

FOR INFORMATION PURPOSES ONLY. NOT A LEGAL DOCUMENT.

LETTER OF EXPLANATION SAMPLE.

**REPLACE THE INFORMATION IN THE BRACKETS
WITH YOUR OWN INFORMATION**

[Date]

YOUR FULL NAME

YOUR ADDRESS

VIA IRCC Online Portal

Re: Application for Study Permit Extension

**WRITE YOUR FULL NAME HERE, WRITE YOUR UCI NUMBER HERE, WRITE
YOUR DATE OF BIRTH**

EXAMPLE: Haida Dowla, UCI: 111457893, DOB: March 18, 1992

State purpose of application. For example:

My name is [insert your full name]. I am currently a student at York University, enrolled in the [name of your program]. I am applying for a study permit to cover the remainder of my studies and I am applying from outside of Canada because I returned here due to COVID-19.

Attached, I have included my confirmation of enrolment letter, which confirms that I am currently enrolled and my expected graduate date of [insert expected graduation date]. I have also included an unofficial transcript (this is the only version of the transcript

*This document is a general guideline about how to write a **letter of explanation** to support your application for a short study permit extension, also referred to as a “bridging extension” Please edit according to your individual circumstances and be sure to only provide truthful and accurate information in your application.*

DISCLAIMER: Information in this document was prepared by an International Student Advisor and licensed immigration specialist at York University in compliance with section 91 of the *Immigration and Refugee Protection Act (IRPA)*. This is not a legal document, does not constitute legal advice and is for informational purposes only. **Information may change without notice** and it is your responsibility to refer to [Immigration, Refugees and Citizenship Canada \(IRCC\)](#) for the most up to date information.

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available through the University at this time) which confirms my courses and grades to date.

Explain proof of financial support

Confirm that you have sufficient financial resources to cover at least one year of tuition (name the amount) and living expenses (name the amount, minimum \$10,000) to support yourself (extra for dependents) in Canada.

Confirm that you have attached supporting documents that prove the amount and source of your funds. It is recommended to include a separate cover letter to accompany your financial support documents. Please see the study permit extension presentation slides for suggestions on the content for that letter.

Explain any special requests/circumstances, if necessary.

Thank you for processing my application and I look forward to your decision.

Sincerely

[Name]

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