



APPLYING FOR A STUDY PERMIT EXTENSION

YORK INTERNATIONAL

INFORMATION CURRENT AS OF JULY 6, 2021

YORK 



International Student Advising

ONE-ON-ONE ADVISING WITH THE IN-HOUSE INTERNATIONAL STUDENT ADVISORS & IMMIGRATION SPECIALISTS!

- Study permit
- Temporary residence visa (TRV)
- Work on/off campus
- Co-op work permit
- Post-graduate work permit

VIRTUAL SERVICES

Email: iadvisor@yorku.ca

Website: yorkinternational.yorku.ca/international-student-advising

Advising:

- 1:1 Appointments
- Virtual drop-ins (no appointment needed)

*Only a licensed person can
give immigration advice*

Disclaimer

Scope of service

As a lawyer/registered immigration consultant, we are authorized to provide immigration advice and represent individuals on Canadian immigration matters.

However, as an International Student Advisor and Immigration Specialist:

IN SCOPE:

- Provide general guidance/feedback for individual situation
- Review refusals

OUT OF SCOPE:

- In depth application review
- Reviewing/confirming supporting documentation (i.e.: financial documents, study plan etc)
- Confirming eligibility or admissibility

Immigration law is complex and providing accurate and comprehensive legal advice requires complete understanding of personal/immigration history → *out of scope*.

DISCLAIMER WEBINAR SLIDES

The following slides were prepared by a lawyer in compliance with section 91 of the *Immigration and Refugee Protection Act (IRPA)*.

This is **not** a legal document and does not constitute legal advice. It is for information purposes only, designed for individuals who attended the relevant information session.

Immigration 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 and to be sure you meet the eligibility criteria.

IRCC is the authoritative source for immigration legislation, policies, instructions and information.

The information in this presentation is current as of July 6, 2021.



Agenda



Please mute your microphone and type your questions in the chat box.

- › Responsibilities on a study permit
- › Working with a study permit
- › Extending your study permit
 - Documents and application system
- › FAQ
- › Your questions



We will share these slides with you after the presentation.

