Dear Client,

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

Ouébec

- 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: <u>https://www.immigrationquebec.gouv.qc.ca/en/electronic-services/caq-electronic/index.html</u>. 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. <u>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.</u> 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/newapplication.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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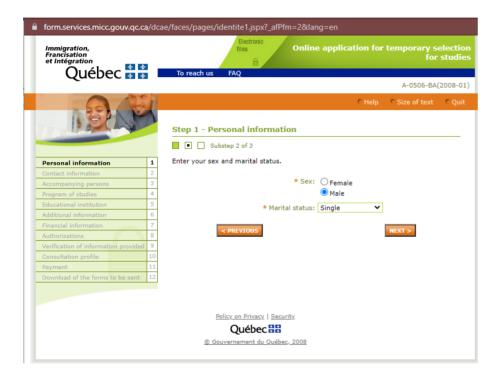
A pop-up window will open. Complete the 11 steps in submitting an application for temporary selection for studies and pay the required fees. The steps will be detailed in the next pages.

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form.services.micc.gouv.q	c.ca/do	cae/faces/faces/pages/identite1.jspx?lang=en
	S.	Help Size of text Quit
IS DE CAN	See.	Step 1 - Personal information
Personal information	1	Important Message: Immigration, Refugees and Citizenship Canada will not issue study
Contact information	2	permits to foreign students admitted to or enrolled in a non-designated learning
ccompanying persons	з	institution. Consult the Designated learning institutions list.
rogram of studies	4	
ducational institution	5	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.
dditional information	6	Note that the Ministère does not reimburse the processing fee for an application for
inancial information	7	temporary selection for studies, even in the event of a refusal. Do you still wish to proceed with your application?
uthorizations	8	
erification of information provide	ed 9	<ul> <li>No, I would like to guit this application</li> </ul>
onsultation profile	10	
ayment	11	In order to facilitate readability, the terms used include both sexes.
ownload of the forms to be sent	: 12	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):
		NEXT>
		I'm not a robot

Add your personal information as per your passport.

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Inform your sex and marital status.

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form.services.micc.gouv.qc.	.ca/d	cae/faces/pages/identite2.jspx?_afPfm=3⟨=en
Immigration, Francisation et Intégration Québec 💀	3	To reach us FAQ
	C 11	A-0506-BA(2008-01)
	1	CHelp CSize of text Quit
1 BEAN	2	Step 1 - Personal information
Personal information	1	Enter your date and place of birth, nationality and main language spoken.
Contact information	2	
Accompanying persons	3	* Date of birth: 1990-01-01
Program of studies	4	yyyy-mm-dd
Educational institution	5	Place of birth: New York
Additional information	6	* City
Financial information	7	New York
Authorizations	8	Province / State / Department
Verification of information provided		United States
Consultation profile	10	*Country
Payment	11	* Country of citizenship / United States
Download of the forms to be sent	12	nationality:
		* Main language spoken: English 🗸
		< PREVIOUS NEXT >
		Québec ::
		© Gouvernement du Québec, 2008

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

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	CHelp CSize of text
1.Star	Step 2 - Contact information
	Substep 1 of 2
Personal information Contact information	<ol> <li>Enter the complete address at which you wish to receive communications from the Ministère, including the apartment number where applicable.</li> </ol>
Accompanying persons	3 Mailing address last at a state
Program of studies	Mailing address: 123 5th Avenue Unit 1     *No. *Street Apt.
Educational institution	5
Additional information	6
Financial information	7 Address continued (where applicable)
Authorizations	8 New York
Verification of information provided	9 *City
Consultation profile	10 New York
Payment	11 Province / State / Department
Download of the forms to be sent	12 United States
	* Country
	,
	Postal code
	Postal code
	Postal code Indicate your <b>current place of residence</b> . <b>2</b> (This may be the same as or different from your mailing address.)
	Indicate your current place of residence. 👔
	Indicate your <b>current place of residence</b> . (This may be the same as or different from your mailing address.) IMPORTANT If your current place of residence is <b>Hong-Kong, New Caledonia</b> or <b>Reunion</b> , you

Inform your current address and country of residence.

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Immigration, Francisation et Intégration Québec 🐼 🚯		Bectronic files Online application for temporary select for stu	
Quebec 💀 💀		To reach us FAQ A-0506-BA(2008	3-01
	8	C Help C Size of text C	
NON P	1	Step 2 - Contact information	
Personal information		Complete your contact information and indicate the language in which you wish to recei	ve
Contact information	1	your correspondence.	ve
Accompanying persons	3		
Program of studies	4	Telephone number:	
Educational institution	5	Other telephone number(s):	
Additional information	6		
Financial information	7	* E-mail address: johndoe@yahoo.com 🛛 🕐	
Authorizations	8	* Confirm your e-mail address: johndoe@yahoo.com	
Verification of information provided	9		
Consultation profile	10	* Language of correspondence: O French	
Payment	11	English	
Download of the forms to be sent	12		
		< PREVIOUS NEXT >	
		Policy on Privacy   Security	
		Québec ##	
		© Gouvernement du Québec, 2008	

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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	-	A-0506-BA(200
	69	CHelp CSize of text
- 201 1	1	
	1	
		Step 3 - Accompanying persons
Personal information	1	Indicate the number of persons in your immediate family who are already in Québec o who will accompany you during your entire period of study.
Contact information	2	······································
Accompanying persons	3	* Number of persons: 1 💙 👔
Program of studies	4	
Educational institution	5	Enter the information respecting each of these persons and specify what is or will be t
Additional information	6	reason for this person's presence in Québec.
Financial information	7	Note: A separate application for a temporary selection of studies must be completed f
Authorizations	8	each family member who will be studying in Québec, unless this person is exempt.
Verification of information provided		
Consultation profile	10	* Family name: Doe
Payment	11	* First name: Jane
Download of the forms to be sent	12	* Date of birth: 1990-02-02
		yyyy-mm-dd
		* Relationship to you: Spouse
		* Reason for being in Québec: Temporary foreign worker 🗸 🗸

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

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

 $\rightarrow$  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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Immigration, Francisation et Intégration Québec 🍄 🏘	Bectronic files Online application for temporary selectio for studie To reach us FAQ
<b>L</b>	A-0506-BA(2008-01
	Help Size of text Quit
1 Star	Step 5 - Educational institution
Personal information	* Name of institution: Greystone College
Contact information	2 * Address: 550 Rue Sherbrooke Ouest
Accompanying persons	3 *No. *Street
Program of studies	4 8ème étage
Educational institution	5 Address continued (where applicable)
Additional information	6
Financial information	7 Montreal H3A 1B9 *City Postal code
Authorizations	8 City Postal code
Verification of information provided	9
Consultation profile	10 NEXT >
Payment	11
Download of the forms to be sent	12

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:

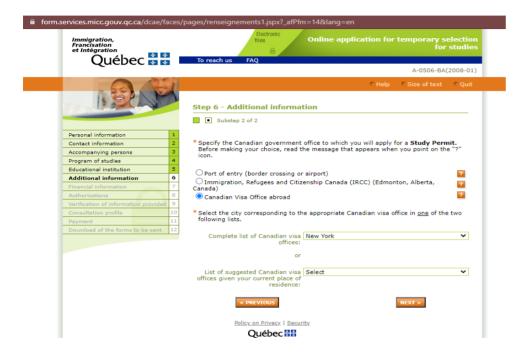
550 Rue Sherbrooke Ouest, 8ème étage, Montreal, H3A 1B9.

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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.

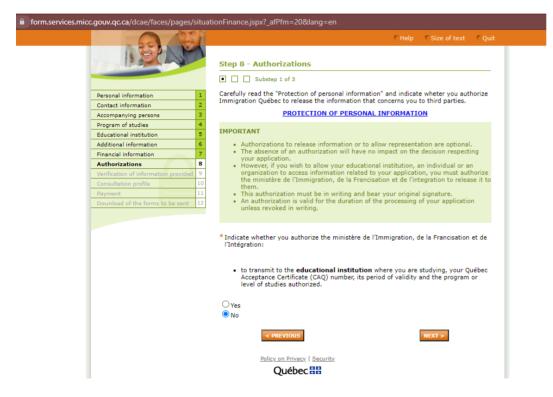
If you are inside Canada and will be applying for an initial study permit or study permit extension while in Canada, select "Immigration, Refugees and Citizenship Canada (IRCC) (Edmonton, Alberta, Canada).

