

# Applying for a Study Permit Extension

March 2025

**IMPORTANT:** The information in this presentation is accurate as of the date of the presentation. Policies & programs are subject to change. For the latest updates, please consult [www.Canada.ca](http://www.Canada.ca).



# Agenda

- Important Concepts
- Study Permit Conditions
- When and How to Apply
- Prepare Documents
- IRCC Online Application Platform: Preview & Navigation Tips
- Demonstrations: Eligibility Questionnaire & IMM 5709 Form
- After you Apply
- FAQs
- Q & A



# Important Concepts

- Study Permit= Confirms your temporary resident status as a **student** in Canada
- It is your responsibility to maintain a valid immigration status and adhere to immigration rules (conditions) during your stay in Canada



## Study Permit

- **Status** Document
- Authorizes you to study, work and remain in Canada
- Must remain valid
- Does not allow you to re-enter Canada



## Temporary Resident Visa (TRV)

- Travel authorization only
- Does not confer status
- Expiry does not impact your ability to remain in Canada, but you cannot Re-enter Canada with an expired visa.

**Electronic Travel Authorization (eTA)** –entry document for visa- exempt national. Electronic and attached to passport. Can't see it



# Study Permit Conditions

**Do not let your study permit expire!**

- Must remain valid for duration of studies
- Study permit validity = expiry 90 days following program completion or expiry date on permit, which ever comes first
- Study permit invalid = no longer enrolled at Acadia other than the result of completing your studies (New regulation)
- Expired permit? No longer registered ? Contact Wong International Centre immediately **STOP STUDYING AND WORKING!**



# Study Permit Extension/Update Conditions

**Change programs or change schools** = may need apply for study permit again before resuming studies.

Visit the following website to determine if you need to apply again

[Find the right process based on your situation](#)

If you're moving in between post-secondary levels at the same DLI

If you're changing DLIs at the post-secondary level

If you changed DLIs before November 8, 2024



# Study Permit Extension When?

Apply to extend before the expiry date of your study permit **inside Canada**

IRCC recommends to apply online at least 30 days before expiry; **4-6 months ahead of expiry is advisable**

- Technically you can apply up to the date of the expiry date and have **“maintained” status**, however, we do not recommend submitting the renewal application too close to the expiry date
- If you apply more than 6 months before expiry, include an explanation about why you are applying early

Canada Citizenship and Immigration Canada / Citoyenneté et Immigration Canada

PROTECTED WHEN COMPLETED / PROTÉGÉ UNE FOIS REMPLI - B

CANADA

SCARBOROUGH ON CANADA

Application/Demande: S

UCI/UC:

**STUDY PERMIT/PERMIS D'ÉTUDES**

CLIENT INFORMATION/INFORMATION DU CLIENT

Family Name/Nom de Famille:

Given Name(s)/Prénom(s):

Date of Birth/Date de naissance:

Sex/Sexe: FEMALE

Country of Birth/Pays de naissance: CHINA, PEOPLE'S REPUBLIC OF

Country of Citizenship/Citoyen de: CHINA, PEOPLE'S REPUBLIC OF

Travel Doc No./N° du document de voyage: PASSPORT

ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE

Date Issued/Délivré le: 2013/05/07

Expiry Date/Date d'expiration: 2017/07/30

Case Type/Genre de cas: 30

Institution Name/Nom de l'institution: OTHER UNIVERSITY

Field of Study/Domaine d'études: ANY POST SECONDARY

In Force From/En vigueur le: 2013/05/07

Conditions:

1. MAY ACCEPT EMPLOYMENT ON THE CAMPUS OF THE INSTITUTION AT WHICH REGISTERED IN FULL-TIME STUDIES.

2. MUST LEAVE CANADA BY

Remarks/Observations:

\*\*\*THIS DOES NOT AUTHORIZE RE-ENTRY/CECI N'AUTORISE PAS LA RE-ENTRÉE

THIS FORM HAS BEEN ESTABLISHED BY THE MINISTER OF CITIZENSHIP AND IMMIGRATION - THIS DOCUMENT IS THE PROPERTY OF THE GOVERNMENT OF CANADA  
FORMULAIRE ÉTABLI PAR LE MINISTRE DE LA CITIZENNETÉ ET DE L'IMMIGRATION - LE PRÉSENT DOCUMENT EST LA PROPRIÉTÉ DU GOUVERNEMENT DU CANADA

MIN 14426 (06-2012)

Canada

The expiry date on your study permit tells you when you have to stop studying and either renew your status, change your status, or leave Canada.



# Study Permit Extension

## What if my study permit expires while I'm waiting for a decision?

- If you apply to extend your permit before it expires, can legally stay in Canada and keep studying while waiting for a decision even after expiry of current study permit- "maintained status"
- **DO NOT travel** outside of Canada while on maintained status –you will not be able to re-enter Canada\*

## For students coming to the end of studies and require a short study permit extension before applying for the PGWP:

- Ensure to submit study permit extension early enough to have new study permit issued before your program ends
- Not recommended to apply for PGWP while on "maintained status" because you will not be able to work while waiting for your application to be processed



# Study Permit Extension How?

- IRCC will not issue immigration documents beyond the validity of your passport
- “A study permit extension” application refers to applicants who are inside Canada
- For applicants outside Canada: you must apply for a new study permit to cover the remainder of your studies, OR enter Canada before current permit expires to initiate extension application
- **Must apply online** by using current IRCC/GCKey account or create new GCKey account





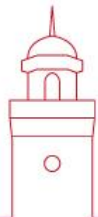
# What if my study permit has already expired? Loss of Status

You **lose your student status** if any of the following applies

- study permit expired before you applied for a new one.
- changed the conditions on your study permit such as
  - ✓ your school (DLI),
  - ✓ type of study,
  - ✓ location of study or time period of study
  - ✓ or didn't respect the conditions of your study permit.

Once you lose your status, **you can't study or work in Canada**

If you apply after your permit expires, you can stay in Canada, but you can't study or work until your status has been restored, and you have received your new study permit.



# What if my study permit has already expired? Loss of Status

- You have lost your status. In some cases, you may apply to restore your status as a student.

To apply, you must:

- Submit your application [Restoration of Status & Study Permit Extension](#) **within 90 days\*** of losing your status
- Pay your fees: ***Restoration (\$239.75) and Study permit (\$150)***. Please contact Wong International Centre if you need assistance.
- You must also explain how you lost your status and why you stayed in Canada longer than allowed.
- There's no guarantee that your application will be approved. You can stay in Canada while IRCC processes your application.

**During this time, you can't study (or work) until your student status is restored**



# What about my Temporary Resident Visa?

- If you have a Temporary, it will normally expire at the same time as your study permit.
- You can apply online for a new visa **after** you receive your extended study permit. You will need the same documents, plus a transcript.
- **NOTE:**

When you apply for a study permit inside Canada, you will not automatically receive a new Temporary Resident Visa.



# Prepare Your Key Documents



# Study Permit Extension: Prepare your documents

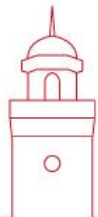
## Confirmation of Enrolment

- As you are a current student, you should be providing proof of enrolment not a letter of acceptance and this letter should confirm
  - ✓ current enrolment and enrolment for the next academic session
  - ✓ your expected graduation date

This letter is issued by the Office of the Registrar—*Verification of Enrolment*

## Proof of Financial Support

- As in when you first applied for a study permit, you must prove that you can still support yourself, and the family members who come with you, while you are in Canada.
- You should be prepared to demonstrate the ability to fund at least one full year of tuition and a **minimum of \$ 20,635,000 CAD** for one year of living expenses (**additional funds required** if you have dependent(s) living here with you)



## What is accepted as proof of financial support?

- 4 months of bank statements from Canadian Bank
- Bank statements of your parents/sponsor from a Canadian or overseas bank for the past 3-4 months
- Proof of employment for your parents/sponsor
- Proof of business ownership for yourself/your parents/sponsor
- Guaranteed Investment Certificate (GIC) from a participating Canadian financial institution
- Proof of a student/education loan from a bank
- Proof you paid tuition and housing fees
- Proof of funding paid from within Canada, if you have a scholarship or are in a Canadian-funded educational program.