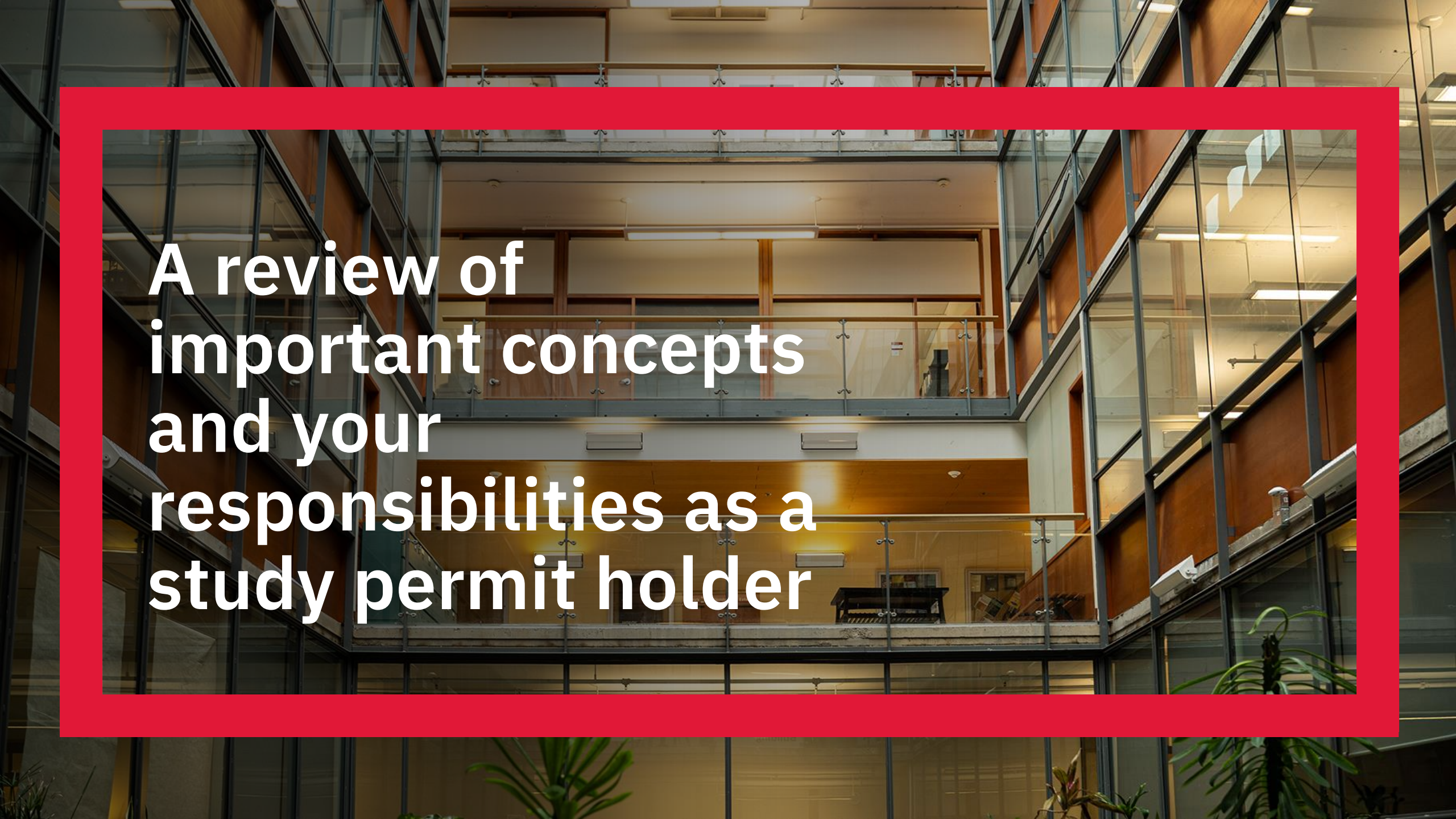
Study Permits

Learning outcomes

At the end of today's session, you will be able to:

- Summarize your responsibilities as a study permit holder
- Explain the work limitations on a study permit for on- and off-campus work
- State the differences between an eTA, visa and study permit
- Identify where to get the documents you need from York for the study permit extension
- Complete an online application for a study permit extension through your IRCC account

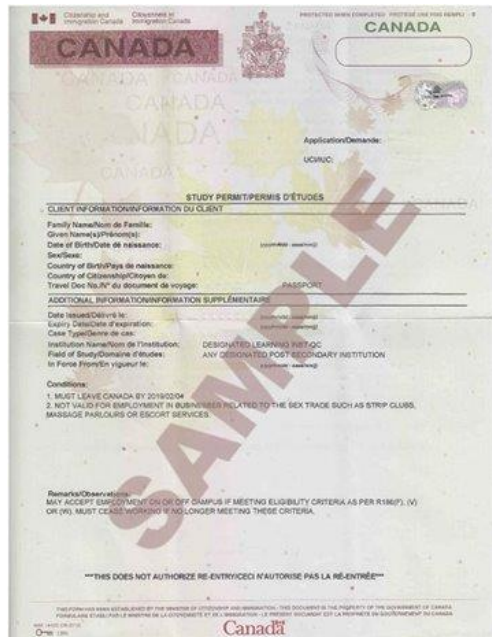
NOTE: There are links to important information throughout the slides, which are in red font and underlined.



A review of
important concepts
and your
responsibilities as a
study permit holder

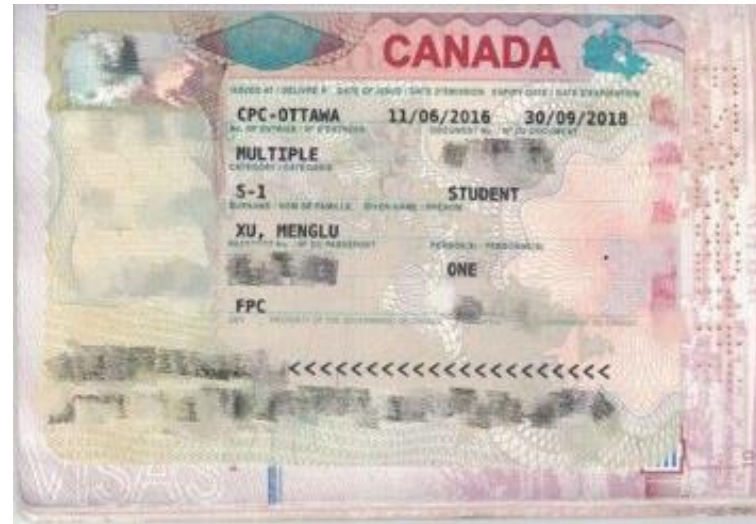
Important concepts

- Study permit = confirms your temporary resident status as a **student** in Canada
- It is your responsibility to maintain valid immigration status and adhere to immigration rules during your stay in Canada
 - Study permit validity
 - Becomes invalid 90 days after study completion OR at date of expiry (whichever is earlier)
- Keep study permit and passport secure (carry only if travelling)



Study Permit

- Status document
- Authorizes you to study and remain in Canada
- Must remain valid



Temporary Resident Visa (TRV)

- Travel authorization only
- Does not confer status
- Expiry does not impact your ability to remain in Canada, but you cannot *reenter* Canada with an expired visa.

Your conditions as a study permit holder in Canada

As a study permit holder, there are a number of conditions you need to meet. If you don't meet these conditions, you may lose your student status and study permit. You may also have to leave Canada.

3 KEY POINTS TO REMEMBER

1. Know your expiry dates
2. Be aware of your student status in each academic semester – full time vs. part time studies
3. Work authorization as an international student

1. KNOW YOUR EXPIRY DATES

What is your reminder system?

