



DOUGLASCOLLEGE

Study Permit Extension Information Session



International Student Advising Specialist (ISASs)

- We can advise on concerns/questions around Study Permit (i.e work eligibility, study permit extension, spousal work permit, Post-graduation work permit...)
- We are not able to advise on your PR options

International Student Life Coordinator (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
- Implied status
- Documents for application
- Confirmation of Enrollment
- Medical Insurance
- Resources for students
- Q&A

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 to 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

- Withholding or lying can bar from approval for 5 years
- Check details on your application/documents – accuracy!!!

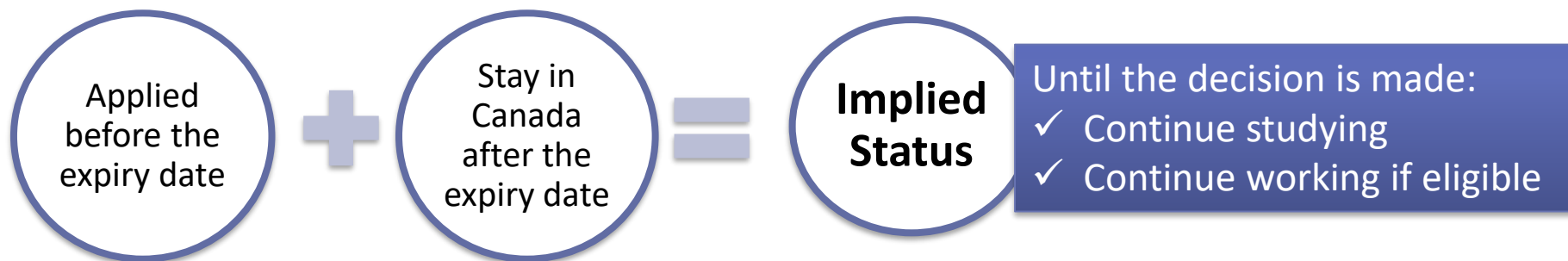
Should I include an explanation letter?

- If you are concerned, I would say YES.
- 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 commend you to start the process 90 days before the expiry
- If earlier, your application could be returned
- 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

Although we do not recommend, the last day to legally 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
- You received a refusal while on implied status

→ you are **OUT OF STATUS**. You are overstaying and cannot study or work while you are out of status. If you have lost your student status, [you may apply to restore it.](#)

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 page and 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 Douglas College > Request a Letter
- Select Confirmation of Enrollment
- Fill in the form
 - You will need your Douglas ID & Password
 - 1 request per semester
- Up to 10 days processing time*

Processing Times

- Holds?
 - Academic Probation
 - Financial Hold
 - Library Hold
- Add/Drop Deadline
 - All letters held until after January 18
- 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
- Reapply for MSP to reinstate your insurance
 - Up to 3 weeks processing time

Douglas College Website

- [Visas and Study Permits](#)
- [Request a Letter](#)
- [Study Permit Extension Guide](#)
- [Explanation Letter Guide](#)
- [International Student Workshops](#)
 - This session will be recorded and slides will be posted

Most Study Permit Inquiries

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

