

Extending your Temporary Resident Visa (TRV) from within Canada

FREQUENTLY ASKED QUESTIONS

What if my TRV expires while I am in Canada? You can legally remain in Canada even if your TRV has expired. As long as your immigration document (study permit or post-grad work permit) is valid, you will have legal status in Canada and can continue to study and/or work. If you leave the country, you will not be able to re-enter Canada with an expired TRV.

When should I apply for a new TRV? After receiving your new study permit, you can begin the process of applying for your TRV extension. If you are from a country that requires a TRV to enter Canada and you are planning to travel to another country, you will need a valid TRV to enter Canada. It is recommended that you apply at least two months in advance of your travel plans.

Which countries need to have a TRV to enter Canada? For a full list, please see this link: <http://www.cic.gc.ca/english/visit/visas-all.asp>

What if I am from a visa-exempt country? Visa-exempt foreign nationals who fly to or transit through Canada will need an Electronic Travel Authorization (eTA). Exceptions include U.S. citizens and travelers with a valid visa. Read about the changes and how they may affect you.

For more information, please see the link for more detailed information: <http://www.cic.gc.ca/english/visit/visas-all.asp#eta>

How long will my TRV be valid for? You will only get a new TRV for the length of your study permit. You must apply for your study permit first and then after receiving the new study permit, apply for your TRV extension.

How long will the Case Processing Centre in Ottawa take to process a TRV extension by mail? Processing times listed for online applications do not include the length of time it will take to mail the passport to CIC and have it returned to you. Processing times may vary and may increase during peak travel periods (summer or holiday seasons). Check the CIC website for current processing times at: <http://www.cic.gc.ca/english/information/times/temp.asp>.

What if my TRV has expired and I need to leave Canada in less than 4 weeks? You do have the option of applying for a TRV from within your home country, but you risk the application being refused and then not be able to travel back to Canada. You can contact the individual visa office in your home country for more detailed instructions:

<http://www.cic.gc.ca/english/information/times/temp/visitors.asp> or speak to one of our International Student Advisors for more information and guidance.

How do I find out about the status of my application?

Apply online: You can check your MyCIC portal.

Apply by mail: You can contact the Case Processing Centre in Ottawa by fax or e-mail.

Fax: 613-946-6059

Email: CPC-CTD-Ottawa@cic.gc.ca

Website: <http://www.cic.gc.ca/english/information/offices/canada/ottawa.asp>

HOW DO I APPLY? There are 2 ways to apply, either online (recommended) or by mail.

APPLY ONLINE:

STEP 1: Create a Personal Checklist Code by answering a series of questions at <http://www.cic.gc.ca/clc-vac/cometocanada.asp>. When it asks what you would like to do in Canada, select "Study". Be sure to record the GC Number that you receive at the end of the checklist. You will need this for step 2.

STEP 2: Apply online at <http://www.cic.gc.ca/english/e-services/index.asp> after creating a GC-Key or Sign-In Partner Login ID and registering with MyCIC. (Record your username, password, and security questions/answers for future reference).

STEP 3: Start scanning! As part of the online application process, you will also be asked to scan and upload supporting documentation (listed below). The maximum size for each attachment is 4 MB and forms must be in one of the following formats: PDF, TIFF, JPG, DOC.

ONLINE CHECKLIST ITEM	DESCRIPTION	DETAILED INFORMATION
Application form [IMM5257] Application for Temporary Residence Visa Made Outside of Canada	This is a PDF document that you will need to download, save to your computer and fill out electronically. The title of the application says "Outside of Canada" but still applies even though you are inside Canada. Once complete, you will need to "validate" the document by pressing the button at the bottom of the application. Once successfully validated (it will show unique barcodes at the bottom), you will be able to upload the application form to your required documents on the MyCIC portal.	Do not print the document to sign. You will sign it electronically before submitting your full application package. 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 \$10,000 CAD. You will 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 this.
3) Passport and study permit	Scanned copies of your passport and current study permit Include the front and back page of your passport and all other pages which have signatures, entry stamps or any other markings.	Make sure your passport and study permit are valid. CIC will not issue a TRV for longer than the validity of your passport or study permit.
4) Digital photo	Scanned copy of a passport photo. If you don't have one, you can go to Shoppers Drug Mart or London Drugs to get one taken.	If you do not have a passport photo, you can get one taken at Shoppers Drug Mart or London Drugs.
5) Proof of enrolment and transcript	Official letter from Douglas College confirming your enrolment in the current semester. If you have also registered in courses for the next semester, you can print off a Verification of Enrolment form from your Douglas myAccount. If not, just include the official letter for the current semester's enrolment. Official current transcript from Douglas College. If you applying online, scanned copies are fine. If you are submitting a paper application, you must use the original copies of these documents.	The enrolment letter can be requested in the International Office. Please allow 1 week for this document to be processed. The transcript can be requested at the Registrar's Office or online through your myAccount and will take up to 5 business days to be processed.
6) Fee	The current fee for a TRV extension is \$100 CAD. You must pay online using a credit card.	CIC accepts Visa, MasterCard, and American Express. Ensure that when you are entering the credit card information that you enter the address of the cardholder that is associated with that credit card account.