Record reminder for:

- Study permit expiry date
- Visa expiry date
- Passport expiry date

Your study permit and immigration documents can only be issued up to the expiry date of your passport
Renew your study permit **before** it expires – we recommend 3 months ahead of expiry.

2. STUDENT STATUS FULL TIME VS. PART TIME STUDIES

All study permit holders must actively pursue their program of study, while they are in Canada.

Actively Pursuing Your Studies

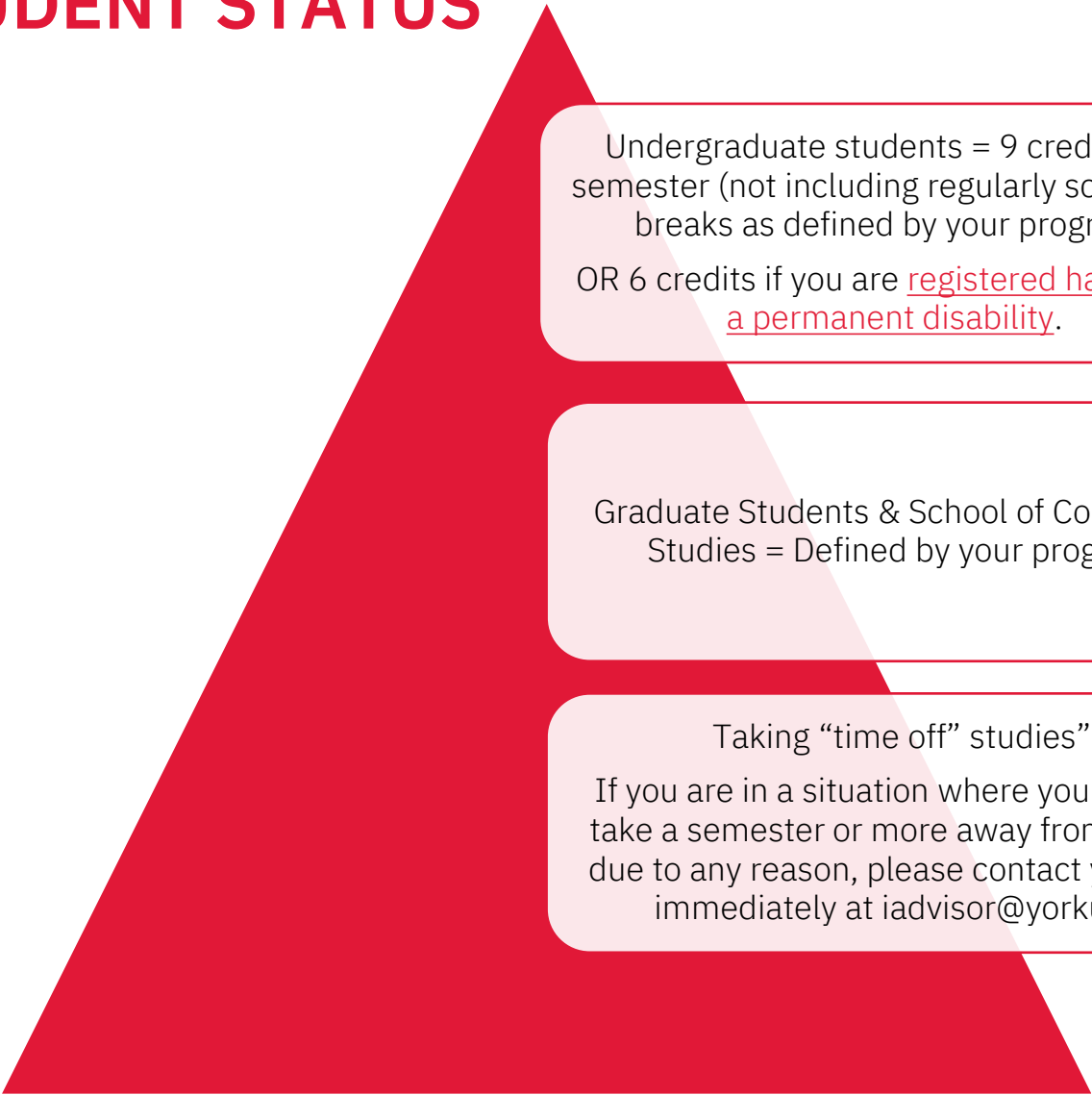


- Minimum of **part-time** enrolment
- Authorized leave not exceeding 150 days
- Make reasonable progress toward completion of courses in time allotted by the program



- Part-time students are NOT permitted to work on or off campus
- You may not be eligible for a post-graduation work permit if you have:
 - Part-time semesters (apart from your last term)
 - Unauthorized leaves
 - Authorized leave exceeding 150 days

FULL TIME STUDENT STATUS



Undergraduate students = 9 credits per semester (not including regularly scheduled breaks as defined by your program)

OR 6 credits if you are registered as having a permanent disability.

