Study Permit Extensions and Amendments

Presented by:
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International Student Advisor
February 28, 2024
AGENDA

• Your responsibilities as a study permit holder
• Apply to extend your study permit
• Change your DLI#
• Apply for an amendment or to change conditions on your study permit
• Q & A
**STUDY PERMIT**

- Authorizes you to study and stay in Canada
- May include specific conditions that may authorize you to work on- and/or off-campus
- Usually valid for the period of your academic program plus 90 days.
- If you need to study longer, you can apply for an extension of your Study Permit from within Canada.
**INTERNATIONAL STUDENTS**
- **YOUR RESPONSIBILITIES AS A STUDY PERMIT HOLDER**

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

**Part-time**
Yes. But...
- You can’t work on or off campus and 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

*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.*
ACTIVELY PURSUING STUDIES

If you are a study permit holder in Canada, and 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, you must do one of the followings:

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

150-day rule
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 TO EXTEND YOUR STUDY PERMIT

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. Note: You will lose your maintained status if you leave Canada.

Apply 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

Apply online

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
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>
<thead>
<tr>
<th>Application Form(s)</th>
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<tbody>
<tr>
<td>Details</td>
<td>Document Name</td>
</tr>
<tr>
<td>Not Provided</td>
<td>Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM 5709) (required)</td>
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<tr>
<th>Supporting Documents</th>
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<tbody>
<tr>
<td>Details</td>
<td>Document Name</td>
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<tr>
<td>Not Provided</td>
<td>Passport (required)</td>
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<tr>
<td>Not Provided</td>
<td>Letter of Acceptance (required)</td>
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<tr>
<td>Not Provided</td>
<td>Proof of Means of Financial Support (required)</td>
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<tr>
<td>Not Provided</td>
<td>Digital photo (required)</td>
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<tr>
<th>Optional Documents</th>
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<tr>
<td>Details</td>
<td>Document Name</td>
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<tr>
<td>Not Provided</td>
<td>Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5201)</td>
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<tr>
<td>Not Provided</td>
<td>Grant Information</td>
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<th>Fees</th>
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<td></td>
<td>Application</td>
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<td></td>
<td>Study Permit</td>
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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)
- **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 $20,635/year or $1720/month, + tuition). 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)
HOW TO ORDER A STUDY PERMIT EXTENSION LETTER – UNDERGRADUATE STUDENTS

* If you need an additional semester/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
HOW TO ORDER A STUDY PERMIT EXTENSION LETTER – GRADUATE STUDENTS

* If you need additional terms to complete your program

1. Talk to your supervisor and Program Coordinator to confirm your expected completion date and ask your Program Coordinator for a confirmation email
2. Order a Study Permit Extension Letter from Student Centre
3. Forward the email from your Program Coordinator to sletters@uwo.ca and provide your student number.
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
CHECK YOUR STUDY PERMIT...

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…”
### Change of Conditions

- If your situation has changed since the permit was issued
- $150 Application fees
- Same procedure as study permit extension
- Include a letter explaining why you need to add/remove the conditions

### Amendment

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

ADVISING SERVICES WINTER 2024

Appointments
https://iesc.uwo.ca/appointment/index.html
• Virtual via Microsoft Teams or telephone appointment

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

Immigration FAQ sessions
• Virtual on Zoom
• Select Fridays, 9:30am – 10:30am

Immigration workshops
• Virtual on Zoom
• IESC events calendar: http://www.events.westernu.ca/events/iesc/

Office Hours & Reception
• Monday – Friday, 8:30 am to 4:30 pm
• Phone: 519-661-2111 ext. 89309
• Email: iesc@uwo.ca
Q & A