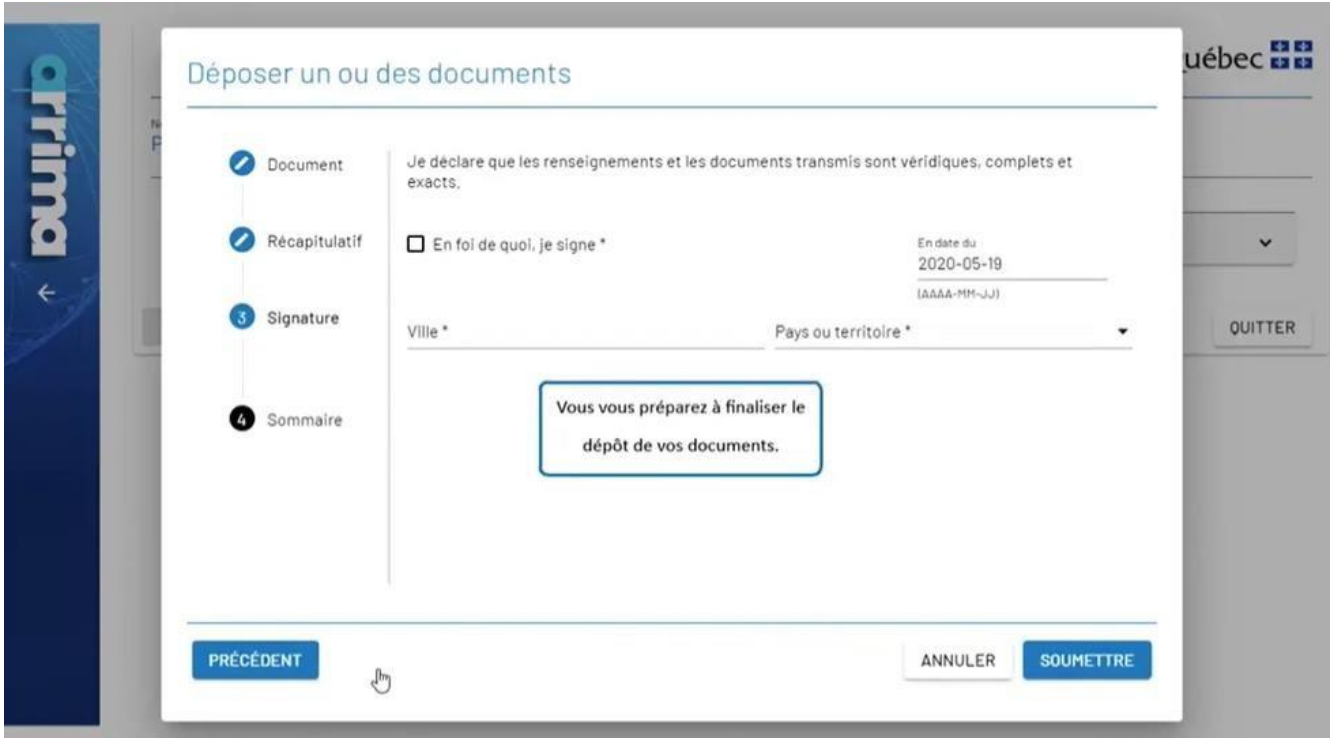
Québec



Click on "**SUIVANT**" (next).

Tutorial
Application for Temporary Selection for Studies (CAQ) | International Students Program

Québec



You are about to finalize the submission of your documents.

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Check the box labelled "**En foi de quoi, je signe**" (in witness whereof I sign) to declare that the information and documents transmitted are true, complete and accurate.

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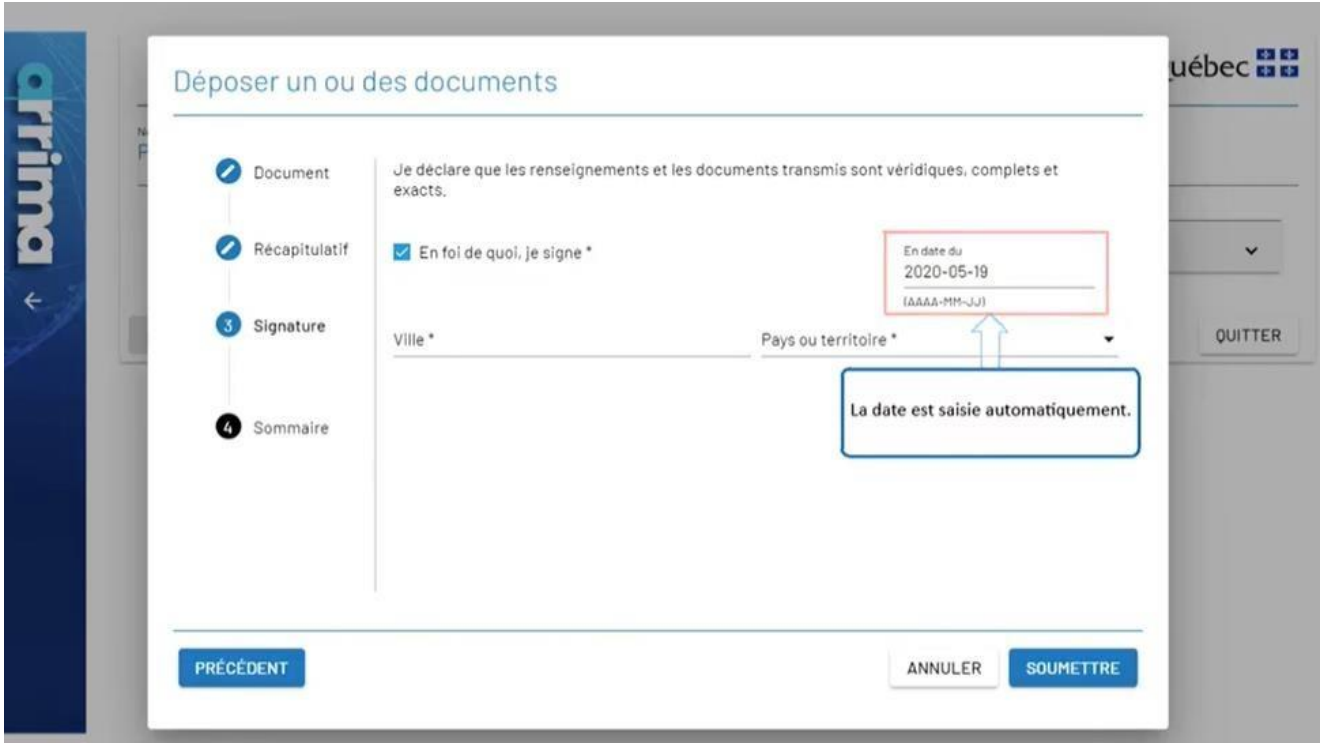

The date is entered automatically.

