Study Permit Extensions and Amendments

Presented by:
Heidi Liu, RCIC
International Student Advisor
March 23, 2022
AGENDA

• Your responsibilities as a study permit holder
• Change your DLI# 
• Apply for an extension of your study permit
• Apply to change conditions on your study permit
• Apply for an amendment of your study permit
# 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
- 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.*
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:

![Diagram showing examples of Designated Learning Institutions](image-url)
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

Wait for Approval letter in your account

Wait for your SP to be mailed to you

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

Additional documents request letter or rejection letter
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)
- 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
HOW TO APPLY TO EXTEND YOUR STUDY PERMIT

Step 3: 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

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.
HOW TO APPLY TO EXTEND YOUR STUDY PERMIT

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

### Application Form(s)

<table>
<thead>
<tr>
<th>Details</th>
<th>Document Name</th>
<th>Instructions</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Provided</td>
<td>Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM 5709) (required)</td>
<td></td>
<td>Upload File</td>
</tr>
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</table>

### Supporting Documents

<table>
<thead>
<tr>
<th>Details</th>
<th>Document Name</th>
<th>Instructions</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Provided</td>
<td>Passport (required)</td>
<td></td>
<td>Upload File</td>
</tr>
<tr>
<td>Not Provided</td>
<td>Letter of Acceptance (required)</td>
<td></td>
<td>Upload File</td>
</tr>
<tr>
<td>Not Provided</td>
<td>Proof of Means of Financial Support (required)</td>
<td></td>
<td>Upload File</td>
</tr>
<tr>
<td>Not Provided</td>
<td>Digital photo (required)</td>
<td></td>
<td>Upload File</td>
</tr>
</tbody>
</table>

### Optional Documents

<table>
<thead>
<tr>
<th>Details</th>
<th>Document Name</th>
<th>Instructions</th>
<th>Options</th>
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</thead>
<tbody>
<tr>
<td>Not Provided</td>
<td>Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5267)</td>
<td></td>
<td>Upload File</td>
</tr>
<tr>
<td>Not Provided</td>
<td>Grant Information</td>
<td></td>
<td>Upload File</td>
</tr>
</tbody>
</table>

### Fees

<table>
<thead>
<tr>
<th></th>
<th>Application</th>
<th>Quantity</th>
<th>Price (CAD) per unit</th>
<th>Total (CAD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Permit</td>
<td></td>
<td>1</td>
<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)
- Study Permit Extension Letter (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/statement (which shows your Canadian bank account balance)
  - Letter of support from other source, e.g. TA/RA/scholarship letter, bank statements from family members
  - Study Permit Extension Letter or Statement of Account from Student Centre showing tuition paid
- Digital photo
- Optional Documents: Client Information
- Application fees: $150.00

International and Exchange Student Centre

Western International
HOW TO ORDER A STUDY PERMIT EXTENSION LETTER – UNDERGRADUATE STUDENTS

* If you need an additional year to complete your program

1. Talk to your Academic Counsellor
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
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
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…”
# APPLY FOR AN AMENDMENT OR CHANGE OF CONDITIONS ON STUDY PERMIT?

<table>
<thead>
<tr>
<th>Change of Conditions</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>• If your situation has changed since the permit was issued</td>
<td>• Only if it’s a mistake made by IRCC</td>
</tr>
<tr>
<td>• $150 Application fees</td>
<td>• No application fee</td>
</tr>
<tr>
<td>• Same procedure as study permit extension</td>
<td>• Original SP needs to be mailed to IRCC</td>
</tr>
</tbody>
</table>
ADVISING SERVICES WINTER 2022

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

Drop Ins (Starting March 28, 2022)
• 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
Q & A