

Western International

Study Permit Extensions and Amendments

Presented by:
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International Student Advisor
October 30, 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

Note: This presentation contains accurate information as of the date indicated. For the most up-to-date information on visas and permits, visit [Immigration, Refugees and Citizenship Canada \(IRCC\)](#).

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.

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CANADA

SCARBOROUGH ON CANADA

Application/Demande: S

UCI/IUC:

STUDY PERMIT/PERMIS D'ÉTUDES

CLIENT INFORMATION/INFORMATION DU CLIENT

Family Name/Nom de Famille:
Given Name(s)/Prénom(s):
Date of Birth/Date de naissance: (yyyy/mm/dd - aaaa/mm/dd)
Sex/Sexe: FEMALE
Country of Birth/Pays de naissance: CHINA, PEOPLE'S REPUBLIC OF
Country of Citizenship/Citoyen de: CHINA, PEOPLE'S REPUBLIC OF
Travel Doc No./N° du document de voyage: PASSPORT

ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE

Date Issued/Déjà délivré le: 2013/05/07 (yyyy/mm/dd - aaaa/mm/dd)
Expiry Date/Date d'expiration: 2017/07/30 (yyyy/mm/dd - aaaa/mm/dd)
Case Type/Type de dossier: 00
Institution Name/Nom de l'institution: OTHER UNIVERSITY ONT.
Field of Study/Dominé d'études: ANY POST SECONDARY
In Force From/En vigueur le: 2013/05/07 (yyyy/mm/dd - aaaa/mm/dd)

Conditions:

1. MAY ACCEPT EMPLOYMENT ON THE CAMPUS OF THE INSTITUTION AT WHICH REGISTERED IN FULL-TIME STUDIES.
2. MUST LEAVE CANADA BY

Remarks/Observations:

THIS DOES NOT AUTHORIZE RE-ENTRY/CECI N'AUTORISE PAS LA RÉ-ENTRÉE

THIS FORM HAS BEEN ESTABLISHED BY THE MINISTER OF CITIZENSHIP AND IMMIGRATION - THIS DOCUMENT IS THE PROPERTY OF THE GOVERNMENT OF CANADA
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1004 (14-02) (06-2012)
Canada

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 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.**

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 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 even if you are on an authorized leave

*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 | - Deferred enrollment |
| - Leave from studies | - School closures |




AND if you can't resume studies within 150 days (even if your study permit is still valid),
you must do one of the following:

- | | |
|---|--------------|
| Change status to visitor or worker
(if you would like to stay in Canada) | Leave Canada |
|---|--------------|



WHAT IF MY STUDY PERMIT IS EXPIRED AND I DIDN'T DO ANYTHING ABOUT IT?

