

You may have to apply to Citizenship and Immigration Canada (CIC) to renew your study permit if your permit will expire before you will complete your program of study at MSVU. Please note that if your passport is expiring, you must apply for a new passport before applying for your study permit. Also, if you intend to work in Canada after you graduate, you will need a valid study permit when you apply for your post-graduate work permit. Follow these easy steps to apply online:

**1. Create your online immigration account using GCKey or Sign-in Partner/Log into MyCIC**

If you are a new user, you will need to create your account through GCKey or Sign-in Partner at <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html> OR [www.cic.gc.ca](http://www.cic.gc.ca)

**2. Under “Start Application” complete the ‘Apply to come to Canada’ questionnaire:**

### Kay Balite's account

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#### View the applications you submitted

Review, check the status or read messages about your submitted application.

Search:  Showing 0 to 0 of 0 entries | Show 5 entries

Application type ↑↓	Application number ↑↓	Applicant name ↑↓	Date submitted ↓	Current status ↑↓	Messages ↑↓	Action
No data available in table						

Did you apply on paper or don't see your online application in your account? [Add \(link\) your application to your account](#) to access it and check your status online.

#### Continue an application you haven't submitted

Continue working on an application or profile you haven't submitted or delete it from your account.

Search:  Showing 0 to 0 of 0 entries | Show 5 entries

Application type ↑↓	Date Created ↓	Days left to submit ↑↓	Date last saved ↑↓	Action
No data available in table				

#### 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.

**[Refugees: Apply for temporary health care benefits](#)**

Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.

**[Citizenship: Apply for a search or proof of citizenship](#)**

Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.



**You have to Determine your eligibility to apply online for a Visitor/Study/Work Permit.**

**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)

Questions	Answers
What would you like to do in Canada?	Study
How long are you planning to stay in Canada?	Temporarily – more than 6 months
What is your current country of residence?	Canada
What is your current immigration status in Canada?	Student
<p><b>Your results</b></p> <p>Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Study Permit (in Canada)</b></p> <p>You may be eligible to extend your stay in Canada as a student</p> <p style="text-align: right;"><a href="#">Continue</a></p> </div>	Choose to Continue under the Study Permit.
Do you also want to apply for a work permit?	No
When does your status in Canada expire?	Your study permit expiry date
Have you had a medical exam performed by a CIC authorized panel physician (doctor) within the last 12 months?	Depending on your situation – if “yes”, you must supply the UMI number or e-medical paper from the doctor.
Have you lived in a designated country or territory for more than six months in the last year?	Dependent on your situation.
Do you want to submit an application for a family member?	If your family is with you, check to make sure if they also have to renew their permits.
Are you giving someone access to your application?	No
<b>In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada?</b>	Dependent on your situation. If you have not given biometrics, you will be



	asked to give them at the closest collection centre. Appointment required plus \$85 in fees.
There are fees associated with this application. Will you be paying your fees or are you fee exempt?	Yes, I will be paying my application fees.
Do you have the ability to create a digital image of your documents (through scanning or taking a picture) and will you pay your application fees online using a visa, MasterCard or American Express?	Yes. If you don't have a credit card, you can purchase a pre-paid visa.

You should now see your **Document Checklist**. [Click on the Application to Change Conditions.....](#) to download the form. Save the PDF file on your laptop and open the PDF application form using Adobe Reader. Fill it out using a computer and not by hand/print.

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)	?	<a href="#">Upload File</a>

  

Supporting Documents			
Supporting Documents			
Details	Document Name	Instructions	Options
Not Provided	Letter of Acceptance (required)	?	<a href="#">Upload File</a>
Not Provided	Passport (required)	?	<a href="#">Upload File</a>
Not Provided	Proof of Means of Financial Support (required)	?	<a href="#">Upload File</a>
Not Provided	Digital photo (required)	?	<a href="#">Upload File</a>

