

STUDY PERMIT EXTENSION



International, Immigrant
and Refugee Student Services

IMPORTANT INFORMATION

- Use this guide as reference to prepare and submit your Study Permit extension application. If you need help review your application, you can book an appointment with an Immigration Advisor.
- **Extend your Study Permit from within Canada 3 – 5 months before it expires** and no later than midnight the day it expires.
- The application fee for extension of a Study Permit is \$150.
- A Study Permit is not usually issued for longer than the duration of your passport. If your passport is about to expire, you may wish to renew your passport before applying to extend your Study Permit.
- Contact an IIRSS immigration advisor for advice if your study permit has already expired, if you have not been a regular status/full-time student, OR if you have any questions.
- You can submit your application for an extension online or by mail. This reference sheet provides information about online applications.

**BOOK AN APPOINTMENT
TO MEET WITH AN IIRSS
IMMIGRATION ADVISOR:**

E: iirss@uwinnipeg.ca
P: 204-786-9469

RESTORATION OF STATUS:

*If you do not renew your Study Permit (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. Please contact an IIRSS Immigration Advisor for more information.*

REQUIRED DOCUMENTS

- In most cases, the following documents are required to apply for a Study Permit extension:
 - Passport & Study Permit**
Passport: clear digital copy of your valid passport, showing all of the pages which contain your birth date, country of origin, and any with a visa, stamp or marking.
Study Permit: clear digital copy of your valid study permit.
 - Proof of enough money for tuition & living expenses**
Example: clear digital copy of bank statements for the past four months; letter from the person or institution providing you with money along with proof of their financial means; proof of scholarship; AND/OR proof of tuition/housing payment.
 - Letter of Enrolment**
Clear, digital copy of a Letter of Enrolment, no more than 30 days old, issued by the University of Winnipeg which confirms registration. If you have recently changed programs or are planning to, you should also include proof of previous enrolment and future enrolment (i.e: If you were an ELP student for two terms and are now studying in undergraduate studies, you should provide an undergraduate Letter of Enrolment and also include proof of your previous studies in ELP (ELP final transcript, ELP certificate of completion)).
 - Digital Photo**
Must meet the required specifications. For more information please see IIRSS quick reference sheet, IRCC Online Account & Photo Specifications.
- Documents must be provided in one of the following digital file types: .tiff, .jpg, .png, .doc, .docx and .pdf. Please note that only one file can be uploaded per field. You can use a free, multi-page scanner at the library or Uplink computer lab to scan your documents. You can also use a single page scanner and an online PDF merge program to combine separately scanned pages into one single file.

For example, you are asked to provide a copy of all pages of your passport that have a visa, stamp, or marking as well as your study permit. As this will require you to show multiple pages of your passport and your study permit, you should scan all pages of your passport and your study permit together, as one digital file.

STEP 1: CREATE ACCOUNT & PERSONAL CHECKLIST

- Go to: www.cic.gc.ca and login to your IRCC online account (please see IIRSS quick reference sheet, *IRCC Online Account & Photo Specifications*).
- Select “Apply to come to Canada” under the heading “Start an Application”.
- Select ‘Visitor visa, study and/or work permit’ under the heading ‘What would you like to do today?’.

Start an application

[Apply to come to Canada](#)

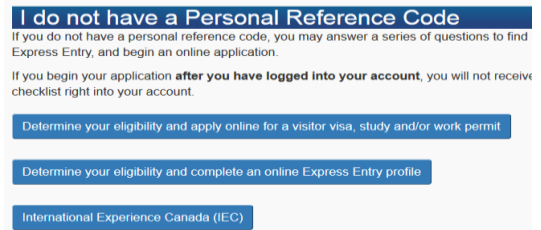
Includes applications for visitor visas, work and study permits, Express Entry and International Experience Canada. You will need your personal reference code if you have one.

What would you like to do today?

Apply for:

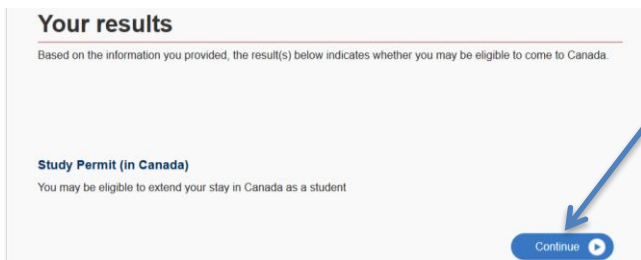
- Visitor visa, study and/or work permit
- Express Entry
- International Experience Canada (IEC)
- Return Federal Health Program (RFHP)

- Under the heading 'I do not have a Personal Reference Code' select 'visitor visa, study and/or work permit'.
- 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:



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.'
- **Which country issued your passport?** Select your country of citizenship (home country).
- **What is your current country of residence?** Select 'Canada.'
- **Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older?** Select 'No', unless you have a spouse/partner, child, or grandchild who is a citizen or permanent resident.
- **What is your date of birth?** Select the date you were born (birthday).
- **Are you a lawful permanent resident of the United States with a valid alien registration card?** Select 'No', unless you have permanent resident status in the US.
- **What is your current immigration status in Canada?** Select 'Student.'
- **What is your province of destination?** Select 'Manitoba'



- Select 'Continue.'
- Select 'Continue' in the box labelled 'Study Permit (in Canada).'
- Select 'Continue'.
- Continue to answer the questions according to your personal information:

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

- **Are you accompanying a family member who has status in Canada?** Select 'No' (unless you are staying with a family member (spouse, partner, child or grandchild) who is already in Canada as a visitor, worker or student. In that case, you may need to select 'Yes').
- **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 department).
- **When does your status in Canada expire?** Enter the expiry date of your current Study Permit.
- **Have you had a medical exam performed by an IRCC 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.
- **Do you want to submit an application for a family member?** Select 'No' (unless you would like to submit an application for a work permit, study permit, or visitor extension for a family member (spouse, partner, child or grandchild) who is currently in Canada).
- **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 application 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 an IIRSS immigration advisor. The suggested answers reflect what most students who have been in Canada on a SP for longer than 1 year would need to answer.

- Once you have answered all of the questions, you can make changes to any answer. Simply select the pencil beside the information that you wish to change.
- Select 'Continue.'
- Scroll down and select 'Continue.'



STUDY PERMIT VALIDITY: If your study permits was issued on or after 01 June 2014, your study permit will become invalid on the day it expires, on the day a removal order issued against you becomes enforceable or 90 days after the day that you complete your studies, whichever comes first. Contact an IIRSS immigration advisor for more information.

STEP 2: COMPLETE APPLICATION FORMS

- Your personal checklist includes a link to the application forms as well as the necessary supporting documents you should submit.

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

Details	Document Name	Help	Options
Not Provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709) (required)	?	Upload File

- You must use the form linked with this checklist.
- If using a Firefox or Chrome browser, the application form must be downloaded to your computer, saved and manually opened in order to view the form. Internet Explorer works best to view the form. If you are having trouble on your own computer, you may wish to use a computer in the IIRSS lounge as these computers will open the application form.
- For assistance completing this form, make an appointment with an IIRSS immigration advisor.

- UCI: Enter your Client ID number (found in the upper right corner of your study permit)
- Select 'An initial study permit or extension of study permit'

1 UCI	2 * I want service in	OFFICE USE ONLY Validated
3 I am applying for one or more of the following:		
<input checked="" type="checkbox"/> * An initial study permit or extension of study permit <input type="checkbox"/> * Restoration of temporary resident status as a student <input type="checkbox"/> * Initial temporary resident permit or extension of temporary resident permit		

Personal Details

- Family Name: enter your name as it appears on your study permit
- Under 'Status', select 'Student'
- Under 'From' enter the date you first entered Canada as a student
- Under 'To' enter the expiry date of your current Study Permit.
- Select 'No' unless you have lived somewhere other than Canada and your country of citizenship in the last five years.
- A) Select current marital status
B), C) & D) Complete if you have a spouse/partner
- Select 'No' unless you have been in a previous marriage/partnership (and are now divorced, separated, etc.).

PERSONAL DETAILS	
1 Full name	
* Family name (as shown on your passport or travel document)	Given name(s) (as shown on your passport or travel document)
2 a) Have you ever used any other name (e.g. Nickname, maiden name, alias, etc.)?	<input checked="" type="checkbox"/> * No <input type="checkbox"/> * Yes
b) If you answered "yes" to question 2a, please provide the name (e.g. Nickname, maiden name)	Indicate file to the Question 2a. Have you ever used any other name such as a nickname, maiden name or alias? Given name(s)

7 Current country of residence:				
Country	Status	Other	From	To
Canada			YYYY-MM-DD	YYYY-MM-DD
8 a) Previous countries of residence: During the past five years have you lived in any country other than your country of citizenship or your current country of residence (indicated above) for more than six months? <input type="checkbox"/> * No <input type="checkbox"/> * Yes				
b) If you answered "yes" to question 8a, please provide details				
Country	Status	Other	From	To
			YYYY-MM-DD	YYYY-MM-DD
9 * a) Your current marital status			b) (If you are married or in a common-law relationship) Provide the date on which you were married or entered into the common-law relationship	
			Date	Date
			YYYY-MM-DD	YYYY-MM-DD
c) Provide the name of your current Spouse/Common-law partner		Date		
Family name	Given name(s)			
d) If you are married or in a common-law relationship, is your spouse or common-law partner a Canadian citizen or permanent resident? <input type="checkbox"/> No <input type="checkbox"/> Yes				