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form.services.micc.gouv.qc.ca/dcae/faces/pages/rensei	gnements2.jspx?_afPfm=1e⟨=en
	CHelp CSize of text CQuit
I SPAN	Step 7 - Financial information
	Indicate who will mainly be responsible for paying your living expenses and tuition fees in
Personal information 1	Québec.
Contact information 2	
Accompanying persons 3	* Principal payer: My father 💙 🝸
Program of studies 4	
Educational institution 5	Indicate the principal payer's name and contact information.
Additional information 6	
Financial information 7 Authorizations 8	* Family name: Doe
	* First name: Jack
Verification of information provided 9 Consultation profile 10	Address: 123 5th Avenue Unit 1
Payment 11	Address: 123 5th Avenue Unit 1 *No. *Street Apt.
Download of the forms to be sent 12	inter derete riger
	Address continued (where applicable)
	New York *City
	· · · · · · · · · · · · · · · · · · ·
	New York
	Province / State / Department
	United States
	*Country
	Postal code
	Telephone number: 1 800 1010
	< PREVIOUS NEXT >
	Policy on Privacy   Security
	Québec 🔡

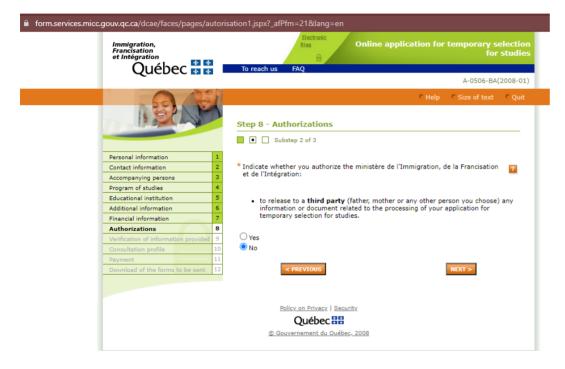
In this section you must declare who will be supporting you financially and paying for your studies and living expenses. You will need all the information above about your sponsor.

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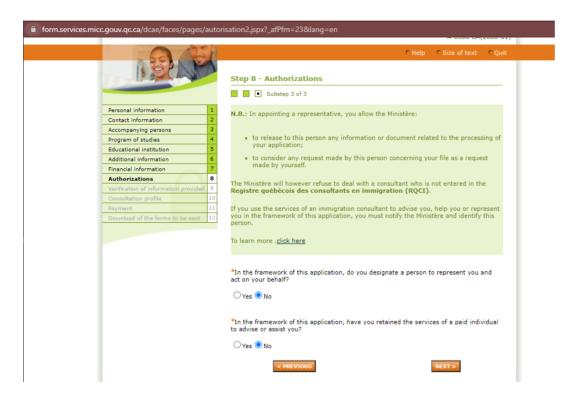
Select "no"

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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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12 CALLAND	Step 9 – Verification of infor	mation provided	
	Check the accuracy of the information	provided before continuing.	
Personal information 1	<b>F</b> 1	2	
Contact information 2	Family name : First name :	Doe John	
Accompanying persons 3			
Program of studies 4			MODIFY
Educational institution 5			
Additional information 6	Sex :	Male	
Financial information 7	Marital status :	Single	
Authorizations 8			HODIEK
Verification of information 9 provided			MODIFY
Consultation profile 10	Date of birth :	1990-01-01	
Payment 11			
Download of the forms to be sent 12	Place of birth :	New York, New York, United States	
	Country of citizenship / nationality : Main language spoken :	United States English	
			MODIFY
	Mailing address :	123 5th Avenue Unit 1, New York, New York, United States	
	Current place of residence :	United States	MODIFY
	Telephone No : Other telephone number : E-mail address : Language of correspondence :	johndoe@yahoo.com English	MODIFY

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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form.services.micc.gouv.qc.ca/dcae/faces/pages/profil	1.jspx?_afPfm=27⟨=en
NO. P	Help Size of text Quit  Step 10 - Consultation profile  Substep 1 of 2
Personal information       1         Contact information       2         Accompanying persons       3         Program of studies       4         Educational institution       5         Additional information       6         Financial information       7         Authorizations       8	Create your consultation profile online. You must create a consultation profile to save your application and access online consultation. IMPORTANT Keep your user code and your password in a secure place. You will need them in order to check your online file. Enter a user code and a password. * User code: mockcase2021
Verification of information provided     9       Consultation profile     10       Payment     11       Download of the forms to be sent     12	* Confirm your user mockcase2021 code : * Password: ************************************
	Answer the following two Authentication questions. If you forget your password, you can authenticate your identity by using the answer given to one of the following questions, and making sure that your answer <b>matches</b> <b>exactly</b> (upper case letters, spaces, etc.). * Question 1: I would like to take my next vacation in * Answer: Canada
	* Question 2: My favourite colour is   * Answer: Red  C PREVIOUS  NEXT >
	Policy on Privacy   Security Québec :::

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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	-	Step 11 - Payment		_
		Substep 1 of 2		
Personal information	1			
Contact information	2	<ul> <li>To complete your application, you must</li> </ul>		ee
Accompanying persons	3	is not refundable even if your application	on is rejected.	
Program of studies	4	<ul> <li>After you have made the payment, you</li> </ul>		nd
Educational institution	5	out which documents must be sent to t through the Arrima platform.	the Ministère by mail or electronically	
Additional information	6	through the Arrima platform.		
Financial information	7			
Authorizations	8	Last name :		
Verification of information provided	9	First name :	10 10 10	
Consultation profile	10	No. of the application for temporary selection		
Payment	11	Date and time of application :	2021-09-02 11:12:41	
Download of the forms to be sent	12	To make your payment, you will be temporaril Ministère des Finances du Québec.	ly redirected to the secure site of the	
		Online payment may be made by credit card ( American Express (including prepaid cards). The credit card does not have to be in your na		
		You may choose to pay now or at a later date.		
		PROCEED TO PAYMENT NOW 7		
		This button is deactivated during maintenance	e periods. In that case, select Pay later.	

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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#### **MIFI** paiement

Click to proceed to Secure Page

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

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Mandatory fields marked by *
Customer Details
Customer ID:
Email Address: @gmail.com
Note:
Payment Details
Transaction Amount: \$ 117.00 (CAD)
Order ID: mhp21244111817p27
Please complete the following details exactly as they appear on your card. Do not put spaces or hyphens in the card number.
Cardholder Name*:
Card Number*:
Expiry Date (MMYY)*:
Card Security Code*:
Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cance button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.
Process Transaction Cancel Transaction

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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Établissement d'enseignement	<ol> <li>Consultez l'aide-mémoire personnalisé qui sera déposé dans les prochaines minutes dans votre compte sur le portail Demande en ligne de sélection temporaire pour études.</li> </ol>
Renseignements complémentaires	
Situation financière	7 8 2. Pour chacun des documents exigés dans l'aide-mémoire, numérisez les pages d'un
Autorisations	2. Pour chacun des documents exiges dans laide-immenore, numerisez les pages d'un même document ensemble, en les sauvegardant en format PDF (Portable Document Format). Assurez-vous qu'ils demeurent lisibles, complets et exacts.
Vérification des données fournies Profil de consultation	
Palement	10 3. Dans les 48 prochaines heures, un numéro de dossier vous sera transmis sur le
Téléchargement des formulaires à transmettre	portail Demande en ligne de sélection temporaire pour études. Notez-le, puis connectez-vous à la plateforme Arrima : [m numéro est nécessaire pour soumettre voc documents PDF.
	4. Une fois que vous avez reçu votre numéro de dossier, créez-vous un compte d'utilisateur sur la plateforme Arrima : www.immigration- quebec.gouv.ac.afr/infimmations/arrima/. Lorsque vous créez votre profil sur Arrima, assurez-vous d'indiquer les mêmes noms et prénoms qui figurent dans votre passeport, cest-àfre les noms et prénoms inscribs lors de la présentation de votre demande sur le portail Demande en ligne de sélection temporaire pour études. Si vous avez déjà un compte sur la plateforme Arrima, connectez-vous à ce compte.
	<ol> <li>Une fois que votre profil est créé dans Arrima, reconnectez-vous à la plateforme et cliquez sur « Mes dossiers », Suivez ensuite les indications pour faire le dépôt de vos documents.</li> </ol>
	<ol> <li>Une fois vos documents transmis dans Arrima, assurez-vous de les soumettre pour que le traitement de votre demande puisse débuter.</li> </ol>
	Notez qu'un aide-mémoire sera disponible dans la section Historique de votre demande, de même que le formulaire Déclaration, engagements et autorisations que vous devez signer.
	Si vous ne pouvez pas imprimer les formulaires maintenant ou si le téléchargement échoue pour des raisons techniques, vous devrez revenir à la page d'accueil de la demande en ligne et accéder à votre dossier en cliquent sur <b>Consulter mon dossier</b> . Vous devrez alors inscrire votre code d'utilisateur et votre mot de passe.
Cliquer sur « TÉLÉCHARGER LES FORMULAIRES MAINTENANT ».	TÉLÉCHARGER LES FORMALATRES MAINTENANT
	Politique de confidentialité   Sécurité
	Québec ##
	R.Souvernement.du, Nuébez, 2008

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

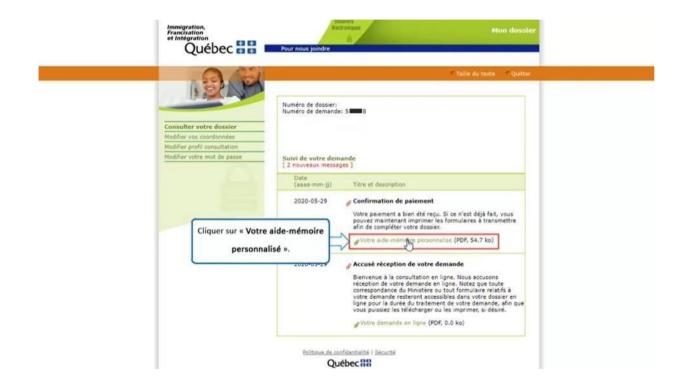
Québec 불 🕈



J.

