

Study Permit Extension Guide

You may have to apply to Immigration, Refugees, and Citizenship Canada (IRCC) to renew your study permit if your permit will expire before you complete your program of study at Acadia University. Please note that if your passport is expiring, you must apply for a new passport before applying for your study permit. Also, if you intend to work in Canada after you graduate, you will need a valid study permit when you apply for your Post-Graduation Work Permit.

1. Create your online immigration account using IRCC / GCKey Account or Sign-in Partner

If you are a new user, you will need to create your account through GCKey or Sign-in Partner at <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html> OR www.cic.gc.ca

NOTE: Save your username and password. Consider taking a screenshot of all your security questions and answers to avoid getting locked out of your account. Once you are locked out of your account, you will never be able to access it ever again.

2. Under “Start Application” complete the ‘Apply to come to Canada’ questionnaire:

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
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 0 to 0 of 0 entries | Show entries

Application type ↑↓	Date Created ↓	Days left to submit ↑↓	Date last saved ↑↓	Action
No data available in table				

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.

You must Determine your eligibility to apply online for a Visitor/Study/Work Permit.

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.

Choose this option.

If you do not see this option, that means you have an existing/open application that you have not yet submitted.

Determine your eligibility and apply online:



Visitor visa, study and/or work permit

Express Entry (EE)

International Experience Canada (IEC)

Go back to the main page of your account and look under "Continue an application you haven't submitted" to view your existing application.

Questions	Answers
What would you like to do in Canada?	Study
How long are you planning to stay in Canada?	Temporarily – more than 6 months
What is your current country of residence?	Canada
Do you have a provincial or territorial attestation letter or meet an exception from submitting a provincial or territorial attestation letter? (NEW)	YES or NO If you are continuing at the same school and the same level of studies listed on your Study Permit-you are exempt
What is your current immigration status in Canada?	Student
Your results <small>Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.</small> <div> Study Permit (in Canada) <small>You may be eligible to extend your stay in Canada as a student</small> </div> <div>Continue</div>	Choose to Continue under the Study Permit.
Do you also want to apply for a work permit?	YES or NO. If you are in a co-op program indicate YES
When does your status in Canada expire?	Your study permit expiry date
Have you had a medical exam performed by a CIC authorized panel physician (doctor) within the last 12 months?	Depending on your situation – if "yes", you must supply the UMI number or e-medical paper from the doctor.
Have you lived in a designated country or territory for more than six months in the last year?	Dependent on your situation.
Do you want to submit an application for a family member?	If your family is with you, check to make sure they also need to renew their permits.
Are you giving someone access to your application?	No
In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada?	Dependent on your situation. If you have not given biometrics, you will be asked to give them at the closest collection centre. Appointment required plus \$85 in fees.

There are fees associated with this application. Will you be paying your fees or are you fee exempt?	Yes, you will be paying your fees
Do you have the ability to create a digital image of your documents (through scanning or taking a picture) and will you pay your application fees online using a visa, MasterCard or American Express?	Yes, you have a credit card. If you don't you can purchase a pre-paid visa.


You should now see your **Document Checklist**.

NOTE: Click on the Application to "Change Conditions..." and download the form. Save the PDF file on your laptop. Go to the file and right click to open. Choose "Open with Adobe Acrobat" PDF Reader. Fill it out using a computer and not by hand/print.

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

3. Complete the IMM 5709e Application form. **Always Download from Document Checklist**

1. UCI	Client ID (8 or 10-digit number listed on the top right side of your study permit. Or look for "UCI" on the permit.
3. I'm applying for one or more of the following:	Apply for a study permit for the first time or extend my study permit
Personal Details	
7. Current Country of Residence <ul style="list-style-type: none"> Status From (YYYY-MM-DD) To (YYYY-MM-DD) 	<ul style="list-style-type: none"> Canada Student The very first day you arrived in Canada (your first study permit issuance date) Your study permit expiry date
Contact Information	
1. Current mailing address <ul style="list-style-type: none"> Apt/Unit 	'Apt/Unit' - This is your apartment number if you have one
2. Resident address, same as mailing address?	If your mailing address is where you live, answer 'Yes'.
Coming into Canada	
1. Date & place of your original entry to Canada	Date & place of your very first entry to Canada
2. The original purpose of coming to Canada	Study

