



## 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.*

**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.

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

### 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  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  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.

Signed in as Kay Balite [Account home](#) | [Account profile](#) | [Help](#) | [Logout](#)

## Personal checklist

**Personal Reference Code**

If you have already completed the Come to Canada or the Express Entry wizard, you would have received a document checklist and/or a personal reference code, based on the answers you provided.

**\* Please enter your personal reference code to begin your application. (required)**

Leave this blank.

**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:**

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 or territorial attestation letter or meet an exception from submitting a provincial or territorial attestation letter?	Yes, I meet an exception from submitting a provincial or territorial attestation letter
What is your current immigration status in Canada?	Student
Do you also want to apply for a work permit?	Yes, I wish to apply for a 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. <b>*this is a temporary policy until October 5, 2029.</b> Read the <a href="#">section "Medical Exam"</a> below.
<b>Find out if you're eligible to apply</b> Do you want to work in one of the following jobs? <ul style="list-style-type: none"> <li>• health sciences worker</li> <li>• clinical laboratory worker</li> <li>• patient attendant in nursing or geriatric homes</li> <li>• medical student admitted to Canada to attend university</li> <li>• medical elective and physician on short term assignment</li> <li>• teacher of primary or secondary schools or other teachers of small children</li> <li>• domestics worker, someone who gives in-home care to children, the elderly and the disabled</li> <li>• day nursery worker</li> </ul>	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/medical-exams-temp.asp">http://www.cic.gc.ca/english/information/medical/medical-exams-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 – if you are applying only for yourself.  However, if you are applying for family members then you should choose: 'Yes, both appoint a representative and grant authorization to IRCC to release information to another person'.
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.
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**.



**INSTRUCTIONS:** You need to download the Adobe Acrobat Reader software to your computer that runs Windows or Mac OS. Do not use a Chromebook, tablet, or phone.

Click the following link to download Adobe Acrobat Reader: <https://get.adobe.com/ca/reader/>


Under Application Form(s), Click on the document "Application to Change Conditions...". After clicking it, a new webpage will open up. Download the file using the download button of your web browser. Go to the folder where the file was downloaded to. 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
Upload your Confirmation of Enrolment Letter here. 	Proof of Provincial or Territorial Attestation Letter (PAL or TAL) Exception (required)	?	<a href="#">Upload file</a>
Not provided	Co-op Letter (required)	?	<a href="#">Upload file</a>
Combine your Confirmation of Enrolment and Official Transcripts into 1 file and upload it here. <b>Do NOT upload your Letter of Acceptance.</b> 	Letter of Acceptance or Letter of Enrollment / Registration (required)	?	<a href="#">Upload file</a>
	Passport (required)	?	<a href="#">Upload file</a>
	Proof of Means of Financial Support (required)	?	<a href="#">Upload file</a>
	Proof of upfront medical exam (required)	?	<a href="#">Upload file</a>
	Digital photo (required)	?	<a href="#">Upload file</a>

## Optional documents

Optional documents			
Details	Document name	Instructions	Options
Not provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	<a href="#">Upload file</a>
Not provided	Client Information 	?	<a href="#">Upload file</a>

Write a short letter of explanation to request for a study permit extension that is valid 90 days after your expected program completion. At the bottom of your Enrolment Letter, you will find your Expected Program Completion date. From that date, calculate an additional 90 days and specify that exact date on your letter of explanation.

For example, your program completion is April 2026, you will write... "I would like to request for a study permit extension that is valid until July 31, 2026 because I intend to apply for my PGWP after completing my program in April 2026. The reason for this request is because I would need the extra time to gather the required documents for the PGWP application. The letter may include additional information that is necessary to your situation – please consult your Immigration Advisor regarding this.