Not good 😞

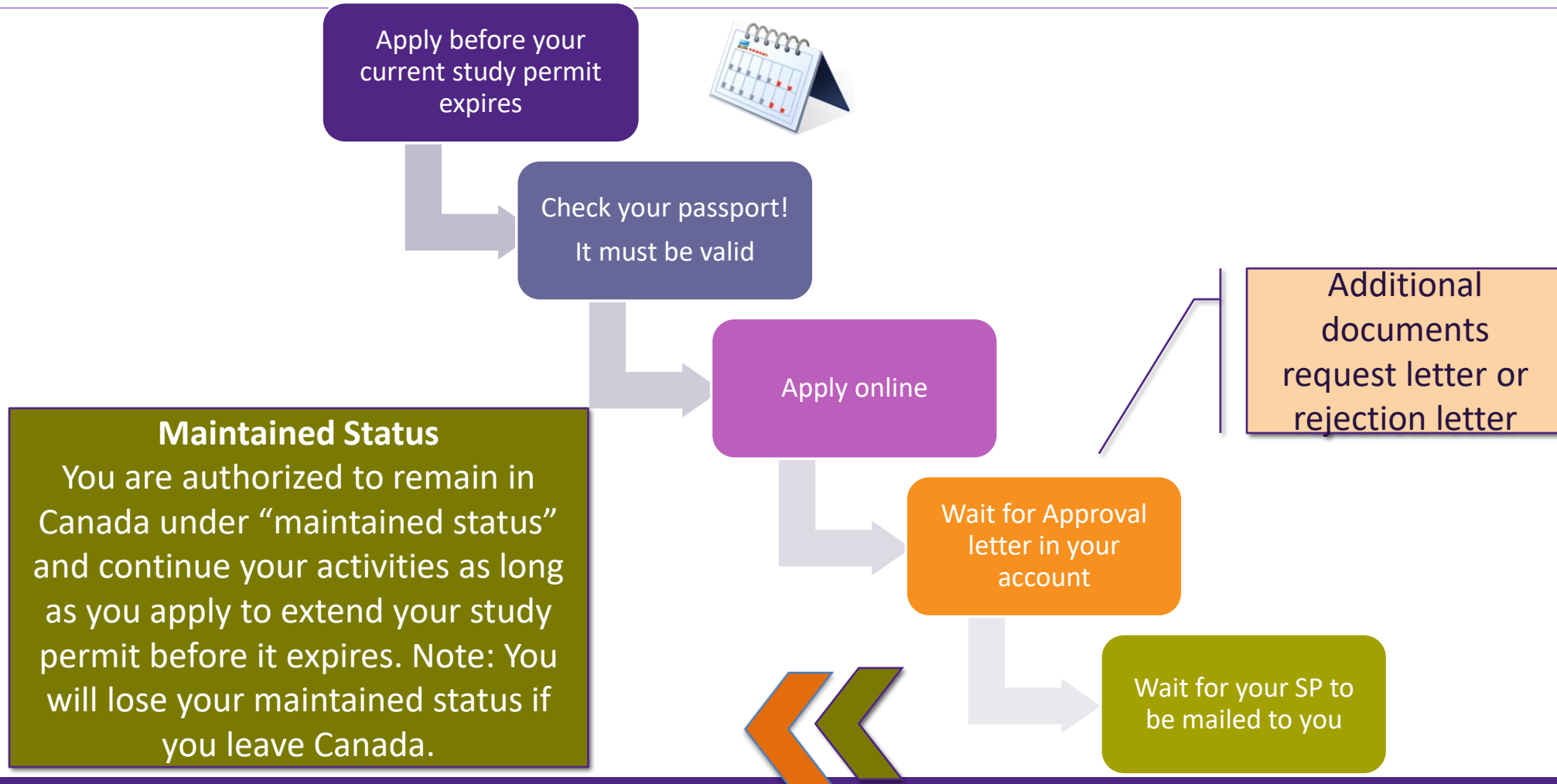
You must  your studies and any work activities immediately!
Restoration Application

- Apply within 90 days of the expiry of your SP
- Pay an additional \$229 (total will be \$379, including study permit extension fee \$150)
- 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...

