

# STUDY PERMIT – HOW TO EXTEND/RESTORE

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

It is very important that you know when your study permit is scheduled to expire as its validity can impact your ability to remain in Canada and whether you are eligible to apply for other documents such as a work permit.

The screenshot shows a sidebar menu on the left with options: 'Study in Canada', 'Get study permit', 'Extend study permit' (highlighted), 'Get student work permit', 'Get teaching material', and 'Participate as an educational institution'. Below the menu is a 'Need Help?' section with a 'GO' button. The main content area is titled 'Extend your study permit' and includes a notice about new rules for prospective international students effective June 1, 2014. It states that new regulations will improve services while protecting Canada's reputation. A link is provided for a summary of changes. Below this is a section titled 'Renewing your study permit' which explains that to extend stay, one must complete an application to change conditions or extend stay, and must apply before the current permit expires. A red arrow points to the phrase 'and make sure you apply before that date'. A note specifies that children under 17 must include a 'Custodianship declaration (IMM 5646)'. A second red arrow points to the word 'must' in the note.

## ► Applying

You can apply file an online or paper application to extend your study permit. Check the processing times on CIC's website to help you decide whether to make an online or paper application. <http://www.cic.gc.ca/english/information/times/index.asp> Processing times are subject to change weekly.

The screenshot shows a sidebar menu on the left with options: 'My immigration or citizenship application', 'Check application status', 'Find forms and guides', 'Check processing times' (highlighted), 'Apply online', 'Pay your fees', 'Change your address with CIC', and 'Get medical or police checks'. Below the menu is a 'Need Help?' section with a 'GO' button. The main content area is titled 'Check application processing times' and includes a link to 'Immigration applications' (highlighted with a red arrow) and 'Citizenship applications'. Below this are sections for 'Immigration applications' (Temporary Residence and Permanent Residence) with a red arrow pointing to 'Visit, study, work temporarily' under Temporary Residence.

You can file your extension application up to three months before your current study permit expires. If you file early enough, then even if your application to extend your study permit is returned because it is incomplete, you may still have enough time to file an amended application before your current study permit expires.

As long as you file your application to extend your study permit *before* your current study permit expires, you can continue studying in Canada under the same conditions as your current study permit until you receive a decision.

If your study permit has expired and you have not applied for an extension, or if you have applied for an extension and the extension application was refused, you no longer have valid immigration status in Canada and you are required to leave immediately. You may be able to file an application to restore your status within 90 days of losing your status as a student. See below for further information on restoration applications.

**How to Apply:**

- Online <http://www.cic.gc.ca/ctc-vac/cometocanada.asp>
- Paper application sent to Case Processing Centre in Vegreville, AB

If you are considering applying online, you should also complete the online eligibility questionnaire in order to ensure that you are eligible to apply online: <http://www.cic.gc.ca/ctc-vac/cometocanada.asp>. For an online application you must have a valid credit card (Visa, MasterCard or American Express) and also be able to scan and upload the required documents.

**1. Online Application Procedure**

### Study in Canada


Apply to study in Canada, extend your study permit, work while you study or get teaching material.

New rules for prospective international students will take effect on June 1, 2014.

The new regulations will improve services to genuine students, while protecting Canada's international reputation for high-quality education and reducing the potential for fraud and misuse of the program.

For a summary of the changes, please see [this notice](#).

<p><a href="#">Get a study permit</a></p> <p>Includes applications for study permits, processing times, and what to expect after you arrive in Canada.</p>	<p><a href="#">Extend your study permit</a> ←</p> <p>Includes instructions and application to renew your study permit or restore your status to continue your studies in Canada.</p>
<p><a href="#">Work while you study</a></p> <p>Includes applications to work off campus, work on campus, work as a co-op or intern and how to stay in Canada after graduation.</p>	<p><a href="#">Get teaching material</a></p> <p>Includes games and puzzles, information about Canadian history and other teaching resources.</p>



**My immigration or citizenship application**

- Check application status
- Find forms and guides
- Check processing times
- Apply online**
- Pay your fees
- Change your address with CIC
- Get medical or police checks

## Apply online for a visa, study or work permit

Find out how to apply online for a:

- visitor visa,
- study permit or
- work permit

You are applying for: **Visitor Visa**

You have used our online questionnaire to find out you are eligible to apply: **No**

**Already have a MyCIC account?**

If you already have a MyCIC account, start your online application there.