Tutorial
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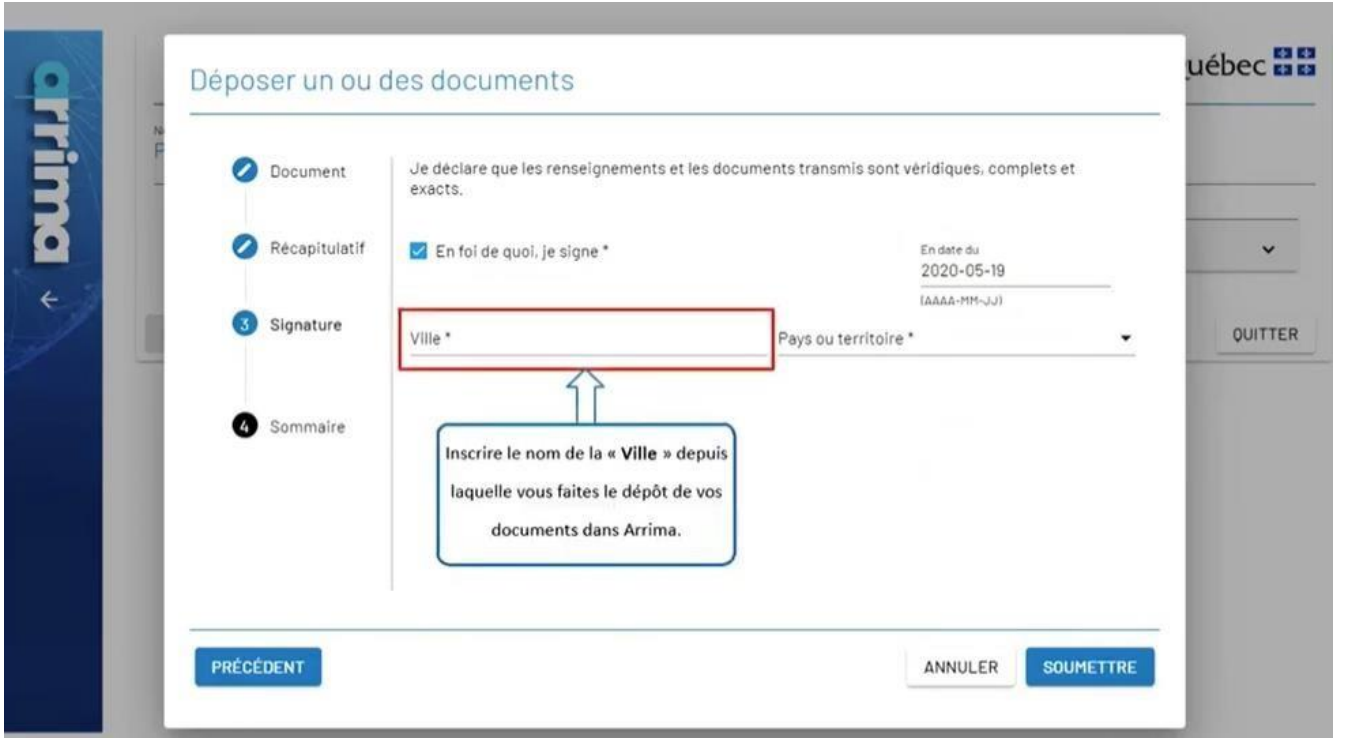

Enter the name of the "**Ville**" (city or town) from which you are submitting your documents in Arrima.

Tutorial
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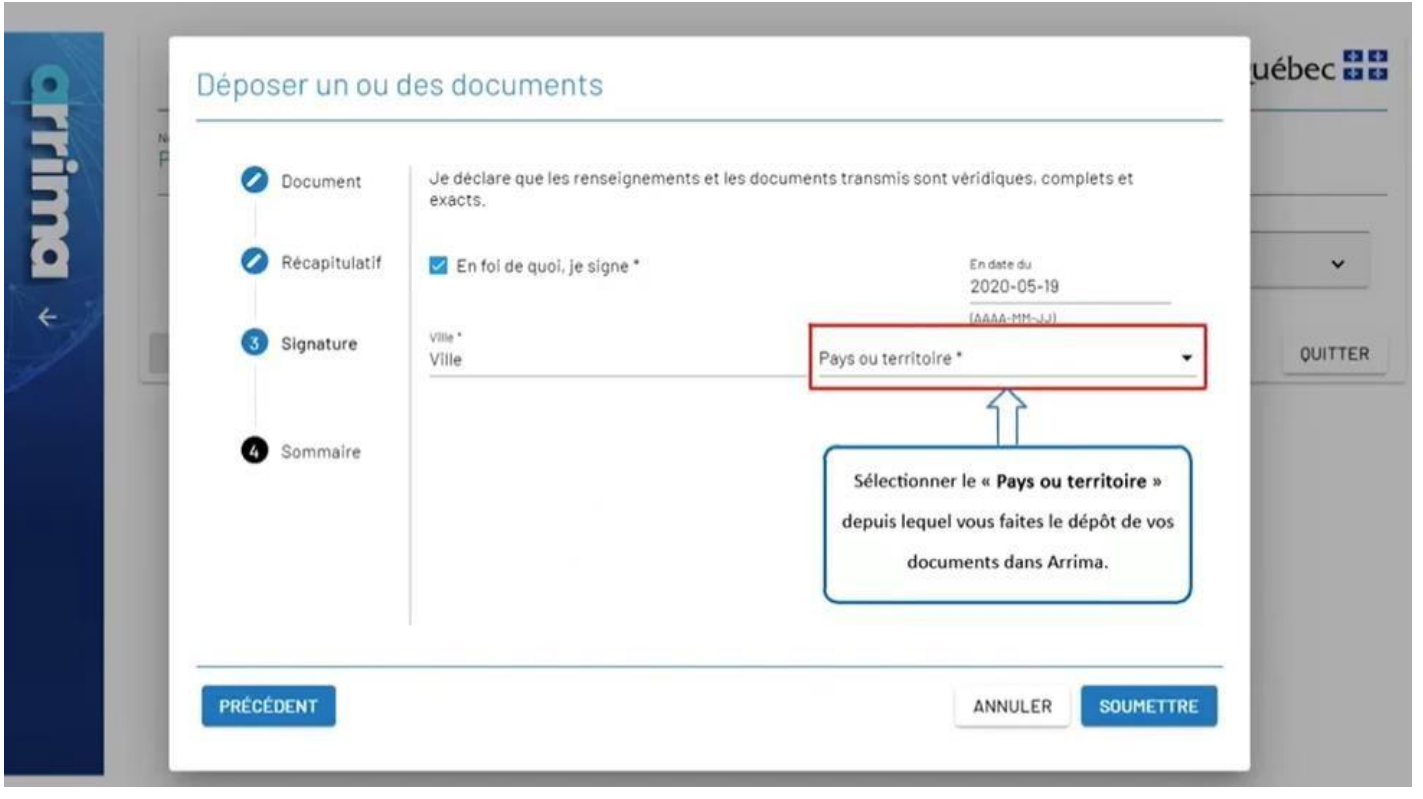