STEP 4: After submitting your online application for a TRV extension, you will need to wait to hear back from CIC. Once you receive the confirmation letter that your request for an extension has been approved (via your myCIC portal), you will send the confirmation letter plus your passport to one of the addresses listed below.

Revised January 23, 2017

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 www.cic.gc.ca to read the appropriate guidelines and instructions for preparing your application.

APPLY MY MAIL:

STEP 1: Download the required forms from <http://www.cic.gc.ca/english/information/applications/visa.asp>

STEP 2: Complete the forms and prepare the supporting documents.

APPLICATION CHECKLIST ITEM	DESCRIPTION	DETAILED INFORMATION
1) Application [IMM5257] Application for Temporary Residence Visa Made Outside of Canada	The title of the application says "Outside of Canada" but still applies even though you are inside Canada.	Fill out the form electronically, press validate, and then print off, date and sign.
2) Proof of means of financial support	Proof of sufficient funds to financially support you while in Canada, totaling at least \$10,000 CAD. You will need to submit 4 months of bank statements.	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 this.
3) Valid original passport	CIC requires that you send your current passport.	Make sure your passport is valid for at least 6 months. CIC will not issue a TRV for longer than the validity of your passport.
4) Photocopies of current immigration document(s)	Provide photocopies of your current immigration documents (study permit, work permit).	A TRV will not be issued for longer than your study permit's expiration date. If your study permit is also expiring, you will need to extend it first and then apply for your TRV extension once you receive your new study permit.
5) Passport photo	Two passport photos with your name and date of birth written on the back of them.	If you do not have a passport photo, you can get one taken at Shoppers Drug Mart or London Drugs.
6) Proof of enrolment and transcript	Official letter from Douglas College confirming your enrolment in the current semester. If you have also registered in courses for the next semester, you can print off a Verification of Enrolment form from your myDouglas account. If not, just include the official letter for the current semester's enrolment. Official current transcript from Douglas College.	The enrolment letter can be requested in the International Office. Please allow 1 week for this document to be processed. The transcript can be requested through the Registrar's Office and can take 5 business days to be processed. Must send original documents, NOT PHOTOCOPIES.

STEP 3: Pay your fees. The fee to renew your study permit is \$100 CAD. You can pay using CIC's Credit Card e-Payment tool with VISA, MasterCard or American Express. Print the payment receipt and include with your application package. For more information, you can visit the following website: www.cic.gc.ca/english/information/fees/index.asp

STEP 4: Purchase **two prepaid 24 x 32 cm Xpresspost** – National envelopes at any Canada Post location. In one envelope, include your application package and the second envelope. The enclosed second envelope will be used to return your passport to you. Complete the mailing label on the envelope showing your full mailing address in the "Deliver To" field and the CPP address (see below) in the "Return Address" field. **Make a note of the tracking number for each envelope.**

NOTE: The CPP office will not automatically return packages via courier, so if you do not include a pre-paid envelope, your passport will be returned to you by regular mail. It is highly recommended to include an envelope to avoid having your passport lost in the mail.

Mailing address:

CPP – Ottawa
P.O. Box 9640
Ottawa, ON K1G 6T2

If sent by private courier:

CPC – Ottawa
Temporary Resident Visa Section
365 Laurier Avenue West
Ottawa, ON K1A 1L1

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