Study Permit Extensions and Amendments

- Your responsibilities as a study permit holder
- Changing your DLI#
- Applying for an extension of your study permit
- Applying for a Temporary Resident Visa
- Applying for an amendment of your Study Permit

*Presented by:*
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*International Student Advisor*
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# International Students
- Your responsibilities as a study permit holder

## Study at a Designated Learning Institution (DLI)
- You must hold a study permit if you are in a program of 6+ months.
- Students may study without a study permit if the program is under 6 months in duration.
- If you change your DLI, you must notify IRCC.

## Actively pursue your program of study
- Remain enrolled and make reasonable and timely progress towards completing your program.
- You do not need to notify IRCC if you wish to change your program of study.
- DLI’s are required to report on students status twice a year.

## Comply with the conditions on your study permit
- Study permits may authorize on-campus employment if you are a full-time student.
- Off-campus employment is only allowed for students enrolled in programs of at least 6 months and leading to a degree, diploma or certificate.

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*Western International*
Can I be a part-time student or take a leave of absence?

**Part-time**

Yes, it’s ok, but...

- Can’t work on or off campus
- Might not be eligible for a PGWP
- Note: Part-time status during the FINAL academic session only, is permitted to work off campus and for PGWP purpose

**Leave of absence**

Yes...depending on the reasons

- Can’t work on or off campus no matter what the reason
- Medical or Personal emergency reasons—you might still be eligible for PGWP, providing all supporting documents
- Case by case, completely up to the visa officer’s decision when applying for PGWP
New compliance regulation effective on January 7, 2019

- Changing institutions or programs
- Leave from studies
- Deferred enrollment
- School closure

150 days

Change status to visitor or worker

Leave Canada
Changing your DLI #

You must notify Immigration, Refugees, and Citizenship Canada (IRCC) if you change or transfer to a different Designated Learning Institution (DLI) in Canada.

Example:
How to Change Your DLI #

You’ll need:

- an online account (www.cic.gc.ca)
- your study permit number
- your new school’s DLI number
- your new Student ID
- your start date at your new school
Apply for an extension of your study permit

Apply at least 30 days before your current study permit expires

Check your passport! It must be valid

Apply online

Wait for Approval letter in your account

Wait for your SP to be mailed to you

Additional documents request letter or rejection letter

Implied Status
You are authorized to remain in Canada under “implied status” and continue your activities as long as you apply to extend your stay before it expires
How to apply to extend your SP

Step 1: Sign in or create an account on www.cic.gc.ca
How to apply to extend your SP

Step 2: Start an application

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.

Determine your eligibility and apply online:

- Visitor visa, study and/or work permit
- Express Entry (EE)
- International Experience Canada (IEC)
How to apply to extend your SP

Step 3: Determine your eligibility

Study Permit (in Canada)
You may be eligible to extend your stay in Canada as a student

Temporary Resident Visa
You will need a temporary resident visa to return to Canada.
If you are working or studying in Canada, your temporary resident visa may expire at the same time as your work or study permit. If your work or study permit is expiring soon, please renew your study or work permit first. Once your study or work permit is approved, you may apply for your temporary resident visa.
## Document Checklist

### Application Form(s)

<table>
<thead>
<tr>
<th>Details</th>
<th>Document Name</th>
<th>Instructions</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
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### Supporting Documents

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<tr>
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<tr>
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### Optional Documents

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<tbody>
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<tr>
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<td>Client Information</td>
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### Fees

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<th>Quantity</th>
<th>Price (CAD) per unit</th>
<th>Total (CAD)</th>
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</thead>
<tbody>
<tr>
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<td>$150</td>
<td>$150</td>
</tr>
</tbody>
</table>

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): $150
Document Checklist

- Application to Change Conditions, Extend My Stay or Remain in Canada as a Student [IMM 5709]
- Passport (biographic data and any pages with a visa/stamp)
- Letter for visa purposes (issued within the past 30 days) from Student Central and/or Letter of acceptance
- Transcripts and/or proof of completion of prerequisite studies (if applicable)
- Proof of Financial Support (one year tuition + living expenses, i.e. $10,000 + proof of tuition payment)
  - Bank Portfolio
  - Letter of support from other source, e.g. bank statements from family members, scholarship proof
  - Letter for visa purposes or Statement of Account from Student Central showing tuition paid
- Digital photo
- Optional Documents: Client Information
- Application fees: $150.00
What if my study permit is expired and I didn’t do anything about it?

Not good 😞

You must **STOP** your studies and any work activities immediately!

