

Dear Client,

We are very pleased that you decided to work with us on this special project. In this document you will find some guidelines and instructions about the documents you will have to provide for your application.

You are receiving a document checklist to guide you through the process of your **Certificat d'Accéptation du Québec (CAQ) Application**. We prepared a list with the mandatory documents that are required by Ministère de l'Immigration, de la Francisation et de l'Intégration (MIFI).

In addition to this document, we also prepared for you a FAQ (Frequently Asked Questions) document. You will find a copy of the standard checklist required by MIFI, as well as a brief explanation for all the documents. Make sure to read it carefully, it will probably answer most of your questions about the documents.

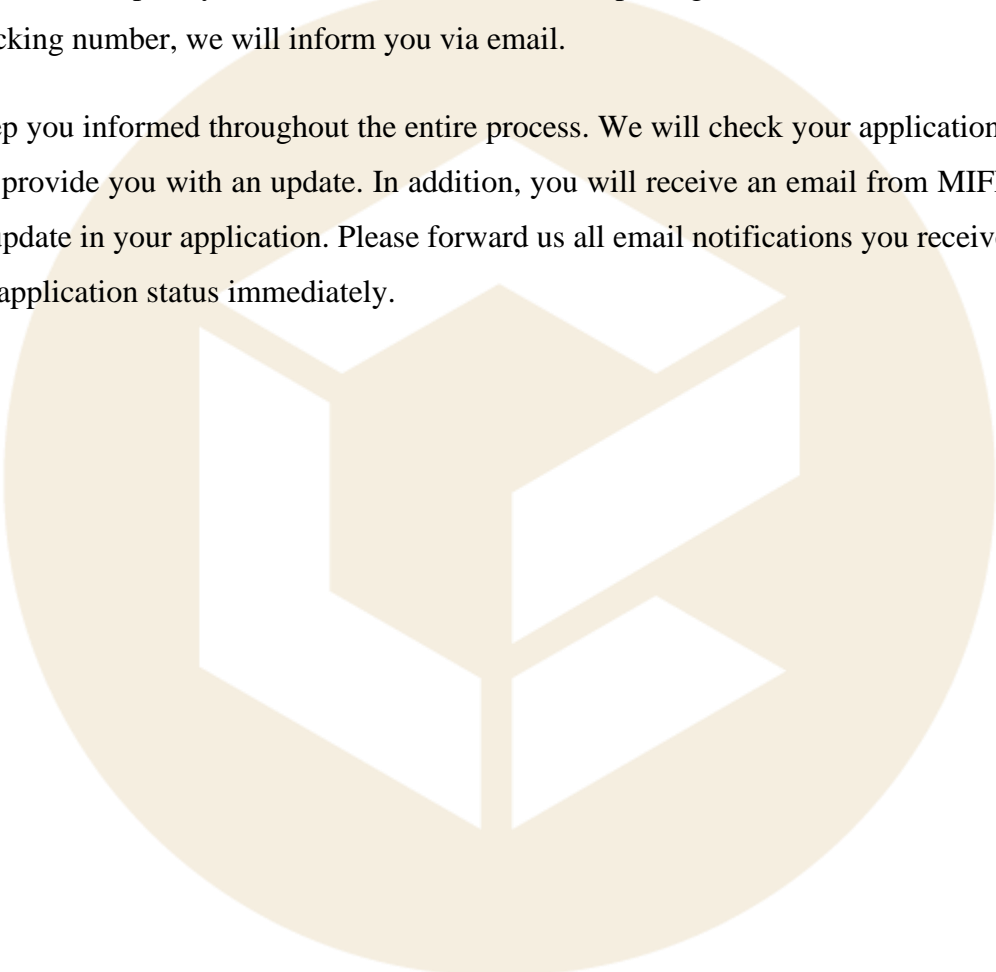
Once again, we are very happy to work with you!