Graduate Students & School of Continuing Studies = Defined by your program

Taking “time off” studies”

If you are in a situation where you need to take a semester or more away from school due to any reason, please contact your ISA immediately at iadvisor@yorku.ca

3. WORK AUTHORIZATION

ON-CAMPUS WORK

- Have a valid study permit
- Have a valid social insurance number (SIN)
- Study permit conditions allow
- **Full-time student (apart from final semester)**
- No limit on number of hours
- Work authorization ends once you complete your program (once you receive your final grades), regardless of the expiry date on your study permit

OFF-CAMPUS WORK

- **Same as on campus plus:**
- Enrolled in a post-secondary program that is at least 6 months long and leads to a degree, diploma or certificate
- Must not work more than the authorized hours:
 - Permitted up to 20 hours/week in a regular academic session
 - May work full-time during an academic break (e.g. reading week, Winter closure) IF you were a full-time student before and after the break

Conditions:

1. MUST LEAVE CANADA BY 2022/07/31
2. NOT VALID FOR EMPLOYMENT IN BUSINESSES RELATED TO THE SEX TRADE SUCH AS STRIP CLUBS, MASSAGE PARLOURS OR ESCORT SERVICES.
3. MAY ACCEPT EMPLOYMENT ON OR OFF CAMPUS IF MEETING ELIGIBILITY CRITERIA AS PER R186(F), (V) OR (W). MUST CEASE WORKING IF NO LONGER MEETING THESE CRITERIA.

A photograph of a modern building with a glass and metal facade. A wide staircase with metal railings leads up to the entrance. The building has a large glass section on the left and a metal section on the right. The sky is blue with some clouds. The entire image is framed by a thick red border.

Extending your
study permit

STUDY PERMIT EXTENSION

WHY?

Do not let your study permit expire!

- Must remain valid for duration of studies
- Study permit validity = 90 days following program completion or expiry date on permit, whichever ever comes first
- Expired permit? Contact iadvisor@yorku.ca immediately - limited time to correct. STOP STUDYING AND WORKING!

Bridging Study Permit extension – for students whose study permit is expiring around the same time or at the same time as the completion of your program

- Ideal to have full 90 day “transition” period after program completion
- Can apply for a short study permit extension if the expiry date on your permit is at the same time or around the same time as the completion of your program

STUDY PERMIT EXTENSION WHEN?

When should I apply to extend my permit?

- IRCC recommends to apply online at least 30 days before expiry; 3-4 months ahead of expiry is advisable
- Cost: \$150.00 and \$85.00 for biometrics, if applicable
- Technically you can apply up to the date of the expiry date and have “maintained” status, however, we do not recommend submitting the renewal application too close to the expiry date
- If you apply more than 6 months before expiry, include an explanation about why you are applying early

Canada
Citizenship and Immigration Canada / Citoyenneté et Immigration Canada
PROTECTED WHEN COMPLETED / PROTÉGÉ UNE FOIS REMPLI - B
CANADA
SPECIMEN
SCARBOROUGH ON CANADA
Application/Demande: S
UCI/UC:
STUDY PERMIT/PERMIS D'ÉTUDES
CLIENT INFORMATION/INFORMATION DU CLIENT
Family Name/Nom de Famille:
Given Name(s)/Prénom(s):
Date of Birth/Date de naissance: (yyyy/mm/dd - aa/aa/mm/aa)
Sex/Sexe: FEMALE
Country of Birth/Pays de naissance: CHINA, PEOPLE'S REPUBLIC OF
Country of Citizenship/Citoyen de: CHINA, PEOPLE'S REPUBLIC OF
Travel Doc No./N° du document de voyage: PASSPORT
ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE
Date Issued/Délivré le: 2013/05/07 (yyyy/mm/dd - aa/aa/mm/aa)
Expiry Date/Date d'expiration: 2017/07/30 (yyyy/mm/dd - aa/aa/mm/aa)
Case Type/Genre de cas: 30
Institution Name/Nom de l'institution: OTHER UNIVERSITY ONT.
Field of Study/Domaine d'études: ANY POST SECONDARY
In Force From/En vigueur le: 2013/05/07 (yyyy/mm/dd - aa/aa/mm/aa)
Conditions:
1. MAY ACCEPT EMPLOYMENT ON THE CAMPUS OF THE INSTITUTION AT WHICH REGISTERED IN FULL-TIME STUDIES.
2. MUST LEAVE CANADA BY
Remarks/Observations:
THIS DOES NOT AUTHORIZE RE-ENTRY/CECI N'AUTORISE PAS LA RÉ-ENTRÉE
THIS FORM HAS BEEN ESTABLISHED BY THE MINISTER OF CITIZENSHIP AND IMMIGRATION - THIS DOCUMENT IS THE PROPERTY OF THE GOVERNMENT OF CANADA
FORMULAIRE ÉTABLI PAR LE MINISTRE DE LA CITOYENNETÉ ET DE L'IMMIGRATION - LE PRÉSENT DOCUMENT EST LA PROPRIÉTÉ DU GOUVERNEMENT DU CANADA
IMM 1442B (06-2012)
Canada
K U

STUDY PERMIT EXTENSION WHEN?

