

CIC ONLINE APPLICATION PROCESS: STUDY PERMIT (IN CANADA)

What you need to know

- The Study Permit (SP) is the document that allows you to study and stay in Canada. Your Study Permit must be valid for you to study at The University of Winnipeg.
ISS must keep your current Study Permit information on file. When you renew your Study Permit, you must present your new SP to ISS.
- Renew your Study Permit from within Canada 3 – 5 months **before** it expires. *(In order to continue to study and work you must apply for renewal a **minimum** of 1 day before expiry).* **NOTE:** for students whose study permits were issued on or after 01 June 2014, you should know that your study permit will become invalid either on the day it expires or the day that is 90 days after the day that you complete your studies, whichever comes first. If you are close to finishing your program of study, you may wish to contact the ISS Staff member responsible for immigration for more information.
- A Study Permit is not issued for longer than the duration of your passport and we generally recommend that you hold a minimum of six months validity on your current passport. Therefore, if your passport is about to expire, we recommend that you renew your passport first.
- The application fee for renewal of a Study Permit is **\$150**.
- You may be eligible to renew your Study Permit and apply for a Co-op Work Permit at the same time, if you are required to complete an internship as an integral part of your studies in Canada. For further information, please see the Quick Reference Sheet entitled "CIC Online Application Process: Co-op Work Permit."
- You can submit your application for renewal online or by mail. This reference sheet provides information about online applications.
- Go to the CIC website at www.cic.gc.ca and login to your MyCIC Account (for more information please see ISS quick reference sheet, *CIC Online Applications: GCKEY, MYCIC, & PHOTO SPECIFICATIONS*).

Did you know?

If you do not renew your SP before it expires, you **MUST** stop studying (and working). You may be able to have your status as a SP holder restored, but in order to be eligible, you must apply within 90 days of the day that your SP expires. The processing fees for an application to restore your status will be \$150 + \$200 = **\$350**. There is no guarantee your application will be approved by Citizenship and Immigration Canada (CIC), and you must continue to refrain from studying or working until such time as it has been approved. *Please contact the ISS Staff member responsible for immigration for more information.*

STEP 1 Create your Personal Checklist

- Click the Apply for 'Visitor visa, study and/or work permit' button found under the heading 'What would you like to do today?'.
- Under the heading 'I do not have a Personal Checklist Code' click the 'Determine your eligibility and apply online' link.

MyCIC Personal Checklist

Personal Checklist Code

If you have already completed the Come to Canada wizard on the CIC website, you would have received the answers you provided.

Please enter your personal checklist code to begin your application. (required)

Continue Cancel

I do not have a Personal Checklist Code

If you do not have a personal checklist code, you may answer a series of questions to find out if you are eligible to apply.

If you begin your application **after you've logged into MyCIC**, you will not receive a personal checklist code.

[Determine your eligibility and apply online](#)

- You will be taken to a screen, 'Find Out if You're Eligible to Apply'. You will be asked to answer some questions by selecting options from a drop down menu. Answer these questions according to your personal information:

What would you like to do today?

Apply for:

Visitor visa, study and/or work permit

Interim Federal Health Program (IFHP)

Link an existing application to this account

Use this to retrieve your application if you recently reset your account after losing your MyCIC account.

Link application to this account

Designated Learning Institution Student Transfer

Quick Tip:

When you are finished answering the questions on a page, press the 'Next' or 'Continue' button with your mouse pointer. If you press 'Enter' on your keyboard you will not be able to exit the screen.

Note:

If you already have an application in progress, you will need to delete it in order to begin a new application.

Students have trouble with some questions. Here are a few of the tough questions and the necessary answers:

What would you like to do in Canada?

Select 'Study'

How long are you planning to stay in Canada?

Select 'Temporarily- More than 6 months'

What is your current country of residence?

Select 'Canada'

What is your current immigration status in Canada?

Select 'Student'

What is your province of destination?

Select 'Manitoba'

➤ After answering the first set of questions you will be taken to a screen that looks like this:

➤ Under the heading 'Study Permit (in Canada)', select 'Continue'. On the next screen, click 'Continue' again.

➤ Continue to answer the questions in accordance with to your personal information:

Students have trouble with some of these questions. Here are a few of the tough questions and the necessary answers:

Do you also want to apply for a work permit?

Select 'No' (unless you wish to apply for a Co-op Work Permit at the same time and have already had your eligibility for this work permit assessed by the appropriate University of Winnipeg authorities). For further information on who to contact to obtain an eligibility assessment, please see our quick reference sheet regarding applying online a Co-op work permit.

When does your status in Canada expire?

Enter the expiry date of your current Study Permit

Have you had a medical exam performed by a CIC authorized panel physician (doctor) within the last 12 months?

Select 'No'*

Have you lived in a designated country or territory for more than six months in the last year?

Select 'No'* if you have been living in Canada for at least 6 months.

Are you giving someone access to your application?

Select 'No'

There are fees associated with this application. Will you be paying your fees or are you fee exempt?

Select 'Yes, I will be paying my fees'

Are you able to make a digital copy of your documents with a scanner or camera?

Select 'Yes'

Will you be paying your application fees online? To pay online, you need a Visa, MasterCard or American Express.

