

The Visa Officer  
Canadian High Commission  
Singapore [Name of the country where visa office is located]

Hello,

I am pleased to apply for study permit in Canada and submitting my application for your kind consideration. On February 1, 2032, I applied to University of Manitoba in M.Sc in Biotechnology. I am excited to share the news that I was admitted on this prestigious program with partial scholarship of CAD 6,500. This is a two years program starting on August 26<sup>th</sup>, 2032 and already received admission letter.

I have completed my undergraduate with a major in Biotechnology from University of Delhi on 2030 with letter distinction. Before that I completed Higher Secondary School Examination from St.Xavier College, New Delhi with average grade of 89%.

Canada offers most advanced and affordable education to students all over the world. The rich multicultural, religious tolerance and diversity it promotes makes it an example for other countries to follow. These values Canada upholds resonate with me and that is the reason I choose Canada for my higher study destination. Moreover, the program, M.Sc in Biotechnology, at University of Manitoba that I am planning to enroll is much renowned for its research based curriculum and well renowned faculties such as Prof. Saviar Elen . The highly technologically equipped biotechnology lab gives a unique opportunity for students to explore. These opportunities of highly trained faculty members as well as well facilitated labs gave me no other option but to choose this specific program among all other universities I got accepted.

Lastly, I am very confident I would be able to complete my education successfully and I plan to come back to my country after that. My country presents unique opportunity for me to contribute in its growing Biotechnology sector.

I hope you would kindly consider my study permit application. I am attaching all the necessary documents in support of the application.

Attached Documents List:

1. **Acceptance Letter for Study Permit**
2. **Study Permit Application**
3. Birth Certificate
4. Marriage Certificate (if applicable)
5. Study plan
6. All Educational Documents (Transcripts, Certificates, etc.)
7. Language test transcript (Also GRE/GMAT etc.)
8. Resume
9. Police Clearance
10. Tuition Fee deposit receipt
11. Passport Copy
12. Marriage Certificate/ Proof of common partner relationship
13. Explanation letter of any previous visa rejection (Visa officer must have cited some reasons for your visa rejection. In this letter, try to come up with necessary documents and explanation that would convince visa officer to think otherwise and accept your application.)
14. Passport or National Identification Copy of your parents
15. Legal document of your sponsors (Passport copy/National Identification Certificate)
16. **Bank Book/Statement of funds** shown
17. **CA evaluation report/Financial Affidavit**
18. Other documents that you deem necessary would support your study permit application (Any financial agreement etc.)

Regards,

[Your full name]

[signature]

**NOTE: Feel free to edit this document and customize it as per your preference.**

**Few tips to write a great cover letter:**

1. **Be genuine**

2. Be concise and clear
3. Paragraph 1 and 2 should brief out your background education information and your future education plan.
4. Paragraph 3 should explain your intention to pursue a degree at a particular university in Canada
5. Paragraph 4 should explain why you will come back after completion of education.
6. Attach all necessary documents to support your study permit application.
  - i. Lastly ask yourself: If you were a visa officer, will you be convinced by the whole application? Think like a visa officer.