

STUDY PERMIT EXTENSION (WITHIN CANADA)

If you will be studying in Canada for *more than six months*, you require a valid study permit for the duration of your studies. You are responsible for ensuring your study permit is valid **AT ALL TIMES**. A study permit is a document that permits you to study and remain in Canada on a temporary basis. Permission to enter Canada is not given by a study permit, but by a Temporary Resident Visa (TRV). You will need a TRV unless you are from a visa-exempt country. <http://www.cic.gc.ca/ENGLISH/visit/visas.asp>

Often students need to extend their study permits in order to complete a program. In order to do that, students must complete the ***Application to Change Condition, Extend my Stay or Remain in Canada as a Student (IMM5709)***. Additionally, students need to check their passport's expiry date as it should remain valid for the entire duration of their studies. CIC does not extend study permits longer than the expiry date of the student's passport.

Passport → If your passport will expire while you are in Canada, all your Canadian immigration documents will normally expire at the same time. In most cases, you can apply to extend them after you obtain a new passport. Passport applications can take up to three months, so apply for a new passport as soon as possible to avoid interruptions in your studies. To apply for a new passport, contact the nearest visa office for your country. <http://travel.gc.ca/assistance/embassies>

*****Students should apply for study permit extension 3 to 4 months before their current study permit expires.**

As a study permit holder, you are required to "enroll," remain enrolled until completion of your studies, and actively pursue studies if you want to remain in Canada on a study permit. Some important notes about your study permit:

- There are no minimum number of credits required to be considered enrolled.
- Your study permit will become invalid 90 days after you: complete your studies (even before the expiry date listed on your study permit), OR on the expiry date of your study permit, whichever comes first.
- CIC may request that you show you are complying with conditions of your study permit. This may occur in the form of a random assessment or simply due to specific concerns about your case.
- If your study permit expires and you have not yet applied for an extension, you will be able to restore it only if you can meet the conditions of your study permit and provide documentation.
- Individuals who do not comply with the conditions of their study permit may be asked to leave Canada and must not return for a year without written permission.

If your study permit expires *after* CIC receives your extension application, you will be considered a temporary resident of Canada until a decision about your application is made. This is known as "implied status." With implied status, you may continue studying or working in Canada until you receive a response from CIC – **as long as you meet the conditions of your study permit while you remain in Canada.** If you leave Canada with implied status, you may re-enter, provided that you have a valid TRV or you are from a TRV-exempt country. In such a case, you would NOT be permitted to resume study or work until your application for renewal is granted.



If your study permit expires before CIC receives your extension application, you will be considered "out of status."

What should you do if your study permit has expired and you have not applied for an extension?

- **You must stop studying and working immediately.** You are not authorized to work or attend classes while you are out of status.
- **You have 90 days from the day you went out of status to apply for restoration.** An immigration consultant should review your application before you submit it.
- **Get a new study permit.** You have two options, both of which are costly and will disrupt your studies:
 - You can apply to **restore your immigration status.**
 - If you have not applied to extend your study permit and it expired more than 90 days ago, you will have to **apply outside Canada for a new study permit,** and you might be barred from applying for up to six months.

How can you apply for restoration of status?

You need to apply to extend your expired study permit for a standard fee of \$150, as well as an additional restoration fee of \$200.

Please note: *You can only apply for restoration from within Canada, and you must not leave the country until you obtain your new permit.*

If you applied for another study permit:

- You must stay in Canada and meet the conditions of your original study permit. For example, you cannot quit school to start working. You can keep studying until CIC decides on your application.

If you applied for a different kind of permit:

- You cannot do any of the activities allowed by the original study permit. For example, you may have come to Canada as a student and then applied for a work permit. If so, you must stop studying once your study permit expires. After that, you cannot work or study until you get a new permit.

How do I apply to extend my Study Permit?

*Please note: This is not a legal document and information may change without notice. Always refer to www.cic.gc.ca for the most updated information or contact the Office of Global Advancement, international@royalroads.ca.

- WHEN TO APPLY:** 3 to 4 months before current study permit expires
- COST:** \$150
- PROCESSING TIME:** <http://www.cic.gc.ca/english/information/times/temp.asp>
(updated weekly)
- HOW:** Online (<http://www.cic.gc.ca/english/e-services/mycic.asp>)
OR by paper; send to CIC Case Processing Centre (Vegreville, AB)
(<http://www.cic.gc.ca/english/information/applications/extend-student.asp>)
- APPLICATION FORM:** Change Conditions, Extend my Stay or Remain in Canada as a Student **[IMM5709]**

General Supporting Documents

*Please note: Requirements vary; additional documents may be required

- ✓ **Letter of Enrollment** (can be obtained by emailing international@royalroads.ca)
- ✓ **Proof of Means of Financial Support**
 - Minimum \$10,000 CAD, plus an additional \$4,000 for a spouse/partner, and/or \$3,000 for each additional family member (e.g. a child). Proof may include a combination of the following:
 - A current official letter from your bank showing your account balances
 - A letter stating a scholarship or student loans
 - A letter of financial support from a sponsor (such as a partner or friend) AND a current official letter from their bank
 - ***If you cannot prove the minimum amount, you can still submit an application, but it will affect the length of your extension.
- ✓ **Copy of your passport** (including the bio-data page, plus any pages with stamps, visas or markings)
- ✓ **Passport-style digital photo** (if applying online)

STEP 1: As of December 2012, students who wish to apply online for a study permit extension must first answer a series of questions in the: "Come to Canada" assessment tool to determine their eligibility at: <http://www.cic.gc.ca/ctc-vac/cometocanada.asp>. Completing this tool will generate a personal checklist code. After logging in to your MyCIC account at: <http://www.cic.gc.ca/english/e-services/mycic.asp> select "Apply Online". At this point, you will be asked to enter your personal checklist code. You may then proceed with your application.