### 3. Complete the IMM 5709 Application form. Validate and save the form as an unsigned copy.

#### Completing the application (IMM5709) Form:

1. UCI	Client ID (8 or 10-digit number listed on the top right side of your study permit. Or look for "UCI" on the permit
3. I'm applying for one or more of the following:	Apply for a study permit for the first time or extend my study permit
<b>Personal Details</b>	
7. Current Country of Residence <ul style="list-style-type: none"> <li>Status</li> <li>From (YYYY-MM-DD)</li> <li>To (YYYY-MM-DD)</li> </ul>	<ul style="list-style-type: none"> <li>Canada</li> <li>Student</li> <li>The very first day you arrived in Canada (your first study permit issuance date)</li> <li>Your study permit expiry date</li> </ul>
<b>Contact Information</b>	
1. Current mailing address <ul style="list-style-type: none"> <li>Apt/Unit</li> </ul>	'Apt/Unit' - This is your apartment number if you have one



Paula Barry Mercer, Registered Canadian Immigration Consultant  
 ICCRC Membership # R509082  
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2. Resident address, same as mailing address?	If your mailing address is where you live, answer 'Yes'.
<b>Coming into Canada</b>	
1. Date & place of your original entry to Canada	Date & place of your very first entry to Canada
2. The original purpose of coming to Canada	Study
3. Date & place of your most recent entry to Canada (if not the same as original entry)	If you have recently travelled outside of Canada, this is the date and place of your most recent return to Canada.
4. If applicable, provide the document number...	Black number starting with only one letter listed under the large red number at the top right of your study permit
<b>Details of Intended Study in Canada</b>	
1. My program and level of study will be:	Bachelor of xxx program or Masters of xxx program
2. Designated Learning Institution # (DLI #)	O19301947442 (first letter is capital "O" not zero)
3. Duration of expected study <ul style="list-style-type: none"> <li>From (YYYY-MM-DD)</li> <li>To (YYYY-MM-DD)</li> </ul>	<ul style="list-style-type: none"> <li>Date of completing the application</li> <li>Estimated date of program completion: your request should be 90 days after your graduation</li> </ul>
4. The cost of my studies will be: <ul style="list-style-type: none"> <li>Tuition</li> <li>Room &amp; board</li> <li>Other</li> </ul>	(for one year only) \$15,000 \$10,000 \$1000
5. Funds available for my stay (CAD)	The amount indicated should be the same amount, or less, than the proof of funds provided with your application.
6. a) In addition to a study permit, are you also applying for a work permit?	<b>a) NO</b>
<b>Education</b>	
Have you had any post-secondary education (including university, college or apprenticeship training)?	Answer 'Yes' if you are a transfer student or have gone to college before Answer 'No' if you came to MSVU directly from high school.
<b>Employment</b>	Under 'Current occupation/Activity', enter MSVU information <i>Please note: It is not necessary to enter your part-time work on or off campus.</i>
<b>Background Information</b>	
2. A) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?  B) Have you ever refused any kind of visa, admission, or been ordered to leave Canada or any other country?  C) Have you previously applied to enter or remain in Canada?	a) If you have studied or worked without a valid study or work permit, you will need to provide details and explanation.  b) If you were ever refused any visa, admission to Canada or any other country please indicate and briefly explain.  c) If you applied for a Temporary Resident Visa (TRV) to enter Canada or have extended your Study Permit, you will need to state that (i.e. I have a TRV and/or have extended my Study Permit)
<b>Signature</b>	This form cannot be printed, signed and scanned. You only need to <b>validate</b> and save it to your desktop or on a USB and then upload.

### Supporting documents to scan and upload:

- digital photo (420x540 pixels)
- scanned pages of passport (only pages with stamps, visas, photos) saved as one single PDF document (less than 4MB)



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- confirmation of enrolment letter from MSVU Registrar’s Office (current enrolment, your original letter of acceptance is not required)
- proof of financial support (statement of balance from your bank)

**4. Pay the application fee with a credit card (VISA, MasterCard, American Express).**

Please make sure you see the official receipt on the screen. Otherwise you need to try again or use the different credit card.

Fees			
Fees			
Application	Quantity	Price (CAD) per unit	Total (CAD)
Study Permit	1	\$150	\$150
Biometrics Fee	1	\$85	\$85
<b>Total Price (CAD)</b>			<b>\$235</b>

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.

**5. Submit the application.**

Once your application has been successfully transmitted, you will see a confirmation of application submission under “My Messages”.

