

# STUDY PERMIT EXTENSION

If your study permit will expire before your program ends, you will need to extend it to ensure you have valid status throughout your studies. You need to apply before your current study permit expires and you can't extend your study permit beyond the expiry date on your passport.

## WHAT IF MY STUDY PERMIT EXPIRES?

- **If you submit the new application before your current study permit expires:** You may stay in Canada and continue studying as per the conditions of your original study permit until the decision is made on your application
- **If your current study permit expires and you have not submitted the new application:** You have lost your status and are no longer authorized to attend any classes or work. You can apply to **restore your status as a student within 90 days of losing it. You may not study or work while your restoration application is in process.**

## RESTORATION OF STATUS:

Please click on the link for more information/ to apply:  
<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5551-applying-change-conditions-extend-your-stay-canada.html#restoration>

## FOR MORE INFORMATION ON HOW TO EXTEND YOUR STUDY PERMIT, PLEASE VISIT IRCC WEBSITE:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/extend-study-permit/when-to-apply.html>

## HOW DO I APPLY TO EXTEND MY STUDY PERMIT

|                         |   |
|-------------------------|---|
| <b>WHEN TO APPLY:</b>   | 3 to 4 months before current study permit expires   |
| <b>COST:</b>            | \$150   |
| <b>PROCESSING TIME:</b> | <a href="http://www.cic.gc.ca/english/information/times/temp.asp">http://www.cic.gc.ca/english/information/times/temp.asp</a> (Updated weekly)  |
| <b>IRCC GUIDE:</b>      | <a href="https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/application-change-conditions-extend-your-stay-canada-student.html">https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/application-change-conditions-extend-your-stay-canada-student.html</a><br><br>Includes the application form [IMM5709] and information on online and paper-based applications |

## GENERAL SUPPORTING DOCUMENTS FOR ONLINE APPLICATION: REQUIREMENTS VARY; ADDITIONAL DOCUMENTS MAY BE REQUIRED

- ✓ **Confirmation of Enrolment from Royal Roads** (<https://myadmin.royalroads.ca/Pages/Registrar.aspx>)
- ✓ **Copy of your passport** (including the bio-data page, plus any pages with stamps, visas or markings)
- ✓ **Passport-style digital photo** (if applying online)
- ✓ **Proof of Financial Support** (<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/prepare/get-documents.html#doc3>)

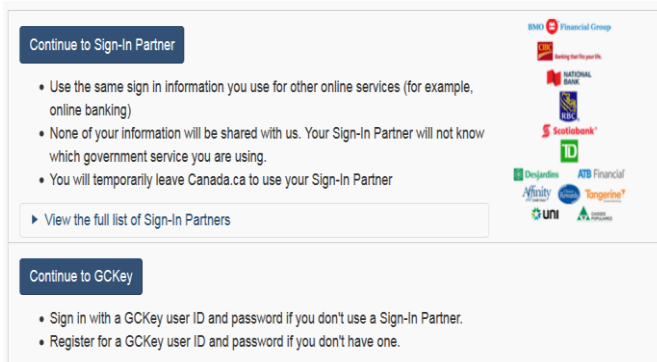
## Optional Documents (if applicable)

- ✓ **Proof of Medical Exam**
- ✓ **Letter of Support for Co-op/Internship Work Permit** from Royal Roads (<http://www.royalroads.ca/current-students/letters-support>)
- ✓ **SCHEDULE 1 - APPLICATION FOR A TEMPORARY RESIDENT VISA MADE OUTSIDE CANADA (IMM 5257) (OPTIONAL)**
- ✓ **CLIENT INFORMATION (OPTIONAL)**

## APPLYING FOR STUDY PERMIT EXTENSION (IN CANADA)

### STEP 1: CREATE/LOG IN TO YOUR ACCOUNT:

<http://www.cic.gc.ca/english/e-services/account.asp>



**Continue to Sign-In Partner**

- Use the same sign in information you use for other online services (for example, online banking)
- None of your information will be shared with us. Your Sign-In Partner will not know which government service you are using.
- You will temporarily leave Canada.ca to use your Sign-In Partner

View the full list of Sign-In Partners

**Continue to GCKey**

- Sign in with a GCKey user ID and password if you don't use a Sign-In Partner.
- Register for a GCKey user ID and password if you don't have one.

You can create and sign in to an account using:

- your online banking login (Sign-In Partner)
- a Government of Canada login (GCKey)

What's the difference?

- Sign-in Partner (SecureKey Concierge) uses your online banking information
- GCKey is the Government of Canada Credential

### STEP 2: START AN APPLICATION

Click on 'Apply to come to Canada'

#### 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.

##### Refugees: Apply for temporary health care benefits

Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.

##### Students: Transfer schools

For approved study permit holders only. Tell us if you are changing designated learning institutions. You will need your application number.

### STEP 3: PERSONAL CHECKLIST

#### Personal checklist

##### Personal Reference Code

If you have already completed the Come to Canada or the Express Entry wizard, you would have received a document checklist and/or a personal reference code, based on the answers you provided.