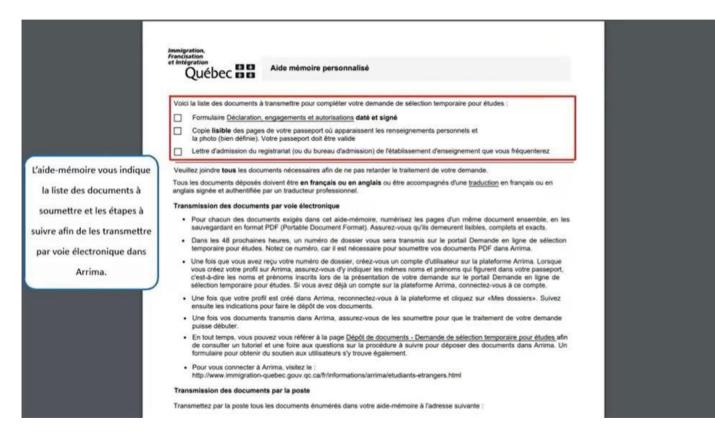
Click on the "+" sign of the "Confirmation de paiement" (payment confirmation) tab.

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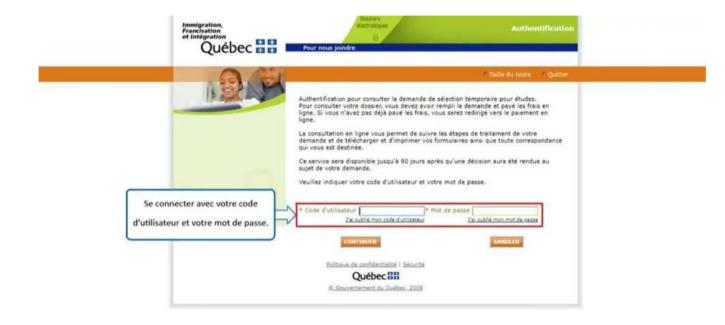
Forty-eight (48) hours after submitting your application, the system will allow you to access the "**Demande en ligne de sélection temporaire pour études**" (online temporary selection application for studies) page again on the Ministère's website.

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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.



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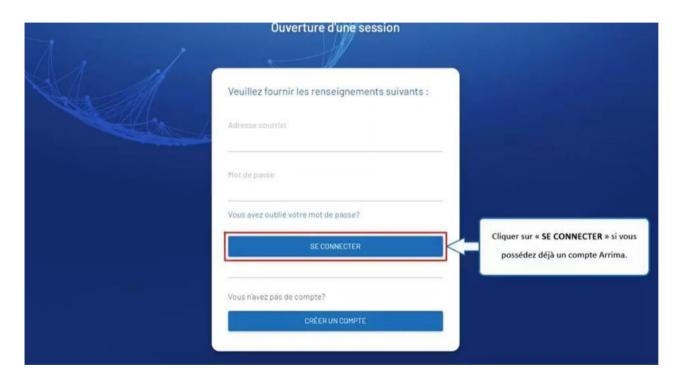
Click on the "Accéder à Arrima" (access Arrima) button to begin the submission of your documents.

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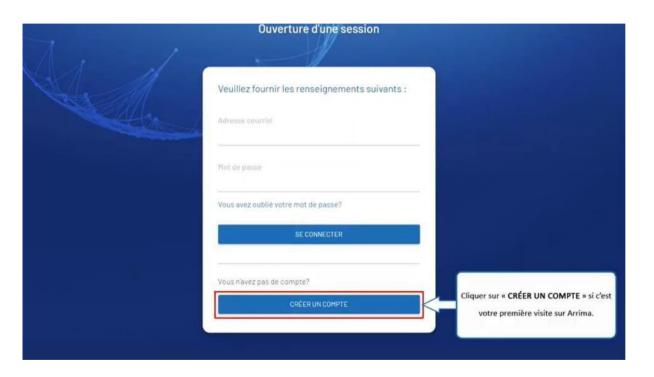
Click on "Pour utiliser les services en ligne ARRIMA" (to use the ARRIMA online services).

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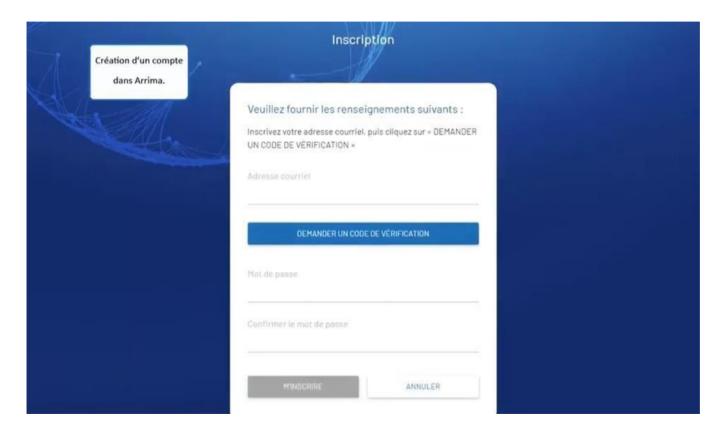
Click on "SE CONNECTER" (connect) if you already have an Arrima account.





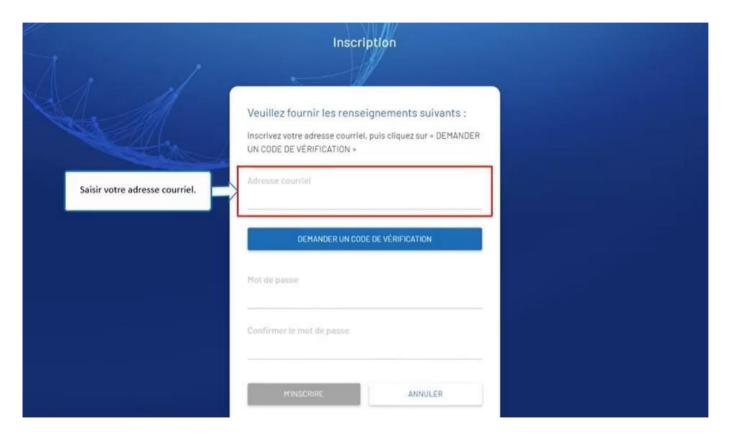
Click on "CRÉER UN COMPTE" (create an account) if this is your first visit to Arrima.

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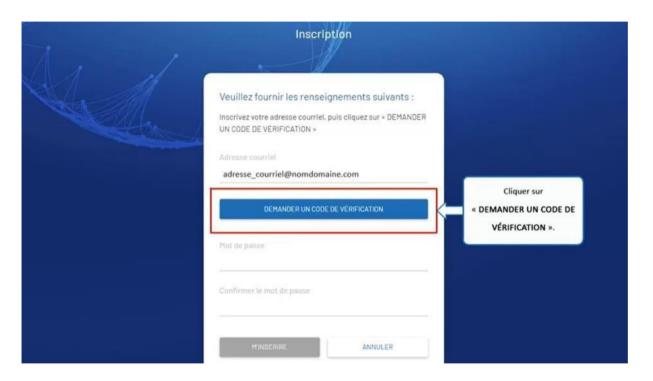
Creating an account in Arrima.





Enter your email address.