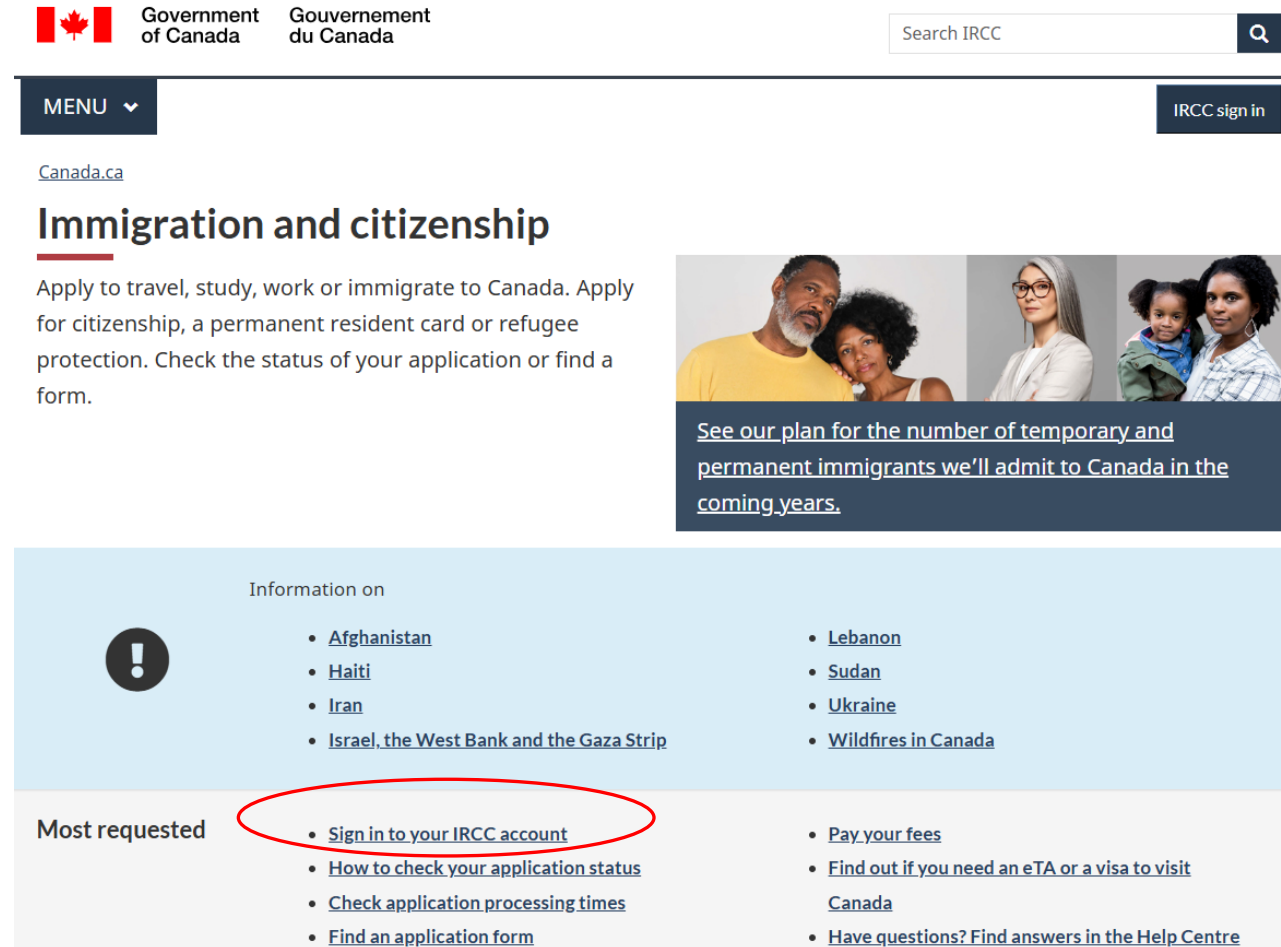
- Must leave Canada
- May try applying for a new study permit to return to Canada, but your overstay in Canada could make you ineligible

APPLY TO EXTEND YOUR STUDY PERMIT



HOW TO APPLY TO EXTEND YOUR STUDY PERMIT

Step 1:
Go to ircc.canada.ca



The screenshot shows the IRCC website homepage. At the top, there is a navigation bar with the Government of Canada logo and a search bar labeled "Search IRCC". Below the navigation bar, there is a "MENU" dropdown and an "IRCC sign in" button. The main content area features a heading "Immigration and citizenship" with a sub-heading "Canada.ca". Below this, there is a paragraph of text: "Apply to travel, study, work or immigrate to Canada. Apply for citizenship, a permanent resident card or refugee protection. Check the status of your application or find a form." To the right of this text is a photograph of a diverse group of people. Below the photograph is a dark blue box with white text: "See our plan for the number of temporary and permanent immigrants we'll admit to Canada in the coming years." Below this is a light blue section titled "Information on" with a list of links: Afghanistan, Haiti, Iran, Israel, the West Bank and the Gaza Strip, Lebanon, Sudan, Ukraine, and Wildfires in Canada. Below this is a light grey section titled "Most requested" with a list of links: Sign in to your IRCC account (circled in red), How to check your application status, Check application processing times, Find an application form, Pay your fees, Find out if you need an eTA or a visa to visit Canada, and Have questions? Find answers in the Help Centre.

HOW TO APPLY TO EXTEND YOUR STUDY PERMIT

Step 2: Select the right account

Sign in to your existing account You don't have an account

We have many accounts you could sign in to.

To get to the right account sign-in page, tell us what your application is for.

