

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:

“I am applying for an extension of my study permit, which is currently valid until [date]”

**Give context for application.** For example:

“I am currently studying at the York University in the [program name]. I started my program in [year] and am in my [year of study]. I am scheduled to graduate in [month/year]. I have uploaded my confirmation of enrolment letter issued by York

*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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University which confirms the studies that I have completed to date, as well as my expected graduation date.

I have also attached documents to demonstrate that I have sufficient funds to continue covering my tuition fees and living expenses while I am in Canada.

**Provide reason for application.**

For example: "I would like to extend my study permit for an additional 90 days to provide enough time to receive confirmation that I have successfully completed my program and then apply for the Post Graduation Work Permit with a valid study permit"

**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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