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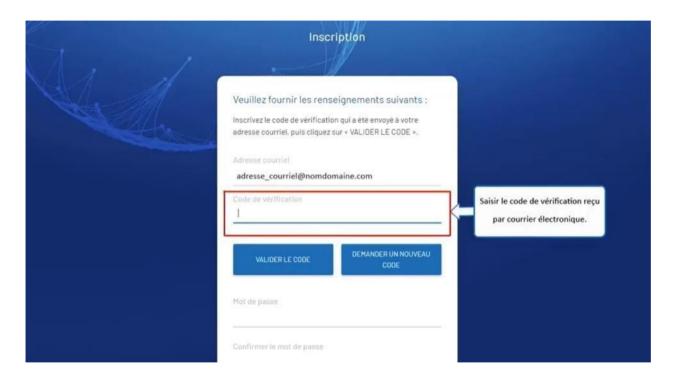
Click on "DEMANDER UN CODE DE VÉRIFICATION" (request a verification code).

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Merci d'avoir vérifié votre compte Votre code est : 083881	
Cordialement. Ministère de l'Immigration, de la Francisation et de l'Intégration du Québec	
Ce message a éré envoyé à partir d'une adresse de messagerie non concrôlée. Vaulliez ne pas y répondre.	

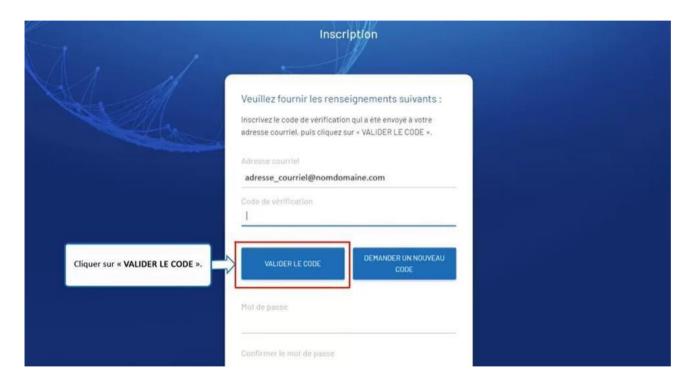
An email containing the verification code will be sent to your electronic mailbox.

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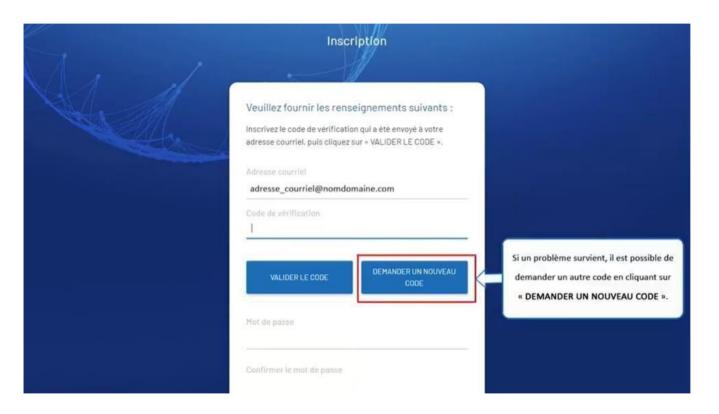
Enter the verification code you received by email.

## Québec 🖁 🖁



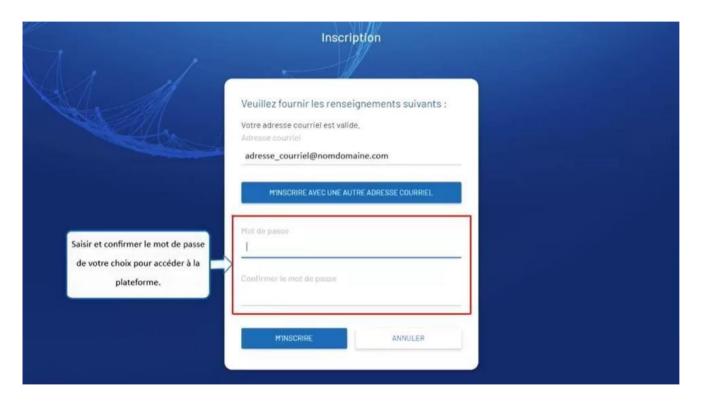
Click on "VALIDER LE CODE" (validate the code).





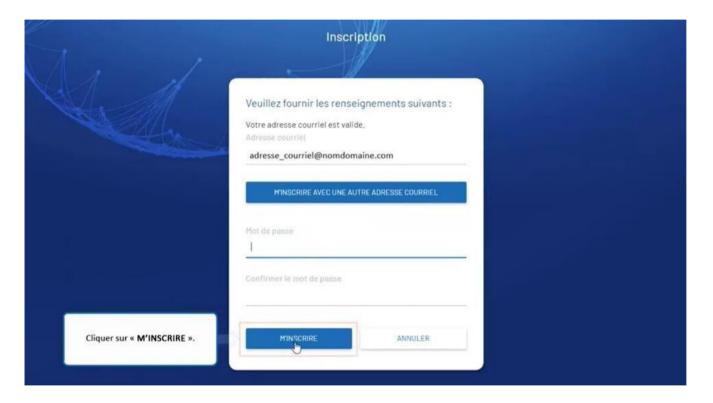
If a problem arises, you can request another code by clicking on "DEMANDER UN NOUVEAU CODE" (request a new code).





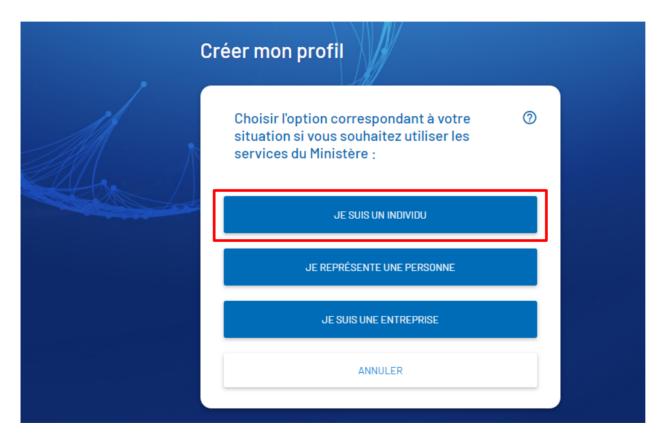
Enter and confirm the password of your choice to access the platform.





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

## Québec 🖁 🖁



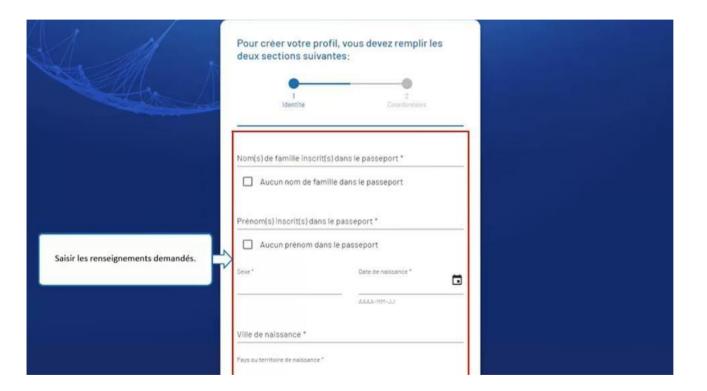
Click on "JE SUIS UN INDIVIDU" (I am an individual) in order to create your profile.





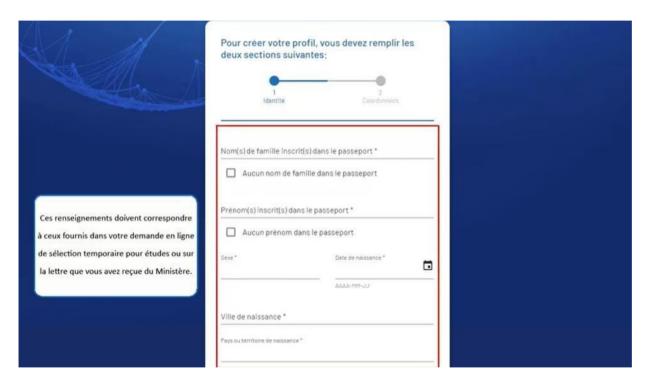
#### Read and accept the conditions. Click on "SUIVANT"

Québec 🖁 🖁



Enter the information requested.

## 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.

## Québec 🖁 🖁

A dess	Pour créer votre deux sections su 1 Identité	profil, vous devez remplir les uivantes:	
		crit(s) dans le passeport * famille dans le passeport	
	Prénom(s) inscrit(s) o	dans le passeport *	
	Sexe*	Date de naissance *	
	Ville de naissance *	AAAA-HIY-JJ	Cliquer sur la barre de défilement.
	Pays ou territoire de naissa	nce*	

Click on the scroll bar.