Select the "**Pays ou territoire**" (country or territory) from which you are submitting your documents in Arrima.

Tutorial
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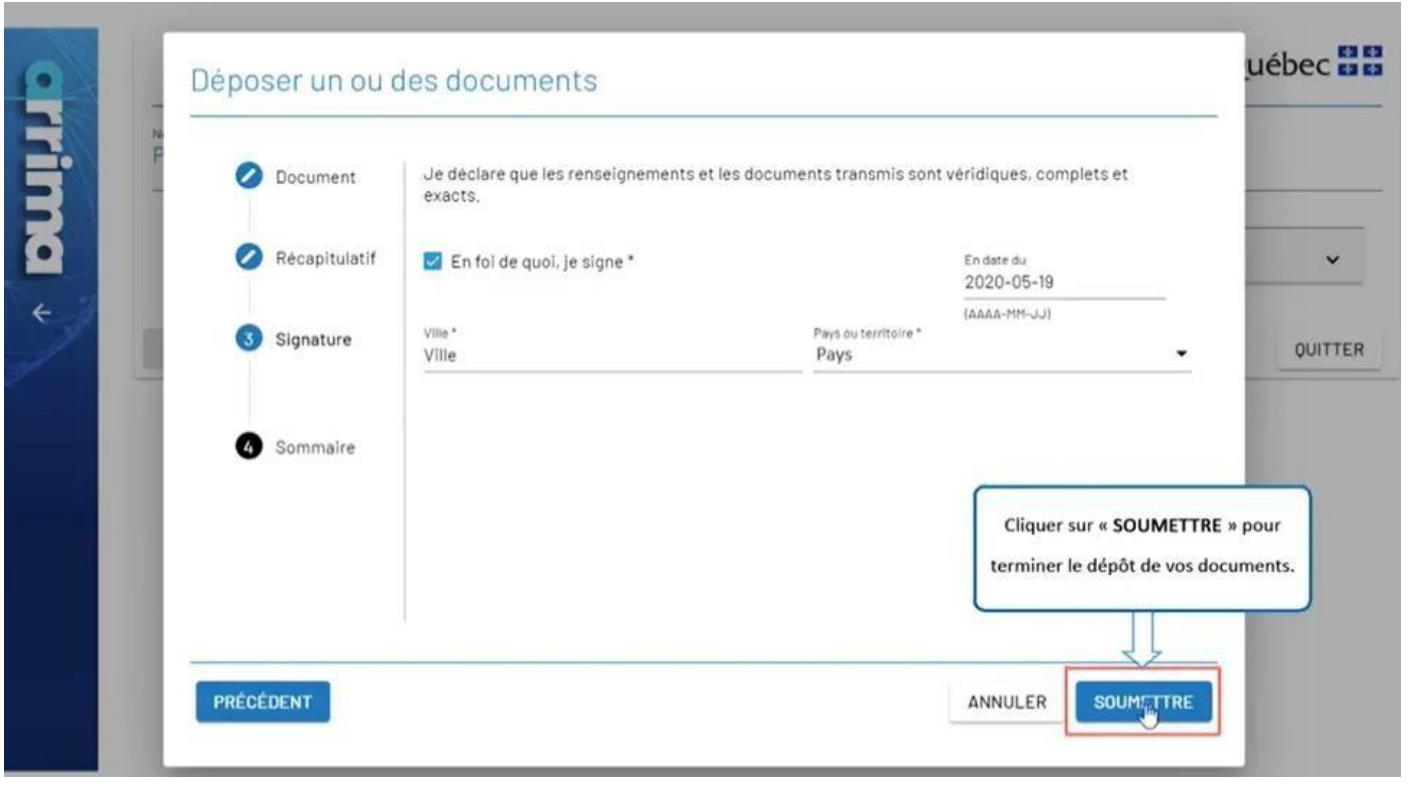

Click on "**SOUMETTRE**" (submit) to complete the submission of your documents.