What if my study permit expires while I'm waiting for a decision?

- ☐ If you apply to extend your permit before it expires, can legally stay in Canada and keep studying while waiting for a decision even after expiry of current study permit
- ☐ Do NOT travel outside of Canada while on maintained status – you will not be able to re-enter Canada

For students coming to the end of studies and require a short study permit extension before applying for the PGWP:

- ☐ Ensure to submit study permit extension early enough to have new study permit issued before your program ends
- ☐ Not recommended to apply for PGWP while on “maintained status” because you will not be able to work while waiting for your application to be processed

STUDY PERMIT EXTENSION HOW?

- IRCC will not issue immigration documents beyond the validity of your passport
- “A study permit extension” application refers to applicants who are *inside Canada*
- **For applicants outside Canada:** you must apply for a new study permit to cover the remainder of your studies, OR enter Canada before current permit expires to initiate extension application
- Must apply online
 - Use current IRCC account or create new account



What if my study permit has already expired?



KNOW YOUR EXPIRY

Do not let your study permit expire. Set up reminders so you don't forget!

***COVID-19 temporary policy:** If it has been more than 90 days since your study permit expired, you may still be eligible to submit a restoration application. [See HERE](#).

Please get advice from an international student advisor at iadvisor@yorku.ca if you find yourself in this situation.

You have lost your status. In some cases, you may apply to restore your status as a student. To apply, you must:

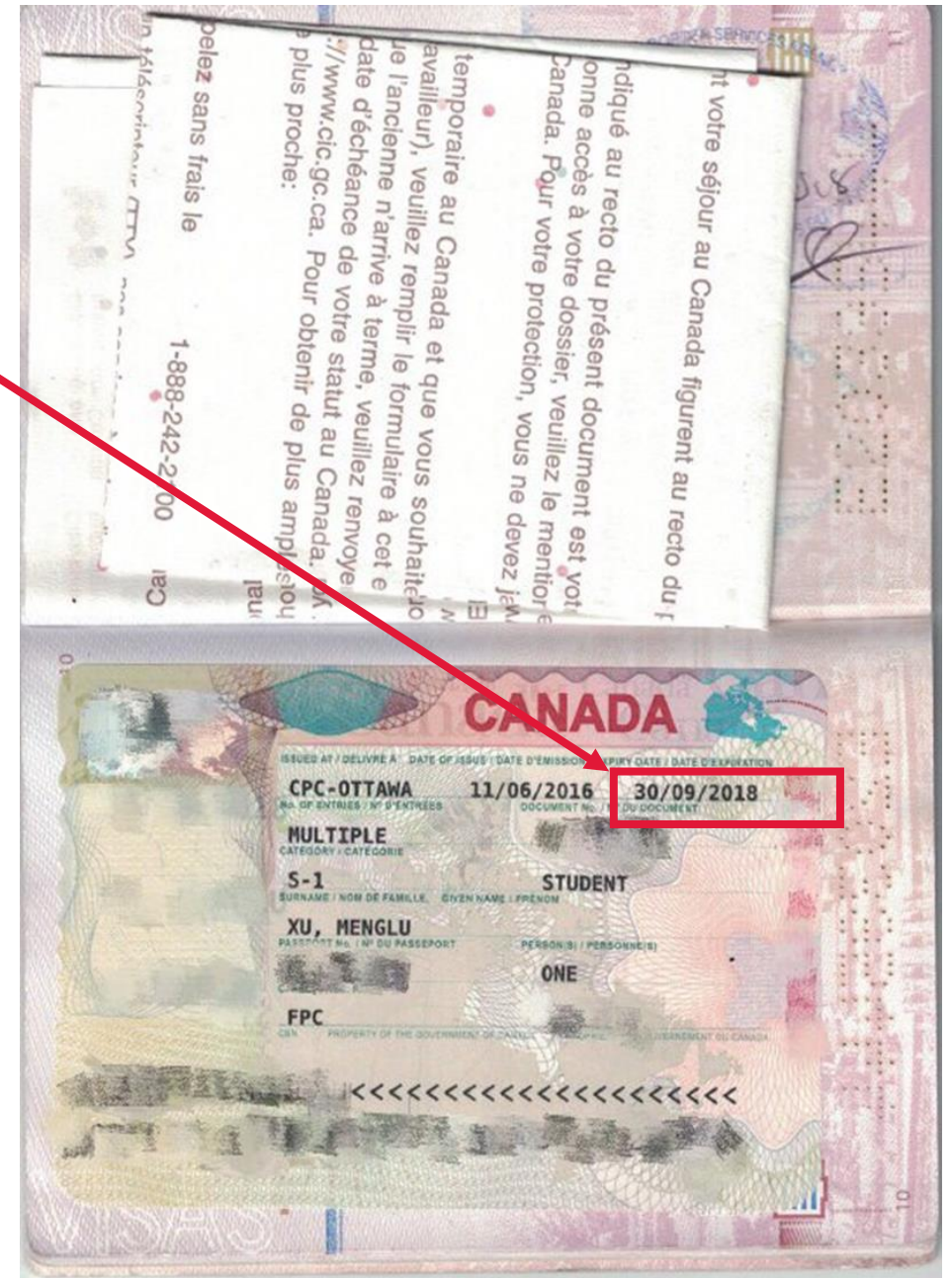
- Submit your application **within 90 days*** of losing your status
- Keep meeting the requirements for your stay
- Have met all the conditions listed on your permit, and
- Pay your fees
 - Restoration (\$200) and
 - Study permit (\$150)

