

Study Permit (how to extend from within Canada)

<http://www.cic.gc.ca/english/study/study-extend.asp>

When to apply:	90 days in advance of expiration date	Cost:	\$150
Designated Learning Inst. #	O19376943122	IRCC Call Centre:	1-888-242-2100
Application Form:	Application to Change Conditions, Extend My Stay Or Remain In Canada As A Student (IMM5709)		
How:	<p>Online: http://www.cic.gc.ca/ctc-vac/cometocanada.asp sent via MyCIC account http://www.cic.gc.ca/english/e-services/account.asp</p> <p>Paper: http://www.cic.gc.ca/ctc-vac/cometocanada.asp applications are couriered to Case Processing Centre, Vegreville, AB http://www.cic.gc.ca/english/information/offices/canada/vegreville.asp</p>		
Processing Time:	http://www.cic.gc.ca/english/information/times/index.asp		
Please read:	<p>It is important that you possess a valid study permit for post-secondary studies at a designated learning institution (DLI); your study permit gives you status in Canada. If your study permit expires within the 90 days following the completion of your program you should extend it. You will not receive proof of program completion for approximately five to six weeks after you complete your studies. As per the June 1, 2014 regulations your permit will become invalid 90 days after the completion of your program regardless of the stated expiry date.</p>		

Required Documents

From Humber: Request via your MyHumber Account (Student Records section)

- ✓ Confirmation of enrolment letter (use letter from your current or most recent semester; verify that the expected graduation date is correct; contact records@humber.ca (North students) or lakeshorerecords@humber.ca (Lakeshore) if your letter has any inaccuracies)
- ✓ Official transcript (available only if you have completed at least one semester)
- ✓ Offer/Letter of acceptance to Humber (if required)
- ✓ Co-op letter (include if you are applying for a co-op work permit with your study permit application)

IRCC requirement: additional documents may be required

- ✓ Copy of your passport (include main page, any stamps, visas or markings); also scan your current study permit and co-op work permit (if you have one)
- ✓ Proof of available funds (e.g. bank statement from the person paying for your studies) to cover the cost of tuition fees and living expenses
- ✓ Digital photo required for online applications <http://www.cic.gc.ca/english/pdf/photospecs-e.pdf>

Application Procedure

Summary of Application Procedure

- ✓ Go to IRCC website <http://www.cic.gc.ca/>; click button for language preference click the “English” button
- ✓ Click on the “Immigration” drop-down menu; choose “Study”
- ✓ Click “Extend your study permit” and then “How to extend your study permit”

Summary of Application Procedure

- ✓ Determine how you will apply, online or by paper; look at processing times but in most cases online is best, but in most cases online is best
- ✓ Complete application form IMM 5709; depending on your computer's operating system you may have to click on hyperlink and download the form to your computer's desktop to open document
- ✓ Gather supporting documents (scan documents if applying online)
- ✓ Create MyCIC account; required for online applications; platform to upload application form & documents; check messages
- ✓ Pay processing fee
- ✓ Submit application for processing; if you submit an online application monitor the email account you specified on your application (including spam and junk folders) in case IRCC has a query about your application; these messages are time sensitive
- ✓ When you receive your permit please upload a copy via your MyHumber account. For instructions on how to upload your document please see <http://www.yourhumberworld.com/2017/08/new-upload-your-study-permit-on-myhumber.html>

Tips for applying ONLINE (requires completion of eligibility questionnaire AND creating a MyCIC account)

- ✓ Go to "Do you want to come to Canada, or extend your stay" questionnaire <http://www.cic.gc.ca/ctc-vac/cometocanada.asp>
- ✓ If you have questions click in the "?" mark or hyperlink for an explanation
- ✓ What would you like to do in Canada? Study
- ✓ How long are you planning to stay in Canada? Temporarily – more than 6 months
- ✓ What is your current country/territory of residence? If you are presently in Canada, you should select Canada.
- ✓ Family Member questions: Click on hyperlink for definition of a family member
- ✓ On the "Your results" page select "Study Permit (in Canada)"; if "Temporary Resident Visa" appears, students who require a TRV apply for a new one AFTER they receive their new study permit
- ✓ Do you also want to apply for a work permit? Answer "yes" if you require a co-op work permit
- ✓ Review your answers; to modify responses click on the "pencil & eraser" icon
- ✓ "Studying in Canada – Your document checklist"; record your personal reference code; scroll to bottom of page for the link to application form IMM5709, list of supporting documents and the required fee
- ✓ Upload documents, pay processing fee using your MyCIC account

● Creating/Using your MyCIC account:

- ✓ Create account using **Sign in Partner or GC Key**
 - **Sign in Partner** allows you to register for MyCIC account using online banking information for listed financial institutions
 - **GCKey** requires a user ID and password; create security questions; record this information so you do not forget
- ✓ Once you have created your account log-in and scroll down to "What would you like to do today?" then click on "Visitor visa, study and/or work permit"
- ✓ On the same page you will see previous applications or the application you are currently working on
- ✓ When asked if you have a "Personal Reference Code" enter the number generated from eligibility questionnaire
- ✓ Pay processing fee
- ✓ Submit application; you will receive a confirmation that application was sent
- ✓ Check your MyCIC account messages for updates related to your application

