



DOUGLAS COLLEGE

# Study Permit Extension Information Session

September 17<sup>th</sup>,  
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, co-op 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, MSP, temporary insurance 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 a 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?

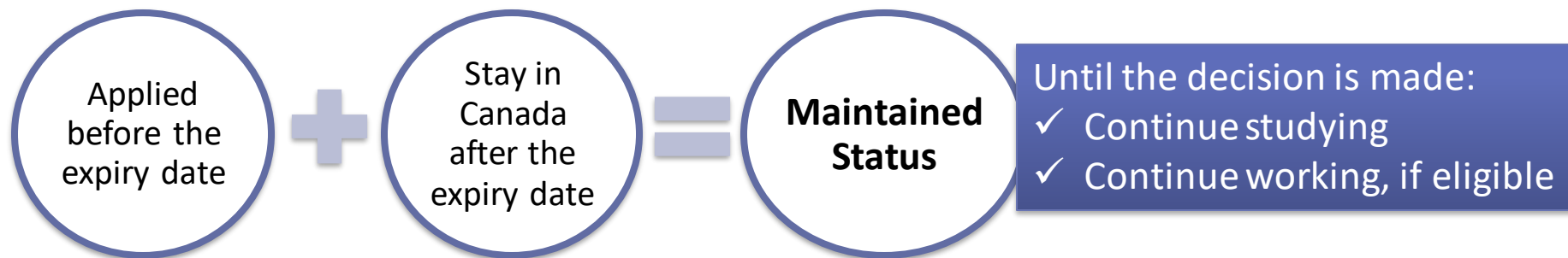
- If you are concerned and need to clarify your situation to the officer to make a positive decision on your application.
- Items you can explain:
  - Program change - reasons
  - How much time you need to complete your program
  - Your plans after graduation
  - Any reasons delaying your completion
  - 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 2<sup>nd</sup> 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](#) within 90 days since your are out of status.

**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 2<sup>nd</sup> 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)

## 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 (signed and dated) from a person who is supporting you financially
- Bank statements (4 months) of the person supporting you (your family/relatives)
- Your Canadian Bank statements (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

\*You can not rely on your future earning from your off-campus work.

## What we can confirm:

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

## 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 **September 20<sup>th</sup>**
  - After deadline regular processing time is 5 business days
  
- Verifying Information
  - If we are verifying any info, it could take longer to receive COE.



## MSP & Temporary Medical Insurance

- MSP will expire with your study permit
- You should call MSP to request continuous coverage while you are on maintained status.
- See the [Medical Services Plan Response](#) to COVID-19 for the latest updates.
- **If MSP approves continuous coverage**, ask them to confirm what your coverage start date will be.
- You will need to submit an [MSP extension application](#) and provide the following instead of a copy of your study or work permit:
  - A letter written by yourself explaining your status and your request for continuing coverage, such as, “I would like to request continuous coverage of BC MSP as I applied to extend my immigration documents before my BC MSP and immigration status expired and was advised by a Health Insurance BC agent that I am eligible for coverage during implied status”, and
  - A copy of the IRCC submission confirmation (PDF) confirming that they received your application. To find your confirmation, log in to your [online IRCC account](#).

## MSP & Temporary Medical Insurance

- **If MSP is not able to provide continuous coverage,** purchase private temporary health insurance, such as the [Guard.me](#), and ensure you have temporary coverage until you have confirmation you are covered under MSP again.
- [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

# Upcoming Webinars

SEPT. 20	<p><b>YOUR ENROLMENT STATUS</b></p> <p>10:00 AM - 11:00 AM</p> <p><a href="#">Register Here</a></p>	<ul style="list-style-type: none"> <li>• Complying with your study permit</li> <li>• Overview of your immigration documents</li> <li>• Services offered by Douglas International</li> <li>• Full-time vs part-time status</li> </ul>	
SEPT. 24	<p><b>ELIGIBILITY FOR WORKING IN CANADA</b></p> <p>3:30 PM - 4:30 PM</p> <p><a href="#">Register Here</a></p>	<ul style="list-style-type: none"> <li>• Eligibility and requirements for working on/off campus</li> <li>• Scheduled vs. academic semesters at Douglas College</li> <li>• Co-op and Career Centre services</li> </ul>	
NOV. 26	<p><b>PGWP BASICS WORKSHOP</b></p> <p>3:30 PM - 4:30 PM</p> <p><a href="#">Register Here</a></p>	<ul style="list-style-type: none"> <li>• Things to know before you graduate</li> <li>• Documents checklist</li> <li>• Implied status &amp; working eligibility</li> </ul>	
SEPT. 20	<p><b>TRANSITION FROM ELLA</b></p> <p>10:00 AM - 11:00 AM</p> <p><a href="#">Register Here</a></p>	<p>How to move from ELLA to Academic program, Early Academic options</p>	
SEPT. 27	<p><b>UNIVERSITY TRANSFER - ARTS &amp; SCIENCE</b></p> <p>10:00 AM - 11:00 AM</p> <p><a href="#">Register Here</a></p>	<p>An info session for Arts &amp; Sciences students planning to transfer to a university</p>	
OCT. 4	<p><b>UNIVERSITY TRANSFER - BUSINESS</b></p> <p>10:00 AM - 11:00 AM</p> <p><a href="#">Register Here</a></p>	<p>An info session for business students planning to transfer to a university.</p>	
OCT. 18	<p><b>COURSE PLANNING FOR ASSOCIATE DEGREES</b></p> <p>10:00 AM - 11:00 AM</p> <p><a href="#">Register Here</a></p>	<p>An info session for Associate Degree students to learn about the degree requirements and course planning for next semester</p>	

- [Contact Us via Webforms](#)
- [Zoom \(Meeting ID 632 0617 8945\)](#)

- Step 1: Log into Zoom using the Meeting ID 632 0617 8945
- Step 2: Wait in the waiting room and fill out the drop-in form while you wait
- Step 3: A Coordinator will meet with you to discuss your needs and connect you with an Advisor.



Monday	Tuesday	Wednesday	Thursday	Friday
1 PM - 4 PM	1 PM - 4 PM	1 PM - 4 PM	1 PM - 4 PM	N/A

- Click on [this link](#) to book an online or in-person appointment with an International Student Advising Specialist.
  - You need to log in with your Office 365 account. Having issues with your account? Click [here](#) to troubleshoot the problems.

# Questions?



# Thank you!

See you at the next workshop.