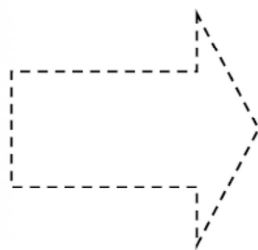


# International Students

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## 1. Application for CAQ (Quebec)

Students wishing to enroll in a pilot training centre in the province of Quebec must obtain a Certificate of Acceptance of Quebec.

You can apply through the following address:

<http://www.immigration-quebec.gouv.qc.ca/en/forms/search-title/dca-studies.html>

CAQ application form:

<http://www.immigration-quebec.gouv.qc.ca/publications/en/form/DCA-etudes-dynamique-en.pdf>

General Delegation offices Abroad :

<http://www.mri.gouv.qc.ca/en/ministere/representation-etranger#Bureau>

<http://www.immigration-quebec.gouv.qc.ca/en/reach/adresses-continent.html>

### Instructions:

- In section 2 point 14 :
  - Write “Cargair Ltee, 6100 Chemin de l’aéroport, St-Hubert, Quebec, Canada J3Y 8Y9”
- In Section 2 point 15 :
  - Write “PILOTING”
- In Section 2 point 15 a) :
  - Check off “OTHER” and write “TRAINING”
- In Section 2 point 16:
  - Write the same amount as it appears in your letter of admission
- In Section 2 point 16:
  - Insert the same dates as it appears in your letter of admission
- In Section “Authorization to communicate information to the educational institution” in point 26:
  - Write the necessary information and sign to allow Cargair to have access to the information regarding your request for the CAQ
- In the Section “Authorization to communicate information with a third party”
  - Write:
    - Name: Pascal Marcilly
    - Tel. Number: 450-656-4783
    - Address: Cargair Ltee, 6100 Chemin de l’aéroport, St-Hubert, Quebec, Canada J3Y 8Y9
  - In point 27 write the necessary information and sign to allow Cargair to have access to the information regarding your request for the CAQ

Fees of \$100 will be charged by the Quebec government for obtaining your CAQ.

The delay for receiving this document is approximately **1 month**.

## 2. Request For Student Visa (Canada)

To Study in Canada, you must have a student VISA delivered by your country's Embassy of Canada.

Please Consult the Embassy's website to find the Embassy or Consulate nearest you.

<http://www.international.gc.ca/ciw-cdm/embassies-ambassades.aspx?lang=eng&view=d>

After you've received your CAQ, you will be able to complete the request for your VISA.

To apply for your study permit online: <http://www.cic.gc.ca/english/e-services/study.asp>

Application form for Study Permit: <http://www.cic.gc.ca/english/information/applications/student.asp>

### Instructions:

- In point # 7:
  - Write "Ltee, 6100 Chemin de l'aéroport, St-Hubert, Québec, Canada J3Y 8Y9"
- In point # 8 :
  - Write "Airplane Pilot Training"
- In Point # 9:
  - Write the same dates that appear in your letter of admission
- In Point # 10:
  - Write the same amount that appears in your letter of admission
- In Point #11:
  - Write the same information as you have written in your CAQ application form

Be sure to include, with your VISA application, the required documents as stipulated in the "Document Checklist": <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5483E.PDF>

A \$125.00 fee will be charged by the Embassy for receiving your VISA.

Reference: <http://www.cic.gc.ca/english/information/applications/guides/5269ETOC.asp>

Processing time for you VISA application by the authorities is approximately **1 month** and is required to begin your training in Canada.

For more information you can consult the Government of Canada's website:

<http://www.cic.gc.ca/english/information/applications/student.asp>

### 3. Proof of financial support

You must be able to prove that you are able to support your needs and the needs of your family members that will be living with you during your stay in Canada. You can provide proof of having sufficient funds to live in Canada by presenting one of the following documents:

Proof of having opened a Canadian bank account in your name if the money has been transferred to Canada;

- Bank statements for the past 4 months;
- A Bank draft in a convertible currency;
- Proof of payment for tuition and housing costs;
- A letter from the person or establishment that is transferring the funds to you;
- Proof that the funds have been provided to you by Canada if you've received a bursary or you're enrolled in a study program financed by Canada.

