Study Permit Extensions and Amendments

Presented by:
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International Student Advisor
October 25, 2023
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

<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>
</tr>
<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 or change your study permit if you wish to change your program at the same DLI</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>
</tr>
<tr>
<td>• 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.</td>
<td>• DLIs are required to report on students status twice a year</td>
<td></td>
</tr>
</tbody>
</table>
## CAN I BE A PART-TIME STUDENT OR TAKE A LEAVE OF ABSENCE?

<table>
<thead>
<tr>
<th>Part-time</th>
<th>Yes. But...</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>• You can’t work on or off campus except being part-time in your final academic session</td>
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<tr>
<td></td>
<td>• You may not be eligible for a PGWP unless you are part-time only in your final academic session</td>
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<tr>
<th>Leave of absence</th>
<th>Yes. But...</th>
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<tr>
<td></td>
<td>• You can’t work on or off campus no matter what the reason is</td>
</tr>
<tr>
<td></td>
<td>• You may not be eligible for a PGWP (Case by case, at the processing officer’s assessment)</td>
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*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, you must do one of the followings:
- Change status to visitor or worker if you would like to stay in Canada
- 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

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

Additional documents requested 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](http://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)

Select year, select month, select day
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)
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 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.
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>
</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>
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</table>
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…”
ADVISING SERVICES FALL 2023

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
# FALL 2023 IMMIGRATION WORKSHOPS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Date &amp; Time</th>
<th>Where</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-op Work Permit</td>
<td>Thursday, October 26 5:00-6:00pm</td>
<td>Zoom</td>
</tr>
<tr>
<td>Co-op Work Permit</td>
<td>Wednesday, November 8 12:30-1:30pm</td>
<td>Zoom</td>
</tr>
<tr>
<td>Co-op Work Permit</td>
<td>Thursday, November 16 12:30-1:30pm</td>
<td>Zoom</td>
</tr>
<tr>
<td>Post-Graduation Work Permit</td>
<td>Wednesday, November 29 12:30-1:30pm</td>
<td>Zoom</td>
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Register at [http://www.events.westernu.ca/events/iesc/](http://www.events.westernu.ca/events/iesc/)