Regards,

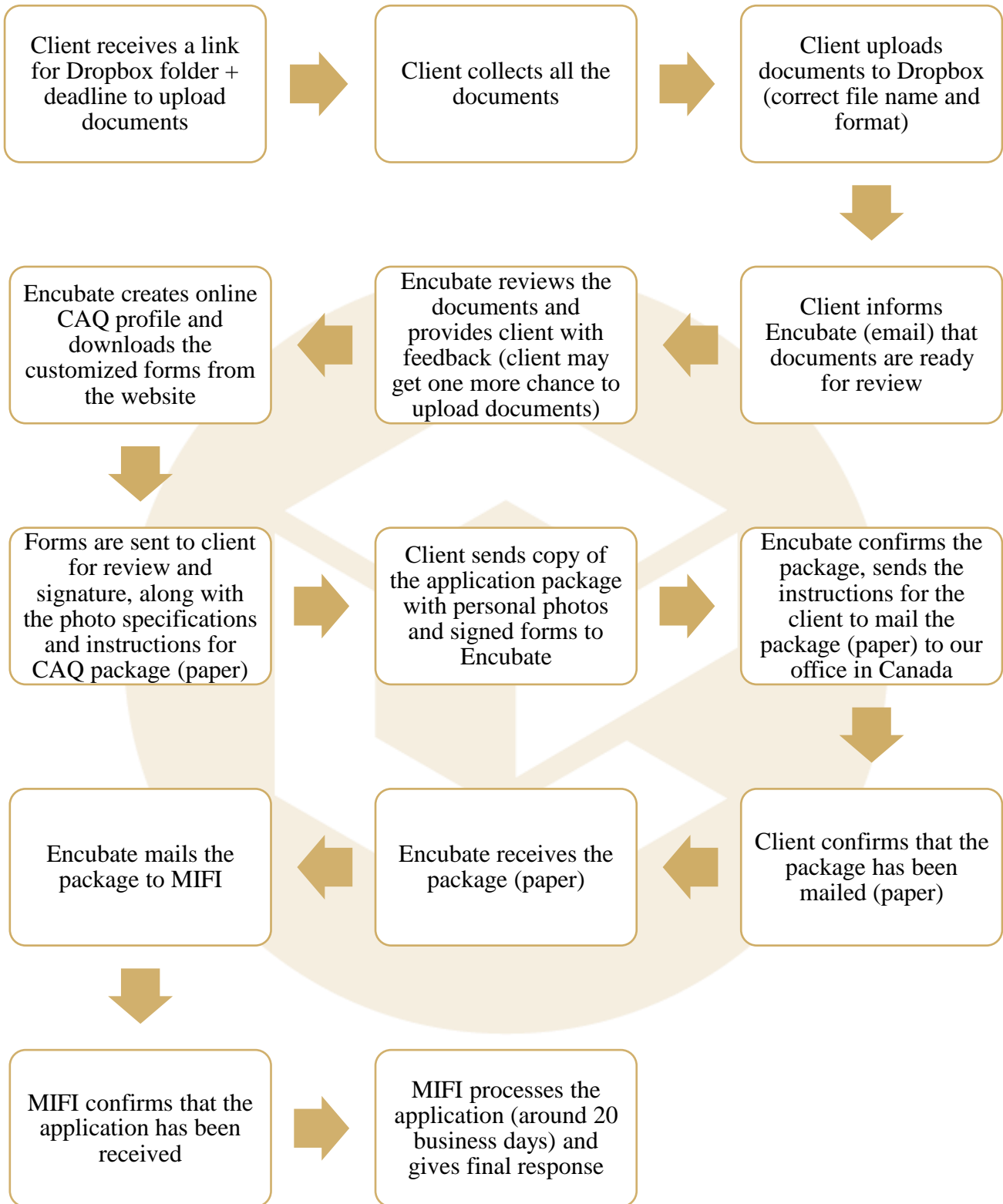
Encubate Team

1. We will send you a private link for an online secure folder on **Dropbox**. It is an exclusive folder that is only available to you and to us, no one else will have access to your documents.
2. We will also give you a **deadline** to submit the documents (10 business days).
3. All the documents must be in **PDF** format. The only documents that are accepted in other formats are the personal photo (JPG or PDF) and the personal details spreadsheet (Excel format).
4. All the documents must be **named** according to the checklist items. We will disregard/not accept documents that are not properly named. You will find the suggested filenames on page 5.
5. MIFI does not accept documents that are not in **English** or **French**. Documents that are not in English or French must be translated by a **certified translator**. Submitting documents in any other language may lead to these documents being disregarded by the officer and not considered in your application.
6. You must upload to the Dropbox folder a copy of the document in your **native language** as well as the **certified translation**.
7. Once you collect all the required documents, and all of them are uploaded to the Dropbox folder, properly named and in the correct file format (PDF), please send us an **email** informing that the documents are ready for review.
8. We will acknowledge receipt of your documents within 1 business day. In addition, it could take up to 2 business days for us to evaluate the documents and provide you with our feedback. **We will only review the documents ONCE.** Make sure that all the documents are uploaded to the Dropbox folder before you ask us to review them.
9. If you are unable to collect all the documents within the given deadline, send us an email asking for an extension of the deadline.
10. Once we review the documents, we will provide you with our **feedback**.
11. If all the documents are in order, it could take us 2-3 business days to finalize the forms for your application. If the documents are not in order, we will give you **one more chance** to upload extra supporting documents.
12. Once we complete the application forms, we will **send** them to you via email for review and signature along with the photo specifications.

13. Once you review the application forms, you can sign where required, and send the signed copy to us via email along with your personal photos.
14. We will review your forms and photos and if everything is correct, we will provide you with mailing instructions so you can send us the documents to our Montreal office.
15. Once we receive your documents in the mail, we will send your case for a final internal audit. The application package should be sent to MIFI in up to 3 business days, counted from the day we acknowledge the receipt of your documents. As soon as the package is sent and we receive the receipt with the tracking number, we will inform you via email.
16. We will keep you informed throughout the entire process. We will check your application status once a week and provide you with an update. In addition, you will receive an email from MIFI every time there is an update in your application. Please forward us all email notifications you receive, so we can check your application status immediately.



CAQ PROCESS



DOCUMENT CHECKLIST – CAQ (OUTSIDE CANADA – GENERAL)

MANDATORY DOCUMENTS	FILENAME	EXPLANATION
1. Passport	1-Passport	FAQ – Page 1
2. Personal details spreadsheet	2-Personal-Details	FAQ – Page 1
3. Letter of Acceptance	3-LOA	FAQ – Page 1

