

Sample Explanatory Letter

<i>Place and date</i>	Québec City – July 20, 2019
<i>To</i>	Ministère de l'Immigration, de la Francisation et de l'Intégration Services aux étudiants étrangers 285, rue Notre-Dame Ouest, 4 ^e étage Montréal, Québec H2Y 1T8
<i>Subject</i>	Subject: Explanation (<i>regarding my failed or withdrawn courses or a different situation</i>)
<i>Body of the letter</i>	<p>To Whom it May Concern:</p> <p>Write your explanation for Immigration here.</p> <p>The letter should be relatively short (one to two pages), accurate, and factual. We recommend that, after a short introduction, you mention your points in chronological order and stick to one paragraph per semester or per topic. It may be useful to use bullet points to mention each of the points for each semester or topic separately. Mention all the points relevant to your situation (date you withdrew from a course, name of the courses you failed or withdrew from, reasons you failed or withdrew from each course, reasons you were not registered for any courses for some fall or winter semesters, etc.). End your letter with a summary of how you have made progress in your studies, and mention why you are motivated to continue your studies and how much time you have left before you graduate.</p> <p>If you had semesters where you were not registered in any courses, confirm that you had health insurance during that time or admit that you did not. Apologize and insist that you will not fail to get coverage ever again.</p> <p>List the supporting document(s) for each semester or course in question. For example: See document X from my program director confirming my withdrawal.</p>
<i>Polite closing</i>	Sincerely,
<i>Handwritten signature</i>	<i>John Smith</i>
<i>Typed name</i>	John Smith
<i>Your mailing address</i>	2325, rue de l'Université, Room 9999 Québec City, Québec G1V 0A6

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Tips

- **Registration history**

You will find the dates that you withdrew from courses under *Historique des inscriptions* [Registration history] in [Capsule](#). If necessary, print this document as evidence. (The Registrar's Office can also confirm the date you withdrew from a course or courses for a given semester.)

To do this, go to: *Renseignements sur les études* [Information on studies] → *Dossier des études* [Study file] → *Historique des inscriptions* [Registration history]

- **Health and hospitalization insurance**

If you were not registered during the fall or winter semester and you were not covered by the Université Laval Desjardins health insurance or by Québec's public health insurance plan (RAMQ), you have to prove that you were covered by another insurance policy. If you had no coverage, you have to apologize for failing to get coverage and promise never to reside in Québec without insurance again.

- **Reasons**

The immigration authorities may consider the following reasons acceptable. You must include the actual reasons that apply to your situation and provide proof for your explanations whenever possible. For example: medical certificate, letter confirming you had psychological counselling, the death of a loved one, etc.

Personal difficulties

- Illness
- Accident
- Pregnancy and childbirth
- Mental health problem
- Death or bereavement of a loved one
- Etc.

Academic difficulties

- Having difficulty adapting to a new academic system
- Not having the prerequisites for a course
- Having difficulty with the language of instruction for a course or with the language of the course textbook
- Choosing the wrong study program and now changing direction in your studies
- Withdrawing from a course to avoid failing and to avoid lowering your average
- Expulsion from a study program
- Etc.