



DOUGLAS COLLEGE

Study Permit Extension Information Session

May 14, 2021



International Student Advising Specialists (ISASs)

- We can advise on your inquiries about your temporary residence such as study permit, work eligibility, study permit extension, spousal work permit, Post-graduation work permit
- We are unable to provide advise on PR options

International Student Life Coordinators (ISLCs)

- General student inquiries, forms, college resources, and processes.
- Smooth transition to Douglas College

Some acronyms we will use:

- IRCC: Immigration, Refugees and Citizenship Canada
- SP: Study Permit
- COE: Confirmation of Enrollment
- LOA: Letter of Acceptance
- VOE: Verification of Enrollment from your myAccount
- UCI: Unique Client Identifier

The information in this workshop may change in the future!

- This workshop is for current Douglas students.
- This is not a legal document. **Information is subject to change at any time.**
- ***Always*** refer to Immigration, Refugees and Citizenship Canada for the most up-to-date information.

- What you should know about study permit extension
- Maintained status “formerly known as Implied status”
- Documents for application
- Confirmation of Enrollment
- Medical Insurance
- Resources for students
- Q&A

Visas and Study Permits

on Douglas College website

Guides, hand-outs and instructions

What it means to apply for a SP extension

Your study permit application is to show IRCC:

- What you have been doing as a student,
 - Why you want to stay longer, and
 - How you can support yourself financially.
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- ✓ Your application package must explain these.
 - ✓ A visa officer will make a decision based on the documents you submit.
 - ✓ Applying does not guarantee approval.

1. Required documents = bare minimum

- Check you have all the documents
- Missing documents could result in refusal
- Submit additional documents to explain and back up your situation
- Documents are to prove you meet eligibility for an SP

2. Your responsibility to explain

- The IRCC officers are not obligated to reach out to you for more document/information
- Officers are allowed to make a decision based on the documents submitted.
- Clear and concise explanation – refer to our Explanation letter guide

3. Honest and upfront

- Providing false, inaccurate and incomplete or withholding information can result in 5 year ban from Canada.
- Check details on your application/documents – accuracy!!!

Should I include an explanation letter?

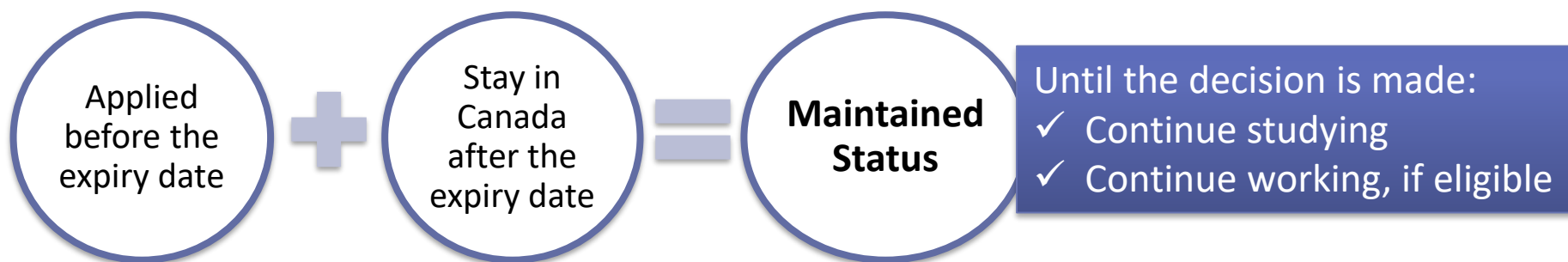
- If you are concerned and need to clarify your situation to the officer to make a positive decision on your application.
- Items you can explain:
 - Program change - reasons
 - How much time you need to complete your program
 - Your plans after graduation
 - Any reasons delaying your completion
 - Gap in your studies
 - Documents missing because of COVID situation
 - Financial support and situation
- Refer to our Explanation guide

When should I start the process?

