Study Permit Extension

Updated March 2024

Follow these steps if your Study Permit expires within the next 4 - 5 months.

Step 1- Create an online account on IRCC website or login to your account

Visit:
https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html

OR

Google search "*IRCC login*" then click on the first link: "**Sign in to your IRCC secure account**"

- **Select: "Continue to GC Key" or "Continue to Sign-In Partner"** (if you already have an account)

- **Don't have an account? – select "Register" and then choose either GC Key or Sign in Partner option**

- **Select: "Sign Up" (for GC Key only); follow instructions.**
  *NOTE***:** Save the Username, Password, Account Recovery Questions and Security Questions as you will require these later on to access your account.

- **Select: "I accept"** after reading the terms and conditions.

Step 2 - Login to your account

At the bottom of the page under **"Start an Application";** click **"Apply to Come to Canada"**

*You will be asked **if you have a Personal Reference Code.***

If you did not answer the assessment questions previously, ***you do*** *not* ***have a Personal Reference Code.***

*You will then need to **"Assess your eligibility"** by clicking on* ***"Apply for Visitor Visa, Study and/or Work Permit"*** *and answering all assessment questions.*

Step 3 - Answer eligibility questions (10 – 15 minutes)

Consider the following when you do:

- Select "**Study**" to answer "**What would you like to do in Canada?**"
- Select "**No**" to answer "**Do you have a provincial attestation letter?**"
- Select "**Yes**" to answer "**Do you qualify for an exception?**"
- Select "**I am an applicant applying within Canada as described under section 215 (1) of the Immigration and Refugee Protection Regulations**" to answer "**Which exception do you qualify for?**"
- If you are asked "**Have you lived in a designated country or territory for more than six months in the last year?**" you should select "**NO**" if you have not been outside Canada for 6 months or more in the past year
- When asked the question "**Are you giving someone access to your application?**" Select "**No**" as you will be applying on your own
- You will also be asked "**In the past 10 years, have you given you fingerprints and photo (biometrics) for an application to come to Canada?**", if you have never provided your biometrics for an IRCC application in the past 10 years, select "No"

Step 4 - Complete application form IMM5709

- **UCI number:** "Unique client Identifier", also known as **"Client ID"**. It is usually an **8-10 digit number** that appears on your Study Permit
- **DLI number:** This is the University 'Designated Learning Institute' number: **O19257171832**
- **Document Number:** This number is usually printed in **bold black ink** at the top of your study permit starting with an **"F" followed by 9 numbers.**

- **Employment Section:** Because you are a full-time student in Canada, you can write "**student**" as your "**current activity"**.
- **Background Information:**
  o Question 2(c): *Have you previously applied to enter or remain in Canada?* Click **YES**, as you have entered Canada on your previous Study Permit. Include the dates and all documents you applied for in the past in the available box *(e.g., first study permit: Aug. 2014, extended study permit Dec. 2016).*
- **Signature box:** You can type your name in the box or leave blank. Do NOT print out and sign by hand!

Step 5 - Validate the form: Click "Validate"

Step 6 - Save form and upload to document checklist
If you saved your document on one of the International Services Centre computers, make sure you **email a copy of the form to yourself** as an attachment for future access before deleting the file from the computer!

Step 7- Prepare supporting documents

Supporting Documents Required:
- Letter of Enrollment
  o Undergraduate students: in Bear Tracks you can find this under "Academic Records: Verification of Enrollment"
  o Graduate students need to request their verification of enrollment and expected completion letters from FGSR by completing this form

- Proof of Financial Means
  o Your bank statements for past 4 months (you can use your e-statements)
  o Letter of support from family (if needed)
  o Other proof of income (e.g. Department funding letter for graduate students and/or scholarship)
  NOTE: All your financial documents must be merged as **one** pdf file.

- Passport-style Digital Photo

- Scanned Copy of Passport (the page that shows your birth date and country of origin, and all pages that contain a stamp or Visa)

- Letter of Explanation (uploaded in Client Information) - if you need to explain to IRCC what you are requesting or provide additional information you want considered in your application

Step 8 - Pay required fees

- You will be required to pay the **$150 Study Permit fees** online with a credit or debit card
- If you have never provided biometrics to IRCC in the past 10 years, you will be required to pay as additional $85 which is the biometrics fee.

- To check if your biometrics are still valid visit: https://onlineservices-servicesenligne.cic.gc.ca/extapp/bioStatusQuery

- If you are required to provide your biometrics, you can expect that once you pay the fees ($150 + $85) and submit your application, you will get a message with a Biometrics Instruction Letter. You will need this letter in order to book a biometrics appointment with a Service Canada Centre.

Step 9 - Processing times
Check online for weekly updates on processing times: https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html