### TIP

Source of funds must be clear and sufficient.  
E.g., If parental support, include a letter from your parents and proof of financial resources

If the balance(s) of any of the documentation above is in foreign currency, provide a screenshot of the **Bank of Canada currency converter** result (if your currency is not listed **use xe.com.**)

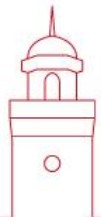


# Study Permit Extension: Prepare your documents

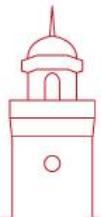
## Provincial letter of Attestation-PAL

You may require a Provincial letter of Attestation-PAL when applying for another study permit. Some of the PAL exception examples include the following situations:

- Students inside Canada applying to extend their study permit to continue at the same Designated Learning Institution and the same level of studies (e.g., undergraduate to undergraduate, graduate to graduate) as their current study permit;
- Visiting exchange students studying under an exchange arrangement between your home institution and Acadia University , and you don't pay tuition fees directly to Acadia University.
- If you have questions about the PAL exemptions, or if you require a PAL, please contact **?????**



# IRCC Online Application Platform: Preview & Navigation Tips





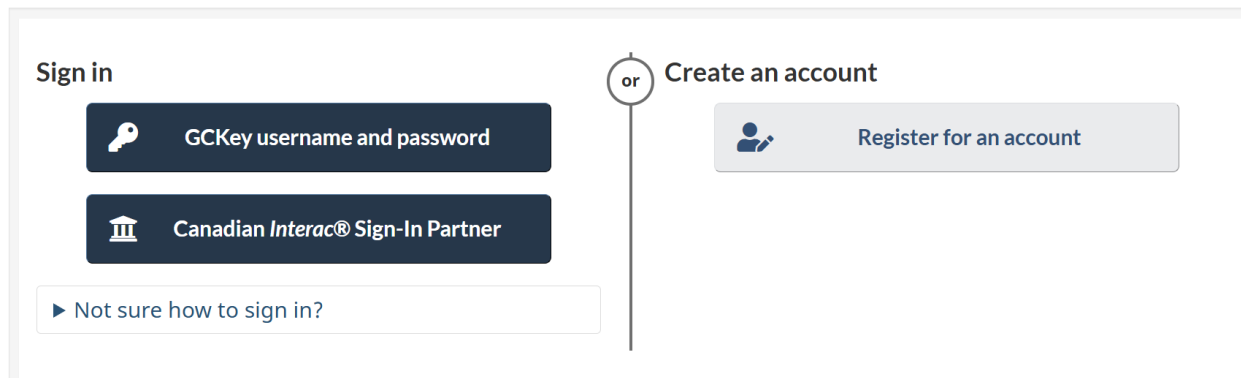
# IRCC/GCKey Account

- Login or create your **GCKEY account (IRCC Secure Account)**

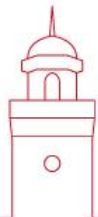
<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>

- **Need help?**

Read the instruction IRCC guide and/or Study Permit guide-Wong International Centre



The screenshot shows the IRCC/GCKey account login and registration interface. On the left, under the heading "Sign in", there are two dark blue buttons: "GCKey username and password" (with a key icon) and "Canadian Interac® Sign-In Partner" (with a bank icon). Below these is a link "▶ Not sure how to sign in?". In the center, a vertical line with a circle containing the word "or" separates the sign-in options from the registration options. On the right, under the heading "Create an account", there is a light gray button "Register for an account" (with a person icon).



