



# How to Write a Letter of Explanation

This letter can be uploaded in the 'optional section' under 'client information' of an online application. You may use this as an opportunity to address the specific areas as well as upload supporting documents. Areas may include:

## Study Plan

If you are required to upload a study plan in your checklist, upload it to that item. If not, include your study plan with your letter of explanation.

## Ties to your home country

Explain and provide supporting documents of your family ties (i.e. family members who are dependent on you to return to your home country) and economic or financial ties (i.e. proof of property ownership, any financial assets you own, bank accounts, proof of present or future employment, etc.). Be sure to provide documentary evidence to support your ties. This will strengthen your application as the officer needs to be convinced that you will leave at the end of your authorized period of stay. Examples include: letters demonstrating current employment positions, offers of potential employment for when you return, assets, property, notarized letters written by family members indicating that they depend on you financially or otherwise making it imperative for you to return, confirmation letters of activities or community organizations you belong to that expect you to return to resume such membership or involvement, etc.

## Additional employment history

If you ran out of space to include all of the jobs that you have worked in for the past 10 years in your application form, you can add a section in your letter of explanation to include these details.

## Travel history

Provide a summary of all the countries (other than your home country) that you have visited and dates. It is also good to explain that you have complied with the immigration rules of the countries and never overstayed, if applicable.

## Immigration status in your country of residence

If you are currently living in a country that is not your country of nationality, be sure to explain your status and include a copy of your current immigration status

## Resume and curriculum vitae/cover Letter (CV)

Include your current resume and CV



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## Previous transcripts

Include copies of your transcripts and certificate of graduation (if applicable)

## Additional Guidelines

- Use headings in your letter of explanation i.e. purpose of studies, travel history, etc. to break up the text and make it easier for the officer to quickly find specific information.
- Insert page numbers on your letter of explanation
- Ensure that this letter is concise, clear, genuine and consistent with the proof you provide.
- Enclose a summary of your supporting documents at the end of your letter