

Study Plan Template

<i>Suggested structure (do not include in your letter)</i>	
<i>Place and date</i>	Capital City – July 20, 2021
<i>To</i>	Canadian Embassy Visa Office City, Country (find the visa office for your area)
<i>Subject</i>	Subject: Study plan
<i>Body of the letter</i>	<p>To Whom it May Concern:</p> <p>I have been admitted to the XXX program at Université Laval. Further to this, here you will find all the information detailing my plan to study in Canada.</p> <p><i>The content of the letter must be relatively short (2 to 3 pages maximum), clear, and factual. The details should be specific to your situation, not general statements. We suggest that you organize your letter by topic. You can follow the template below to help you prepare your study plan.</i></p> <p>EXAMPLE:</p> <p><u>Introduction</u> Name, age, nationality, academic and professional background</p> <p><u>My career goal</u> My career goal is ...</p> <p><u>Why I chose Université Laval</u> I have chosen to take the XXX program at Université Laval in Canada because of the level of quality of the program, facilities, and laboratories and because of the expertise of the teaching staff ...</p> <p>The XXX program is not offered in my home country <u>or</u> The quality of the XXX programs in my home country does not meet my level of expectation and will not enable me to gain a top-quality international education because [explain the reasons] ...</p> <p>To stand out in the job market [field and country] and reach my career goals, a top-quality education, such as a Université Laval education, is required ...</p> <p><u>How I plan to find a job in my home country</u> When I come back to my home country, I will be able to use my degree in [field of study] from one of the best universities in Canada. The degree will help me stand out</p>

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	<p>among other candidates and secure a job as a [title of anticipated job] with organizations such as ...</p> <p>In my home country, job prospects in my field of study [specify] are promising [or excellent] [explain: expanding sector, shortage of qualified workers, significant need due to economic growth, etc.] ...</p> <p>I have already worked for an organization in this field, and the organization is willing to hire me when I return [promise of a job] ...</p> <p>I already have a job in this field, and my employer has granted me leave without pay [or has temporarily laid me off, given me time off with pay, etc.] for my studies in Canada. Attached is a letter confirming this ...</p> <p>If you are going back to school or changing fields, this must also be noted and explained.</p> <p><u>How I am funding my studies</u></p> <p>As I am aware of the high cost of living and studying in Canada, I plan to support myself and pay my tuition fees through ... [give details about your funds].</p>
<i>Polite closing</i>	Sincerely,
<i>Handwritten signature</i>	<i>My Name</i>
<i>Name (please print)</i>	My Name
Your address	1000 George Street My City, My Country
List of attached supporting documents	<p>Enclosures:</p> <ul style="list-style-type: none"> ✓ Offer of admission from Université Laval ✓ CAQ e-notice of issuance (or, if applicable, proof of CAQ application) ✓ Résumé ✓ Proof of financial support ✓ If you have already started your studies at Université Laval (proof of enrolment in past semesters, proof of payment, and transcripts) ✓ Diplomas of degrees already obtained ✓ Letter of recommendation from employer(s) ✓ Proof of ties to your country (houses in your name, job offer, family, etc.) ✓ Available job postings (3 to 5) for jobs you could apply for when you go back home ✓ Etc.