- Usually, 90 days before the expiry OR when you are accepted for a 2nd program and received an LOA
- IRCC website says 30 days, but we recommend you to start the process 90 days before the expiry
- If apply earlier, your application could be returned, cancelled or refused.
- This is why we issue a COE 90 days before the expiry, so you can show your academic standing when it is close to the expiry

Study Permit Extensions

Although we do not recommend, the last day to submit your application is on the expiry date.



- If you are in Canada but did not apply for study permit extension before the expiry date
- If you received a refusal while in “maintained” status → **you will be OUT OF STATUS (in restoration).**
- If you have lost your student status, [you may apply to restore it.](#) [This means you are overstaying and cannot study or work while you are out of status and need to wait until your status is restored !](#)

What do I need to apply?

- ❑ Application form - *Change Conditions, Extend my Stay, or Remain in Canada as a Student* form [IMM5709]
- ❑ COE from International Office **OR** LOA for your 2nd program
- ❑ [Official transcript](#) (we recommend official one)
- ❑ [Proof of means of financial support](#) (bank statements)
- ❑ Passport Scan (Bio pages, all the pages with marks and visas)
- ❑ [Digital photo](#)
- ❑ Additional documents (if applicable): Letter of explanation, Medical exam result, Family Information, etc.
- ❑ Credit card or debit card to pay for application fee (\$150.00)

→ Let's check the guide on our website

How much should I demonstrate?

Extension for a year or longer

Tuition fee for one year **plus** living cost for one year (C\$10,000 for one year living cost)

Extension shorter than one year

Tuition fees for the remaining period **plus** living cost for the same period (\$833 is monthly living cost in IRCC's eyes)

What should I include?

- Letter from a person who is supporting you financially
- Bank statement of the person supporting you (your family/relatives)
- Your bank statements for the past 4 months
- Proof of a Canadian bank account in your name, if you've transferred money to Canada
- Proof of a student or education loan from a bank
- Proof you paid tuition fees (i.e. VOE or Account summary from your myAccount)

If the documents are not in English or French, they need to be translated

What we can confirm:

- Name
- Student ID
- Designated Learning Institution
- UCI (Study Permit Number)*
- First Semester
- Expected Completion
- Program(s)
 - Program changes, LOAs for 2nd programs
- Enrollment Status
 - Full-time vs Part-time
 - Enrollment Status Workshop

How to Request a Letter

- Visit [Request a Letter](#) page on Douglas College website

- Select Confirmation of Enrollment

- Fill in the form
 - You will need your Douglas ID & Password
 - 1 request per semester

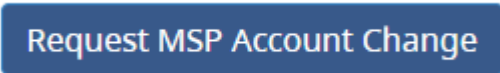

Processing Times

- Holds in your account
 - Academic Probation
 - Financial Hold
 - Library Hold

- Add/Drop Deadline
 - All letters will be released after the deadline
 - Current deadline is May 26th

- Verifying Information

MSP & Temporary Medical Insurance

- MSP will expire with your study permit
- Purchase temporary medical insurance to cover any gaps until new study permit arrives
 - Guard Me insurance at guard.me/douglascollege
- [Update your MSP](#) and your status in Canada once you receive your new document
 - Up to 3 weeks processing time
 - Upload your study permit online by requesting account change
 - Click on this tab 
 - Select manage your account 

Douglas College Website

- [Visas and Study Permits](#)
 - [Request a Letter](#)
 - [Study Permit Extension Guide](#)
 - [Explanation Letter Guide](#)
 - [International Student Workshops](#)
 - [Medical Services Plan \(MSP\)](#)
 - [Immigration Refugees Citizenship Canada \(IRCC\)](#)
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- The recording and slides for this session will be posted on Douglas College website on [Workshops](#) page

Most Study Permit Inquiries

- dci@douglascollege.ca
 - Please include student ID, SP expiry, and details
- 604-527-5650
- [Online Drop-in Advising](#) (limited capacity and hours)





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THANK YOU

douglascollege.ca