**Note:** this is a formal letter to IRCC so please ensure your letter is formal in tone and structure.

## 4. Complete imm5709e application form

QUESTIONS	ANSWERS
1. UCI	Look for “UCI” on your Study Permit. It’s an 8 or 10-digit number listed on the top right side of your Study 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"> <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: your request should be 90 days after your graduation.</li> </ul>
Contact Information	
1. Current mailing address <ul style="list-style-type: none"> <li>a) Apt/Unit</li> <li>b) Street number</li> <li>c) Street name</li> </ul>	<ul style="list-style-type: none"> <li>a) This is your room number OR apartment number inside your apartment building.</li> <li>b) This is the number of your house/building. Please only write the number here. This number is listed directly before your street name.</li> <li>c) <b>Do not</b> abbreviate words (Street, Avenue, Boulevard, Drive, etc.)</li> </ul>
2. 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	<p>Date &amp; place of your very first entry to Canada. Place is <b>the city where you first landed when you entered Canada</b> (ex. Toronto, Montreal, Vancouver, Halifax, etc.)</p> <p>Leave it blank if you have not left Canada since your first entry.</p>
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)	<p>If you have ever travelled outside of Canada, this is the date and place of your most recent return to Canada. Place is the city where you first landed when you entered Canada (ex. Toronto, Montreal, Vancouver, Halifax, etc.)</p> <p>Leave it blank if you have not left Canada since your first entry.</p>

4. If applicable, provide the document number...	Black numbers starting with only one letter listed under the large red number at the top right of your study permit. <b>It usually starts with a letter F or U.</b>
<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>a) Tuition</li> <li>b) Room &amp; board</li> <li>c) Other</li> </ul>	(for one year only) <ul style="list-style-type: none"> <li>a) \$17, 000 – check your <a href="#">MyMount</a> for exact amount</li> <li>b) How much is your rent + cost of food for 1 year</li> <li>c) \$3,000 for books, pocket money, clothes, etc.</li> </ul>
5. Funds available for my stay (CAD)	How much is in your Canadian bank account. Recommended minimum amount is \$5,000. If not meeting this amount, provide other sources of funds (ex. Parents, scholarships, etc.)
6. a) In addition to a study permit, are you also applying for a work permit? b) Type of work permit	a) Yes  b) Co-op Work Permit
<b>Education</b>	
Have you had any post-secondary education (including university, college or apprenticeship training)?	Answer 'Yes' if you have a previous degree, diploma, certificate or apprenticeship. Answer 'No' if you came to MSVU directly from high school.
<b>Employment</b>	
Give the details of your employment....	Under 'Current occupation/Activity', enter MSVU information.
<b>Background Information</b>	
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 <b>or any other country</b> please indicate and briefly explain.</p> <p>c) <b>Choose YES.</b> Then, list all the permits that you've been granted. For example: "I have a Study Permit, Canadian visa and/or have extended my Study Permit.</p>



<b>Signature</b>	<ul style="list-style-type: none"> <li>Type your full your name in the signature line, press the <b>validate</b> button, and save it to your desktop, OneDrive, or on a USB.</li> <li>Do not insert an e-signature.</li> <li><b>This form should not be printed, signed and scanned.</b></li> </ul>
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## 5. List of documents for review:

**NOTE:** please email the following documents plus your Study/Work Permit to [immigration@msvu.ca](mailto:immigration@msvu.ca) for review.

- imm5709e – primary application form to stay in Canada as a student
- Digital photo – similar to a passport photo and you can use your phone to take your photo
- Passport – scan all pages except blank pages. Save multiple pages as 1 PDF file
- Confirmation of Enrolment Letter from MSVU Registrar's Office
- Official Transcripts from MSVU Registrar's Office
- Proof of funds (account summary statement of balance from your bank). Ideally, a minimum of \$5,000 CAD for individual students. If you have family member(s) with you, you would need a greater amount.
- Letter of explanation – upload this in the section 'Client Information'
- Medical exam (optional)
- Study Permit
- Co-op Letter from the Co-op Office/Registrar's Office/Academic Department. More information on our website under the section "WORKING": <https://www.msvu.ca/international/advising-for-current-international-students/immigration-permit-renewals-in-canada/>

## Enrolment Letter and Official Transcripts

For the enrolment letter, fill out the **Letter Request Form** from this [webpage](#) and email it to [heather.standing@msvu.ca](mailto:heather.standing@msvu.ca) and if she is on vacation, you can email it to [stephanie.hale@msvu.ca](mailto:stephanie.hale@msvu.ca). **Do NOT go to the Registrar's Office counter and do NOT email [registration@msvu.ca](mailto:registration@msvu.ca) for this letter.**

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

- Visa Letter
- Extension of permit renewal
- and Other option box of Visa Letter, you should write 'Study Permit extension. PAL exempt'.

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](mailto:transcripts@msvu.ca).

## Medical Exam

**IMPORTANT:** in-Canada applications only

IRCC created a [temporary public policy](#) for immigration medical exams (IMEs) **until October 5, 2029 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
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)			\$150

## 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.