

# Renewing your Study Permit inside Canada

**Do not allow your study permit to expire for any reason.** If your study permit expires before you can complete your studies, you must renew it at least a month before the expiry date. **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-Graduation Work Permit.

# 1. Log in to your online immigration account using GCkey or Sign-in Partner

If you are a new user, you will need to create your account through GCKey or Sign-in Partner at <a href="https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html">https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html</a>

**NOTE:** Save your username and password. Consider taking a screenshot of all your security questions and answers to avoid getting locked out of your account. Once you are locked out of your account, you will never be able to access it ever again.

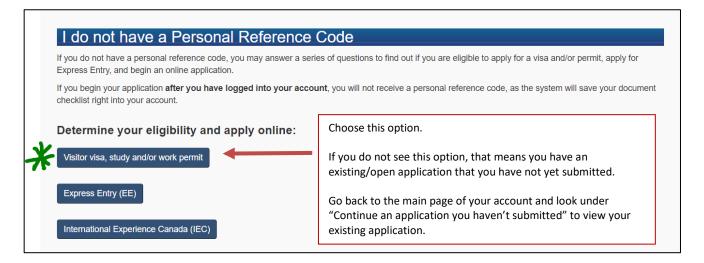
2. Under "Start Application" complete the 'Apply to come to Canada' questionnaire:

View the appli	cations you subr	nitted				
Review, check the status	or read messages about you	ur submitted application.				
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		No data ava	ilable in table			
Did you apply on paper of	or don't see your online applic	cation in your account? Add	d (link) your application to	your account to access it	and check your	status
Continue an a	pplication you ha	aven't submitted	d			
Continue working on an	application or profile you have	en't submitted or delete it fr	om your account.			
Continue working on an a	·· · ·	en't submitted or delete it from 0 entries   Show 5	Ť			
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in Canada, you have to choose this option in order to Start an Application.

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



# 3. Complete online questionnaire

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
Do you have a provincial attestation letter?	No
Do you qualify for an exception?	Yes
Which exception do you qualify for?	I am an applicant applying within Canada as described under section 215(1) of the Immigration and Refugee Protection Regulations (IRPR).
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?	Choose "yes" if you had a medical exam within the past 5 years,  *this is a temporary policy until October 6, 2024.  Read the section "Medical Exam" below.
Find out if you're eligible to apply  Do you want to work in one of the following jobs?  • health sciences worker  • clinical laboratory worker  • patient attendant in nursing or geriatric homes  • medical student admitted to Canada to attend university  • medical elective and physician on short term assignment  • teacher of primary or secondary schools or other teachers of small children  • domestics worker, someone who gives in-home care to children, the elderly and the disabled  • day nursery worker  (required)  Please make a selection	If you intend to work in certain jobs, you may be required to undergo a medical exam – these jobs include any work that brings you in close contact with others (working with children, in healthcare services or labs) or agricultural work. The full list and more information is here: <a href="http://www.cic.gc.ca/english/information/medical/medexams-temp.asp">http://www.cic.gc.ca/english/information/medical/medexams-temp.asp</a>
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
In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada?	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.
Are you able to make a digital copy of your documents with a scanner or camera?	Yes.
Will you pay your application fees online using a Visa, Mastercard, Visa/Mastercard debit?	Yes. If you don't have a credit card, you can purchase a pre-paid visa.

#### You should now see your **Document Checklist.**

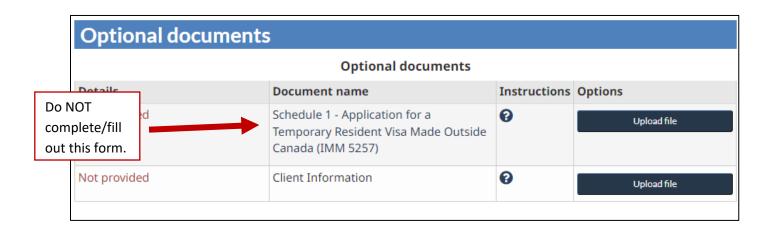
**INSTRUCTIONS**: You need to download the Adobe Acrobat Reader application to your computer.

Under <u>Application Form(s)</u>. Click on the document "Application to Change Conditions...". After clicking it, a new webpage will open up. The webpage will say "Please Wait...". You don't have to wait. Immediately press the download button of your web browser. Save the PDF file on your laptop. Go to the folder where you saved the file. Right click on the file and choose "Open with Adobe Acrobat" PDF 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)	0	Upload File

Supporting documents			
	Supporting documents		
Details	Document name	Instructions	Options
Combine your	Passport (required)	0	Upload file
Confirmation of Enrolment	Letter of Acceptance or Letter of Enrollment / Registration (required)	0	Upload file
nnd Official ranscripts	Proof of Means of Financial Support (required)	0	Upload file
nto 1 file and	Proof of upfront medical exam (required)	0	Upload file
nere.	Digital photo (required)	0	Upload file