## View the applications you submitted

Review, check the status or read messages about your submitted application.

Search:  Showing 0 to 0 of 0 entries | Show  entries

Application type ↑↓	Application number ↑↓	Applicant name ↑↓	Date submitted ↓	Current status ↑↓	Messages ↑↓	Action
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No data available in table

Did you apply on paper or don't see your online application in your account? [Add \(link\) your application to your account](#) to access it and check your status online.

## Continue an application you haven't submitted

Continue working on an application or profile you haven't submitted or delete it from your account.

Search:  Showing 1 to 1 of 1 entries | Show  entries

Application type ↑↓	Date Created ↓	Days left to submit ↑↓	Date last saved ↑↓	Action
Online Application	June 4, 2020	53	June 4, 2020	<a href="#">Continue application</a> <a href="#">Delete application</a>

1

## 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.

### [Citizenship: Apply for a search or proof of citizenship](#)

Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.



## Personal Reference Code

If you have already completed the Come to Canada or the Express Entry wizard, you would have 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 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 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)



# Eligibility Questionnaire

## Demonstration



# Document Checklist

## Application Form(s)

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

## Supporting documents

Proof of Provincial or Territorial Attestation Letter (PAL or TAL) Exception ?



NEW

Letter of Acceptance or Letter of Enrollment / Registration ?

Passport ?

Proof of Means of Financial Support ?

Digital photo ?

## Fees

### Fees



# Download Current IMM Form(s)

Download the applicable IMM form(s) by putting your cursor over the document name. You'll see a note that says, «Opens in a new window». This indicates that a form can be downloaded.

- If you see a «Please wait» message when you're downloading an IMM form:
- ✓ Click on the download arrow at the top right to save the file onto your computer and then open it with **Adobe Acrobat Reader (free online)**
- ✓ If you do not see the arrow, move your cursor to the top of the screen and it will appear



# Processing Time

## IRCC Processing Times

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html>

## Check processing times

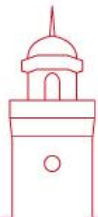
\* Select an application type. (required)

Temporary residence (visiting, studying, working) ▼

\* Which temporary residence application? (required)

Study permit extension ▼

Get processing time



# Filling out the IMM 5709 Form

## Demonstration





## Can you help me with system issues?

### I CAN'T LOG IN TO MY IRCC ACCOUNT!

If you are trying to sign in and you keep getting sent back to the homepage, try the following:

1. Try another browser
2. Try clearing cache
3. Try another device

### I CAN'T ACCESS THE IMMFORM!

You need Abode Reader to open the IMM form. If you don't have Abode, you can download it online for free.

**It is not possible to open the IMM Forms in a browser. You must download it, save it to your computer and then open the file from the saved location.**



# Study Permit Extension: After you Apply

## Temporary Resident Visa (TRV)

- You may want or need to extend your TRV after receiving your Study Permit extension
- However, the TRV will only be granted to match the duration of your new study permit



# FAQs



# What if my study permit expires while I'm waiting for a decision?

- If you applied for a study permit extension **before** the expiry of your study permit, you have what is called “maintained status” until a decision is made on your application. You can continue to study (and work, if eligible) until you either receive the new study permit or receive a refusal.
- If you receive a refusal, please contact a Wong International Centre advisor [international@acadiau.ca](mailto:international@acadiau.ca) for advice.



# I am waiting for a decision on my study permit, can I return home?

- If you applied to extend your study permit but IRCC haven't approved your application yet, and your current study permit TRV/eTA has expired, you won't be able to enter Canada
- Lose your "maintained status" if you leave Canada and your application may be refused



**THANK YOU**

[international@acadiau.ca](mailto:international@acadiau.ca)

# Questions