Visitor visa


Express Entry

Study permit

Work permit (including post-graduation, IEC and extensions)

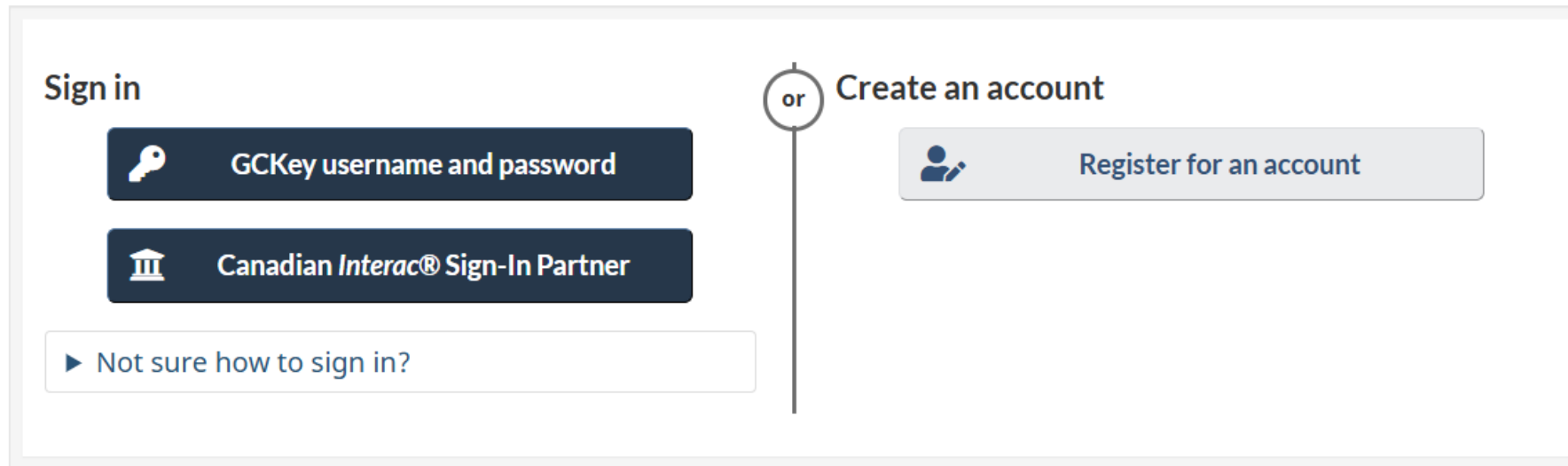
Another application (study extension, immigration, citizenship and more)

[Study permit extension](#)
You used the IRCC secure account (GCKey or Sign-In Partner).

 IRCC secure account (GCKey or Sign-In Partner)

HOW TO APPLY TO EXTEND YOUR STUDY PERMIT

Step 3:
Sign in or Create an account



The screenshot shows a user interface for logging in or creating an account. On the left, under the heading "Sign in", there are two dark blue buttons: one with a key icon labeled "GCKey username and password" and another with a building icon labeled "Canadian Interac® Sign-In Partner". Below these is a light blue button with a right-pointing triangle icon and the text "Not sure how to sign in?". In the center, a vertical line connects a circle containing the word "or" to the "Create an account" heading. On the right, under "Create an account", there is a light blue button with a person icon and the text "Register for an account".

HOW TO APPLY TO EXTEND YOUR STUDY PERMIT

Step 4: 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.

Personal Reference Code

If you have already completed the Come to Canada or the Express Entry wizard, you would have received a document checklist and/or a personal reference code, based on the answers you provided.

* Please enter your personal reference code to begin your application. (required)



Continue

Cancel

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.

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 STUDY PERMIT

Step 5: Determine your eligibility

Find out if you're eligible to apply

Do you have a provincial attestation letter? **(required)** ?

No

Do you qualify for an exception? **(required)** ?

Yes

Which exception do you qualify for? **(required)** ?

Please make a selection

- Please make a selection
- I am an applicant applying to study at primary or secondary level from preschool, kindergarten and first through 12th grade
- I am an applicant who is applying for restoration (in Canada applications only)
- I am an applicant under the Francophone Minority Communities Student Pilot.
- I am an applicant who meets another exception listed on the IRCC website

Find out if you're eligible to apply

What would you like to do in Canada? **(required)** ?

Please make a selection

How long are you planning to stay in Canada? **(required)**

Please make a selection

Select the code that matches the one on your passport. **(required)** ?

Please make a selection

What is your current country/territory of residence? If you are presently in Canada, you should select Canada. **(required)** ?

Please make a selection

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? **(required)**

Please make a selection

What is your date of birth? **(required)** ?