[Log in](#)

### Find out if you're eligible to apply

Begin an online application for a visitor visa, work or study permit by answering a few questions to find out if you are eligible to apply.

If you're eligible to apply, we'll ask you a few more questions to create a list of documents you'll need to submit with your application. We will use your answers to create a customized list of documents you will need to submit with your application.

[Start](#)

**Need Help?**

Find answers in the Help Centre

[GO](#)

**Government of Canada**  
Gouvernement du Canada

Français

JOB - IMMIGRATION - TRAVEL - BUSINESS - BENEFITS - HEALTH - TAXES - MORE SERVICES

Home > All services > Immigration & citizenship

### Do you want to come to Canada, or extend your stay?

Please note the new fees for the Temporary Resident Program and adult citizenship applications.

#### Step 1: Find out if you are eligible to apply

Do you want to work, study, visit, travel through or live permanently in Canada?

Answer a few questions to find out what immigration programs you can apply for. Each immigration program has different application and eligibility requirements. You will need about 10-15 minutes to complete the questionnaire.

You may be asked questions about your:

- nationality
- age
- language ability
- family members
- education
- work experience
- income and/or net worth
- details on any job offer

Based on your answers, we will tell you what programs you are eligible to apply for.

#### Step 2: Fill out your application and gather your supporting documents

If you are eligible to apply for permanent residence, we will provide you the steps you need to submit an application.

If you are eligible to apply for temporary residence in Canada (visitor visas, study and work permits) we will ask you a few more questions and we will give you a list of documents you will need to submit with your application. This is your document checklist.

Print your document checklist for your reference.

Once you have your documents and application form ready, you can submit your application to CIC. Some applicants may need to get a medical exam and/or police checks before submitting their application.

#### Step 3: Submit your application

##### Submitting an application online

For some programs, you can submit your application online. To apply online, you will need a credit card and the ability to create electronic copies of your supporting documents, using a scanner or camera.

You will receive a personal checklist code, shown on your document checklist. Your personal checklist code will be valid for 60 days. Do not lose this number. You will need it to submit your application online.

When you are ready to apply, the next step is to create a MyCIC account. This is where you will enter your personal checklist code. The steps to apply are outlined on your document checklist.

If you are returning and already have a personal checklist code, find out how you can [continue your application online](#).

##### Submitting an application on paper

For some programs, or if you don't have a credit card or the ability to create electronic copies for your supporting documents, you must submit an application on paper. The instructions on how to apply will be on your document checklist.

[Start my application](#)

**Important:** This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. [Read the full notice](#).

Date Modified: 2014-02-03 [Feedback](#) [Share this page](#)

## Find Out if You're Eligible to Apply

\* All fields are mandatory

What would you like to do in Canada? ?

Please make a selection

How long are you planning to stay in Canada?

Please make a selection

What is the country of nationality of your passport? ?

Please make a selection

What is your current country of residence?

If you are presently in Canada, you should select Canada. ?

Please make a selection

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older?

Please make a selection

What is your date of birth? ?

Select Day Select Month Select year

Exit Questionnaire

Next

Work your way through the questionnaire; if you are uncertain as to how to answer a question click on the ? icon for an explanation. When you reach the *Your Results* page scroll down until you see the *continue* button for Study Permit (in Canada). Continue through the questionnaire process. In the *Find Out if You're Eligible* section you are given the option to apply for a work permit. If you are applying for an off-campus work permit in addition to the study permit remember that you will require an EVN in order to submit your request. When asked to *Review Your Answers* make sure that you have answered everything correctly. If you need to modify your answers click on the ✎ symbol.

When you reach the *Checklist of Required Documents* page follow the required steps.

## Checklist of Required Documents

### Studying in Canada – Your personal checklist

Based on your answers, you may be eligible to come to Canada as a student.

