AGENDA

• Your responsibilities as a study permit holder
• Change your DLI#
• Apply for an extension of your study permit
• Apply for an amendment or to change conditions on your study permit
• Q & A
# 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 school, you must notify IRCC. You don’t need to change or apply for a new study permit if your study permit is valid.

## 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 or change your study permit if you wish to change your program at the same DLI.
- DLIs 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.
CAN I BE A PART-TIME STUDENT OR TAKE A LEAVE OF ABSENCE?

Part-time

Yes. But...

- You can’t work on or 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 September 2020 because of reasons related to COVID-19, you may still be eligible for a PGWP.
If there are gaps during studies due to any one of the following reasons:
- Changing institutions or programs
- Leave from studies
- Deferred enrollment
- School closures

And if you can’t resume studies within 150 days

Change status to visitor or worker if you would like to stay in Canada

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

https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/change-schools/account.html
APPLY TO EXTEND YOUR STUDY PERMIT

Apply before your current study permit expires

Check your passport! It must be valid

Apply online

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

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? If you are presently in Canada, you should select Canada. (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)

Next
HOW TO APPLY TO EXTEND YOUR STUDY PERMIT

Step 3: Select Study Permit (in Canada) to continue
Step 4: Upload required documents and submit application (document checklist is personalized based on answers)
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)
- Study Permit Extension Letter from Student Centre (issued within the current term) or Letter of acceptance (to a subsequent program)
- Proof of Financial Support (minimum $833/month or $10,000/year, + tuition payment). E.g.:
  - Bank portfolio/statement (which shows your Canadian bank account balance)
  - Study Permit Extension Letter or Statement of Account from Student Centre showing paid tuition
  - Proof of funding (if applicable)
  - Bank statements from family members for the past 4 months (if applicable)
- Digital photo
- Transcripts and/or proof of completion of prerequisite studies (if applicable)
- Optional Documents: Client Information (explanation letter and/or additional documents, if applicable)
- Application fees: $150.00 + Biometrics fees $85 (if applicable)
* If you need an additional year to complete your program

1. Talk to your Academic Counsellor to confirm the extra time you will need
2. Order a Study Permit Extension Letter from Student Centre
3. Tell the Office of the Registrar about your expected completion date by virtual Helpline or Live Chat
HOW TO ORDER A STUDY PERMIT EXTENSION LETTER – GRADUATE STUDENTS

* If you need additional terms to complete your program

1. Talk to your supervisor/Program Coordinator to confirm the extra time you will need
2. Order a Study Permit Extension Letter from Student Centre
3. Tell the Office of the Registrar about your expected completion date by virtual Helpline or Live Chat
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 TO CHANGE OF CONDITIONS ON STUDY PERMIT?**

<table>
<thead>
<tr>
<th>Change of Conditions</th>
<th>Amendment</th>
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<tr>
<td>• If your situation has changed since the permit was issued</td>
<td>• Only if it’s a mistake made by IRCC</td>
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<tr>
<td>• $150 Application fees</td>
<td>• No application fee</td>
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<tr>
<td>• Same procedure as study permit extension</td>
<td>• Original SP needs to be mailed to IRCC</td>
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One of the common conditions/remarks you may want to have on your study permit is:

- “may accept employment on or off campus…”
- “are allowed to work on or off campus…”

CHECK YOUR STUDY PERMIT…
ADVISING SERVICES WINTER 2023

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

Drop Ins
- In person, IGAB 2nd floor
- Monday – Friday, 1 - 4 pm

Immigration FAQ sessions
- Virtual 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, 8:30 am to 4:30 pm
- Phone: 519-661-2111 ext. 89309
- Email: iesc@uwo.ca
## WINTER 2023 IMMIGRATION WORKSHOPS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Date &amp; Time</th>
<th>Where</th>
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<tbody>
<tr>
<td>Post-Graduation Work Permit</td>
<td>March 22, 1:30-2:30pm</td>
<td>Zoom</td>
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<tr>
<td>Graduating International Students: What you need to know</td>
<td>April 26, 1:30-2:30pm</td>
<td>Zoom</td>
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Register at [http://www.events.westernu.ca/events/iesc/](http://www.events.westernu.ca/events/iesc/)
Q & A