3. Date & place of your most recent entry to Canada (if not the same as original entry)	If you have recently travelled outside of Canada, this is the date and place of your most recent return to Canada.
4. If applicable, provide the document number...	Black number starting with only one letter listed under the large red number at the top right of your study permit
Details of Intended Study in Canada	
1. My program and level of study will be:	Bachelor of xxx program or Masters of xxx program
2. Designated Learning Institution (DLI #)	O 1 9 3 9 1 5 5 6 7 9 2 (first letter is capital "O" not zero)
3. Duration of expected study <ul style="list-style-type: none"> From (YYYY-MM-DD) To (YYYY-MM-DD) 	<ul style="list-style-type: none"> Date of completing the application Estimated date of program completion: your request should be 90 days after your graduation
4. The cost of my studies will be: Tuition Room & board	(for one year only) \$ Estimated cost of tuition fee \$20,635.00
5. Funds available for my stay (CAD)	The amount indicated should be the same amount, or less, than the proof of funds provided with your application.
6. a) In addition to a study permit, are you also applying for a work permit?	a) NO or YES if you enroll in a Co-op Program
Education	
Have you had any post-secondary education (including university, college or apprenticeship training)?	Answer 'Yes' if you are a transfer student or have gone to college before Answer 'No' if you came to Acadia directly from high school.
Employment	Under 'Current occupation/Activity', enter Student information <i>Please note: It is not necessary to enter your part-time work on or off campus.</i>
Background Information	
2. A) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada? B) Have you ever refused any kind of visa, admission, or been ordered to leave Canada or any other country? C) Have you previously applied to enter or remain in Canada?	a) If you have studied or worked without a valid study or work permit, you will need to provide details and explanation. b) If you were ever refused any visa, admission to Canada or any other country please indicate and briefly explain. c) If you applied for a Temporary Resident Visa (TRV) to enter Canada or have extended your Study Permit, you will need to state that (i.e. Applied for study permit in 2023, extended in 2024, applied for co-op in 2024,)
Signature	Do not print, sign and scan the form. You only need to press "validate" and then save it to your desktop or on a USB and then upload it into your IRCC account

Supporting documents to scan and upload:

- Digital photo
- Passport – all pages, except blank pages. Save multiple pages as 1 PDF document (less than 4MB)
- Verification/ Confirmation of Enrolment Letter from Acadia University Registrar's Office (provide current enrolment instead of your original letter of acceptance is not required)
- Provincial Letter of Attestation-PAL if needed, contact Acadia University Registrar's Office **OR** *Proof of PAL Exemption— template letter below
- Proof of financial support (statement of balance from your bank)
- Other: You may require additional documents or forms depending on your application

IMPORTANT: You need to submit your proof of medical exam performed by an IRCC approved physician (taken within the past 12 months) if you plan to work in the fields of education, childcare, medical and healthcare services, nursing homes, taking care of elderly and other vulnerable people, hospital, and agriculture, etc. [Click on this link to view the list of IRCC approved physicians by country.](#)

4. Pay the application fee with a credit card (VISA, MasterCard, American Express).

Please make sure you see the official receipt on the screen. Otherwise, you need to try again or use the different credit card.

Fees			
Fees			
Application	Quantity	Price (CAD) per unit	Total (CAD)
Study Permit	1	\$150	\$150
Biometrics Fee	1	\$85	\$85
The fee shown is an estimate based on the fees in effect on the day that this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission.			
Total Price (CAD)			\$235

5. Submit the application.

Once your application has been successfully transmitted, you will see a confirmation of application submission under “My Messages”.

* Proof of PAL Exemption—Template Letter

Please complete the template letter below with your personal information and sign it. Save as a PDF document and merge with a scanned copy of your current study permit (PDF).

This is not a legal document. For legal information, refer to the Immigration and Refugee Protection Act and Regulations where applicable. You can also refer to the Immigration, Refugees and Citizenship Canada (IRCC) website for updated information at www.cic.gc.ca. This document was last updated March 2025.

(insert date)

TO: Immigration, Refugees and Citizenship Canada (IRCC)

RE: Provincial Attestation Letter (PAL) Exception Request

Dear Sir/Madam,

I am writing to formally request an exemption from the PAL requirement as part of my **study permit extension / Temporary Resident Visa renewal** [CHOOSE ONE C DELETE THE OTHER] application. I hold a valid study permit and will continue to attend the same university at the same level of study for which my current study permit was issued.

As per the “Exceptions to the requirement to provide a PAL/TAL” section, as found on the official IRCC website (refer to weblink below), I understand that students who remain enrolled at the same level of study at the same institution may be eligible for this exemption.

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/attestation-letters.html#s2>

Please find attached my current study permit and proof of my enrolment at Acadia University

Thank you for your consideration.

Sincerely,

(insert your full name)

(insert your Acadia email address)