To apply online, you will need this personal checklist code: **XA2083450997**

**Step 1:** Record your personal checklist code. This code will expire on Monday April 28 2014 8:06:43 PM GMT. It is valid only for this application. When you return to the CIC site to apply online, you will need to enter your personal checklist code. We will use this code to retrieve the list of documents you need to submit with your application.

**Step 2:** Print this page. You will need this information to apply.

**Step 3:** Read the application guide. Application guides can be found at: <http://www.cic.gc.ca/english/information/applications/index.asp>

**Step 4:** Gather these documents and complete the application forms:  
Are you having difficulty downloading a form?

Versions of application forms for study permits, work permits and temporary resident visas dated July 2013 (07-2013) or after can only be uploaded to MyCIC.

### Application Form(s)

Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709)

### Supporting Documents

Proof of Means of Financial Support ?

Passport or Travel document ?

Digital Photo ?

Letter of Acceptance ?

### Fees

#### Fees

Application	Quantity	Price (CAD) per unit	Total (CAD)
Study Permit	1	\$130	\$130

The fee shown is an estimate based on the fees in effect on the day that this Personal Checklist Code is issued. The actual fees to be paid will be calculated on the date of submission.

Total Price (CAD) \$130

All documents must be provided in either English or French. If you have a document in another language, please provide a copy of the document in the original language with an English or French translation.

**Step 6:** Register / log in to submit your online application.  
To apply online, you'll need an electronic "key" for secure access.

- Register to get a key if you are a new user. Register here: <http://www.cic.gc.ca/english/e-services/mycic.asp>
- Login to your account if you are a returning user. Login here: <http://www.cic.gc.ca/english/e-services/mycic.asp>

**Step 6:** When you are logged in to your electronic credential (known as your key), you'll be automatically directed to CIC's online services called MyCIC.  
You will be prompted to register and/or for an account if you are a first time user. Returning users will be directed straight to their account.  
Once you are logged into MyCIC, then select "visitor visa, study and/or work permit" to continue.

**Step 7:** Enter your personal checklist code  
After you select "visitor visa, study and/or work permit", you will be asked to enter your personal checklist code.  
A personal checklist code is located at the top of this personal checklist and looks like this: **QK430081372**.

**Step 8:** Once you have entered your personal checklist code, you will be guided through the following steps to complete your application:

- Upload your documents
- Review your application
- Pay with a credit card
- Submit your application

**Step 8:** After you submit your payment, you will see a page that confirms that your application has been submitted. It will have more information on next steps. Shortly after you submit, you will also receive a confirmation message in your MyCIC account.

Disclaimer: This information is for reference only and no Immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an Immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you obtain through this questionnaire. [Read full notice](#)

If you decide to submit your application online, and this is the first time that you are doing so, you will be prompted to create a MyCIC account. If you have already created a MyCIC account, you can go ahead and login.

### How to Create a MyCIC account

1. Register using a Sign-in Partner (SecureKey Concierge) or by using a GCKey.	
Sign-in Partner	GCKey
<ul style="list-style-type: none"> <li>• Allows you to log into the site using your online banking or credit card information. Currently this option is only available to those who bank with: BMO Financial, Scotiabank, TD Canada Trust, ING Direct, and Choice Rewards MasterCard.</li> </ul>	<ul style="list-style-type: none"> <li>• Create a User ID, Password and a series of recovery questions with answers and hints</li> <li>• Save this information in a secure location</li> </ul>
2. When creating your MyCIC account you <b>MUST</b> answer "YES" to the question "Do you have a client ID or UCI?" Your client ID/UCI is the 8 digit number located in the upper right hand portion of your study permit.	
3. Continue with the enrolment procedure.	
4. Obtain a personal checklist code. Record this information for future use.	

### Uploading Your Documents

You will be prompted to upload the completed study permit application form IMM 5709 as well as the other required documents. **From your Humber SRS account you will need to request a Confirmation of Enrolment Letter as well as a transcript. Please allow sufficient time for these documents to be mailed to the address listed on your SRS account.** Upload your passport or travel documents, e.g., passport pages, entry visa, stamps made by Canada Immigration or Canada Border Services, study permit and any work permits. Scan these items into one document, not a separate page for each of them. Make sure that you upload all of the required documents. If your application is incomplete your request may be denied.

