



Study Permit Extension and Co-op Work Permit application

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. In order to apply for a co-op/internship/practicum work permit you must be registered in a degree program that requires you to work for at least one term and will receive academic credit during this work term.

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 <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. Answer the 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).
What is your current immigration status in Canada?	Student
<p>Your results</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-top: 10px;"> <p>Study Permit (in Canada)</p> <p>You may be eligible to extend your stay in Canada as a student</p> </div>	Choose to Continue under the Study Permit.
Do you also want to apply for a work permit?	Yes, Co-op Work Permit
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.

<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><i>(required)</i></p> <p>Please make a selection <input type="text"/></p>	<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:</p> <p>http://www.cic.gc.ca/english/information/medical/med_exams-temp.asp</p>
<p>Do you want to submit an application for a family member?</p>	<p>If your family is with you, check to make sure if they also have to renew their permits.</p>
<p>Are you giving someone access to your application?</p>	<p>No</p>
<p>In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada?</p>	<p>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.</p>
<p>There are fees associated with this application. Will you be paying your fees or are you fee exempt?</p>	<p>Yes, I will be paying my application fees.</p>
<p>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?</p>	<p>Yes. If you don't have a credit card, you can purchase a pre-paid visa.</p>

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
	Passport (required)	?	Upload file
	Letter of Acceptance or Letter of Enrollment / Registration (required)	?	Upload file
	Proof of Means of Financial Support (required)	?	Upload file
	Proof of upfront medical exam (required)	?	Upload file
	Digital photo (required)	?	Upload file
Not provided	Co-op Letter (required)	?	Upload file

Combine your Confirmation of Enrolment and Official Transcripts into 1 file and upload it here.
Do NOT upload your Letter of Acceptance.

Optional documents

Optional documents

Details	Document name	Instructions	Options
Not provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	Upload file
Not provided	Client Information	?	Upload file

Do NOT complete/fill out this form.

4. Complete imm5709e application 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
Personal Details	
7. Current Country of Residence <ul style="list-style-type: none"> Status From (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)

<ul style="list-style-type: none"> To (YYYY-MM-DD) 	<ul style="list-style-type: none"> 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. 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. 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 #)	O19301947442 (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? b) Type of work permit	<ul style="list-style-type: none"> a) Yes b) Co-op Work Permit
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	
<p>2.</p> <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) Choose YES. Then, list all the permits that you've been granted. For example: "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.

5. List of documents for review:

NOTE: please email the following documents plus your Study/Work Permit to immigration@msvu.ca for review.

- 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 – go in-person to get them on them right away.
- Proof of financial support (account summary statement of balance from your bank)
- Co-op Letter from the Co-op Office/Registrar's Office/Academic Department. More information on our website: <https://www.msvu.ca/international/advising-for-current-international-students/immigration-permit-renewals-in-canada/>
- Letter of explanation (if necessary) – upload this in the section 'Client Information'
- Medical exam (optional)
- Study Permit and Co-op Work Permit if you have one

Enrolment Letter and Official Transcripts

For the enrolment letter, fill out the [Letter Request Form](#) and email it to registration@msvu.ca.

Note: When filling out the form, you must choose **all** of the following options:

- Confirmation of Enrolment Letter
- Visa Letter
- Extension of permit renewal
- and Other option box of Visa Letter, you should write “Letter written by Heather Standing”.

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
			Total Price (CAD) \$150

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.

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.