

Extending Your Study Permit

(Application Instructions for Students Applying from WITHIN Canada Only)



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*Prepared by Agata Rebisz, Global Village Vancouver,
 A Regulated Canadian Immigration Consultant (RCIC #R417711) pursuant to
 section 91 of the Immigration and Refugee Protection Act*

This is not a legal document. Information may change without notice. Always refer to Canada Immigration www.cic.gc.ca for the most updated information. This document was last updated on Aug. 10, 2015

When can I extend my study permit?

You should apply for renewal at least 30 days before your current permit expires. However, as long as the Case Processing Centre in Alberta receives your paper or online application before the expiry date, you are considered to have “*implied status*” in Canada until you receive your renewed study permit, even if the expiry date has passed while your extension is being processed. If your study permit has already expired, see an Immigration Consultant immediately for advice and assistance.

Your Letter of Acceptance (LOA) from GV Vancouver will indicate your expected date of program completion, the program you are taking as well as the number of lessons.

Note that Citizenship and Immigration Canada will not extend your study permit past the expiration date of your passport.

If your study permit has expired and you have not applied for restoration of your status/extension within 90 days, you must leave Canada.

How can I extend my study permit?

There are two options for extending your study permit:

1. Apply online

Step1. Create a Personal Checklist Code by answering the questions in the Come to Canada wizard at <http://www.cic.gc.ca/ctc-vac/cometocanada.asp>. Print the checklist for reference.

Step2. Apply online at <http://www.cic.gc.ca/english/e-services/index.asp> after creating a GCKey or Sign-in Partner login ID, and registering with MyCIC. Enter your Personal Checklist Code when prompted.

Scan and upload all supporting documentation (see below). Supporting documents should be current and original (unless it clearly states photocopies are acceptable). Refer to your online checklist for acceptable file formats.

Online Checklist Item	Document Description	Tips
Application form	<i>Application to Change Conditions, Extend My Stay or Remain in Canada as a Student [IMM 5709]</i> - Once completed, click on the “Validate” button. This will generate a series of barcodes on page 5. When submitting your application, you must include this page which contains your unique barcodes.	* Fill out the application form electronically (not by hand). * Do not print the form – simply validate, save and upload it in the space provided. * You will be prompted to electronically sign your application later in the online process.

Proof of means of financial support	Proof of sufficient financial support in Canada, totaling at least \$10,000 CAD. - Refer to your online checklist for examples of acceptable Documentation.	*If you cannot prove that you have the minimum amount you can still submit an application but it will affect the length of your extension
Passport or travel document	Scanned copies of all relevant passport pages	*Include the bio-data page plus any pages with stamps, visas or markings
Digital photo		* Refer to the photo specifications in your online checklist.
Letter of Acceptance	1) Current, official GV Vancouver Letter of Acceptance (LOA) 2) Current, official transcripts which include your terms of studies.	* Scan these documents together. Open and check your official documents. * If you have attended a different institution in the last two terms, you must include official transcripts from that institution as well.
Fee	The current fee for a study permit renewal is \$150 CAD. You must pay online using a credit card.	* CIC accepts Visa, MasterCard and American Express.

2. Apply by mail

Step1. Download the required forms from

<http://www.cic.gc.ca/english/information/applications/extend-student.asp>

Step2. Complete the forms, and mail them along with the necessary supporting documents in a 23 cm x 30.5 cm (9" x 12") envelope to the address below. We strongly recommend that use a track-able method to mail in your application (Registered mail, Xpresspost or courier) and that you keep copies of all documents sent.

Do not include a prepaid return envelope with your application.

Mail to Citizenship and Immigration -Study Permit Case Processing Centre
6212 -55th Avenue, Unit 101,
Vegreville AB T9C 1X5

Application Item	Document Description	Tips
Document Checklist	Document Checklist (IMM 5555)	* Place this document on top of your app. package. * You may complete this form by hand.
Application Form	<i>Application to Change Conditions, Extend My Stay or Remain in Canada as a Student [IMM 5709]</i> Once completed, click on the "Validate" button before printing. This will generate a series of barcodes on page 5. When submitting your application, you must include this page which contains your unique barcodes. Print your completed form, sign and date the application (by hand) in the space provided on page 5.	* Fill out the application form electronically (not by hand). * Your 8-digit Client I.D. number on your study permit is your UCI.
Fee receipt	The current fee for a study permit renewal is \$150 CAD. You have two payment options: 1) Pay via the e-Payment tool with a credit card 2) Pay at a Bank via form IMM5401 ("Copy 2" –the	* IMM 5401 (pink receipt form) can be obtained at a Registration Office or can be ordered directly from CIC.

	middle portion of the stamped pink form)	
Photocopies of Passport	Photocopies of all relevant passport pages	*Bio data page plus any with remarks, stamps and visas
Proof of means of financial support	Proof of sufficient financial support in Canada, totaling at least \$10,000 CAD. - Refer to your online checklist for examples of acceptable Documentation.	*If you cannot prove that you have the minimum amount you can still submit an application but it will affect the length of your extension
Proof of academic standing at school(s)	1) Official current GV Vancouver confirmation of Letter of Acceptance (LOA) letter 2) Official current transcript which include your last 6 months of studies	* If you have attended a different institution in the last two terms, you must include official transcripts from that institution as well.

Other documents may be required **as per your situation** (e.g. marriage certificate, family members' documentation, etc.).

Note: For applicants who require a temporary resident visa (TRV) to enter Canada: The renewal of a study permit does not affect your TRV. It is your responsibility to ensure your TRV remains valid if you wish to **re-enter** Canada. While residing in Canada and holding a valid study permit, you must apply to the Case Processing Pilot – Ottawa for a TRV, or after leaving, you must apply for and obtain a TRV abroad by applying to a Canadian visa office.

How long will it take to extend my study permit?

Processing times depend on how busy the CIC Case Processing Centre in Alberta is at the time you apply. For updated processing times, please visit the CIC website at <http://www.cic.gc.ca/english/information/times/temp.asp>

What if I am 17 and need to extend my study permit?

Children who are less than 19 years of age and are studying in Canada without a parent or legal guardian must complete and include the Custodianship Declaration (IMM5646) with their study permit application.

Need more advice or help with your application?

*Please email our Regulated Canadian Immigration Consultant, Agata Rebisz, located at **Global Village Vancouver**, 888 Cambie Street, and arrange for consultation in person or by phone, skype or email. arebisz@gvenglish.com*

*The consultation charge is **CND \$70.00 + 5% GST tax per 30 minutes (minimum charge).***

*A rebate of up to **CND \$125** will be applied to the registration fee if the client enrolls in courses at **GV Vancouver**.*



Agata Rebisz is a member in good standing of Immigration Consultants of Canada Regulatory Council (RCIC #R417711) pursuant to section 91 of the Immigration and Refugee Protection Act.