*****Don't forget to record your personal checklist code!**

STEP 2: If you already have an account: click "Login", enter your MyCIC user ID and password and click "log in" in the blue box. If this is your first time using the system, register for a MyCIC account by selecting <http://www.cic.gc.ca/english/e-services/mycic.asp>

STEP 3: Gather all your supporting documents in electronic format (a PDF, TIFF, JPG or DOC file). The maximum size of each file is 2 MB.

If you would like to apply by mail, please look for further information here:
<http://www.cic.gc.ca/english/information/applications/extend-student.asp>

STEP 4: Complete the form (IMM 5709), upload your documents, pay the fee and submit your application

While filling out the form IMM5710, please consider the following:

- UCI stands for "unique client identifier", and is also known as "client ID." It is the 8 digit number that is found on your study permit in the following format: xxxx-xxxx

1	UCI
	12341234

- A "street no." is the location of a building on a street. Some "street names" also contain numbers.

1 Current mailing address			
P.O. box	Apt/Unit	Street no.	* Street name
	808	11	West 7th Avenue

- A document number appears on official CIC documents. It is usually printed in blank ink as one letter followed by 9 numbers.

Document Number
U123456789

- For your duration of expected study, write "From" today's date and "To" up to 90 days after your anticipated completion date. You may stay in Canada for 90 days beyond the completion of your studies IF you have a valid study permit. This time period is called a "**bridge extension.**"

3	Duration of expected study	* From	* To
		YYYY-MM-DD	YYYY-MM-DD

- In the "Employment" section, if you do not have a job, you may write "Student."

EMPLOYMENT

Give details of your employment for the past 10 years, including if you have held any government positions (such as civil servant, judge, police officer, mayor, member of parliament, hospital administrator)					
1	From	* Current Activity/Occupation		* Company/Employer/Facility name	
	2014 05 *YYYY *MM	Student		Royal Roads University	
	To	* City/Town	*Country	*Province/State	
	2016 05 *YYYY *MM	Victoria	Canada	BC	

- You cannot sign the form if you are applying online; upload the form **WITHOUT** signing it. After uploading all your documents, you will later be asked to electronically sign your application by typing your name.
- Most students in Canada do NOT need proof of a medical exam unless (1) they lived in certain countries for more than 6 months in the past 12 months, or (2) they wanted to work in certain health-related occupations; see <http://www.cic.gc.ca/english/information/medical/medexams-temp.asp>.
- If Citizenship and Immigration Canada (CIC) receives your application **before** your study permit expires, you are in "implied status" and may continue studying until you receive a reply.
- If your study permit expired and you have **NOT** yet applied for an extension, you must stop studying. You have 90 days to apply for restoration.

After you receive your study permit extension, you should also:

- ✓ Renew your Medical Services Plan (MSP) coverage
- ✓ Renew your Social Insurance Number (SIN) (if you have one).
- ✓ Apply for a new Temporary Resident Visa (TRV) to enter Canada (if your country of citizenship requires one).

Some points to consider when completing your application online:

- The system will not let you proceed past a question without answering it - you cannot skip questions or sections.
- If you want to go back and correct a section, do not use the back button on your navigation bar. Instead, use the "View/Modify" link on the right hand side of your screen. Click here and the system will give you access to the questions you answered earlier. You can make changes and the system will automatically save them.
- If you don't understand a question, click the question mark. There, you will find information and examples that explain the question in detail.
- Another great resource is the glossary. Clicking on the blue, underlined words in some questions will give you the definition.
- If any of your answers to questions in pages 3 and 4 ("Background Information") is **YES** or you are not sure about your answer, please contact the Office of Global Advancement for assistance prior to submitting your application.
- When you extend your study permit, at the same time, you can ALSO:
 - Apply for/extend a co-op work permit (if you are eligible)
 - Apply for/extend documents for dependents (e.g. a spouse/partner's work permit or a child's visitor record or study permit)
- If you do not have enough time to apply for a new TRV before leaving Canada, you may apply at a visa office outside Canada while travelling. However, be aware that document requirements at visa offices vary. Read the document requirements carefully for the individual visa office where you will apply.
- You can log out at any point by clicking on "Exit" and return another time to complete your application. You have 60 days to complete it. After this time, your unsent application will expire and you will need to begin a new application.
- Click on the "**Validate**" button to ensure that your application is complete. The validate button does not send any information to CIC, so you may edit and validate as many times as you need.

Validate

FAQ's

What happens if my study permit has expired?

If your study permit has expired, you must leave Canada. In some cases, you may be able to extend your stay. However, you cannot study until an official allows you to stay longer in Canada.

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.

How long will it take to extend my study permit?

Processing times may vary. For the most updated processing times, please visit CIC website at: <http://www.cic.gc.ca/english/information/times/temp/asp>

Can I apply for my co-op and renew/extend my study permit at the same time?

Yes. In the form IMM5709 you will have the option to add information re. your co-op application request. Additionally, you should fill out the form IMM5710 and attach it to your application as additional supporting document. View our instruction on applying for an co-op work permit for further information and required documents.

Please note:

If you have applied to extend your study permit and plan on traveling outside Canada while your application is in process, you can leave Canada and come back. However, one of three things will happen when you return to Canada:

- You may be admitted to Canada as a temporary resident visitor, if CIC has not yet decided to extend your study permit. If so, you cannot study until you receive your new permit. The officer at the port of entry may ask you to prove you have enough money to support yourself in Canada.
- You may be admitted to Canada as a student, if the officer at the port of entry can confirm that CIC extended your study permit while you were away.
- You may be asked to apply for a new study permit at the port of entry.