Languages

- Select your first language/mother tongue

Passport

- Enter country of citizenship

Contact Information

- Enter your current mailing address
P.O Box: Leave blank
Apt/Unit: If you live in an apartment, enter the number of the apartment here.
Street No: Enter the house number here.
- Residential address: select 'Yes' if you live in the place where you can receive mail.
- Alternate Telephone No.: Leave blank. You do not need to enter more than one phone number.
- Fax No: Leave blank

Coming Into Canada

- Enter the date when you first came to Canada (Your passport should have been stamped by Canadian authorities)
Enter the first Canadian airport where you landed (i.e. Vancouver, Toronto, Montreal, Calgary)
- Select 'Study'
- Enter the most recent date when you re-entered Canada after leaving.
Enter the first Canadian airport where you landed when you re-entered Canada.
If you have not left Canada, leave this section blank
- Document Number: This is the number on your study permit in the upper right hand corner that begins with the letter 'F'

COMING INTO CANADA		
1 Date and place of your original entry to Canada	* Date YYYY-MM-DD	* Place
2 * a) The original purpose for coming to Canada		b) Other
3 Date and place of your most recent entry to Canada (if not the same as original entry)	Date YYYY-MM-DD	Place
4 If applicable, provide the document number of the most recent Visitor Record, Study Permit, Work Permit or Temporary Resident Permit issued to you.		Document Number

Details of Intended Study in Canada

- Designated Learning Institution #: O19147986012
- Duration of expected study: Under 'From' select a date greater than today's date; Under 'To' enter the date that corresponds with your 'Expected date of completion' as listed in your Letter of Enrolment
- Cost of studies: provide an estimate of yearly tuition fees (many international students pay between \$9-15,000 per year)
- List the amount of funds that you are showing that you have available in your 'proof of financial means'.
- Select 'No', unless you are applying for a Co-op Work Permit
- Leave blank

Education

If you have completed a post-secondary degree (bachelors, certificate, etc.), select 'Yes' and complete box 1 with details about your highest level of education

Employment ***All students must complete this section!**

- List all of your education AND employment in the last 10 years, inside and outside of Canada.
- Start with your current activity/occupation (student)
- Include part-time work, specifying 'part-time' in the description of activity/occupation.
- Any additional information that cannot fit in the three boxes provided can be placed into a word document and uploaded under the 'Letter of Explanation' section of the online application.
- If you have had periods of time when you have neither been studying nor working, you must indicate that you were 'unemployed/waiting for school to start' or 'unemployed/looking for work'.

Background Information

- Answer 'Yes' if you were refused/denied when you previously applied for a study permit, visa, US visa, or a visa/permit for any other country
- All students should answer 'Yes'.
- Write, 'Yes, I have been previously issued a study permit'. If you answered 'yes' to 2b), also provide details of refusal.

Signature

Type in name and select today's date

Validate

- Click the 'Validate' button, found at the bottom or top of the form. Any part not completed correctly will be highlighted in red.
- Once you have corrected all of the errors, click 'Validate' again. You should receive confirmation that everything has been completed correctly.
- Save and upload the form with your other documents.

Family Information Form (IMM5707) (Not always required; complete only if requested)

- Download form onto your computer (follow tips for IMM5709 if you have trouble);
- Type answers into the form.
- Print form.
- After printing, sign section C to certify information is correct. If you do not have a spouse/partner, you must sign Section A. If you do not have children, you must sign section B.
- Scan and upload form.

****All students are strongly encouraged to meet with an IIRSS immigration advisor to review their application forms prior to submission.**

DETAILS OF INTENDED STUDY IN CANADA

1 I have been accepted at the following educational institution			
* a) Name of School		* My level of study will be:	My field of study will be:
b) Complete address of school in Canada			
* Province	* City/Town	* Address	
2 Designated Learning Institution # (DI#)		My Student ID # is:	3 Duration of expected study
* From		* To	
4 The cost of my studies will be:		5 * a) Funds available for my stay(CAD) * b) My expenses in Canada will be paid by:	
* Tuition	Room and board	Other	c) Other
6 a) In addition to a study permit, are you also applying for a work permit?		b) What type of work permit are you applying for:	
<input type="checkbox"/> No <input type="checkbox"/> Yes			
7 If you have been issued a Quebec Acceptance Certificate (CAQ), provide the:			
Certificate Number		Expiry Date	

If you are under the age of majority of the province/territory where you intend to study, you must fill out the Custodian Declaration (IMM5646) form.

