

Write a submission letter

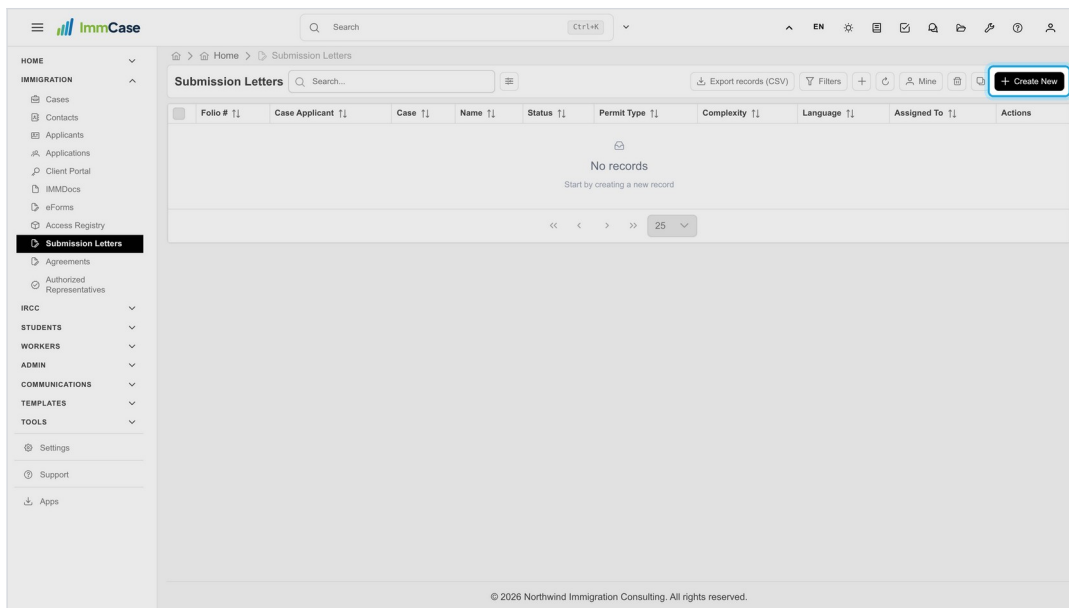
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The letter to IRCC that explains why your client meets the requirements. ImmCase starts it from one of your firm's templates, prints the client's facts from the case, and asks you only for the parts you have to write.

The client («Daniela Ruiz»), her case and the facts in her letter are **fictional**.

1. Start a letter

In the left menu, open **Immigration** and click **Submission Letters**, then **Create New**.



2. For whom

Type the client's name or the case number and pick the case, then the applicant the letter is for. Click **Next**.

The screenshot shows the 'New submission letter' form in the ImmCase application. The left sidebar contains a navigation menu with categories like IMMIGRATION, IRCC, STUDENTS, WORKERS, ADMIN, COMMUNICATIONS, TEMPLATES, and TOOLS. The main content area is titled 'New submission letter' and includes a progress bar with steps: 1. For whom (active), 2. Template, 3. Check the facts, 4. Write it, and 5. Review. Below the progress bar, the case is identified as 'CAS26052 Study Permit Daniela Ruiz'. A search box labeled 'Which applicant is the letter for?' contains the text 'Daniela Ruiz' and a 'Next' button. The UCI number 'UCI 1100000187' is visible to the right of the search box. The footer indicates '© 2026 Northwind Immigration Consulting. All rights reserved.'

3. Choose a template

Your firm's templates are listed. Those that match the case's category are marked **Suggested**; any of them can be used. Each comes in a simple, medium or complex version.

The screenshot shows the 'New submission letter' form in the ImmCase application, specifically the 'Template' step. The progress bar indicates the current step is 'Template'. The main content area displays a list of templates under the heading 'Your firm's templates. The ones matching this case's category are marked, any of them can be used.' The templates are listed as follows:

- Study Permit — Complex (Default) [Suggested] Complex English
- Study Permit — Medium (Default) [Suggested] Medium English
- Study Permit — Simple (Default) [Suggested] Simple English
- Permanent Residence — Express Entry — Complex (Default) Complex English
- Permanent Residence — Express Entry — Medium (Default) Medium English
- Permanent Residence — Express Entry — Simple (Default) Simple English
- Spousal / Common-law Sponsorship — Complex (Default) Complex English
- Spousal / Common-law Sponsorship — Medium (Default) Medium English
- Spousal / Common-law Sponsorship — Simple (Default) Simple English

The 'Study Permit — Simple (Default)' template is highlighted with a blue border. The left sidebar and footer are consistent with the previous screenshot.

4. Check the facts

This is what the letter prints from your records: the client's name and UCI, the case number, your name and licence number, today's date. If something is missing, complete the client's record and click **Re-check**.