Select 'Yes'

If you think that you may need to answer "yes" to these questions, please contact the ISS Staff member responsible for immigration. The suggested answer reflects what most students would need to answer, as most students applying to renew their study permits have been in Canada on a SP for longer than one year.

Did you know?

For the purpose of most CIC Applications 'Family members' are considered to be spouses, common-law partners, dependent children, and their dependent children.

➤ Once you have answered all of the questions, you will have a chance to review your answers and make any necessary changes. When you have checked your answers, click 'Continue'.

➤ If you want to make changes to any answer, simply click on the pencil beside the information that you wish to change.

➤ You will be taken to an information screen. Scroll down and click 'Continue'. You will now be taken to your personal checklist.

STEP 2 Gather your documents & complete the application form

- This checklist will link to the application form that you are required to fill out and provide a list of the necessary supporting documents you should submit.

Details	Document Name	Help	Options
Not Provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMMS709) (required)		Upload File

Application Form

You must use the form linked with this checklist. Type your answers into the form and then click 'Validate'. Any part not completed correctly will be highlighted. Once you have corrected all of the applicable information, click 'Validate' again. Enter the date of application at the end of the form. Sign the form by typing in your name. Save and upload it with your other documents. For assistance completing this form, make an appointment with the ISS staff member responsible for immigration.

Details	Document Name	Help	Options
Not Provided	Proof of Means of Financial Support (required)	?	Upload File
Not Provided	Passport or Travel document (required)	?	Upload File
Not Provided	Digital Photo (required)	?	Upload File
Not Provided	Letter of Acceptance (required)	?	Upload File

Supporting Documents

- Proof of Means of Financial Support

This may include: your bank statements for the past four months; proof of a student/education loan from a financial institution; a letter from the person or institution providing you with money; OR proof of scholarship.

- Passport or travel document

You must provide a clear, legible copy of your valid passport, showing all of the pages which contain your birth date, country of origin, stamps, visas, or markings. You should also include your current Study Permit

Details	Document Name	Help	Options
Not Provided		?	Upload Schedule 1
		?	Add Letter of Explanation

- Digital Photo

Must meet the required specifications (for more information please see ISS quick reference sheet, CIC Online Applications: GCKEY, MYCIC, & PHOTO SPECIFICATIONS).

- Letter of Acceptance

Must have a **Letter of Enrolment** from ISS (if you are an undergraduate student) or your program office (PACE/ELP/Collegiate/Grad.Studies). The cost of a Letter of Enrolment is **\$10 CDN**

Optional Documents

Not usually required. Please check with ISS staff member responsible for immigration for more information.

- Schedule 1

A Schedule 1 declaration is a CIC form with questions about your personal history. You will be asked to list information such as any affiliations with organizations and any military or government service. Completion of this form is required for those with affiliations with military or government affiliations (current or previous).

- Letter of Explanation

To explain special circumstances or situations or include additional documentation.

Fee

(\$150 for Study Permit renewal). Check that the type of application you are submitting matches the fees being submitted. You are required to pay online with a credit card (Master Card, Visa, or American Express). If you do not have a credit card you must submit your application by mail.

Quitting before finishing

If you cannot complete your application, log out. Your personal checklist and any uploaded documents will save automatically. When you log back on to MyCIC with the same User Id and Password, you will be taken directly to the screen where you left.

If you have not yet uploaded your documents, make sure to save these and your application form so you can access them later.

STEP 3 Upload documents, pay fee, & submit application

- Upload your documents
 - Save your files and upload each individual file by clicking the 'Upload' button beside each document.
 - When the document has been successfully uploaded you will see the green text 'Provided' under the Status section.
 - You must upload every requested form and document. You will not be able to proceed to the next steps until you do this.
 - One file will be allowed per document type. For example, you are asked to provide multiple pages of your passport, you must scan and save all pages as one file. ISS can assist with scanning your documents.
- Click the 'Continue' button on the bottom right hand corner of the screen. Follow the instructions provided to electronically sign your application.
- You will be asked to pay your fees using a credit card. Follow the instructions provided. You may wish to print a confirmation page after you have submitted your application for your reference.
- You can check the application processing times online at the CIC website:
<http://www.cic.gc.ca/english/information/times/temp.asp>

This document does not constitute legal advice, and should not be relied upon as a source of legal advice. It is a reference sheet designed to provide information on Citizenship and Immigration Canada's online application process for renewing a Study Permit from within Canada and describes existing requirements under the Immigration and Refugee Protection Act and the regulations made under that Act in general terms. It is recommended that students contact Citizenship and Immigration Canada (CIC) or the ISS Staff member responsible for immigration to review their specific case. CIC Regulations, policies, and procedures may change without notice. For the most current information, please visit the CIC Website at www.cic.gc.ca or contact the Call Centre at 1.888.242.2100. This document was approved by an Immigration lawyer in good standing with the Law Society of Manitoba with the intention to be used in conjunction with personalized immigration advising by students currently registered at The University of Winnipeg. For appointments with the ISS staff member responsible for immigration, contact ISS: (204) 786-9469; iss@uwinnipeg.ca – Revised September 23rd, 2014.