**Restoration Application**

- Apply within 90 days of the expiry of your SP
- Pay an additional $200
- Explain why you did not apply for extension on time

*You may not resume your studies until your student status is restored but you may remain in Canada and wait for a decision.*

**If the 90 day restoration period has elapsed...**

- Must leave Canada
- May try applying for a student visa to return to Canada, but your overstay in Canada could make you ineligible for a new visa
Temporary Resident Visa (TRV)

Most people need a valid temporary resident visa (TRV) in your passport in order to travel to and re-enter Canada. If you are a citizen of a visa-exempt country, you must have a valid electronic Travel Authorization (eTA) and a passport to travel to and re-enter Canada. An eTA is valid for 5 years. You do not need a visa.

Your study permit authorizes you to study and remain in Canada.

You can apply for a new TRV in your passport from within Canada AFTER you receive your new study permit.
International Students who are traveling outside of Canada and are only traveling to the United States may not be required to have a valid Temporary Resident Visa (TRV) to return to Canada, as long as their Study or Work Permit is still valid. You may require a US Visitor Visa to travel to the United States.

IMPORTANT: Please note, however, that if you are traveling by air, some airlines may not allow you on the airplane without a valid TRV. As well, it is recommended that students travel with proof of current enrolment status (e.g., Official Western Letter).
Apply for a Temporary Resident Visa

- Apply ONLY after you receive your new Study Permit
- Apply online
- Wait for passport request in your account
- Mail passport as instructed
- Wait for your passport to be returned to you

**Do you know...**
It’s ok to stay in Canada with an expired TRV as long as you have a valid Study Permit or Work Permit.
Your results

Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.

**Study Permit (in Canada)**
You may be eligible to extend your stay in Canada as a student

**Temporary Resident Visa**
You will need a temporary resident visa to return to Canada.

If you are working or studying in Canada, your temporary resident visa may expire at the same time as your work or study permit. If your work or study permit is expiring soon, please renew your study or work permit first. Once your study or work permit is approved, you may apply for your temporary resident visa.
Document Checklist (TRV)

- Application for Temporary Resident Visa [IMM 5257]
- Passport (biographic data and any pages with a visa/stamp)
- Current immigration document – copy of your study permit
- Letter for Visa Purposes (issued within the past 30 days) including: Intent to Register for next term
- Most Recent transcripts
- Proof of Financial Support (one year tuition + living expenses, i.e. $10,000 + proof of tuition payment)
  - Bank Portfolio
  - Letter of support from other source, e.g. bank statements from family members, scholarship proof
  - Letter for visa purposes or Statement of Account from Student Central showing tuition paid
- Digital photo
- Optional Documents: Client Information
- Application fees: $100.00
Work on or off campus

- Most students are allowed to work on or off campus without a work permit

- To work **On Campus**, you must...
  
  - hold a **valid Study Permit**
  - be a **full-time student** at a post-secondary school
  - get a **Social Insurance Number (SIN)**

- To work **Off Campus**, you must also...
  
  - Be in a program that leads to a degree, diploma or certificate that is at least 6 months long at a DLI
Check your Study Permit…

Conditions/remarks on your study permit must indicate:

- “may accept employment”
- “may work”
- “are eligible to work”
Apply for an Amendment or Change of Conditions?

Amendment

- Only if it’s a mistake made by IRCC
- No application fee
- Original SP needs to be mailed to IRCC

Change of Conditions

- if your situation has changed since the permit was issued
- $150
- Same procedure as study permit renewal
What documents do I need?

I HAVE ENCLOSED THE FOLLOWING ITEMS:

- **Original** application form *Request to Amend the Record of Landing, Confirmation of Permanent Residence or Valid Temporary Resident Documents (IMM 1436)* completed and signed (and dated)

- **Photocopy** of federal or provincial/territorial government issued photo identification **OR** if unavailable, **photocopy** of government issued or internationally recognized photo identification from outside Canada prior to your entry to Canada

- Photocopy of another form of government issued or internationally recognized photo identification from outside Canada prior to your entry to Canada indicating an error was made (if applicable)

- **Photocopy** of the **original** letter of acceptance from your current designated learning institution (if applicable)

- **Original** Work Permit, Study Permit, Visitor Record or Permit to Enter and Remain in Canada

- **Proof** of urgency (if applicable)
Mail your completed application and all required documents to:

Amendment to the Record of Landing, Confirmation of Permanent
Residence or Temporary Resident Document
Operations Support Centre (OSC)
P.O. Box 8784 STN T CSC
Ottawa, Ontario K1G 5J3

Urgent applications

- If your application is urgent and meets the criteria for urgent processing, mail your completed application by registered mail to the address shown above and write “Urgent” on the envelope.
Q & A