

(Draft-Sample Letter of Explanation)

You may copy and paste following on a new word document and create your own

Date

To,

The Visa Officer

Embassy of Canada in (Type Country name)

(And Embassy Address)

Re: Study Visa-Permit Application

Applicant: Your full name, date of Birth, Country of Citizenship  
(Country of current residence and status if different from above)

Dear Sir / Madam,

I am pleased to apply for the student permit of Canada, and I'm currently submitting this application for your consideration. Please see below for my qualifications and other documents that make me a deserving candidate for the study permit of Canada.

Please kindly see below for the summary of my qualifications, and summary of expenses and funds available:

**Introduce yourself**

Write about you. What's your name? who are you? What did you achieve?  
Are you going alone to Canada or with spouse/partner? Can you tell your intentions?)

**About the program you chose**

Write why you need to study in Canada

and why you want to pursue this certain program/degree/diploma.

Write why you like to go to this specific school.

Why did you choose that program? How the program you chose is going to help you with your professional experience?

Write about your future plans with that program.

**Current work experience** (if applicable and you have a gap in study to cover)

Write your background, i.e., your work experience and academic learning skill related need which may further assist and enhance your work performance etc. Or if your employer has asked you study this program.

## **Financial Standing – Qualifications (Personal)**

Pick and write any one or more of the following:

- a bank draft that can be converted to Canadian dollars CAD\$<amount> to <school name>. (Please see attached copy of draft.) or
- My personal bank statement for the past 4 months showing ending balance of <amount>. (Please see attached statements in Proof of Financial Support.) or
- Sponsorship Letter from my <sponsor's name> including his proof of relationship or connection with you, source of funds such copy of his bank statement or an affidavit for gift etc, or business registration. (Please see attached letter in Proof of Financial Support.) or
- proof you paid tuition and housing fees
- My personal credit card with a credit limit of <amount in pesos and equivalent in Canadian dollars>.

## **Ties to the home country**

Brief family back grounds such as names of parents, number of siblings and their names, what is family business etc.

- My mother/father is already a Senior Citizen and I would like to go back home immediately after my <school program name> not only to pursue my dream, but also to take care of her and spend the rest of her days with me. If you have been sponsored by an employer, write terms of employment and sponsoring the program.
- <Write here your volunteer works> (Please see attached photo on the last page of this document for proof.)
- Booked return flight with <name of airline> <flight number> for <price of the ticket>. (Please see attached ticket.)
- <Your career goal that could only be attained in your home country>

## **Housing and Accommodation During the study period (explain your plan)**

The College has made arrangements to pick me from the airport and drop to the housing. I have discussed these details with the College Service Manager and they have agreed to arrange a reasonable shared room in a college arranged house close to the campus, 99 Sante Dr. Unit A, Vaughan, Ontario. I have agreed to pay estimated cost @ CAD 450 per month. This amount is only for housing and includes all utilities and wife internet.

## **Submission:**

I can assure you that my intentions are purely to study this program and return back home upon successful completion. I don't have any other purpose to visit or stay in Canada.

Your kind consideration is very essential in my goals, and I humbly request for the issuance of my multiple-entry study visa-permit that is effective on or before <date> as I want to travel to Canada by the <when> to get ready for the school orientation in the <when>.

I trust that the information I have provided is sufficient and in detail. Should you have any

additional query, please feel free to contact me on <mobile number> or email me at <email address>.

Please kindly consider my application for the study permit of Canada. Thank you so much for your time and consideration.

Sincerely Yours,

<SIGN>  
Your name