



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 GKey or Sign-in Partner

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

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:

Kay Balite's account

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.

Even though you are already 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.

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)

Choose this option.

If you do not see this option, that means you have an existing/open application that you have not yet submitted.

Go back to the main page of your account and look under "Continue an application you haven't submitted" to view your existing application.

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.
<div style="border: 1px solid #ccc; padding: 10px; margin: 10px;"> <p>Find out if you're eligible to apply</p> <p>Do you want to work in one of the following jobs?</p> <ul style="list-style-type: none"> • 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 <p><small>(required)</small></p> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;">Please make a selection</div> </div>	<p>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: http://www.cic.gc.ca/english/information/medical/medexams-temp.asp</p>
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 Application Form(s), 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)	?	<input type="button" value="Upload File"/>

Supporting documents			
Supporting documents			
Details	Document name	Instructions	Options
<div style="border: 1px solid red; padding: 5px; display: inline-block;"> Combine your Confirmation of Enrolment and Official Transcripts into 1 file and upload it here. </div>	Passport (required)	?	<input type="button" value="Upload file"/>
	Letter of Acceptance or Letter of Enrollment / Registration (required)	?	<input type="button" value="Upload file"/>
	Proof of Means of Financial Support (required)	?	<input type="button" value="Upload file"/>
	Proof of upfront medical exam (required)	?	<input type="button" value="Upload file"/>
	Digital photo (required)	?	<input type="button" value="Upload file"/>

Optional documents

Optional documents

Do NOT
complete/fill
out this form.

Details	Document name	Instructions	Options
Completed	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	Upload file
Not provided	Client Information	?	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
Personal Details	
7. Country/Residence <ul style="list-style-type: none"> Current Country of Residence Status From (YYYY-MM-DD) To (YYYY-MM-DD) 	<ul style="list-style-type: none"> Canada Student The very first day you arrived in Canada (your first study permit issuance date) Your Study Permit expiry date: your request should be 90 days after your graduation.
Contact Information	
1. Current mailing address <ul style="list-style-type: none"> a) Apt/Unit b) Street number c) Street name 	<ul style="list-style-type: none"> a) This is your room number OR apartment number inside your apartment building. 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) Do not abbreviate words (Street, Avenue, Boulevard, Drive, etc.)
1. 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

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 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 "O" not zero)
2. Duration of expected study <ul style="list-style-type: none"> From (YYYY-MM-DD) To (YYYY-MM-DD) 	<ul style="list-style-type: none"> Date of completing the application Estimated date of program completion: your request should be 90 days after your graduation
3. The cost of my studies will be: <ul style="list-style-type: none"> a) Tuition b) Room & board c) Other 	(for one year only) <ul style="list-style-type: none"> a) \$15,000 b) \$10,000 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 for a work permit?	a) NO
Education	
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.
Employment	
Give the details of your employment....	Under 'Current occupation/Activity', enter MSVU information.
Background Information	
2. <p>A) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?</p> <p>B) Have you ever refused any kind of visa, admission, or been ordered to leave Canada or any other country?</p> <p>C) Have you previously applied to enter or remain in Canada?</p>	<p>a) If you have studied or worked without a valid study or work permit, you will need to provide details and explanation.</p> <p>b) If you were ever refused any visa, admission to Canada or any other country please indicate and briefly explain.</p> <p>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)</p>

Signature	<ul style="list-style-type: none"> 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. Do not insert an e-signature.
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5. Supporting documents to scan and upload:

NOTE: please email the following documents to immigration@msvu.ca 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 [Letter Request Form](#) and email it to heather.standing@msvu.ca. If Heather is on vacation, please email it to martine.staatsen@msvu.ca.

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 [Transcript Request Form](#) and email it to transcripts@msvu.ca.

Medical Exam

IMPORTANT: in-Canada applications only

IRCC created a [temporary public policy](#) for immigration medical exams (IMEs) **until October 6, 2024 only**. 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 [view the list 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

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

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.