Téléphone ai	u domicile		
Indicatif International	Numero de téléphone		
Téléphone c	ellulaire		
Indicatif International	Numéro de téléphone		
Téléphone a	u travall		
Indicatif International	Numéro de téléphone	Numéro du poste	
	Cliquer sur « CRÉER MON PROFIL ».		
Les champs marqu	es d'un unerroquer rom proponere		
PRÉCÉDE	NT CRÉER MON PRIMIL	ANNULER	

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

Québec 🕈 🕈

Immigration, Francisation et Intégration Québec 😫 😫	Accueil Pour nous joindre	
	rrima	Votre accès en ligne aux services d'immigration du Québec
A PA		Prénom Nom 🗳 😝
Mes dossiers	Mes dossiers	
Mes documents	Nouveamdossier ~	C
	• Voue havez aucun dossier en ligne dans Arrima. er le dépôt de vos documents dans liquer sur « Nouveau dossier ».	
	Politique de confidentialité   Sécurité	Accessibilité

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

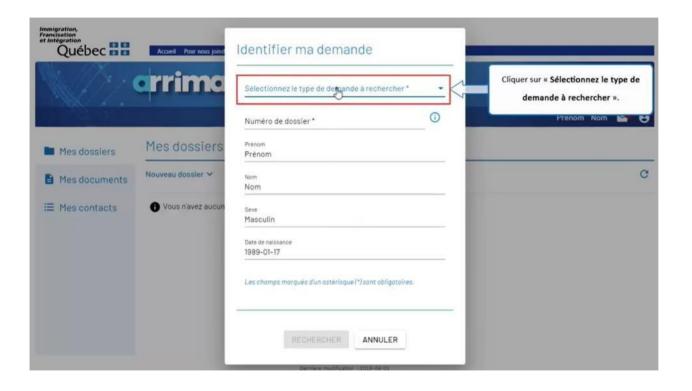
Québec 🕈 🕈

\$//?*/·	errima	Votre accès en ligne aux services d'immigration du Québec	
		Prénom Nom 🛁	
Mes dossiers	Mes dossiers		
Mes documents	Nouveau dossier 💙	(	
Mes contacts	Créer un nouveau dossier		
	Créer un dossier lié à une demande dymmigration déjà transmise au Ministère		
	Cliquer sur « Créer un dossier lié à une demande		
	d'immigration déjà transmise au Ministère ».		
	d'immigration déjà transmise au Ministère ».		

Click on "Créer un dossier lié à une demande d'immigration déjà transmise au Ministère"

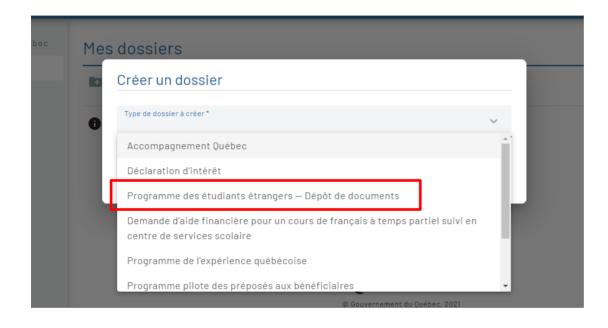
(create a file related to an application for immigration already transmitted to the Ministère).

Québec 🕈 🕈



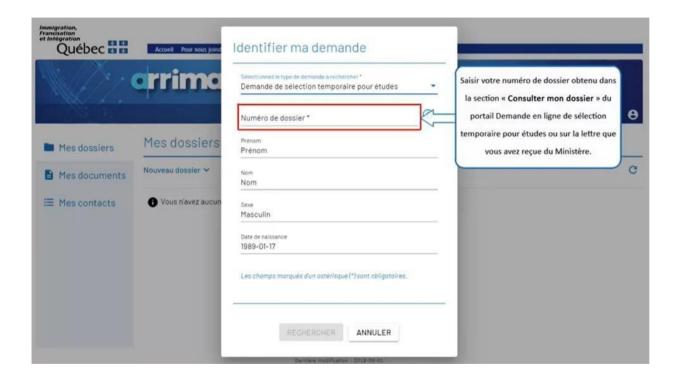
Click on "Sélectionnez le type de demande à rechercher" (select the type of application sought).

Québec 불 🕈



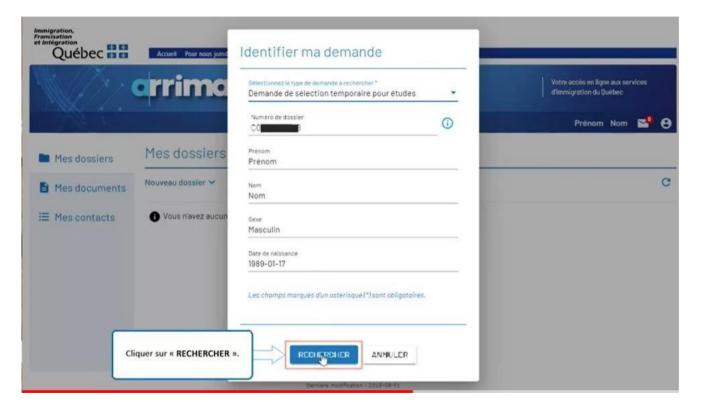
Select "Programme des étudiants étrangers – Dépôt de documents" (Program of foreign students – upload of documents).

Québec 불 불



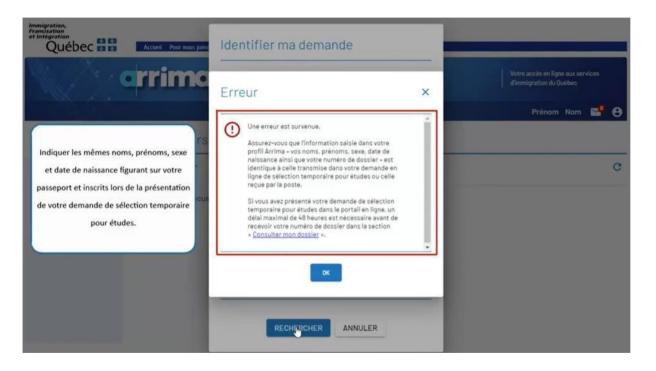
Enter the file number you obtained in the section "**Consulter mon dossier**" (consult my file) on the Demande en ligne de sélection temporaire pour études (online application for temporary selection for studies) portal or in the letter you received from the Ministère.

Québec 🕈 🕈



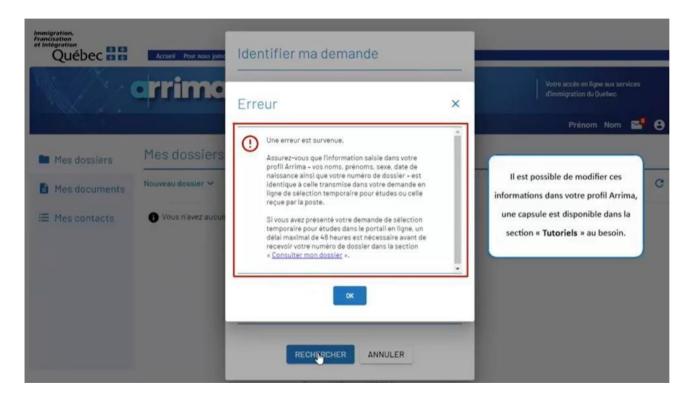
Click on "**RECHERCHER**" (search).

Québec 불 🕈



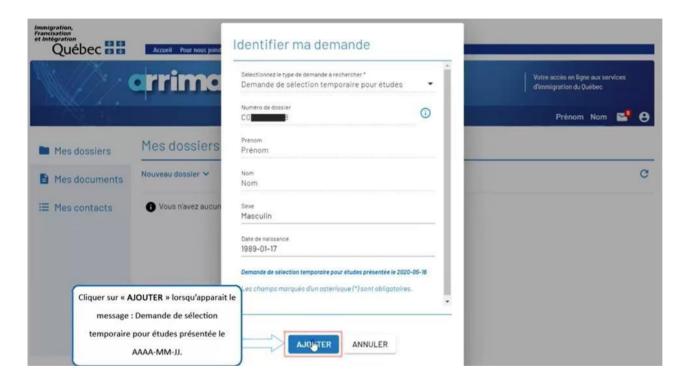
Indicate the same family name, given name, sex and date of birth as on your passport and entered when you submitted your application for temporary selection for studies.

### Québec 불 🕈



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

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).



# **SECTION 3**

## UPLOADING DOCUMENTS ON ARRIMA

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

Québec 🕈 🕈

Renseigne	ment personnels			
ENREGISTRER	AFFICHER UN RÉCAPITULATIF	DÉPOSER JO	INDRE DESIDOCUMENTS	Cliquer sur
				NDRE DES DOCOMENT.