\*Please enter your personal reference code to begin your application. (required)

Continue Cancel

##### I do not have a Personal Reference Code

If you do not have a personal reference code, you may answer a series of questions to find out if you are eligible to apply for a visa and/or permit, apply for Express Entry, and begin an online application.

If you begin your application after you have logged into your account, you will not receive a personal reference code, as the system will save your document checklist right into your account.

Determine your eligibility and apply online:

Visitor visa, study and/or work permit

Express Entry (EE)

International Experience Canada (IEC)

If you have already completed the Come to Canada or the Express Entry wizard, you would have received a document checklist and/or a **personal reference code**, based on the answers you provided. Move to **STEP 5**

If you don't have a personal reference code, please click on **VISITOR VISA, STUDY and/or WORK PERMIT**

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## STEP 4: FIND OUT IF YOU'RE ELIGIBLE TO APPLY

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

What would you like to do in Canada? (required) ?

Please make a selection

How long are you planning to stay in Canada? (required)

Please make a selection

Select the code that matches the one on your passport. (required) ?

Please make a selection

What is your current country/territory of residence? If you are presently in Canada, you should select Canada. (required) ?

Please make a selection

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

Please make a selection

What is your date of birth? (required) ?

Select year Select month Select day


Save and Exit Questionnaire Next

### TIPS TO COMPLETE THE ELIGIBILITY QUESTIONNAIRE:

The following table provides guidance on the IRCC Eligibility Questionnaire when applying for your study permit extension. The questionnaire will generate your document checklist and personal reference code. Note: This guide does not include all the eligibility questionnaire questions. Please use your own discretion in answering any questions not included in this guide.

### Some points to consider when completing your application online:

- ✓ You cannot skip questions or sections.
- ✓ Use the "Modify my Answers" link to change your answers, if necessary.
- ✓ If you don't understand a question, **click the question mark** for more information
- ✓ Check the **Glossary**. Clicking on the blue, underlined words will give you the definition.
- ✓ You can log out at any point by clicking on "Exit" and return to complete your application. **You have 60 days to complete it.** Your unsubmitted application will expire after 60 days and you will need to begin a new application.

| Questions  | Answers  | Questions  | Answers                       |
|--|--|--|-------------------------------|
| What would you like to do in Canada?   | Study  | Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months?  |                               |
| How long are you planning to stay in Canada?   | Temporarily – more than 6 months   | - Read " <b>Who needs a medical exam</b> " before you say 'YES/NO'.  |                               |
| What is your current country of residence?   | Canada   | <b>Click here:</b> <a href="https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams/requirements-temporary-residents.html#needs">https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams/requirements-temporary-residents.html#needs</a> |                               |
| What is your current immigration status in Canada?   | Student  | Have you lived in a designated country or territory for more than six months?  |                               |
| Do you also want to apply for a co-op/internship work permit?  | <b>Yes</b> (If you need to apply for a co-op work permit)<br><b>No</b> (If your program does not have an internship) | - Read the " <b>List of designated countries</b> " before you say 'YES/NO'.  |                               |
| <b>*IN THE STUDY PERMIT (IN CANADA) section click CONTINUE* (do not proceed through TRV section or other permit options)</b> |  | <b>Click here:</b> <a href="https://www.canada.ca/en/immigration-refugees-citizenship/services/refugees/claim-protection-inside-canada/apply/designated-countries-policy.html">https://www.canada.ca/en/immigration-refugees-citizenship/services/refugees/claim-protection-inside-canada/apply/designated-countries-policy.html</a>             |                               |
|   |  | When does your status in Canada expire?  | Your study permit expiry date |

## STEP 5: GATHER ALL YOUR SUPPORTING DOCUMENTS IN ELECTRONIC FORMAT (A PDF, TIFF, JPG OR DOC FILE). THE MAXIMUM SIZE OF EACH FILE IS 4 MB.

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

| Supporting Documents |  |              |             |
|----------------------|--|--------------|-------------|
| Details              | Document Name                                  | Instructions | Options     |
| Not Provided         | Letter of Acceptance (required)                | ?            | Upload File |
| Not Provided         | Passport (required)                            | ?            | Upload File |
| Not Provided         | Proof of Means of Financial Support (required) | ?            | Upload File |
| Not Provided         | Digital photo (required)                       | ?            | Upload File |
| Not Provided         | Proof of upfront medical exam (required)       | ?            | Upload File |

| Optional Documents |   |              |             |
|--------------------|---|--------------|-------------|
| Details            | Document Name   | Instructions | Options     |
| Not Provided       | Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257) | ?            | Upload File |
| Not Provided       | Client Information  | ?            | Upload File |

Click here to download the application form. Please make sure you fill the application form and upload the file.

**Note:** If you see a "Please wait..." message

- Download an IRCC form
- Click on the **download arrow** at the top right to save the file onto your computer.
- Open the form with Adobe Reader. If you don't see the download arrow/option, move your cursor to the top part of the screen and it will appear.
- You must upload every requested form and document. You will not be able to proceed to the next steps until you upload every form and document requested.