You must also explain how you lost your status and why you stayed in Canada longer than allowed. There's no guarantee that your application will be approved. You can stay in Canada while IRCC processes your application. **However, you can't study (or work) until your student status is restored.**

What about my visa?

If you need a visa to enter Canada, it will normally expire at the same time as your study permit.

You can apply online for a new visa **after** you receive your new study permit. You will need the same documents, plus a transcript.





Prepare your documents

Study Permit Extension: prepare your documents

1. Confirmation of current enrolment

2. Proof of Financial Support

3. Passport and Digital Photo

Prepare your documents: confirmation of current enrolment

As you are a current student, you should be providing *proof of enrollment*, not a letter of acceptance and this letter should confirm (1) your enrolment for the next academic session (2) your expected graduation date.

1. Visit this website: <https://registrar.yorku.ca/program/letters>
2. Under the tab “undergraduate student”, select option #3: “I need a special or customized confirmation letter that is not available from MyCreds.ca at this time”
3. Complete the “Letter and Document Verification Request” form and select the option “Student Visa Extension Application”.
4. Email the form to yuverify@yorku.ca. In the body of the email, mention that you are an international student and that you are requesting the confirmation of enrolment letter for the purpose of your study permit extension application.
5. The letter will take about two weeks to prepare. Once it is prepared, you will receive a link to pay for the letter, which costs about \$25.00.
6. Once payment is confirmed, you will be emailed a copy of the letter.

Prepare your documents: proof of financial support

- As in when you first applied for a study permit, you must prove that you can still support yourself, and the family members who come with you, while you are in Canada.
- You should be prepared to demonstrate the ability to fund at least one full year of tuition and a **minimum** of \$10,000 for one year of living expenses (additional funds required if you have dependent(s) living here with you)

Proof of means of financial support - continued

Recommendation: When preparing your financial support documents include a cover letter that lists all of the documents that you are submitting as proof of financial support for your application.

The financial support cover letter should include:

- Your name, your date of birth and UCI number
- The title “Proof of Funds and Financial Support”
- A brief summary confirming that you meet the eligibility requirement for having sufficient funds
 - The funds required for me to study and live in Canada are approximately [insert the amount]. This amount is based on an estimated cost of tuition for one year [insert amount of tuition] and [xxx amount] for living expenses. Below is a list of documents proving that I have sufficient financial funds to cover these costs.
- A list of the documents you are providing and a brief description:
 - 1. Bank statements from November 2020 – April 2020, of my father, [NAME] (Balance: CAD \$XX)....pages 1-10
 - 2. Proof of property ownership for my mother, [NAME].....pages 11-13
 - 3. Proof of employment for my [spouse/father/mother]....pages 13-16
 - 4. Proof of funding from York University [eg. graduate student funding/scholarship]....page 17

What is accepted as proof of financial support?



TIP

Source of funds must be ***clear and sufficient.***

E.g. If parental support, include a letter from your parents and proof of financial resources

- › Your bank statements from Canadian **or overseas bank with a stamp**
- › Bank statements of your parents/sponsor from a Canadian or overseas bank for the past 3-4 months
- › Proof of employment for yourself/your parents/sponsor
- › Proof of business ownership for yourself/your parents/sponsor
- › Guaranteed Investment Certificate (GIC) from a participating Canadian financial institution
- › proof of a student/education loan from a bank
- › a bank draft that can be converted to Canadian dollars
- › proof you paid tuition and housing fees
- › a letter from the person or school giving you money or
- › proof of funding paid from within Canada, if you have a scholarship or are in a Canadian-funded educational program.

If the balance(s) of any of the documentation above is in foreign currency, provide a screenshot of the [Bank of Canada currency converter](#) result (if your currency is not listed, [use xe.com](#)).

What about biometrics (fingerprints and photo)?



COVID-19 UPDATE


In-Canada applicants are temporarily exempt. If the system asks you to pay the fees or generates a “Biometrics Instruction Letter”, you can ignore them. If you accidentally pay, you will get a refund.

Biometrics for visas, study and work permits are valid for 10 years. If you are not sure if you’ve given them in the past, you can use the [Check Status tool](#).

