

Extending Your Study Permit from within Canada

HOW DO I APPLY? Apply online.

STEPS TO APPLY ONLINE:

STEP 1: Log into your IRCC account if you have an account, or create a GC-Key or Sign-In Partner Login ID and register with IRCC online account. You may find the login page at <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html> or by searching "IRCC login" in a web browser.

(It is extremely IMPORTANT to securely record all of the usernames, passwords, and questions/answers you create, as you will need them when logging in to your online account in the future).

STEP 2: Scroll down to click on "apply to come to Canada" and then click on "visa, study/work permit". Complete a questionnaire. You will see a checklist of documents after you complete the questionnaire.

STEP 3: Start scanning! As part of the online application process, you will also be asked to scan and upload supporting documentation (listed below).

(Each file size limit is 4 MB and its format can be: PDF, JPG, TIFF, PNG, or DOC. Please make sure to upload one file to each uploading box by merging all the pages into one PDF document.)

STEP 4: After you upload all the necessary documents, proceed to the next page and pay the **application fee (\$150 CAD)** online using a credit card or debit card.

STEP 5: After you submit your application, it is recommended that you keep checking your online account whether there are new messages sent by IRCC. They may request you to submit additional documents by a certain date.

****IMPORTANT NOTE**:**

- Starting on **December 3, 2019** you need to give biometrics (digital finger printing and photo), with your online application. If you gave your biometrics for your temporary resident applications in the past, it will be **valid for 10 years** and you do not need to give them till they are valid.
- Biometrics **Fee of \$85** will apply, in addition to the application fees. (If you and your family are applying at the same time, the biometrics fee is up to maximum **\$177**). Your application will be processed once the fee is paid.
- After you pay the biometrics fee, you'll get a biometrics invitation letter in your IRCC online account with further instructions. You are required to give biometrics within **30 days** of receiving the letter or as instructed in the letter.
- You are **required to make appointments in advance** by creating an account in the Service Canada website at the following link: https://apps.canada.ca/login?redirect=/reservation?utm_campaign=not-applicable&utm_medium=vanity-url&utm_source=canada-ca_service-canada-appointment
- Please take your confirmation letter and valid passport with you to the appointment.
- The processing posted on IRCC website, does not include the time you need to give your biometrics and receive the results.
- For more information on biometrics, please visit the following link: <https://www.canada.ca/en/immigration-refugees-citizenship/campaigns/biometrics/facts.html>

| ONLINE CHECKLIST ITEM | DESCRIPTION | DETAILED INFORMATION |
|--|--|--|
| Supporting Documents | | |
| 1) Application form Application to Change Conditions, Extend my Stay or Remain in Canada as a Student [IMM 5709] | This is a PDF document that you will need to download, save to your computer, open with Adobe and fill out electronically. Once complete, you will need to click on blue "validate" button at the bottom of the application. Once successfully validated, you will see unique barcodes at the bottom. Upload the application form on the checklist. | Refer to <i>Study Permit extension application guide</i> on how to fill out this form. Do not print the document to sign. You will sign it electronically before submitting your full application package. If you make any changes on the form after you "validate", make sure you validate again. You must fill the form out electronically. |
| 2) Proof of means of financial support | Proof of sufficient funds to financially support you while in Canada, totaling at least tuition fee PLUS \$10,000 CAD for one year period. You will also need to submit 4 months of bank statements. http://www.cic.gc.ca/english/study/study-how-documents.asp#doc3 | Bank statements can be obtained through online banking or at your financial institution. If you are being supported by family members, you will need to provide proof of their bank statement(s) and letter of support (with English translation). If you are living with your spouse and/or your children in Canada, you need to provide an additional \$4,000 for a spouse/partner, and/or \$3,000 for each child. |
| 3) Passport | Scanned copies of your each marked page of your passport, including bio-date page and all other pages that have signatures, entry stamps or any other markings. | Make sure your passport is valid. IRCC will not issue a study permit for longer than the validity of your passport. Please also scan your old passport if you have one. |

Revised January 2, 2020

This document and its contents have been reviewed by a Regulated International Student Immigration Advisor. This is not a legal document.

Although we strive to keep this information as up-to-date as possible, information may have changed.

Please see <https://www.canada.ca/en/services/immigration-citizenship.html> to read the appropriate guidelines and instructions for preparing your application.

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| 4) Photo | Passport style photo (No selfies) | Refer to the photo specifications here: http://www.cic.gc.ca/english/pdf/photospecs-e.pdf |
| 5) Confirmation of Enrolment letter or Letter of Acceptance and Official transcript | Official letter from Douglas College confirming your enrolment. Request online at: bit.ly/coeletter If you are completing a program at Douglas College and will be starting a new program, you may need to upload a letter of acceptance from your new program. | The enrolment letter can be requested in the International Office. Please allow 1 week for this document to be processed. A Confirmation of Enrolment must outline your program, start date and the expected completion date, and registration status. |
| 6) Proof of upfront medical exam | If neither of the situations below applies to you and you have been living in Canada for more than six months in the last year, you do not need a medical exam or upload any medical exam documents. * If you had a medical exam performed by an IRCC authorized panel physician within the last 12 months. * If you want to work in a job that brings you into close contact with patients, students under post-secondary level, the elderly, etc. | If you had a medical exam mentioned on the left within the last 12 months, you need to upload your most recent medical exam document (information printout sheet or the IMM 1017B Upfront Medical Report form). If you are required to have a medical exam, you will need to upload the information printout sheet or the IMM 1017B Upfront Medical Report form, which will be given by your doctor when you complete your medical exam. If you cannot get a medical exam before the deadline to submit your application, you may submit proof that you have scheduled an appointment. Learn how to get an upfront medical exam. https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams/requirements-temporary-residents.html?lang=en |
| Optional Documents | | |
| 7) Application form Application for Temporary Residence [IMM 5257b] | You need to fill out the form only if you answer "yes" to any of the questions 3-6 in the "Background Information" section of the [IMM 5709] form. | |
| 8) Client information | You may upload any additional information that the IRCC officer may require when reviewing your application. | Letter of Explanation (for any anomalies in your study history etc.), additional work history, other supporting documents. If you believe you need to submit any additional documents, please see an International Student Advisor. |

* Please note that the list above is for general guidance. You may be required to submit additional documents for your unique circumstances.

