

# REQUEST FOR AUTHORIZED LEAVE FROM STUDIES

Selkirk College offers a procedure for international students to document their authorized leaves.

The authorized leave procedure allows you to take time away from studies and still be considered to be actively pursuing studies, maintaining the conditions of your study permit and maintaining eligibility for the Post-Graduation Work Permit program for leaves up to 150 days. If you want to prove to IRCC that you were on an authorized leave, you must request the leave and receive a letter from Selkirk College confirming that you are authorized to take the leave.

## WHAT COUNTS AS AN AUTHORIZED LEAVE FROM YOUR STUDIES

There are a few cases where you may be able to take a leave of up to a maximum of 150 days from your program of studies and still be considered to be actively pursuing your studies.

You don't need to tell IRCC if you're taking an authorized leave. However, if IRCC ask for it, you must provide proof that your leave is

- authorized by Selkirk College and
- no longer than 150 days

It counts as authorized leave if

- your school has authorized a leave from your study program for
  - medical reasons or pregnancy
  - family emergency
  - death or serious illness of a family member
  - any other type of leave your school authorizes
- your school has closed permanently or because of a strike
- you've changed schools
- you or your school deferred your program start date
  - In this case, you must start your studies the next semester, even if it starts sooner than 150 days, and get an updated letter of acceptance.

## WHAT IMMIGRATION POLICY YOU SHOULD KNOW REGARDING THE LEAVE

**Leaves longer than 150 days can impact your Post-Graduation Work Permit eligibility and student status in Canada. Moreover, you cannot work during an authorized leave, nor during the scheduled break before and/or after the semester you are on leave.**

If your leave of absence is approved, you could remain in Canada for 150 days after:

- The day your leave was approved, or
- The first day of classes of the term in which your leave starts, whichever comes last.

If you cannot resume studies within 150 days, then, before the 150-day period is over, you will probably need to:

- **Leave Canada**, or
- **Apply for [visitor status](#) or work permit** (if applicable)

**Note:** If your leave is followed by a scheduled summer break, you don't need to take any action. Selkirk College considers this break a scheduled break for immigration purpose.

**A friendly reminder:** Although it is a scheduled break, the student cannot work, as explained above.

After changing your status to visitor or worker, students may resume their studies, using their previous study permit, as long as the study permit is valid. If the study permit is about to expire when the student resumes their studies, the student must apply to extend their study permit in Canada, using the application to change conditions, extend your stay or remain in Canada as a student, before the expiry date.

Students who submit the "Application to Change Conditions, Extend My Stay or Remain in Canada As a Student" form [IMM 5709] before the expiry date of the previous study permit will maintain their status as a temporary resident as per subsection R183(5).

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## CHILDREN OF A FULL-TIME STUDENT

Full-time students who take a leave from studies that is longer than 150 days are required to do either of the following:

- change their status (that is, change to visitor status or worker status)
- leave Canada

Even if the full-time student (parent) changes their status to visitor, their children may continue to study without a study permit, as long as the parent's previous study permit is still valid.

In the case of a parent who holds a valid visitor record, due to taking a leave from their studies that was longer than 150 days, and whose study permit has expired, their children need to apply for their own study permit from inside Canada, as their parent is no longer authorized to work or study in Canada, per subsection 30(2) of the Immigration and Refugee Protection Act (IRPA).

## TRAVELING DURING A GAP IN STUDIES

Before traveling, make sure your study permit and entry document (either a Temporary Resident Visa or an Electronic Travel Authorization) are valid for your return to Canada. You can refer to our Travelling to Canada guide for details on the documents you'll need to prepare.

If you haven't registered for courses before coming back to Canada, you should request a letter from your academic advisor or program staff. This letter should confirm that you are eligible to resume your studies after your break. When re-entering Canada, be prepared to show this letter along with any documents related to your leave, such as leave approval letters or plane tickets showing when you left the country.

## EXTENDING YOUR STUDY PERMIT DURING A GAP

You can continue your studies on your current study permit as long as it remains valid after your break. Taking a gap doesn't automatically cancel your study permit or entry document (like your Temporary Resident Visa or eTA).

If your study permit is set to expire during your gap, it's important to contact the Regulated International Student Immigration Advisor before the expiration date. They can guide you through the process of renewing your permit, whether you're inside or outside Canada, and help you gather any documents needed to explain your study plans moving forward.

## MAINTAINING HEALTH INSURANCE (MSP)

It's crucial to keep your health insurance coverage active to avoid unexpected medical costs and ensure you can access care when needed. Typically, your MSP coverage matches the length of your study permit.

If you plan to leave Canada for an extended period or your study permit will expire while you're away, check our MSP page for guidance on what steps to take to maintain your coverage.