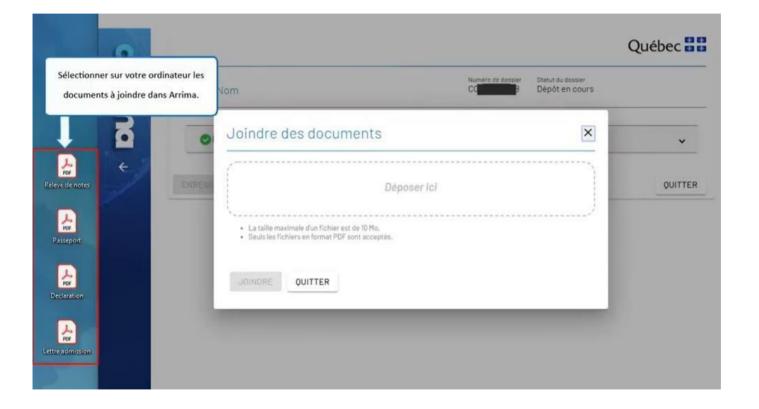
Click on "JOINDRE DES DOCUMENTS" (attach documents).

Québec 🕈 🕈



The process whereby your documents are submitted begins.

Québec 🕈 🕈



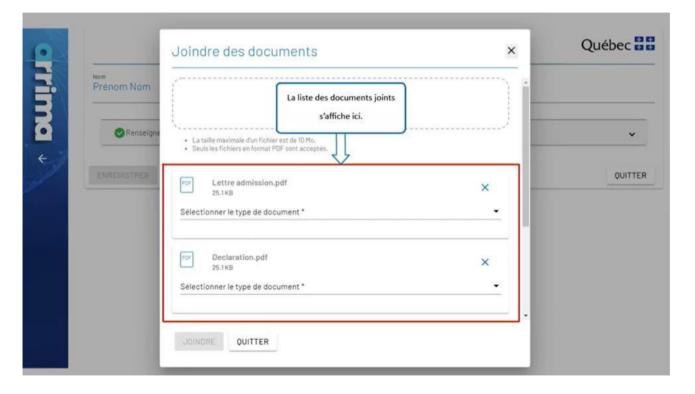
Select, on your computer, the documents to be attached in Arrima.

Québec 🖁 🖁



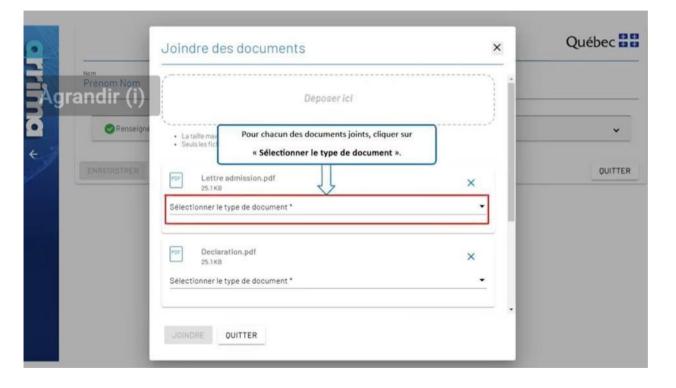
Drop the documents into the "Déposer ici" (submit here) box. Only PDF files are accepted.

Québec 🕈 🕈



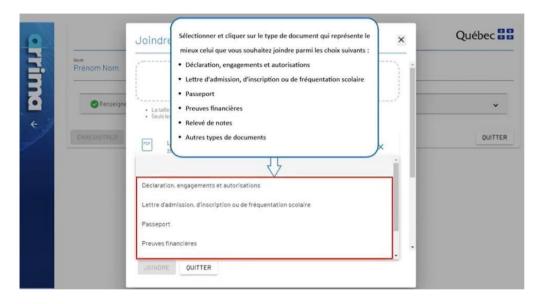
The list of attached documents is displayed here.

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

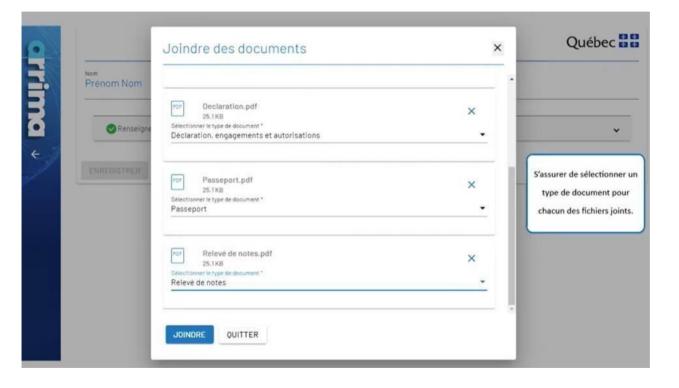
Québec 불 🛣



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

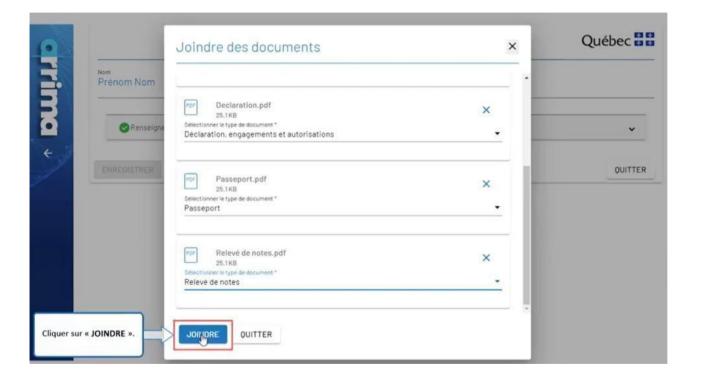
- Declaration, undertakings and authorizations
- Letter of admission, of registration or of school attendance
- Passport
- Proofs of financial capacity
- Academic transcript
- Other types of documents

Québec 🕈 🕈



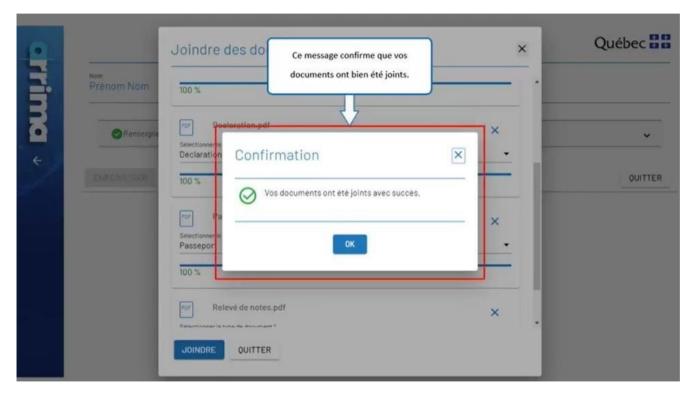
Be sure to select a type of document for each file attached.

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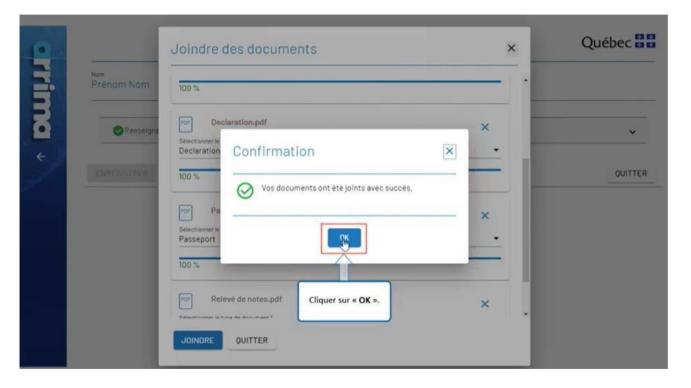
Click on "JOINDRE" (attach).

Québec 🖁 🖁



This message confirms that your documents have been duly attached.

Québec 🕈 🕈



Click on "OK".

Québec 🕈 🕈

	Statut du dossier Dépôt en cours	Numero de dossier CO		Prénom Nom
÷			ment personnels	Renseignen
QUITT		JOINDRE DES DOCUMENT	AFFICHER UN RÉCAPITULATIF	ENREGISTRER
		nents requis sont joints dans	S'assurer que tous les doc	
		nt de les déposer.		
		oosés, il ne sera plus possible		
		oins que le Ministère vous	d'en ajouter d'autres, à	
		s supplémentaires lors du		

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

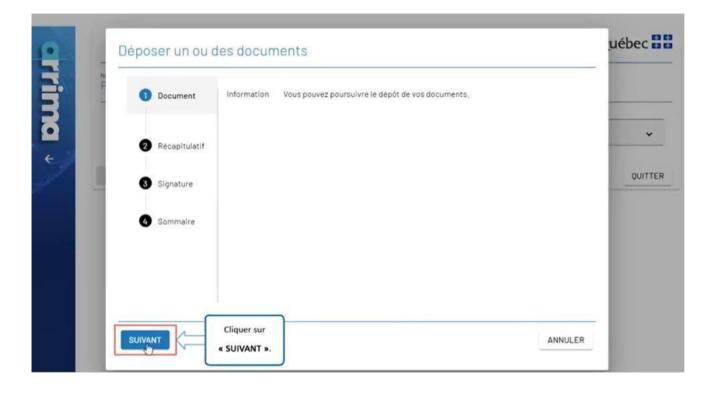
Once the documents are submitted, it will no longer be possible to add others, unless the Ministère asks you for additional documents during processing of your application.