Tutorial
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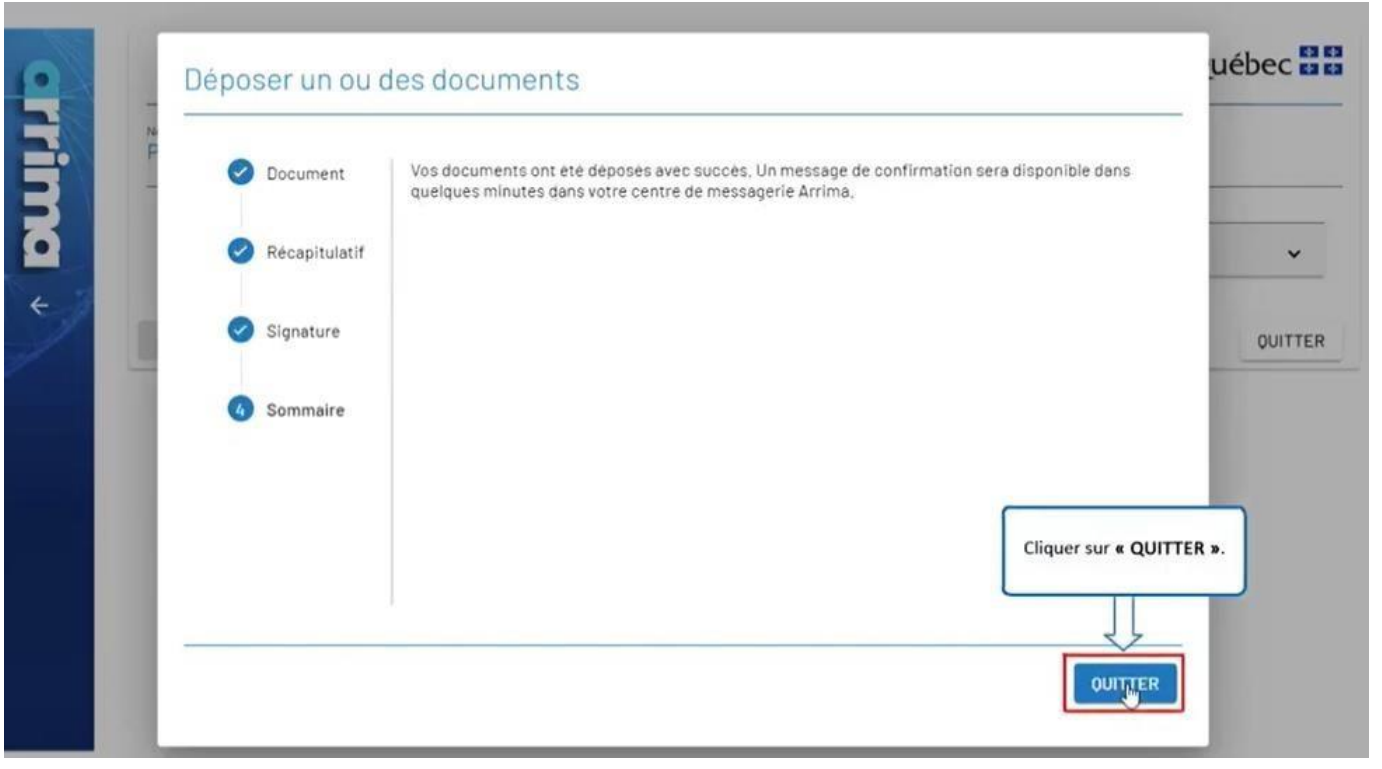
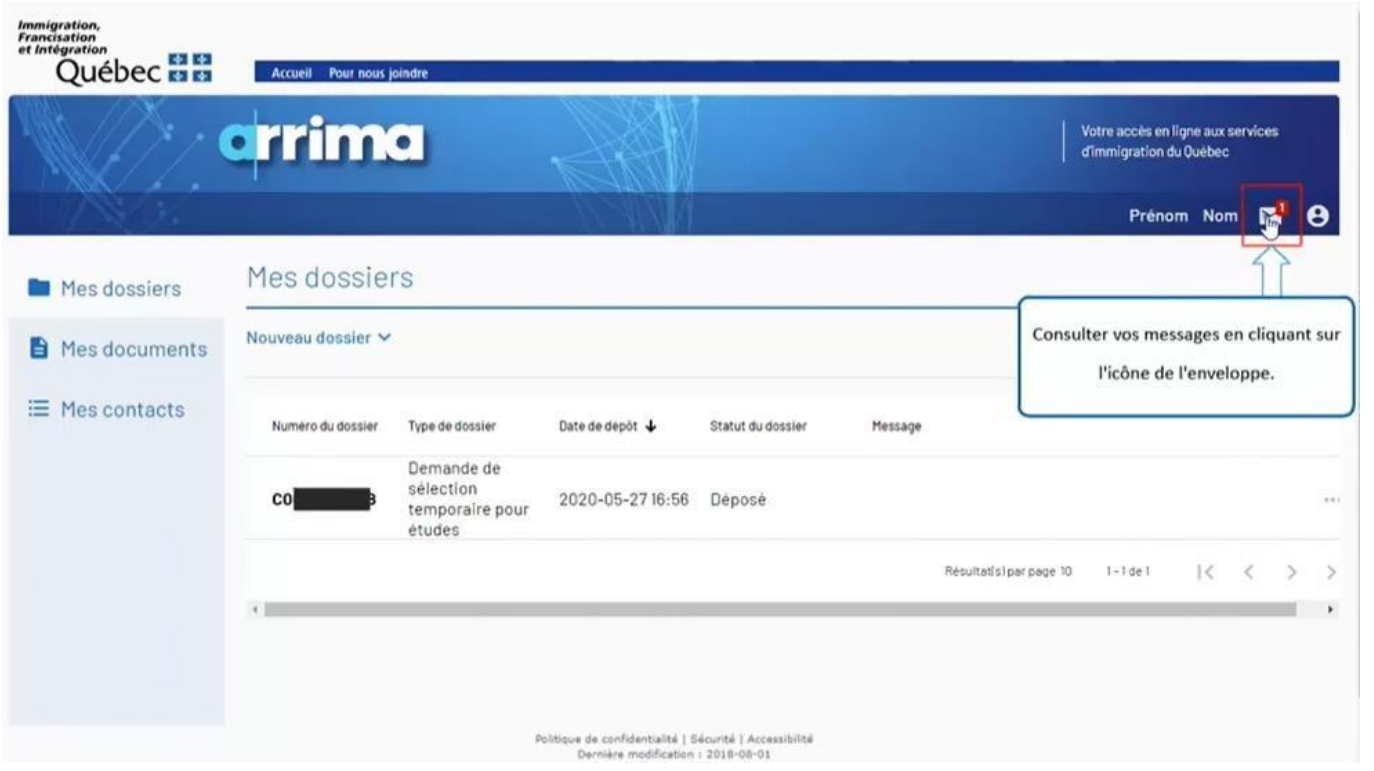
Québec



Click on "**QUITTER**" (exit).