Select year Select month Select day

Save and Exit Questionnaire

Next

SOME COMMON PAL EXEMPTIONS

You do not need a PAL when applying for a study permit if you

- have entered Canada and one of the following situations applies to you:
 - you are applying for a study permit extension or to restore your status.
 - You have a work permit, unless it was issued through International Experience Canada.
 - You're a temporary resident who is a visiting or exchange student studying at a designated learning institution (DLI).
 - You're a temporary resident who has completed a course or program of study that is a prerequisite to you enrolling at a DLI.
- have entered Canada and you're the family member of a foreign national who lives in Canada and is one of the following:
 - a study permit holder
 - a work permit holder

NOTE: More exemptions can be found on:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/get-documents/provincial-attestation-letter.html>

HOW TO APPLY TO EXTEND YOUR STUDY PERMIT

Step 6: Select Study Permit (in Canada) to continue

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

[Continue](#)

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.

~~[Continue](#)~~

HOW TO APPLY TO EXTEND YOUR STUDY PERMIT

Step 7:

Upload required documents and submit application
(document checklist is personalized based on answers)

Application Form(s)			
Application Form(s)			
Details	Document Name	Instructions	Options
Not Provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709) (required)	?	Upload File

Supporting Documents			
Supporting Documents			
Details	Document Name	Instructions	Options
Not Provided	Passport (required)	?	Upload File
Not Provided	Letter of Acceptance (required)	?	Upload File
Not Provided	Proof of Means of Financial Support (required)	?	Upload File
Not Provided	Digital photo (required)	?	Upload File

Optional Documents			
Optional Documents			
Details	Document Name	Instructions	Options
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	Upload File
Not Provided	Client Information	?	Upload File

Fees			
Fees			
Application	Quantity	Price (CAD) per unit	Total (CAD)
Study Permit	1	\$150	\$150

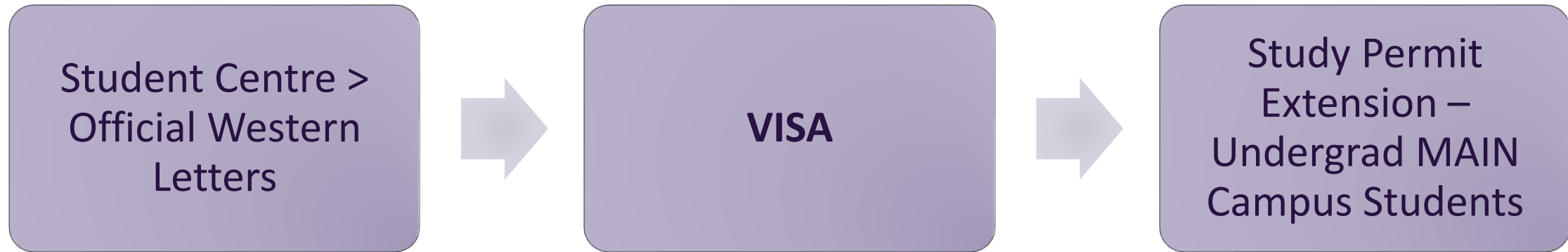
The fee shown is an estimate based on the fees in effect on the day that this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission.

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)
- 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 + tuition coverage). 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