To upload your documents you will need to scan the information and save it in the specified file formats. Acceptable formats for saving your information are: PDF, JPG, TIFF/PNG or DOC/DOCX. If you have problems scanning your information please go to one of the computer labs for assistance. The file size cannot be larger than 4 MB.

## Payment

There is \$150 charge for a study permit. If you cannot pay your fees by credit card, then you cannot apply online and you should submit a paper application instead.

## Completing Form IMM 5709: Application to Change Conditions, Extend My Stay or Remain In Canada as a Student

- When completing the application you will need to have your passport and current study permit handy.
- The form is a fillable PDF form which means you can type your answers; do not fill it by hand.
- There are a series of drop-down boxes throughout the form; use those boxes rather than creating your own answers.

Some areas that cause confusion are:

Question	Response
UCI	Client ID or UCI (Unique Client Identifier) found on study permit
I am applying for...	"An initial study permit or extension of study permit"
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 date "to"	Expiry date of your study permit
Native language	Your first language
Document number	Appears on your study permit
What type of work permit are you applying for?	Only complete if you are also requesting a work permit
Provide your Eligibility Verification Number (EVN)	Type your EVN (only required for an off-campus work permit)
Education	Answer "yes"; type in Humber's information unless you already have a degree or diploma; under "field and level of study" answer both portions of this question
Employment	If you have never been employed, type in 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
Background Information	You must respond to ALL of these questions
Page 5 – Validation Page	Validate and save; validate each time you modify the form; if you are applying online then there is no need to print and sign the form

## 2. Paper Application Procedure

- Complete application form IMM 5709
- Collect documents
- Complete form **IMM 5555: Document Checklist – Students**. Ensure that you include ALL of the relevant documents listed in that form in your application. Submit original copies of transcripts and confirmation of enrolment letters. Also include: eligibility verification (if you are also applying for an off-campus work permit), stamped or internet receipt showing payment has been made, and your passport or travel documents, e.g., passport pages, entry visa, stamps made by Citizenship and Immigration Canada or the Canada Border Services Agency, study permit and any work permits.
- Review application, validate and sign form

- Make a copy of your entire application package to keep for your records
- Mail application

Use Canada Post's XpressPost service or that of another courier company so that you have proof that you mailed your application and can track whether it was delivered. The application package is to be mailed to:

CPC Vegreville  
**Study Permit**  
6212-55th Avenue – Unit 101  
Vegreville, AB  
T9C 1X5

## Restore Your Status

If you allow your study permit to expire you may be eligible to restore your status as a student, but only within 90 days of the date on which your status expired. If your status in Canada has expired, you may want to seek legal advice, including about whether to apply to restore your status or leave Canada immediately.

### Restoring your status

In some cases, you may apply to restore your status as a student within 90 days of losing it. You may only apply if you have continued to meet the requirements under which you were allowed to enter and stay in Canada and you have met all the conditions imposed on your permit.

After you apply to restore your status, you may stay in Canada until a decision is made on your application but you are not allowed to study until your status has been restored.

There is no guarantee that your application to restore your status will be accepted. On your application, you must provide full details of all the facts and circumstances that caused you to lose your status.

In addition to a fee for renewing your study permit, there is also a fee for restoring your status. The fee is required for each family member who has lost status. To find out about application fees, go to [Pay my application fees](#).

An officer will evaluate your request for restoration of status and will process an application for a study permit. Citizenship and Immigration Canada will advise you of any further action to be taken.

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*This handout was prepared by Humber College in collaboration with Aisling Bondy, Barrister & Solicitor of Bondy Immigration Law ([www.bondyimmigration.com](http://www.bondyimmigration.com)) and Asiya Hirji, Barrister & Solicitor of Mamann, Sandaluk, Kingwell LLP ([www.migrationlaw.com](http://www.migrationlaw.com)). **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 March 19, 2014. This handout is intended for students of Humber College; the information contained herein may not be applicable to students at other academic institutions.*