



# International Education Centre

## Renewing your Temporary Resident Visa/Canadian Visa under a Study Permit status.

You may have to apply to renew your TRV if your will expires soon and you want to leave the country. If your passport and Study Permit are expiring, it is best that you renew both before applying for a TRV. Moreover, you must have a valid Study Permit before applying for your TRV. You can renew your TRV in Canada by applying online and sending your passport to Ottawa.

### 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.

Click here: <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 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

<b>Apply to come to Canada</b> 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.	<b>Refugees: Apply for temporary health care benefits</b> Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.	<b>Citizenship: Apply for a search or proof of citizenship</b> Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.
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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)

?

[Continue](#)
[Cancel](#)

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:**

[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 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
Have you had a medical exam performed by an IRCC 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. Read the <a href="#">section “Medical Exam”</a> below.</b>
Do you want to work in one of the following jobs?	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?	It depends. You can add your family member(s) to your application if they also require a Temporary Resident Visa.
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’.
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 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 for Visitor Visa (Temporary Resident Visa) Made Outside of Canada (IMM5257) (required)	?	<a href="#">Upload file</a>

## Supporting documents

### Supporting documents

Details	Document name	Instructions	Options
Not provided	Recent Education Transcript (required)	?	<a href="#">Upload file</a>
Not provided	Proof of Next Terms Enrolment (required)	?	<a href="#">Upload file</a>
Not provided	Canadian Work or Study Permit (required)	?	<a href="#">Upload file</a>
Upload your Confirmation of Enrolment Letter here.		?	<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	Proof of upfront medical exam (required)	?	<a href="#">Upload file</a>
Not provided	Digital photo (required)	?	<a href="#">Upload file</a>

## Optional documents

Optional documents				
Details	Document name	Instructions	Options	
Do NOT complete/fill out this form.	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	Upload file	
	Client Information	?		Letter of Explanation or additional information/documents if necessary.

### 4. Complete the imm5257e 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. Visa Requested:		Visitor Visa
Personal Details		
7. Country/Residence <ul style="list-style-type: none"> <li>• Current country of residence</li> <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>
Contact Information		
1. Current mailing address <ol style="list-style-type: none"> <li>Apt/Unit</li> <li>Street number</li> <li>Street name</li> </ol>		<ol style="list-style-type: none"> <li>This is your room number OR apartment number inside your apartment building.</li> <li>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><b>Do not abbreviate words (Street, Avenue, Boulevard, Drive, etc.)</b></li> </ol>
2. Resident address, same as mailing address?		If your mailing address is where you live, answer ‘Yes’.
Details of Visit to Canada		
1. Purpose of my visit		Returning student
2. Indicate how long you plan to stay <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>• Your Study Permit expiry date</li> </ul>
• A) Funds available for my stay:		Ensure to include enough for one year ie. \$10,000

• Name, address and relationship to institution	Give MSVU information. Address: 166 Bedford Highway	
<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....	Put your job information. If you do not have a job, put the following: Current occupation/Activity: Student Employer: Mount Saint Vincent University	
<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 or any other country 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>
Signature	<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>	

## 5. List of documents for review:

**NOTE:** please email the following documents to [immigration@msvu.ca](mailto:immigration@msvu.ca) for review.

- imm5257e – primary application form for visitor visa
- Digital photo
- Passport – scan all pages except blank pages. Save multiple pages as 1 PDF file
- Proof of financial support (statement of balance from your bank)
- Study Permit
- Official transcripts (Registrar's Office)
- Confirmation of Enrolment Letter from the Registrar's Office
- imm5707: Family Information –this may be required depending on your country of citizenship
- 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](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)
Visitor (includes SE, ME and EXT)	1	\$100	\$100
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)      \$185

## 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.

## 8. Wait for a response from IRCC and mail your passport within 30 days of approval.

Once your application has been processed, IRCC will send you a letter under "My Messages" in your online account. Please **print the passport request letter** and mail it along with your passport

Go to a Canada Post Office and **purchase two prepaid Xpresspost envelopes (1 big and 1 small) with tracking numbers.**

In the bigger envelope, put in your passport, IRCC Letter Request for Passport, and the other smaller envelope you purchased. This smaller envelope will be used to return your passport with your new TRV to you.

Please mail your passport and letter to the following address and write "**TRV Application**" on your **envelope** (white area above the mailing label): Choose only one of the two addresses listed below.

### **Canada Post address**

Temporary Resident Visa Section  
CPC-Ottawa (e-Application)  
PO Box 9640  
Ottawa, Ontario  
K1G 6T2

### **Courier address**

Temporary Resident Visa Section  
CPC-Ottawa (e-Application)  
365 Laurier Avenue West  
Ottawa, Ontario  
K1A 1L1