The screenshot shows the 'New submission letter' form in the ImmCase application. The left sidebar contains a navigation menu with categories like HOME, IMMIGRATION, IRCC, STUDENTS, WORKERS, ADMIN, COMMUNICATIONS, TEMPLATES, and TOOLS. The main content area is titled 'New submission letter' and shows a progress bar with five steps: 1. For whom, 2. Template, 3. Check the facts (current step), 4. Write it, and 5. Review. Below the progress bar, a text box instructs the user to check the facts and re-check if anything is missing. A table displays the following information:

Applicant - Full name	Daniela Ruiz
Applicant - UCI	1100000187
Case - Case folio	CAS26052
Practice - Consultant name	Sarah Martin
Practice - Consultant licence number	R000000
General - Today's date	October 20, 2026

At the bottom of the table are 'Previous' and 'Next' buttons. The footer of the page reads '© 2026 Northwind Immigration Consulting. All rights reserved.'

5. Write what only you can

The template asks for each section you must write, such as the applicant's background and how they meet each requirement. Leave one blank to keep it as a **[TODO]** in the draft.

The screenshot shows the 'New submission letter' form in the ImmCase application, now at Step 4: Write it. The progress bar indicates the current step. The main content area contains instructions to answer each section of the template for 2 of 2 done, leaving one blank as a [TODO]. Two numbered sections are visible:

1. Summarize the applicant's identity, education history, study plan and how it fits their career, financial resources, and ties to their home country. Tailor to the client's facts.

Ms. Daniela Ruiz is a 32-year-old citizen of Mexico. She holds a bachelor's degree in business administration and has worked for six years in supply-chain management in Guadalajara. She has been accepted into the two-year Supply Chain Management diploma at a designated learning institution in Vancouver, which builds directly on her career. Her tuition for the first year is paid, and her savings and her family's support cover her living costs. She owns property in Guadalajara and her employer has confirmed a position on her return.

2. Address each Study Permit requirement in turn and show, with reference to the supporting documents, how the applicant satisfies it.

Acceptance: the letter of acceptance from the designated learning institution is enclosed. Financial support: bank statements and proof of the first year's tuition payment are enclosed. Intent to leave Canada: her employment letter and property deed show strong ties to Mexico. Admissibility: she has no criminal record and will complete biometrics and any medical examination requested.

At the bottom of the form are 'Previous' and 'Next' buttons. The footer of the page reads '© 2026 Northwind Immigration Consulting. All rights reserved.'

6. Review

Read the whole letter, then click **Create draft**. **Previous** takes you back to any step.

The screenshot shows the 'New submission letter' form in the 'Review' step. The form is titled 'New submission letter' and includes a 'Use the plain form' link. The form is divided into sections: '1. Applicant Background' and '2. Eligibility'. The '1. Applicant Background' section contains a paragraph about Ms. Daniela Ruiz, a 32-year-old citizen of Mexico, who holds a bachelor's degree in business administration and has worked for six years in supply-chain management in Guadalajara. The '2. Eligibility' section is currently empty. The form includes a 'Previous' button and a 'Create draft' button. The sidebar on the left shows the navigation menu with categories like HOME, IMMIGRATION, STUDENTS, WORKERS, ADMIN, COMMUNICATIONS, TEMPLATES, and TOOLS. The top bar includes a search bar and a 'Ctrl+K' shortcut.

7. Your draft

The letter opens as a **Draft**. **Edit document** to polish it, **Versions** to see earlier ones, and **Export PDF** when it's ready to file with the application.

The screenshot shows the 'Study Permit — Simple — Daniela Ruiz' draft form. The form is titled 'Study Permit — Simple — Daniela Ruiz' and includes a 'Draft' status and a 'SL0261' identifier. The form is divided into sections: '1. Applicant Background', '2. Eligibility', and '3. Conclusion'. The '1. Applicant Background' section contains a paragraph about Ms. Daniela Ruiz, a 32-year-old citizen of Mexico, who holds a bachelor's degree in business administration and has worked for six years in supply-chain management in Guadalajara. The '2. Eligibility' section contains a paragraph about the acceptance of the letter of acceptance from the designated learning institution, enclosed financial support, bank statements and proof of the first year's tuition payment, and enclosed intent to leave Canada, her employment letter and property deed show strong ties to Mexico. Admissibility: she has no criminal record and will complete biometrics and any medical examination requested. The '3. Conclusion' section contains a paragraph about the reasons set out above, we respectfully submit that Daniela Ruiz meets the requirements for Study Permit and request a positive decision. The form includes a 'Previous' button and a 'Create draft' button. The sidebar on the left shows the navigation menu with categories like HOME, IMMIGRATION, STUDENTS, WORKERS, ADMIN, COMMUNICATIONS, TEMPLATES, and TOOLS. The top bar includes a search bar and a 'Ctrl+K' shortcut.

Good to know

- **Your firm's templates** live in **Templates → Letter Templates**. The ones every firm starts with are English starting points: complete every [TODO] and check every legal reference before filing.
- **Prefer to start from scratch? Use the plain form**, top right of the wizard.

Questions: hello@immcase.com.