EDUCATION

Have you had any post secondary education (including university, college or apprenticeship training)? <input type="checkbox"/> * No <input type="checkbox"/> * Yes			
If you answered "yes", give full details of your highest level of post secondary education.			
1	From YYYY MM	Field and level of study	School/Facility name
	To YYYY MM	City/Town	Country
			Province/State

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 YYYY MM	* Current Activity/Occupation	* Company/Employer/Facility name
	To YYYY MM	* City/Town	* Country
			Province/State
2	From YYYY MM	Previous Activity/Occupation	Company/Employer/Facility name
	To YYYY MM	City/Town	Country
			Province/State
3	From YYYY MM	Previous Activity/Occupation	Company/Employer/Facility name
	To YYYY MM	City/Town	Country
			Province/State

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 your online account with the same User Id and Password, you will be taken directly to the screen where you left.

In all cases, save your application form and any documents you plan to submit on your computer. You cannot download documents from your MyCIC Account after being uploaded, so you should make sure to keep a copy of all documents and forms you submit.

STEP 3: UPLOAD APPLICATION FORMS & SUPPORTING DOCUMENTS

Supporting Documents (see instructions on page 1)

- Proof of Means of Financial Support (Proof of enough money for tuition & living expenses)
- Passport (& Study Permit)
- Letter of Acceptance (or if a current student, provide a Letter of Enrolment)
- Digital Photo

Optional Documents

Schedule 1

This is a form that requires you to list information such as any affiliations with organizations, any military or government service and previous travel. You must complete this form if you have previously served in the military/army or government office.

Client Information

In this section you could be letter of explanation (Word doc) for special circumstances or situations or include additional documentation, such as previous education/employment information.

Upload your documents

- Documents must be provided in one of the following digital file types: .tiff, .jpg, .png, .doc, .docx and .pdf.
- Maximum file size is 4 MB.
- Please note that only one file can be uploaded per field (please see page 1 for more information).
- You must upload every requested form and document. You will not be able to proceed to the next steps until all documents are uploaded.
- Save your files on your computer 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.

STEP 4: SIGN APPLICATION, SUBMIT, AND PAY FEE

- Click the 'Continue' button on the bottom right hand corner of the screen. Follow the instructions provided to electronically sign your application. It is recommended that you take a digital screen shot to show the documents that you are submitting as well as a screen shot when you receive the confirmation that your application has been submitted. Retain these pictures for your records until receiving a decision on your application.
- You will be asked to pay your fees (\$150) using a credit card (Master Card, Visa, or American Express) or Visa debit/Interac Online. Follow the instructions provided.
- You can check the application processing times online at the IRCC website:
<http://www.cic.gc.ca/english/information/times/temp.asp>.

STEP 5: AFTER YOU GET YOUR STUDY PERMIT

- If your application is successful, your study permit will be mailed to the address indicated on your application form.
- After receiving your new study permit, you may need to do some or all of the following:
 - Show IIRSS (or your program contact) your new Study Permit. All undergraduate students must have a current Study Permit on file with IIRSS;
 - Renew your Social Insurance Number (SIN) with Service Canada;
 - Renew your Manitoba ID Card OR Driver's License with Manitoba Public Insurance;
 - Show your new Study Permit and SIN to your employer;
 - Apply for an Electronic Travel Authorization if you do not have a valid one and you are required to have one in order to re-enter Canada; and/or
 - Apply for a new Temporary Resident Visa if your previous TRV has expired and you are required to have one in order to re-enter Canada.
- Your new Study Permit requires you to meet the following conditions/requirements*:
 - Remain enrolled (registered) at a Designated Learning Institution (DLI) until completing studies (The University of Winnipeg is a DLI);
 - Actively pursue your program or course of studies; and
 - Follow the regulations regarding working in Canada (see IIRSS's website for more information:
<https://www.uwinnipeg.ca/student/intl/information-for-all-students/international-student-employment.html>).

***If you do not follow these conditions, it could lead to the refusal of future Temporary/Permanent Resident Applications in Canada and/or enforcement action being taken, including removal from Canada.**

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 Immigration, Refugees and Citizenship 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 Immigration, Refugees and Citizenship Canada (IRCC) or an IIRSS immigration advisor to review their specific case. Canadian immigration regulations, policies, and procedures may change without notice. For the most current information, please visit the IRCC Website at www.cic.gc.ca or contact the Call Centre at 1.888.242.2100. This document was approved by a Regulated Canadian Immigration Consultant with the intention to be used in conjunction with personalized immigration advising by students currently registered at The University of Winnipeg. For appointments with an IIRSS immigration advisor contact IIRSS: (204) 786-9469; iirss@uwinnipeg.ca – Revised May, 2019