# 4. Complete the imm5709e application form.

Questions	Answers
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
	nal Details
<ul> <li>7. Country/Residence</li> <li>Current Country of Residence</li> <li>Status</li> <li>From (YYYY-MM-DD)</li> <li>To (YYYY-MM-DD)</li> </ul>	<ul> <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: your request should be 90 days after your graduation.</li> </ul>
Contact	Information
<ul><li>1. Current mailing address</li><li>a) Apt/Unit</li></ul>	a) This is your room number OR apartment number inside your apartment building.
<ul><li>b) Street number</li><li>c) Street name</li></ul>	b) This is the number of your house/building. Please only write the number here. This number is listed directly before your street name.
	c) <b>Do not</b> abbreviate words (Street, Avenue, Boulevard, Drive, etc.)
Resident address, same as mailing address?	If your mailing address is where you live, answer 'Yes'.
Coming	into Canada
1. Date & place of your original entry to Canada	Date & place of your very first entry to Canada

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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. Document number	Black number starting with only one letter listed under the large red number at the top right of your study permit. It usually starts with a letter F or U.
Details of Intended	l Study in Canada
1. My program and level of study will be:	Bachelor of xxx program or Masters of xxx program
2. Designated Learning Institution # (DLI #)	019301947442 (first letter is capital "0" not zero)
2. Duration of expected study	<ul> <li>Date of completing the application</li> </ul>
From (YYYY-MM-DD)	Estimated date of program completion: your
To (YYYY-MM-DD)	request should be 90 days after your graduation
3. The cost of my studies will be:	(for one year only)
a) Tuition	a) \$15,000
b) Room & board	b) \$10,000
c) Other	c) \$1,000
4. 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.
5. a) In addition to a study permit, are you also applying	a) NO
for a work permit?	5,,
Educa	ation
Have you had any post-secondary education (including	Answer 'Yes" if you are a transfer student or have gone
university, college or apprenticeship training)?	to college before
	Answer 'No' if you came to MSVU directly from high
	school.
Employ	
Give the details of your employment	Under 'Current occupation/Activity', enter MSVU information.
Background	Information
2.	a) If you have a tradical arrow to the 20th of the 20th of the
	a) If you have studied or worked without a valid study
status, attended school without authorization or	or work permit, you will need to provide details and
worked without authorization in Canada?	explanation.
B) Have you ever refused any kind of visa, admission,	b) If you were ever refused any visa, admission to
or been ordered to leave Canada or any other	Canada or any other country please indicate and
country?	briefly explain.
ooding:	ополу схрішії.
	c) If you applied for a Temporary Resident Visa (TRV)
C) Have you previously applied to enter or remain in	to enter Canada or have extended your Study
Canada?	Permit, you will need to state that (i.e. I have a TRV
	and/or have extended my Study Permit)
L	,



Signature	You only need to type your name in the signature
	line, validate the form and save it to your desktop or
	on a USB and then upload.
	• This form should not be printed, signed and scanned.
	<ul> <li>Do not insert an e-signature.</li> </ul>

#### 5. Supporting documents to scan and upload:

**NOTE**: please email the following documents to <a href="mailto:immigration@msvu.ca">immigration@msvu.ca</a> for review.

- imm5709e primary application form to stay in Canada as a student
- Digital photo
- Passport scan all pages that are marked/stamped/with visa. Save multiple pages as 1 PDF file.
- Confirmation of Enrolment Letter from MSVU Registrar's Office (upload this in the section "Letter of Acceptance"). Do not upload your Letter of Acceptance.
- Official Transcripts from MSVU Registrar's Office
- Proof of funds (account summary statement of balance from your bank)
- Letter of explanation (if necessary) upload this in the section 'Client Information'
- Medical exam (optional)
- Study Permit

### **Enrolment Letter and Official Transcripts**

For the enrolment letter, fill out the <u>Letter Request Form</u> and email it to <u>heather.standing@msvu.ca</u>. If Heather is on vacation, please email it to <u>martine.staatsen@msvu.ca</u>.

**Note:** When filling out the form, you must choose both options:

- Confirmation of Enrolment Letter
- and Visa Letter.

For Official Transcripts, you can go in-person to receive it right away OR you can fill out the <u>Transcript Request Form</u> and email it to <u>transcripts@msvu.ca</u>.

#### **Medical Exam**

**IMPORTANT:** in-Canada applications only

IRCC created a <u>temporary public policy</u> for immigration medical exams (IMEs) <u>until October 6, 2024 only</u>. If you completed an IME within the past 5 years, submit a copy of your previous medical exam.

To qualify for this temporary policy, you must meet **all** of these conditions:

- You applied, or are applying, for either permanent residence or temporary residence.
- You already live in Canada.
- You completed your previous IME in the last 5 years.
- Your previous IME indicated a low risk or no risk to public health or public safety.



**NOTE:** You need to submit your proof of medical exam performed by an IRCC approved physician if you plan to work in the fields of education, childcare, medical and healthcare services, nursing homes, taking care of elderly and other vulnerable people, hospital, and agriculture, etc. Click on this link to <u>view the list</u> of IRCC approved physicians by country to book your appointment if necessary.

# 6. Pay the application fee with a credit card or visa/mastercard debit



## 7. Submit the application.

Once your application has been successfully transmitted, you will receive a confirmation of application submission under "My Messages" or on your home account page.