Tutorial
Application for Temporary Selection for Studies (CAQ) | International Students Program

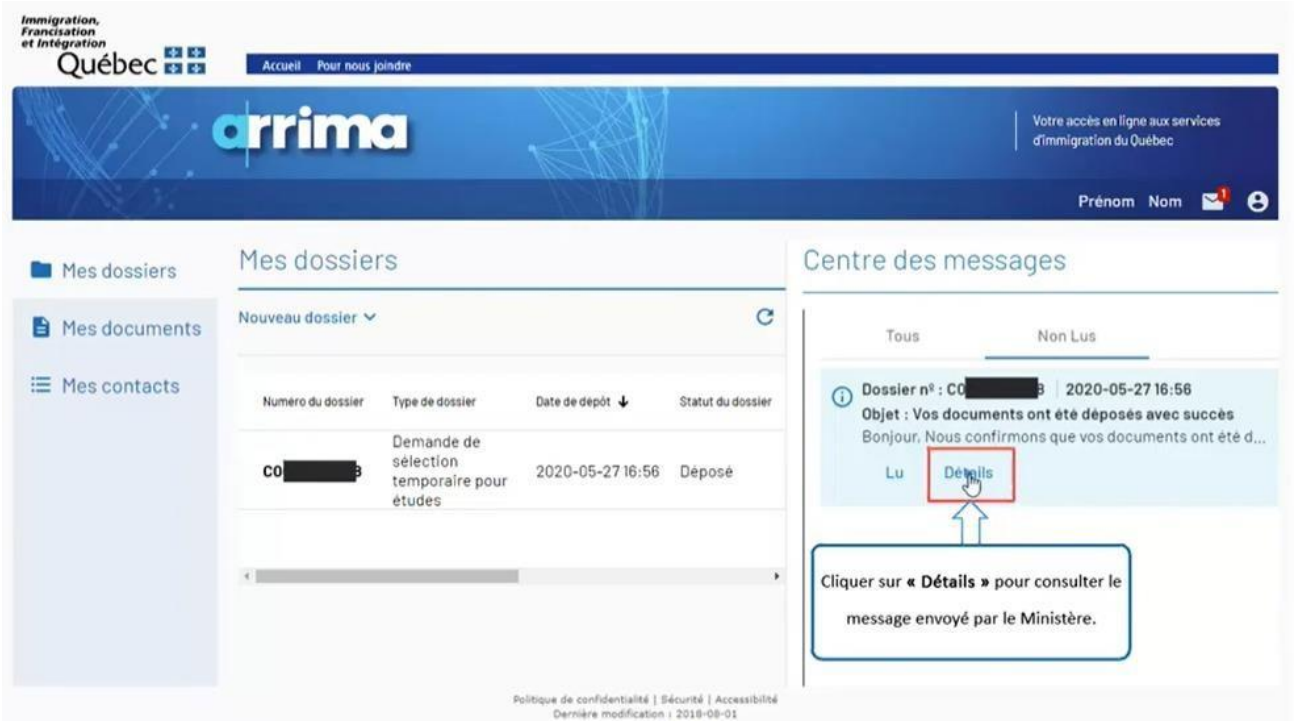
Québec



Consult your messages by clicking on the envelope icon.

Tutorial
Application for Temporary Selection for Studies (CAQ) | International Students Program

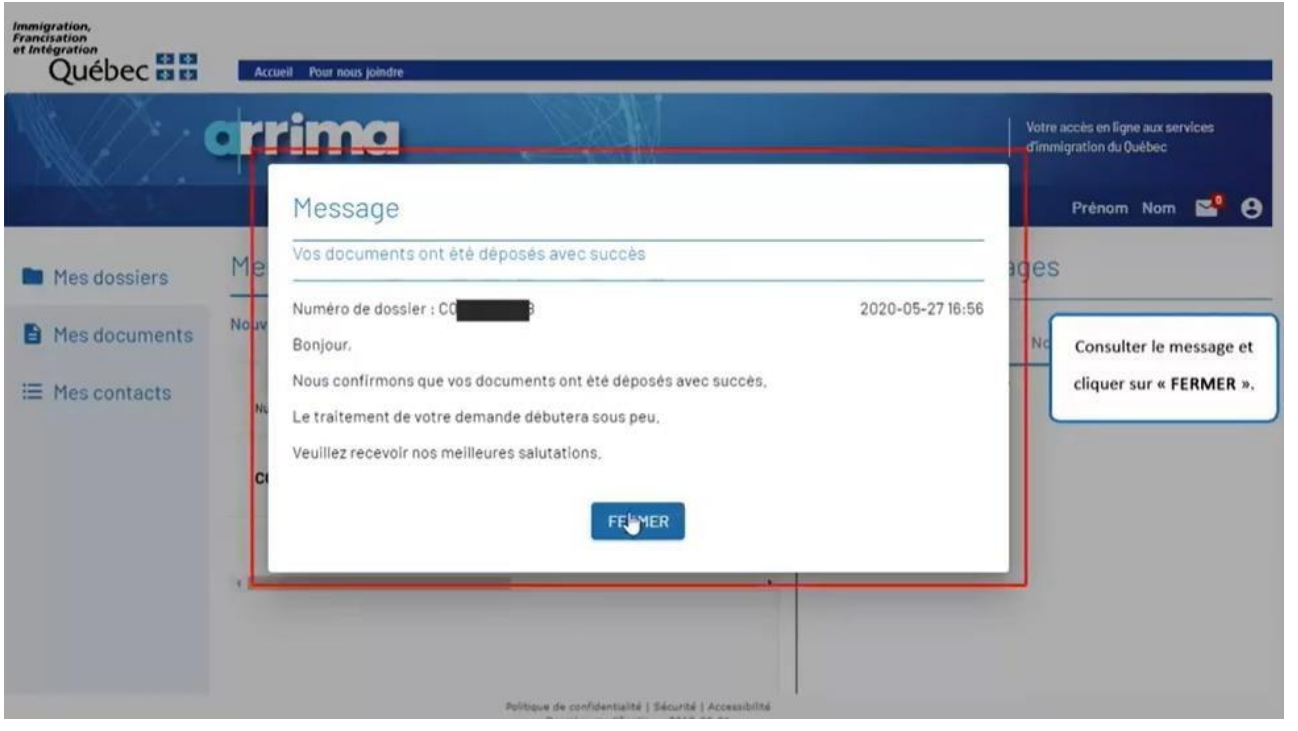
Québec



Click on "**Détails**" (details) to consult the message sent by the Ministère.