## ELIGIBILITY FOR AN AUTHORIZED LEAVE LETTER

To be eligible to request a leave letter, you must meet all of the following requirements:

- Be an international student in a program that leads to a diploma or certificate
- Be eligible to register as of the first day of classes for each semester for which you're requesting a leave letter
- Request a leave letter for a maximum of 150 days
- Your program reserves the right to deny leave letters if sufficient academic progress is not being made
- We highly recommend that you discuss your life circumstances and reasons for the authorized leave with a college counsellor

# REQUEST FOR AUTHORIZED LEAVE FROM STUDIES

## WHEN TO REQUEST AN AUTHORIZED LEAVE LETTER

**We don't approve backdated Authorized Leave. Before you drop courses, please start your authorized leave request process.**

You can request a leave letter as soon as registration opens for the semester for which you are requesting a leave letter. The authorized leave request should come before the semester begins, but in cases of emergency, it will be reviewed on a case-by-case basis (e.g. accident in the middle of the semester).

## THE START DATE OF THE AUTHORIZED LEAVE

Your 150-day period begins under different circumstances based on your situation:

- If it is not your first term and you drop all courses before the add/drop deadline, your leave will begin on the first day of classes for the term. If you withdraw with a "W", your leave will start on the day you withdrew from all courses.
- If you are changing programs without finishing your program, your leave will begin at the end of the exam period for the last semester you completed in your previous program, according to Selkirk College's Academic Calendar. If you withdrew before the end of the term, the 150-day period would start on the day you withdrew from all courses.
- If you are deferring your start date after arrival in Canada, you should reach out to International Student Advising for guidance.

## HOW TO REQUEST A LEAVE LETTER

1. After reading this page, carefully consider whether you will take 150 days away from studies.
2. Talk to your school chair or program coordinator to check your program requirements and discuss your options for taking a gap and returning to studies later. You must meet all academic regulations of your program. Taking a leave does not guarantee courses will be available when you return to studies.
3. Carefully review how taking time away from studies impacts your immigration and other potential impacts on this page, particularly if you will be on leave for more than 150 days and will be in Canada during your leave. Contact the international department if you have any questions about the immigration and health insurance impacts of taking a leave.
4. Tell your school chair or program coordinator that you would like to request an authorized leave, fill out the request form and email it to **international@selkirk.ca** and **mjang@selkirk.ca**.
5. If they approve, the authorized leave letter will be emailed to you.

Your authorized leave letter will say when your leave began. You can remain in Canada for 150 days after that date. Include the authorized leave letter with future IRCC applications as needed.

I have read all of the above information.

Yes

No



Selkirk College

# REQUEST FOR AUTHORIZED LEAVE FROM STUDIES

Students may apply for consideration of an authorized leave from studies using this form and forwarding it to the International Department at [international@selkirk.ca](mailto:international@selkirk.ca). Results of this request will be communicated to the student by email. **Form MUST be filled out using Adobe Acrobat. Do not use Apple Preview.**

## STUDENT INFORMATION

Date:

Legal First Name:

Legal Last Name:

Mailing Address:

Email Address:

Phone:

Program you attend:

SELKIRK COLLEGE STUDENT ID

THIS INFORMATION IS CORRECT

STUDENT SIGNATURE

## REASON FOR REQUESTED LEAVE

MEDICAL ILLNESS OR INJURY (Please describe): Please include any medical documentation (doctor's note etc.) with your application.

FAMILY EMERGENCY (Please describe):

PREGNANCY

DEATH OF A FAMILY MEMBER

OTHER (Please describe):

## LEAVE REQUEST DETAILS

Requested start of leave date:

Requested end of leave date:

Have you met with someone from the international department to understand the process of requesting a leave?

Yes

No

Have you met with your program advisor/ program coordinator/ school chair about this request for authorized leave, and have completed an education plan?

Yes

No

Have you met with a counselor to discuss the reasons leading to your request for an authorized leave? If you have medical documentation and you do not want to discuss with a counsellor, you may skip this step.

Yes

No

If you request a leave mid-semester and the leave is approved, **do you understand** that you will be withdrawn from your courses (no refund)? You will not receive a grade for partially completed courses.

Yes

No

- This form is a REQUEST for leave. Submitting this form does NOT mean your leave has been approved.
- Authorized leaves may be approved for a maximum of 150 days.
- Students on an authorized leave are not permitted to work while on the authorized leave. Please see this [link](#) or [this one](#) for more information.
- While Selkirk College may approve a leave, there is NO guarantee that IRCC visa officers will accept a Selkirk College approved leave when processing study permit extension or post graduate work permit applications. All international students are responsible for providing IRCC with any additional information or documentation as per IRCC guidelines. This is not the responsibility of Selkirk College.