

# Study Permit Extension Guidance

## When should I submit my study permit extension application?

It is recommended that you apply for an extension 90 days prior to study permit expiry date; this '90 days' is not a deadline, only a recommendation. Make sure you submit your study permit extension application 30 days BEFORE the expiry date indicated on your study permit.

## How to Apply?

- Please request the extension support letter with Registrar Office from: <https://forms.selkirk.ca/view.php?id=391843>. They will email you the letter. Only upload this letter in your IRCC account for the required LOA or Letter of Enrolment document. **IRCC will verify it with the college.**
  - Please be advised that you don't need a provincial attestation letter (PAL) for study permit extension or restoration.
  - Please apply for the study permit extension online from your **IRCC secure account**: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.htm>
1. When you login to your IRCC secure account, please click "**Apply to Come to Canada**" at the bottom. Then, you will be required to finish a questionnaire in order to get the personal document checklist.

**Note:** Please choose **the correct answer to exempt from the PAL.**

Q: "Which exception do you qualify for? "

Answer: "I am an applicant who meets another exception listed on the IRCC website. "

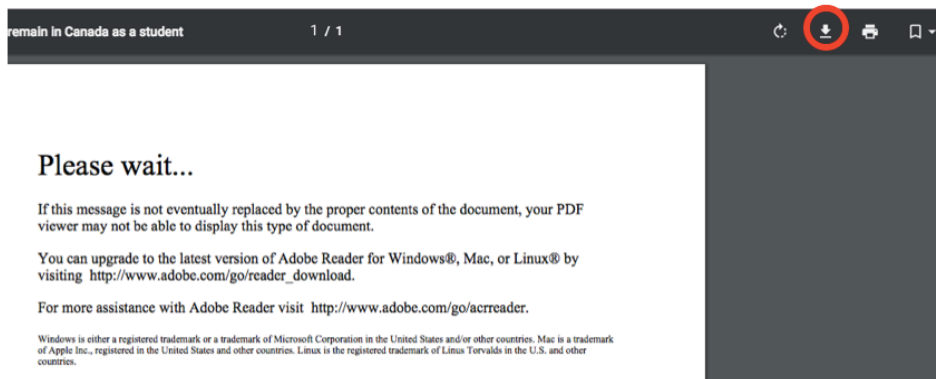
2. Download the application form and save it on your computer. Ensure that you have a **latest version of Adobe Reader** to open and fill out the form. If you don't have this software, please use the computer in the library to fill out the form and upload in your IRCC secure account.

If you see a "Please wait..." message when trying to download an IRCC form, click on the **download arrow** at the top right to save the file onto your computer. Then open it

The information in this document has been reviewed by a Regulated Canadian International Student Immigration Advisor (RISIA) pursuant to the Immigration and Refugee Protection Act and Regulations. This is not a legal document. Information herein may change without notice. Always refer to <https://www.cic.gc.ca/> for the most updated information. This document was last updated on Oct.31, 2024.

**BUILDING  
REMARKABLE  
FUTURES**

with Adobe Reader. (If you don't see the arrow, move your cursor to the top part of the screen and it will appear.)



### Guide on how to complete the application form:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/imm5709.html>

3. Upload documents by following the instructions. **If you hope to know the requirements of the document, just click the question mark “?”** .

Just a kind reminder that the passport scanned copy would need your biographical page and all your stamped pages and the pages with any visa. Combine scanned copies of biodata page (i.e., page stating your name, date of birth, passport number, passport issue and expiry date, etc.) and ALL marked/stamped/visa pages of passport in a single PDF file

If there is no entry stamp in your passport on your most recent entry into Canada, include copy of your flight itinerary/air ticket/boarding pass for the most recent entry into Canada, and write and include a simple Explanation Letter explaining the reason for including your flight itinerary

#### 4. Mailing address

Please make sure your mailing address won't change when you are waiting for the new study permit and Co-op work permit. They will mail the two permits to you.