Tutorial
Application for Temporary Selection for Studies (CAQ) | International Students Program

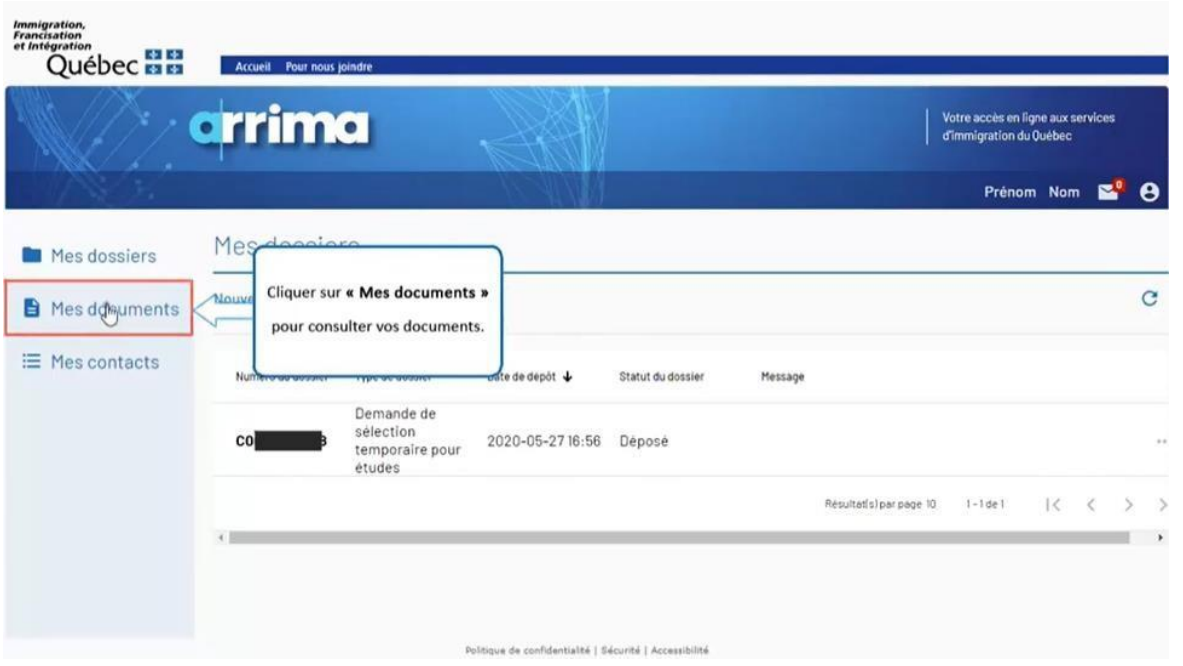
Québec



Consult the message and click on "**FERMER**" (close).

Tutorial
Application for Temporary Selection for Studies (CAQ) | International Students Program

Québec



Click on "**Mes documents**" (my documents) to consult your documents.

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The documents filed are visible in this section.

Québec

SECTION 4

REPLYING TO AN “INTENTION TO REFUSE” (ITR)

https://www.immigration-quebec.gouv.qc.ca/en/informations/arrima/individuals/foreign-students/index.html

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Go to the Arrima website. Click on ‘Pour utiliser les services en ligne ARRIMA’

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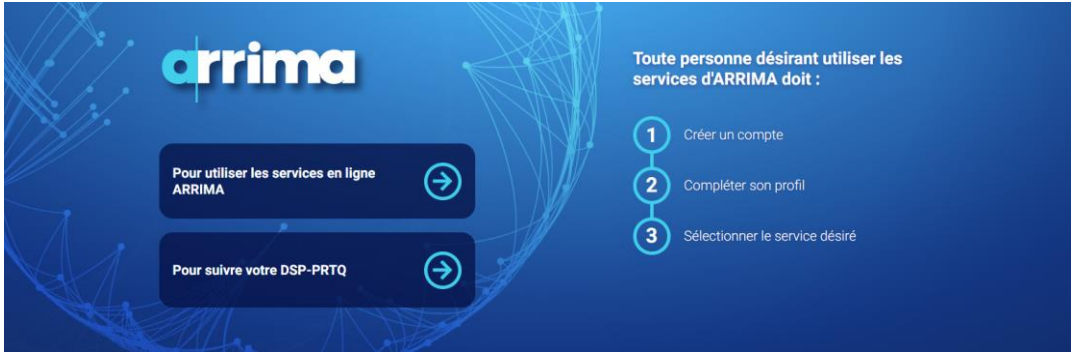
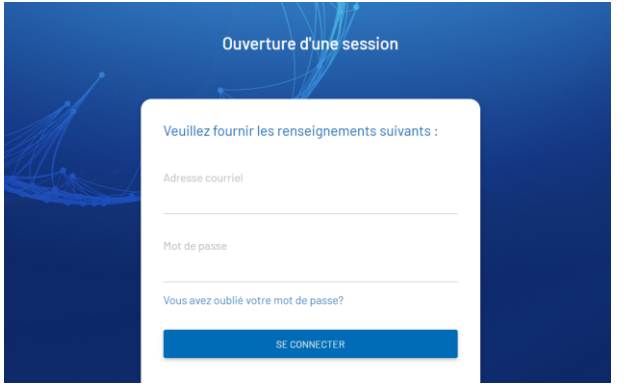
Québec



Enter your username and password.