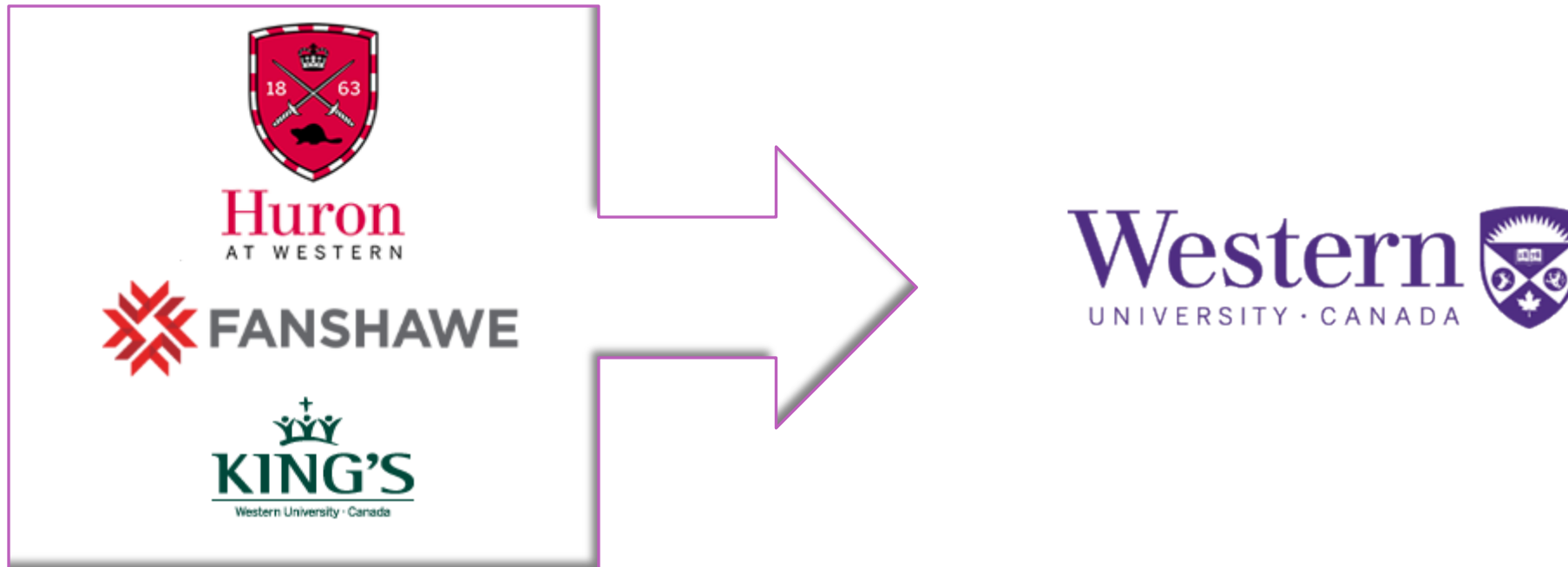
*** If you need additional terms to complete your program**

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.

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:

- your IRCC secure account
- 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 work 20 hours per week off campus or full-time during regular breaks if meeting criteria outlined in paragraph 186(v) of the Immigration and Refugee Protection Regulations.*
- *may accept employment on or off campus if meeting eligibility criteria, per paragraph R186(f), (v) or (w) and must cease working if no longer meeting these criteria.*

Citizenship and Immigration Canada / Citoyenneté et Immigration Canada

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CANADA

DD200 [REDACTED]

F31 [REDACTED]

Application/Demande: S30 [REDACTED]

UCI/IUC: 9506 [REDACTED]

STUDY PERMIT/PERMIS D'ÉTUDES

CLIENT INFORMATION/INFORMATION DU CLIENT

Family Name/Nom de Famille: [REDACTED]
Given Name(s)/Prénom(s): [REDACTED]
Date of Birth/Date de naissance: 1982/[REDACTED] (yyyy/mm/dd - aaah/mm/jj)
Sex/Sexe: [REDACTED]
Country of Birth/Pays de naissance: [REDACTED]
Country of Citizenship/Citoyen de: [REDACTED]
Travel Doc No./N° du document de voyage: [REDACTED] PASSPORT

ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE

Date issued/Déjàvéré le: 2016/[REDACTED] (yyyy/mm/dd - aaah/mm/jj)
Expiry Date/Date d'expiration: 2017/[REDACTED] (yyyy/mm/dd - aaah/mm/jj)
Case Type/Genre de cas: 30
Institution Name/Nom de l'institution: DESIGNATED LEARNING INST-ON
Field of Study/Domaine d'études: ANY DESIGNATED POST SECONDARY INSTITUTION
In Force From/En vigueur le: 2016/[REDACTED] (yyyy/mm/dd - aaah/mm/jj)

Conditions:

Remarks/Observations:

THIS DOES NOT AUTHORIZE RE-ENTRY/CECI N'AUTORISE PAS LA RÉ-ENTRÉE

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APR 14/05 (05/2015)
G-70 (2/1)

Canada

APPLY FOR AN AMENDMENT OR TO CHANGE CONDITIONS ON STUDY PERMIT?

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

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/request-amend-record-landing-confirmation-permanent-residence-valid-temporary-resident-documents.html>



STUDENT ADVISING

International Student Advising Appointments

- iesc.uwo.ca/appointment

Drop-In Support

- In person Monday to Friday 1- 4 pm, IGAB 2nd floor
- Virtual Immigration FAQ on select Fridays 9:30 - 10:30 am

Workshops & Information Sessions

events.westernu.ca/events/iesc

Office Hours & Reception

- Monday to Friday, 9:00 am - 4:00 pm
- **Phone:** 519-661-2111 ext. 89309
- **Email:** iesc@uwo.ca

Q & A