Québec 🕈 🕈

Renselgnement	personnels		
	FICHER UN RÉCAPITULATIF	ER JOINDRE DES DOCUMENTS	Î.
ENREGISTRER	FICHER UN RÉCAPITULATIF	JOINDRE DES DOCUMENTS	
	Pour finaliser la tra		
	documents, cliquer		

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

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Click on "SUIVANT" (next).





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

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Image: Sommaire       Type de Lettre d'admission, d'inscription ou de fréquentation scolaire         Image: Sommaire       Type de Lettre d'admission, d'inscription ou de fréquentation scolaire         Image: Sommaire       Type de Lettre d'admission, pdf         Image: Sommaire       Type de Relevé de notes         Image: Sommaire       Type de Déclaration, engagements et autorisations         Image: Sommaire       Type de Déclaration, engagements et autorisations	Récapitulatif     Type de document : Ficher :     Lettre admission,pdf       Récapitulatif     Type de document : Ficher :     Relevé de notes document : Ficher :       Signature     Type de document : Ficher :     Déclaration, engagements et autorisations Declaration,pdf			2 Récapitulatif
Type de document :     Fichier :     Relevé de notes       3 Signature     Type de document :     Relevé de notes,pdf       3 Signature     Type de document :     Déclaration, engagements et autorisations       4 Sommaire     Type de Passeport	Récapitulatif     Type de document : Fichier :     Relevé de notes       Signature     Type de document : Fichier :     Déclaration, engagements et autorisations       Sommaire     Déclaration, pdf	ations		2 Récapitulatif
Type de document :     Relevé de notes       3 Signature     Type de document :       4 Sommaire     Déclaration, engagements et autorisations       4 Sommaire     Type de document :       5 Sommaire     Type de document :	Signature     Type de document : Fichier :     Relevé de notes Relevé de notes,pdf       Signature     Type de document : Fichier :     Déclaration, engagements et autorisations Declaration,pdf	ations	- 10	
3 Signature     Type de de notes, pdf       3 Signature     Type de de notes, pdf       Obclaration, engagements et autorisations       Declaration, pdf       3 Sommaire       Type de passeport	Signature Type de Déclaration, engagements et autorisations Pichier: Declaration, pdf Sommaire	ations		
Sommaire     Type de Passeport	sommaire	ations		
Sommaire     Type de Passeport	sommaire	ations		
Sommaire     Type de Passeport	Sommaire			doc
Type de Passeport	Sommaire			
Fichier: Passeport,pdf	document : Fichier : Passeport,pdf			
Immigration,	Immigration,	Immigration,	nigration,	
Immigration, Francisation Québec S 12	Immigration, Francisation	Immigration, Francisation et Intégration	nigration, ncisation trégration	
Fichier: Passeport.pdf	Fictuer: Passeport,pdf			
Picher Passeport, por	richier: Passeport, por			

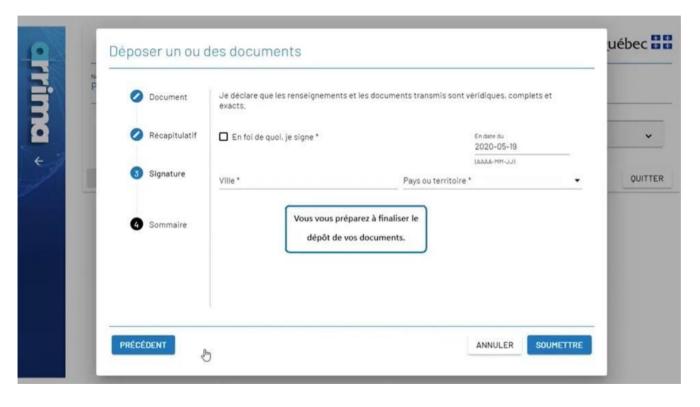
Be sure you submitted all the required documents.

Québec 🕈 🕈

_ Ocument	Type de Lettre d'admission, d'inscription ou de fréquentation scolaire
	document : Fichier : Lettre admission.pdf
2 Récapitulatif	
	Type de Relevé de notes
	Fichier : Relevé de notes.pdf
3 Signature	Type de Déclaration, engagements et autorisations
	document : Fichier : Declaration,pdf
4 Sommaire	Type de Passeport
	document Fichler: Passeport.pdf
	Immigration, Francisation et Intégration Québec 🖬 🛤

Click on "SUIVANT" (next).

Québec 🕈 🕈



You are about to finalize the submission of your documents.

Québec 🕈 🕈

	Ø Document exacts.	t les documents transmis sont véridiques, complets et	- 1	
	Récapitulatif En foi de quoi, je signe *	En date du 2020-05-19		~
-	Sinnature Cocher la case <b>« En foi de quoi, je signe »</b> pour déclarer que les renseignements et les documents transmis sont véridiques, complets et exacts.	(AAAA-MM-JU) Pays ou territoire *	•	QUITTE
			_	

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.

Québec 🏄 🌋

🕗 Document	Je déclare que les renseignements et exacts.	les documents transmis sont véridiques, complets et	
🖉 Récapitulatif	🗹 En foi de quoi, je signe *	En date du 2020-05-19	
3 Signature	Ville *	Pays ou territoire *	
4 Sommaire		La date est saisie automatique	ment.
			_

The date is entered automatically.

Québec 🕈 🕈

-	Ø Document	Je déclare que les renseignements et les docum exacts.	ents transmis sont véridiques, comple	tset	
	🖉 Récapitulatif	🗹 En foi de quoi, je signe *	En date du 2020-05-19		~
	3 Signature	Ville *	(AAAA-MM-JJ) Pays ou territoire *	•	QUITTE
	4 Sommaire	Inscrire le nom de la « Ville » depuis laquelle vous faites le dépôt de vos documents dans Arrima.			

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

Québec 🕈 🕈

Ø Document	Je déclare que les renseignements et les do exacts.	ocuments transmis sont véridiques, complets et
🖉 Récapitulatif	En foi de quoi, je signe *	En date du 2020-05-19
3 Signature	ville * Ville	Pays ou territoire*
4 Sommaire		Sélectionner le « Pays ou territoire »
		depuis lequel vous faites le dépôt de vos documents dans Arrima.

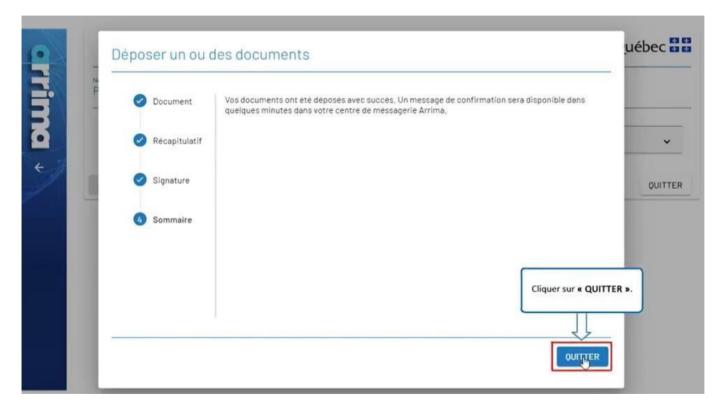
Select the "Pays ou territoire" (country or territory) from which you are submitting your documents in Arrima.

Québec 🕈 🕈

-	Ocument	Je déclare que les renseignements et exacts.	les documents transmis son	t véridiques, complets e	et	
	🖉 Récapitulatif	🛃 En foi de quoi, je signe *		En date du 2020-05-19		
	3 Signature	ville* Ville	Pays ou territoire * Pays	(ιι-ΜΜ-Δυ)		QUIT
	4 Sommaire					
				Cliquer sur « S	SOUMETTRE » (	oour
				terminer le dép	ôt de vos docun	nents.

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

Québec 🕈 🕈



Click on "QUITTER" (exit).