The information in this document has been reviewed by a Regulated Canadian International Student Immigration Advisor (RISIA) pursuant to the Immigration and Refugee Protection Act and Regulations. This is not a legal document. Information herein may change without notice. Always refer to <https://www.cic.gc.ca/> for the most updated information. This document was last updated on Oct.31, 2024.

BUILDING  
REMARKABLE  
FUTURES

Checking processing time from: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html>

## Q&A:

### What is a document number?

A document number appears on official immigration documents, such as study permits. It is usually printed in black ink and has a letter (an "F" for study permits) followed by 9 numbers.

### How do I fill out the Education section?

Please note the question asks if you have had "any" post-secondary education, not if you have completed it. Since you are a student at Selkirk College, the answer to this should be "yes". Then you should provide details of "your highest level" of post-secondary education.

Once again, please note it does not say "completed", so you should type in your current studies, unless you have a higher level of education. Your "to" date should correspond with the month and year when you are applying.

### How to answer question 2(c) "Background information: Have you previously applied to enter or remain in Canada?"

2	a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
	b) Have you ever been refused a visa or permit, denied entry or ordered to leave Canada or any other country?	<input checked="" type="checkbox"/> *No	<input type="checkbox"/> *Yes
	c) Have you previously applied to enter or remain in Canada?	<input type="checkbox"/> *No	<input checked="" type="checkbox"/> *Yes
	*d) If you answered "yes" to question 2a), 2b) or 2c), please provide details.		
	<div style="border: 1px solid black; padding: 5px;">Applied for and obtained a study permit in 2012; renewed study permit in May 2013, then applied for a new TRV which I obtained in July 2013; applied for and obtained a co-op work permit in August 2015</div>		

If you have applied for a study permit, a Temporary Resident Visa (TRV), a work permit, or permanent residence, you must report that to IRCC. Check the box "Yes" and write down when you applied for each type of document in the box provided for details.

The information in this document has been reviewed by a Regulated Canadian International Student Immigration Advisor (RISIA) pursuant to the Immigration and Refugee Protection Act and Regulations. This is not a legal document. Information herein may change without notice. Always refer to <https://www.cic.gc.ca/> for the most updated information. This document was last updated on Oct.31, 2024.

**BUILDING  
REMARKABLE  
FUTURES**

There is a character limit, so only include what you applied for and when.

## How can I sign the form if I apply online?

I declare that I have answered all questions in this application fully and truthfully.

Signature of Applicant or Parent/Legal Guardian's for a person under 18 years of age.	Date: YYYY-MM-DD
<input type="text"/>	<input type="text"/>

You do not need to sign this form if applying online. Simply upload the form without signing. After uploading all your documents, you will later be asked to electronically sign your application by typing your name.

Do not print and sign the form because you will not be able to upload it to the site successfully.

Press the “**Validate**” button to ensure your application is complete. The validate button does not send any information to IRCC, so you can edit and validate as many times as you need.

## How much fund do I need for study permit extension?

For Proof of funds documents, you may include:

- **The past four months bank account statements month by month** and if you have any of below
- Your letter of employment or paystubs
- Tuition receipt
- A support letter from your sponsor, for example your parents

The updated fund amount can be found here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/get-documents.html#doc3>  
**\$20635 a year + tuition for a single student.**

**In the Client information file, you need submit a letter of explanation** stating why you need to extend your study permit would be helpful and you have enough fund for you continuing stay and study in Canada. It can be uploaded together with your **unofficial transcript** (you can find it in your student record) and your **current study permit**. Please combine these three documents as a single PDF Doc and upload as the document for **Client Information=Explanation letter+unofficial transcript+current study permit**.

The information in this document has been reviewed by a Regulated Canadian International Student Immigration Advisor (RISIA) pursuant to the Immigration and Refugee Protection Act and Regulations. This is not a legal document. Information herein may change without notice. Always refer to <https://www.cic.gc.ca/> for the most updated information. This document was last updated on Oct.31, 2024.

**BUILDING  
REMARKABLE  
FUTURES**