## APPLICATION FORM FAQ

The information in the form fields below is for example purposes only. Ensure you enter your personal information on your application

### What is a UCI?

- UCI stands for "unique client identifier", and is also known as "Client ID."
- It is the **8 or 10 digit** number that is found **on your study permit** in the following format: xx-xxxx-xxxx

### Check the appropriate box or boxes to indicate if you are applying for:

- Check : An initial study permit or extension of a study permit

**Note:** If you need to **restore your status after your study permit has expired**, check

- Restoration of temporary resident status as a student, **and**
- An initial study permit or extension of a study permit

### How do I fill out the "from" and "to" dates for the "current country of residence"?

- The "**from**" date should be the date your original study permit was issued.
- The "**to**" date should be the expiry date of your current study permit.

### Do you have a National Identity Document?

- If you have National Identify Document say YES and provide more information
- If you don't have, say NO

### How do I fill out my mailing address?

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

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## How do I fill out Date/Place of my original/most recent entry to Canada?

- **Original date** of entry is usually the same your original study permit was issued.
- **Most recent** entry to Canada can be varied from the original date if you left Canada and returned after your original date. You can confirm the date from the stamps in your passport.
- **Place of original/most recent entry** to Canada is the city where you went through the Canadian Custom and Immigration.

## What is a Document Number?

- A document number appears on official immigration documents, e.g. study permits. It is usually printed in black ink as a letter (an "F" for study permits) followed by 9 numbers.

## What is Royal Roads Designated Learning Institution Number?

- O19330635812 (It starts with the letter "O" and not zero)

## How to answer duration of expected study?

- **From:** Today's date
- **To:** Last date on your Letter of Enrolment **plus three months more**, so you have enough time to apply for the post-graduation work permit

## What type of work permit are you applying for?

- If you need co-op/Internship work permit, select **'CO-OP WORK PERMIT'**

## How do I complete the education section?

- Your "Education" should only detail any postsecondary education that you have COMPLETED (i.e. you have finished and graduated from the program).
- If your current Royal Roads University studies are your only postsecondary studies since completion of high school, leave the section blank.

## How do I complete the employment section?

- Your "Current Activity/Occupation" should be as follows:

- ✓ The dates of your Current Activity/Occupation should be a student "from" the beginning of your studies at Royal Roads University, "to" the current date.
- ✓ Don't forget to include any activity or occupations in the last 10 years under "Previous Activity/Occupation" – start by listing the most recent activity or occupation first. Activity/Occupation includes both work and schooling.

### 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)

| From           | * Current Activity/Occupation | * Company/Employer/Facility name |
|----------------|-------------------------------|----------------------------------|
| 1<br>*YYYY *MM | Student                       | Royal Roads University           |
| To             | * City/Town                   | Country or Territory             |
| YYYY MM        | Victoria                      | Canada                           |
|                |                               | *Province/State                  |
|                |                               | BC                               |

## How do I sign the form if applying online?

If you're applying online; you should upload the form without signing it. After uploading all your documents, you will later be asked to sign your application by typing your name.

## TO COMPLETE YOUR FORM

- After you finish your application, click on the **"Validate"** button located at the top or bottom of the form. This will generate a barcode page at the end of the application.



# STUDY PERMIT EXTENSION

## STEP 6: UPLOADING DOCUMENTS

- Upload the application form and all the supporting documents.
- If necessary, merge multiple supporting documents into one file and upload the file
- After you upload all the documents, click on submit/continue button
- Pay the application fee.

## IRCC EMAIL:

- Please ensure your email address is checked regularly. Any emails sent to you by CIC will end in “@cic.gc.ca”, or “@canada.ca”, or “@international.gc.ca”.
- Please add these to your “safe senders” list in your email program and check the junk mail folder in case important emails get filtered.
- If IRCC is advised that the email address you provided is not functional or no longer exists, IRCC will communicate with you by mail.
- If you include an email address in your application, check it regularly for messages about your case. Some spam filters block these emails. If you aren’t sure you’re getting IRCC emails, check [your account](#) on a regular basis.

## IMPORTANT INFORMATION:

- When you extend your study permit, at the same time, you can ALSO:
  - o Apply for/extend a co-op/internship work permit (if you are eligible)
  - o 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.

## AFTER YOU RECEIVE YOUR NEW STUDY PERMIT 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).

## CONTACT A ROYAL ROADS IMMIGRATION ADVISOR

Do you have a question?

- Please email Student Engagement: [international.support@royalroads.ca](mailto:international.support@royalroads.ca)
- To book an Immigration Advising appointment, use our online booking system: <http://libcal.royalroads.ca/appointments/>

## CONTACT [IRCC](#)

- By phone: Call the IRCC Call Centre (1-888-242-2100), from within Canada only
- Web Form: <http://www.cic.gc.ca/english/contacts/web-form.asp>
- TTY: 1-888-576-8502 (8 am to 4 pm your local time)  
Call the TTY service if you: are deaf, hard of hearing or have speech impairment or use a text telephone