See if the temporary exemption is still in effect:
<https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/biometrics.html>

Steps if you must give biometrics

1. Pay the \$85 fee with your application
2. Get an instruction letter
3. Book an appointment (select Service Canada Offices)
4. Give your biometrics

An aerial photograph of a large university campus. In the center is a circular building with a green, conical roof. In front of it is a large, paved plaza with a flagpole flying a red flag. The plaza is surrounded by green lawns and trees. In the background, there are several large, multi-story academic buildings with many windows. The sky is blue with some clouds. The entire image is framed by a thick red border.

IRCC online application platform: preview & navigation tips



Step 1: Make sure you have what you need

scanner or camera

valid [credit](#) or [debit](#) card

your documents



Step 2: Create your online account or sign in

Need help? [read the instruction guide](#)



Step 3: Answer the questions and upload your documents

Save copies of everything for your records




Step 4: Submit and pay the fees

IRCC account

Create your account or sign in.

› <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>

Need help? [Read the instruction guide](#)

Government of Canada
Gouvernement du Canada

Search Canada.ca

MENU

Home > Immigration and citizenship > My immigration or citizenship application

Sign in to your IRCC secure account

Your account lets you start an application, submit and pay for your application, get messages related to your application, check the status of your application and update your information.

Option 1: GCKey

Sign in with your GCKey user ID and password.

Sign in with GCKey

Option 2: Sign-In Partner

Sign in with your online Canadian banking information if you have an existing account with 1 of our partners.

Sign in with Sign-In Partner

[View the full list of Sign-In Partners](#)

Don't have an account?

Register

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 entries

Application type ↑↓	Application number ↑↓	Applicant name ↑↓	Date submitted ↓	Current status ↑↓	Messages ↑↓	Action
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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 1 to 1 of 1 entries | Show entries

Application type ↑↓	Date Created ↓	Days left to submit ↑↓	Date last saved ↑↓	Action
Online Application	June 4, 2020	53	June 4, 2020	Continue application Delete application

1

Start an application

[Apply to come to Canada](#)

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.

[Refugees: Apply for temporary health care benefits](#)

Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.

[Citizenship: Apply for a search or proof of citizenship](#)

Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.

Personal Reference Code

If you have already completed the Come to Canada or the Express Entry wizard, you would have code, based on the answers you provided.

* Please enter your personal reference code to begin your application. *(required)*



Continue

Cancel

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 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 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)

Find out if you're eligible to apply

What would you like to do in Canada? *(required)* ?

Study

How long are you planning to stay in Canada? *(required)*

Temporarily - more than 6 months

Select the code that matches the one on your passport. *(required)* ?

Please make a selection

What is your current country/territory of residence? If you are presently in C

Canada

Do you have a family member who is a Canadian citizen or permanent resident?

Please make a selection

What is your date of birth? *(required)* ?

Select year

Select month

Save and Exit Questionnaire

What is your current immigration status in Canada? *(required)* ?

Student

Your results

Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.

Study Permit (in Canada)

You may be eligible to extend your stay in Canada as a student

Continue

Temporary Resident Visa

You will need a temporary resident visa to return to Canada.

If you are working or studying in Canada, your temporary resident visa may expire at the same time as your work or study permit. If your work or study permit is expiring soon, please renew your study or work permit first. Once your study or work permit is approved, you may apply for your temporary resident visa.

Continue

TIP: Click on “?” button to view additional document instructions or examples

Once you select “Study Permit (in Canada) you will be asked a few more questions...

If you are applying for a co-op work permit OR to extend your existing co-op work permit

Find out if you're eligible to apply

Do you also want to apply for a work permit? *(required)*

No

Please make a selection

Yes, I wish to apply for a CoOp Work Permit

No

If your program includes work experience **as part of the curriculum** and it is **required for you to graduate** from the program, you are eligible for a co-op work permit.

Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months? (required) ?

Please make a selection

If you answer “no” to the above question, you will be asked the question below.

Have you lived in a designated country or territory for more than six months in the last year? (required) ?







Please make a selection

- A “designated” country or territory refers to regions where a medical exam **is required**
- If you have lived in Canada for at least the past 6 months, answer “no”
- If you have lived in another country for at least the past 6 months, [find out here whether you require a medical exam](#).

You need a medical exam if there is a “**yes**” in the **second** column, therefore you would answer “yes” to the question above. Countries are listed alphabetically.

You need a medical exam if there is a “**yes**” in the **second** column. Countries are listed alphabetically. Certain overseas locations may also be listed under the country of sovereignty, such as the United Kingdom.