FREQUENTLY ASKED QUESTIONS

1. **When can I extend my study permit?**

You can apply to extend your study permit 90 days prior to the expiration date. Do not apply earlier, as your application may be returned to you unprocessed unless you are able to justify why you need to apply more than 90 days in advance. However, you should apply to extend your study permit if you plan to travel outside Canada and your permit will expire while you are travelling.

2. **Can I continue studying and working if my study permit has expired?**

As long as you applied for a study permit extension before the expiry date, you will have implied status, which allows you to continue studying and/or working in Canada. Please note that if you leave the country after your most recent study permit expires but before you receive a decision on your application, you will lose implied status. With valid study permit or under implied status, you can work 20 hours per week off-campus during the semester. You can work full-time during scheduled breaks. Same work conditions apply even under implied status.

3. **What if I did not extend my study permit before it expired?**

If you did not apply for a study permit extension before the expiry date, you will need to stop studying/working immediately and apply for a Restoration of Status. You have 90 days to apply for restoration after the expiry of your study permit. Please see an International Student Advisor immediately for assistance with the process.

4. **How long will it take for my study permit extension to be approved?**

Processing times depend on how busy the IRCC Case Processing Centre is. Updated processing times are posted on the IRCC website: <http://www.cic.gc.ca/english/information/times/temp.asp> or search "check processing times" on a web browser.

5. **Can I decide how long my study permit can be renewed for?**

This will be based on your expected date of program completion, which will be indicated on your enrolment letter from Douglas College. Usually, the date should coincide with the expected completion date, plus an additional 90 days, or the expiry date on your passport, minus 30 days

6. **I have been accepted into the co-op program. Can I apply for extension of my co-op work permit and study permit at the same time?**

Yes! You can apply for both at the same time using the online application process. Please request enrolment letter and co-op support letter at the International Office before you apply.

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7. **What if my study permit is expiring and I need more time to apply for my Post-Grad Work Permit?**
You may apply for a post-graduation work permit from within Canada if you have a valid temporary status. If your study permit is expiring soon after completion of the program, you may ask for an additional three months “bridging extension” before your study permit expires.
8. **Can I apply for a regular work permit while extending my study permit?**
As a student you are allowed to work without a work permit as long as you are a full time student and meet all the requirements.
When filling out the questionnaire, it will ask if you want to apply for a work permit. Select “**NO**” unless you are applying for a co-op work permit. This is a different work permit and is not required during your studies. Your application will be refused unless you are eligible for a work permit.
9. **What are my working conditions and number of hours after I receive my new study permit?**
May work up to maximum of 20 hours per week off-campus during your program or full-time during regular scheduled breaks if you also meet all other requirements.
10. **How do I contact Immigration, Refugees and Citizenship Canada?**
Within Canada, you can call 1-888-242-2100 (toll-free). When you call, have a pen and paper ready to record the information you need. It is VERY IMPORTANT to record the IRCC Agent Name/Number so that you have a reference to refer back to if needed. At any time you can press * (the star key) to repeat a message, 9 to return to the main menu, 0 to speak to an agent, or 8 to end your call. Agents are available Monday to Friday between 8 a.m. and 4 p.m. local time. Be prepared to hold as the call center can be very busy.

If you need to update information in your application or your application is taking longer than the posted processing times, you may also submit an IRCC Web form: <http://www.cic.gc.ca/english/contacts/web-form.asp>
11. **What if my application was refused?**
Please bring your refusal letter and most recent study permit and see an International Student Advisor immediately for assistance with the process.
12. **What do I need to do after I receive my new study permit?**
- a. (i) If you are from a visa-exempt country, IRCC will automatically issue you an eTA after you renew your study permit.
(ii) If you are from a visa-required country, it is recommended that you apply for a new temporary resident visa, which usually expires on the same date as your study permit. If you have a travel plan, please see an International Student Advisor before you submit your visa application. You may search “find out if you need a visa” on a web browser or check the link: <http://www.cic.gc.ca/english/visit/visas.asp>
 - b. You need to extend your social insurance number (SIN). Bring your new study permit, SIN, and government issued picture ID to Service Canada office to re-new your SIN. You will continue using the same SIN. For more information on SIN, please contact your nearest Service Canada office or call 1-800-622-6232.
 - c. You can extend your MSP so that it is valid until the end of your new study permit. You can either submit this application at the International Office, or online: <https://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp/bc-residents/eligibility-and-enrolment/how-to-enrol>. With your application form you will also need to submit a copy of your new study permit. A new MSP card will be mailed to you. For any questions regarding your MSP application, please call 1-604-683-7151.
13. **Can I apply for an extension of my MSP before receiving my new study permit?**
Your MSP coverage will end on the expiry date of your most recent study permit and will not be active until you provide Health Insurance BC with your new study permit. If there will be a gap in your MSP coverage, it is highly recommended that you apply for private health insurance.

Please bring a copy of your new study permit into the International Office as soon as you receive it so we can update your information!