Study Permit Extensions and Amendments

Presented by:
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International Student Advisor
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AGENDA

• Your responsibilities as a study permit holder
• Changing your DLI#
• Applying for an extension of your study permit
• Applying to change conditions on your study permit
• Applying for an amendment of your study permit
# INTERNATIONAL STUDENTS - YOUR RESPONSIBILITIES AS A STUDY PERMIT HOLDER

<table>
<thead>
<tr>
<th>Study at a Designated Learning Institution (DLI)</th>
<th>Actively pursue your program of study</th>
<th>Comply with the conditions on your study permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>• You must hold a study permit if you are in a program of 6+ months</td>
<td>• Remain enrolled and make reasonable and timely progress towards completing your program</td>
<td>• Study permits may authorize on-campus employment if you are a full-time student</td>
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<tr>
<td>• Students may study without a study permit if the program is under 6 months in duration</td>
<td>• You do not need to notify IRCC if you wish to change your program of study</td>
<td>• Off-campus employment is only allowed for students enrolled in programs of at least 6 months and leading to a degree, diploma or certificate</td>
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<tr>
<td>• If you change your DLI, you must notify IRCC</td>
<td>• DLI’s are required to report on students status twice a year</td>
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CAN I BE A PART-TIME STUDENT OR TAKE A LEAVE OF ABSENCE?

**Part-time**

Yes. But...

- You can’t work on campus
- You can’t work off campus unless you are part-time only in your final academic session
- You may not be eligible for a PGWP unless you are part-time only in your final academic session

**Leave of absence**

Yes. But...

- You can’t work on or off campus no matter what the reason is
- You may not be eligible for a PGWP (Case by case, at the processing officer’s assessment)

*If you had to stop studying or change to part-time studies between March 2020 and the fall semester in 2020 because of reasons related to COVID-19, you may still be eligible for a PGWP.*
ACTIVELY PURSUING STUDIES

Gaps during studies because of:

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

If you can’t resume studies within 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 before your current study permit expires

Check your passport! It must be valid

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

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

International and Exchange Student Centre
HOW TO APPLY TO EXTEND YOUR STUDY PERMIT

Step 1: Sign in or Create an account on www.cic.gc.ca
HOW TO APPLY TO EXTEND YOUR STUDY PERMIT

Step 2: Determine your eligibility

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)

Find out if you're eligible to apply

What would you like to do in Canada? (required)
How long are you planning to stay in Canada? (required)
Select the code that matches the one on your passport. (required)
What is your current country/territory of residence? (required)
Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? (required)
What is your date of birth? (required)
HOW TO APPLY TO EXTEND YOUR STUDY PERMIT

Step 3: Select Study Permit (in Canada) to continue
**HOW TO APPLY TO EXTEND YOUR STUDY PERMIT**

**Step 4:**
Upload required documents and submit application (document checklist is personalized based on answers)

<table>
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<tr>
<th>Application Form(s)</th>
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<tbody>
<tr>
<td><strong>Details</strong></td>
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<th>Supporting Documents</th>
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*This 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 new study permit to return to Canada, but your overstay in Canada could make you ineligible
## APPLY FOR AN AMENDMENT OR CHANGE OF CONDITIONS ON STUDY PERMIT?

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<td>• Only if it’s a mistake made by IRCC</td>
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- If your situation has changed since the permit was issued.
- $150 Application fees.
- Same procedure as study permit extension.

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

One of the common conditions/remarks you may want to add on your study permit is:

▪ “may accept employment on or off campus…”

▪ “are allowed to work on or off campus…”
APPLY TO CHANGE CONDITIONS

**Example:** You completed your ESL or FSL course and are now studying for an undergraduate or graduate program. This would mean you could apply to have the condition (not being allowed to work off campus) removed from your study permit.

- You must apply to change the conditions of your study permit. You must change the conditions on your permit **before** you can apply for a SIN.
- Include a letter with your application explaining why you need the condition removed from your study permit.
APPLY FOR AN AMENDMENT

Document checklist:

- **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)
ADVISING SERVICES FALL 2021

Appointments
https://iesc.uwo.ca/appointment
• Virtual via Microsoft Teams or telephone
• Monday – Friday, 10am – 12pm & 1 – 3pm

Drop Ins
• In person at 2nd floor, International & Graduate Affairs Building (IGAB)
• Monday – Friday, 1 – 4pm

Immigration FAQ Fridays
• Virtual drop-in on zoom
• Fridays, 9 – 10am

Immigration workshops
• IESC events calendar: http://www.events.westernu.ca/events/iesc/
• IESC weekly network email

Office Hours & Reception
• Monday – Friday, 9am – 4pm
• Phone: 519-661-2111 ext. 89309
• Email: iesc@uwo.ca
Q & A