*The following table indicates the minimum amounts you will need*

<b>Number of People</b>	<b>Cost</b>
<b>Single Student</b>	Tuition costs + \$11 000 for a 12 month period (or \$917/ month)
<b>With one family member</b>	\$5100 more for a person 18 years or older for a 12 month period (or an additional \$425.00/ month) \$3800 more for a person under 18 years old for a 12 month period (or an additional \$317.00/ month)
<b>For each additional family member</b>	\$5125 more for a person 18 years or older for a 12 month period (or an additional \$427/ month) \$1903 more for a person 18 years or under for a 12 month period (or an additional \$159/ month)

If there are foreign-exchange control measures in your country, you must provide proof that the exchange control authorities will allow you to export funds for all of your expenses.

Reference: <http://www.cic.gc.ca/english/study/study-how-documents.asp>

#### 4. Proof of acceptance

A certificate of registration confirming your presence in training centre will be issued following the receipt of a \$2200.00 CAD deposit. This amount can be transferred via bank transfer (see “*Procedures for bank transfer*”) and will be deposited in an account in your name. This money belongs to you and can be used as part of your training. We will send a proof of acceptance only once we have received a confirmation of the bank transfer.

#### 5. Procedures for bank transfer

Here is the “Cargair Bank Transfer” document you will need to give to your bank for the transfer.

Please advise your bank to put your name on the transfer form

Principal correspondants	Currency	SWIFT or IBAN #
Natexis Banques Populaire de Paris	EUR	CCBPFRPPPAR
Credit Suisse First Boston Zurich	CHF	CREDCHZZ80A
Banque de New-York ABA: 021000018	\$ US	IRVTSU3N

**Please note that a confirmation of your transfer must be sent by fax to the attention of “Confirmation transfert bancaire” at (450) 656-5395 or by email to [pmarcilly@cargair.com](mailto:pmarcilly@cargair.com) . We will send a proof of acceptance only once we have received a confirmation of the bank transfer.**

#### 6. Medical insurance including hospitalization

All foreign students in Quebec must have medical insurance that includes hospitalization for themselves and their dependants that will be accompanying them and must maintain the insurance for the duration of their studies.

Upon your arrival in Quebec you will have a limited time (5-30 days depending on the insurance company) to obtain private insurance. Be sure to insure yourself before this time limit, otherwise it could be very difficult, if not impossible, to do so.

Reference: <http://www.immigration-quebec.gouv.qc.ca/en/immigrate-settle/students/temporary-settlement/health-insurance.html>

Cargair recommends the SFL insurance company for your insurance needs. Please see the “Insurance” document for details.

## **7. Aviation Medical**

It is not mandatory to have an aviation medical done before your arrival in Canada, though it is preferable to pass the medical exam in your country to avoid any problems.

For a list of approved doctors in your region:

<http://wwwapps.tc.gc.ca/saf-sec-sur/2/come-meac/s.aspx?lang=eng&l=124>

## **8. Housing and Transportation**

Cargair offers you many housing possibilities in the St-Hubert Airport area. The prices vary from \$400/month for one room and up to \$1000/month for a complete apartment.

Transportation to and from the airport is normally done by bus. In 2010, the rate for a bus pass was \$81/month.

For more details: <http://www.tec.amt.qc.ca/aot/rtl.asp> (Bus #28)

For a map of the network: <http://www.rtl-longueuil.qc.ca/images/reseau.pdf>

(The airport is located in box 7F and Cargair is at bus stop 425)

You could also buy a used vehicle for the duration of your stay.

See: <http://www.lespac.com/>

<http://montreal.kijiji.ca/f-cars-vehicles-W0QQCatIdZ27>

For all questions regarding housing or transportation, please contact Pascal Marcilly

## **9. Opening a Canadian Bank Account**

To facilitate your bank transactions in Canada, you should open a bank account here. We suggest la Caisse Desjardins Saint-Hubert, where we do business. To make an appointment with la Caisse Desjardins, please contact us. In the meantime, you can fill out the form "Opening an Account".

## **10. Greeting you at Montreal-Trudeau (CYUL)**

If you wish, upon your arrival at the Montreal-Trudeau airport, one of the members of our team could pick you up and bring you to your apartment.

If you would like this service, please advise us of the date and time of your arrival as well as your flight number. We will greet you at the airport with a sign with yours and the school's name on it.

## **11. Student follow-up**

If you wish to have a follow up on your child during his/her stay here in Québec, please contact Mr. Pascal Marcilly ([pmarcilly@cargair.com](mailto:pmarcilly@cargair.com)) and mention the students name as well as your relation with him/her. Mr. Marcilly is in charge of the follow-ups for all the students at Cargair and will be able to inform you of his/her progress.