Applying by paper

- ✓ Download application package <http://www.cic.gc.ca/english/information/applications/extend-student.asp>
- ✓ Complete application, gather accompanying forms; sign and date application; make a copy for your records
- ✓ Pay processing fee and include receipt in application package
<http://www.cic.gc.ca/english/information/fees/result.asp?countrySelect=CA&lob=sp>
- ✓ Use Canada Post Xpress Post or other courier company to track delivery of application package
- ✓ Courier package to:
CPC Vegreville
Study Permit
6212 - 55th Avenue, Unit 101
Vegreville, AB
T9C 1X5

Frequently asked questions regarding application (IMM5709)

- What is a UCI?** UCI is your “Unique Client Identifier” or “Client ID” an 8 or 10 digit number found near the top of your study permit.
- What am I applying for...?** Select “An initial study permit or extension of study permit”
- What if I don’t have a family name?** If you do not have a family name on your passport enter your given name(s) in this box and leave the given name box blank.
- Current country of residence “to” date?** “From” is the date you entered Canada; “To” is the date your study permit expires.
- What is a designated language testing agency** IELTS, CELPIP or TEF; answer “yes” even if your results have expired.
- What is my Street No.?** “Street no.” refers to “house number”.
- What is a P.O. Box?** A locked box that you rent from the Post Office.
- Which e-mail address?** Use an email address you check frequently; check your junk/spam folders for messages.
- What is meant by original entry date to Canada?** The first time you came to Canada; if you came to Canada prior to studying you would enter that date and place (airport or land border).
- Where can I find my document number?** Your document number appears on the upper right hand corner of your study permit; generally it is one alpha letter followed by 9 numbers, e.g. F310234567.
- What should enter for my “duration of expected study?”** “From” is the date you are completing the form; “To” is the completion date of your studies + 90 days allowing you sufficient time to receive your final grades and apply for a post-graduation work permit.
- How do I respond to the “Education” question?** Answer “yes”; type in Humber’s information unless you earned a higher credential from another school; under “field and level of study” answers both portions of this question.
- If I’ve never worked what should I enter under the “employment” section?** If you have never been employed, type that you are a student and include Humber’s information; if you are, or have been employed in the past include that information here including any employment in your home country
- Do I need to complete the “Background Information” section?** This is a mandatory section. If you answer “yes” to any of the questions you need to provide an explanation.

How do I sign the application form?	If you are submitting an online application type your name in the signature section; for paper applications you must physically sign documents.
When I validated the form a series of red boxes appeared, what do I do?	The red boxes indicate that you either have neglected to complete a field or the formatting of the answer is incorrect. Make the correction(s), validate again and save the document. Once the system confirms the application is okay a sixth page filled with bar codes will appear, this is part of your application and needs to be submitted.

Other frequently asked questions

What if my study permit expires?	<ul style="list-style-type: none"> ✓ If IRCC receives your application before your current document expires you are in “implied status” which allows you to continue studying until a decision has been made ✓ If you allowed your study permit to expire and did NOT apply for an extension before it expired you are out-of-status and MUST stop studying and working. You have 90 days from the time your permit expired to restore your status. You may remain in Canada until a decision is made. ✓ http://www.cic.gc.ca/english/resources/tools/temp/visa/validity/restoration.asp
Do I need to notify Canada Immigration if I change post-secondary institutions?	Yes. Log on to your MyCIC account; under the “What would you like to do today?” click on “Transfer from DLI#”. If the IRCC website does not permit you to complete the form use the IRCC web form http://www.cic.gc.ca/english/contacts/web-form.asp to notify them of the change in school.
Can I work off-campus?	Yes, IF it is stated on your study permit <i>and</i> you are a full-time student. You can amend your study permit if there are no remarks are made regarding off-campus work; if it states you <u>cannot</u> work then you must apply for a new permit. To amend: http://www.cic.gc.ca/english/information/applications/amend.asp EAP students or students in a pre-requisite program are not eligible to work off-campus.
How do I obtain a SIN number?	Social insurance numbers are issued by Service Canada. Take your passport, study permit, work permit (if necessary) and confirmation of enrolment letter https://www.canada.ca/en/employment-social-development/services/sin/before-applying.html
If I graduated from a Canadian secondary/high school can I use the same study permit?	NO. You must apply and receive a study permit for post-secondary studies before you can commence your studies.
What do I use for proof of a medical?	If you underwent a medical by an IRCC affiliated doctor overseas upload your e-medical form if you have one or write a letter of explanation listing the date, city, country, doctor or clinic you went to. You can also call the IRCC Call Centre for other options to demonstrate proof.

Please note: if you have further questions: attend a study permit workshop or contact an International Student Advisor.

*This handout was prepared by a Regulated Canadian Immigration Consultant (RCIC) in compliance with the Canadian Immigration and Refugee Protection Act. **This handout is for informational purposes only and does not constitute legal advice.** Immigration laws and procedures change frequently, and so the requirements and procedure for applying for your work permit may have changed since this handout was prepared. This handout was prepared on October 13, 2017. This handout is intended for students of Humber College; the information contained herein may not be applicable to students at other academic institutions.*