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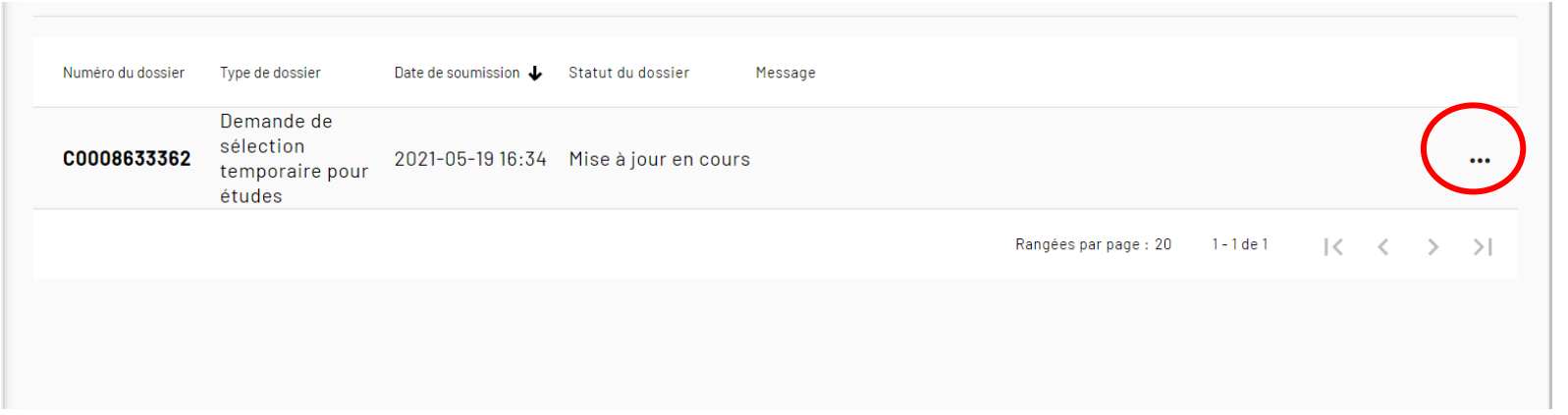
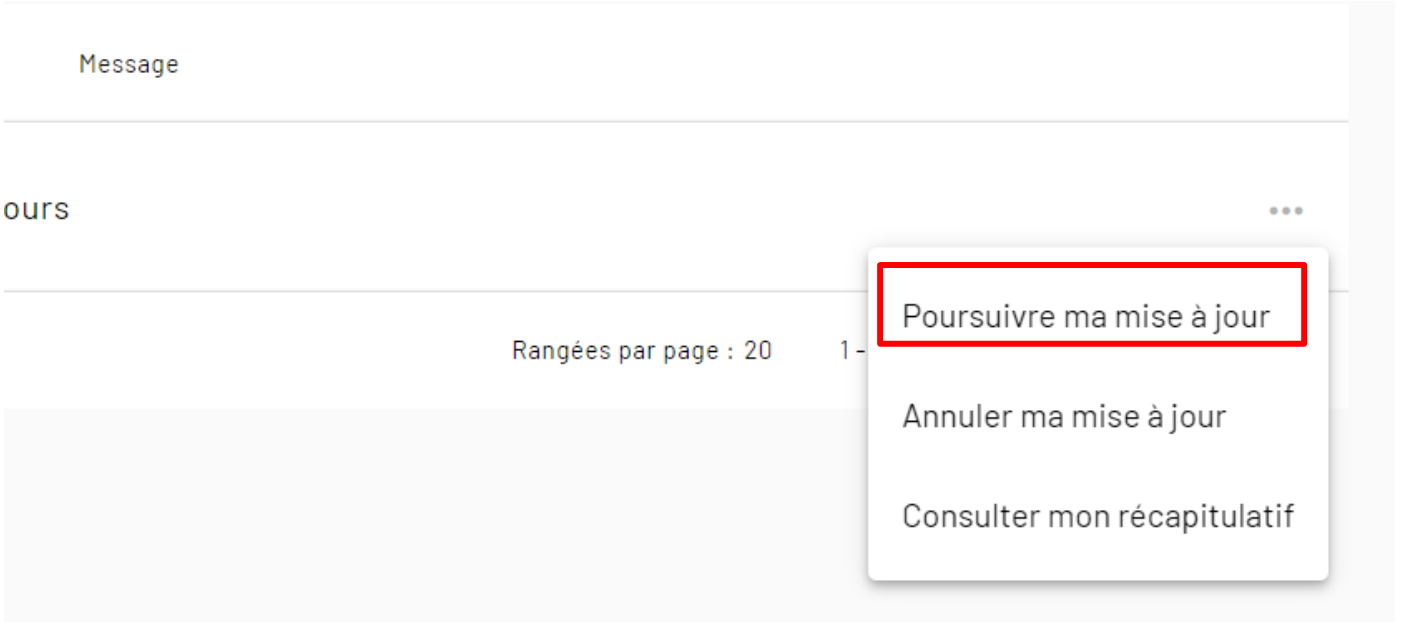


In your homepage, click on the 3 dots on the upper right side of the screen.



Click on ‘Poursuive ma mise à jour’.

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Click on ‘JOINDRE DES DOCUMENTS’.

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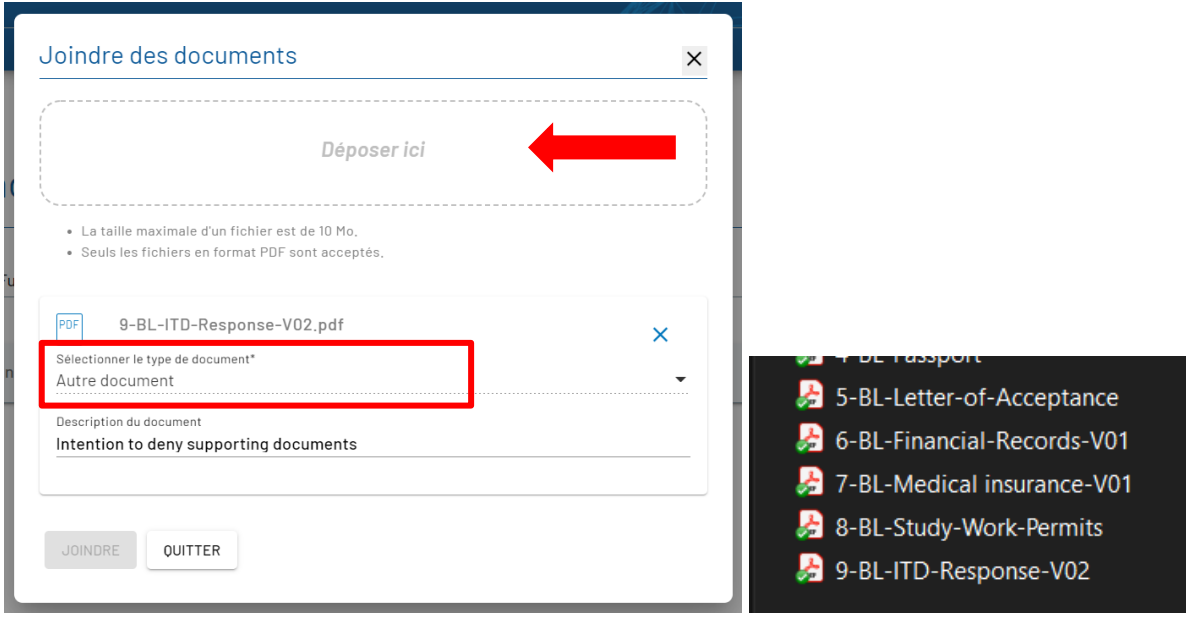