Québec 🕈 🕈

\$///×/·	rrim						/otre accès en fimmigration o			
			C-100				Préno	om Nor	m	e
Mes dossiers	Mes dossie	rs							1	2
Mes documents	Nouveau dossier 🗸						Consulter vos messages l'icône de l'env			
E Mes contacts	Numero du dossier	Type de dossier	Date de dépôt 🔸	Statut du dossier	Message					_
	co	Demande de sélection temporaire pour études	2020-05-27 16:56	Déposé						
					R	ésuitatis) par page 10	1-1 de 1	<	<	>

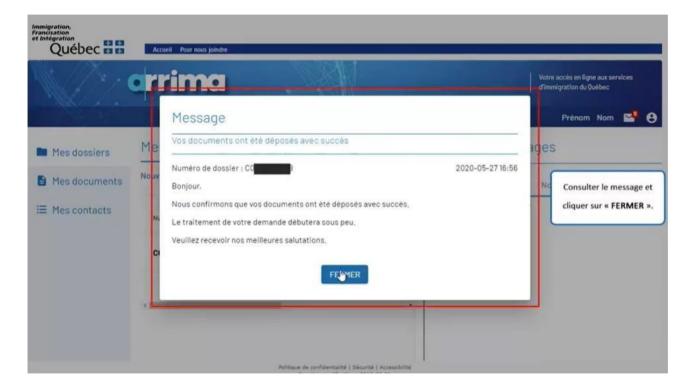
Consult your messages by clicking on the envelope icon.

Québec 🕈 🔹

	orrim	•			Votre accès en ligne aux services d'immigration du Québec
			Males		Prénom Nom 😒 (
Mes dossiers	Mes dossie	rs			Centre des messages
Mes documents	Nouveau dossier 🗸			C	Tous Non Lus
Mes documents Mes contacts	Numero du dossier	Type de dossier	Date de depôt 🔸	Statut du dossier	Dossier nº : CO     Dossier nº : CO     Dossier nº : CO     Dossier nº : CO     Dossier nº : CO
	co	Demande de sélection temporaire pour études	2020-05-27 16:56	Déposé	Bonjour. Nous confirmons que vos documents ont été d
	<			,	Cliquer sur « Détails » pour consulter le

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

Québec 🕈 🕈



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

Québec 🕈 🕈

Immigration, Francisation Québec 🖬 🛱	Accueil Pour nou		-							
	rrim	0					otre accès en lig Timmigration du		rvices	
			WIND -				Prénom	Nom	-	8
<ul> <li>Mes dossiers</li> <li>Mes domuments</li> <li>Mes contacts</li> </ul>	Talline	r « Mes documents sulter vos document Demande de sélection temporaire pour études		Statut du dossier Déposé	Message					C.
	4 <u>-</u>		Sitique de confidentialité ( 5			Résultatis) par page 10	1 - 1 de 1	K	< >	> •

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

Québec 🕈 🔹

M/1/*/	• rrim	•			Votre accès er d'immigration		vices
					Prén	om Nom	<b>2</b>
Mes dossiers	Mes docum	ents					
Mes documents	Documents reçus ou transmis Les documents déposés sont visibles						(
Mes contacts	Numero de dossier	Type de document	dans cett	dans cette section.		Fo	ormat
	со	Récapitulatif des informa sélection temporaire pou		votre demande de	2020-05-2716:56:40	t P	•••
	CO <b>LINE</b> B	Déclaration, engagement	ts et autorisations		2020-05-2716:48:06	1	or
	co	Passeport			2020-05-2716:48:05	Ļ	or
	CO <b>REAL</b> B	Lettre d'admission, d'inscription ou de fréquentation scolaire			2020-05-27 16:48:05	1	or
	CO	Relevé de notes			2020-05-2716:48:05	1	or

The documents filed are visible in this section.



# **SECTION 4**

# REPLYING TO AN "INTENTION TO REFUSE" (ITR)

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

Québec 🕈 🕈



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

Québec 🕈 🕈



Enter your username and password.

,	Ouverture d'une session	
M	Veuillez fournir les renseignements suivants :	
den /	Adresse courriel	
	Mot de passe	
	Vous avez oublié votre mot de passe?	
	SE CONNECTER	

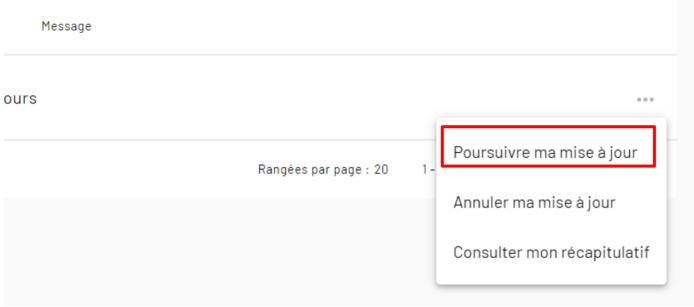
Numéro du dossier	Type de dossier	Date de soumission 🔸	Statut du dossier	Message						
C0008633362	Demande de sélection temporaire pour études	2021-05-19 16:34	Mise à jour en cou	rs					$\left( \right)$	
					Rangées par page : 20	1 - 1 de 1	<	<	>	>

\* \*

Ouébe

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





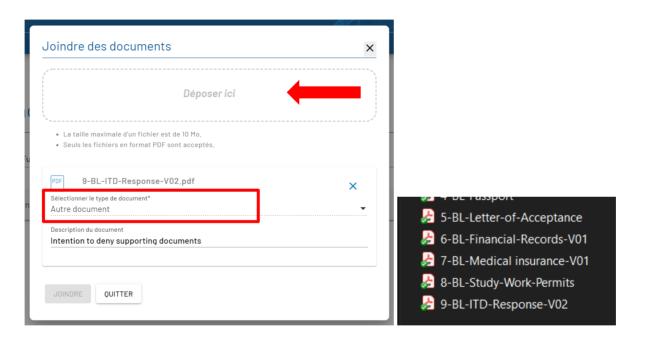
Click on 'Poursuive ma mise à jour'.

Québec 🕈 🕈



Click on 'JOINDRE DES DOCUMENTS'.

Québec 🕈 🕈



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'.

Québec 🕈 🕈

Nom(s) de famille inscrit(s) da	ns le passeport	Prénom(s) inscrit(s) dans le	e passeport		
Sexe		Date de naissance (AAAA-	MM_ 1 1)		
Jeve		Dare de liaissance (kavar-	m-oo)		
Ville de naïssance		Pays ou territoire de naiss	ance		
Adresse courriel				-	
Adresse courriel				-	
Adresse courriel				-	
Adresse courriel				-	
Documents	e document			-	
Documents Type de Autre document :	e document -ITD-Response-V02.p	odf		-	

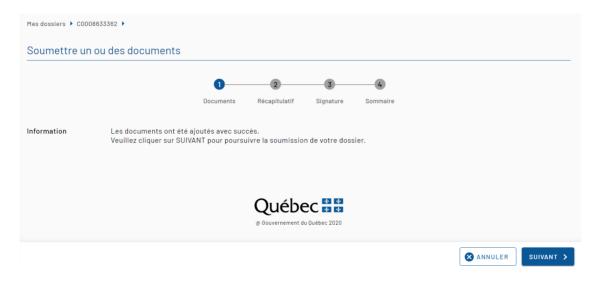
Check the information entered and the document(s) attached. Click on Ok. If changes to the document(s) should be done, go back to the previous step. Personal details should not be changed at this point.



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After reviewing and confirming the documents, click on 'SOUMETTRE'.

Québec 🕈 🕈



Click on 'SUIVANT'.

Québec 🕈 🕈

ldentité				
Nom(s) de famille inscrit	(s) dans le passeport	Prénom(s) inscrit(s) dans	le passeport	
Sexe		Date de naissance (AAAA	-MM-JJ)	
Ville de naissance		Pays ou territoire de nais	sance	
Adresse courriel				
Documents				
Type de document : Fichier : Description :	Autre document 9-BL-ITD-Response-V02.pdf Intention to deny supporting documents			
			ANNULER C PRÉC	ÉDENT SUIVANT >

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

Québec 불 🕈

Mes dossiers 🕨 C0008633362 🕽	•					
Soumettre un ou des	documents					
	0		3			
	Documents	Récapitulatif	Signature	Sommaire		
	Je déclare que les renseigne	ments et les docum	ients transmis	sont complets et exa	cts.	
	☐ En foi de quoi, je signe*			En date du <b>2021-07-14</b>		
	Ville *	Pa	ays ou territoir	(AAAA-MM-JJ) e*	<b>•</b>	
		Québe	C * *			
		@ Gouvernement du				
				😣 ANNULER	<pre>&lt; PRÉCÉDENT</pre>	SOUMETTRE

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.