Select the documents from your computer and drag them into the ‘Déposer ici’ box on Arrima. Choose Autre Document in ‘Sélectionner le type de document’. Add the document(s) description in ‘Description du document’. Click on ‘JOINDRE’. Click on ‘QUITTER’.

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Then, click on ‘RECAPITULATIF’.

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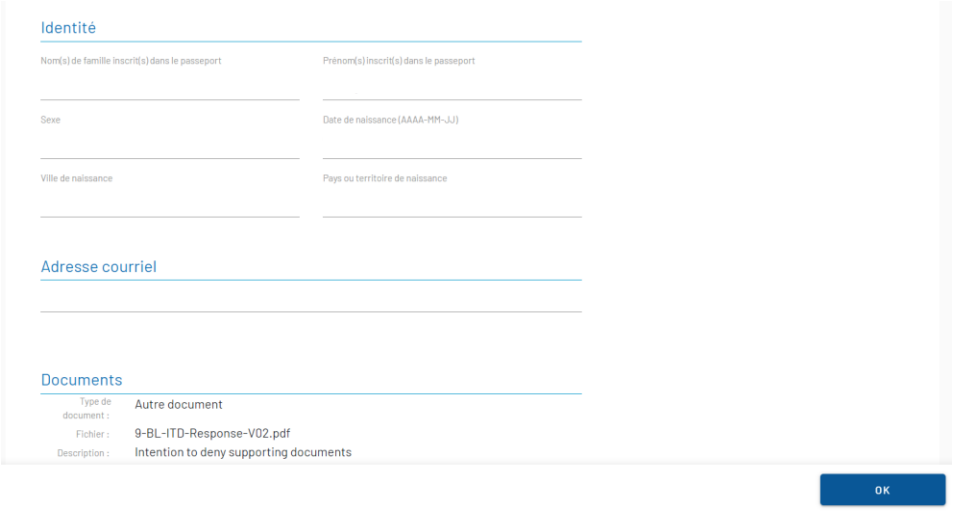

Check the information entered and the document(s) attached. Click on Ok. If changes to the document(s) should be done, go back to the previous step. Personal details should not be changed at this point.

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After reviewing and confirming the documents, click on ‘SOUMETTRE’.

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Click on ‘SUIVANT’.

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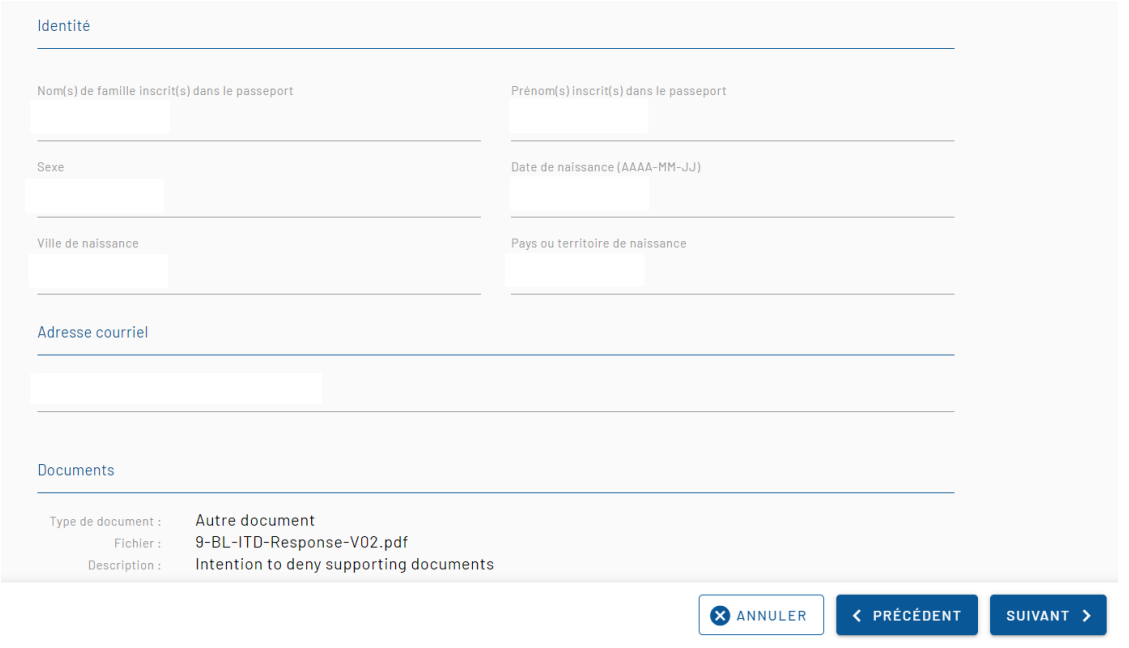

Double check the information entered, and the document(s) attached. Click on ‘SUIVANT’.

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Mark the checkbox: 'En foi de quoi, je signe'.
Under 'Ville': Write the City (as per informed in the Declaration, commitments, and authorizations form).
Under 'Pays ou territoire': Select the country (as per declared in the Declaration, commitments, and authorizations form).
Click on 'SOUMETTRE'.
Close the window.