Filter items Showing 1 to 10 of 284 entries | Show entries

Country/Territory  	Immigration Medical Exam (IME) required  	Medical Office  
Afghanistan	YES	New Delhi
Albania	NO	London
Algeria	YES	London
American Samoa	NO	Manila
Andorra, Principality of	NO	London
Angola	YES	London
Antigua and Barbuda	NO	Ottawa
Argentina	NO	Ottawa
Armenia	YES	London
Australia	NO	Manila

Application Form(s)

Application Form(s)

Details	Document Name	Instructions	Options
Not Provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709) (required)	?	Upload File

Upload your confirmation of enrolment NOT your letter of acceptance

Supporting Documents

Supporting Documents

Details	Document Name	Instructions	Options
Not Provided	Passport (required)	?	Upload File
Not Provided	Letter of Acceptance (required)	?	Upload File
Not Provided	Proof of Means of Financial Support (required)	?	Upload File
Not Provided	Digital photo (required)	?	Upload File

Recommended to upload current study permit along with passport

TIP: Click on "?" button to view additional document instructions or examples

Most students do not require this form. It is required only if you answer "yes" to Q# 3, 4, 5, 6 in the "Background Info" section of IMM5709 form

Optional Documents

Optional Documents

Details	Document Name	Instructions	Options
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	Upload File
Not Provided	Client Information	?	Upload File

Space to upload a cover letter/explanation letter and/or supporting documents

Fees

Fees

Download current form(s)

- Download the applicable form(s) by putting your cursor over the document name. You'll see a note that says « Opens in a new window ». This indicates that a form can be downloaded.
- If you see a « Please wait » message when you're downloading a form:
 - Click on the download arrow at the top right to save the file onto your computer and then open it with Adobe Reader
 - If you do not see the arrow, move your cursor to the top of the screen and it will appear



Filling out the IMM 5709 form

- Use the information from your passport and study permit
- Link to guide to help you: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5552-applying-change-conditions-extend-your-stay-canada-student.html>

Tips to complete your IMM 5709 form

1	UCI	Top right corner of study permit
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7 Current country or territory of residence:				
Country or Territory	Status	Other	From	To
* Canada	* Student		Entry to Canada YYYY-MM-DD	Study permit expiry YYYY-MM-DD

NATIONAL IDENTITY DOCUMENT				
1 Do you have a national identity document? <input type="checkbox"/> * No <input type="checkbox"/> * Yes				
2 Document number	3 Country or territory of issue	4 Issue date	5 Expiry date	
Not all countries have this, If you do not have a national identity document, just click "no"		YYYY-MM-DD	YYYY-MM-DD	

1 Current mailing address				
P.O. box	Apt/Unit	Street no.	* Street name	
* City/Town		* Country or Territory	* Province	* Postal code
		Canada		

This is where your study permit will be sent. It must be an address in Canada

COMING INTO CANADA

1	Date and place of your original entry to Canada	* Date YYYY-MM-DD	* Place
2	* a) The original purpose for coming to Canada		b) Other
3	Date and place of your most recent entry to Canada (if not the same as original entry)	Date YYYY-MM-DD	Place
4	If applicable, provide the document number of the most recent Visitor Record, Study Permit, Work Permit or Temporary Resident Permit issued to you.	Document Number Top right corner of study permit, beginning with « F » <small>Question 4 Document Number. If applicable, provide the document number.</small>	

DETAILS OF INTENDED STUDY IN CANADA

1 I have been accepted at the following educational institution					
DETAILS OF INTENDED STUDY IN CANADA a) Name of school York University		* My level of study will be:		My field of study will be:	
b) Complete address of school in Canada					
* Province ON	* City/Town Toronto	* Address 4700 Keele Street			
2 Designated Learning Institution # (O#) 019361109242	My Student ID # is:		3 Duration of expected study	* From YYYY-MM-DD	* To YYYY-MM-DD
4 The cost of my studies will be:		5 * a) Funds available for my stay (CAD) * b) My expenses in Canada will be paid by: c) Other			
* Tuition	Room and board	Other			
6 a) In addition to a study permit, are you also applying for a work permit?		b) What type of work permit are you applying for:			
<input checked="" type="checkbox"/> * No <input type="checkbox"/> * Yes					

From: type in the date that you will submit the application

To: Type the date of your estimated completion **plus** 90 days. E.g. if you are completing your studies in August 2021, you will enter November 2021.

Must answer truthfully. If you answer “yes” to questions 2a) or 2b) please speak with an international student advisor (iadvisor@yorku.ca) or licensed legal representative before submitting your application.

2

a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?

☐ No

☐ Yes

b) Have you ever been refused a visa or permit, denied entry or ordered to leave Canada or any other country or territory?

☐ No

☐ Yes

c) Have you previously applied to enter or remain in Canada?

☐ No

☒ Yes

*d) If you answered "yes" to question 2a), 2b) or 2c), please provide details.

EXAMPLE: In 2018 I applied for a study permit and it was issued from Sep 2018 - July 2021.

How do I sign my online application?

You have to type in your name and answer a security question to submit your application. **This is your electronic signature. Do not** print out your application form to sign it.

To sign your online application:

1) Type your name in the boxes.

Your given name and last name must be **exactly** the same as on your application form. If you're under the age of 18, your parent or guardian must sign your form for you.



The screenshot shows a web form titled "Signature". It contains the text: "I agree that by submitting this application, I am electronically signing the application." Below this, there is a line "I," followed by two input fields. The first field is labeled "Given Name(s)" and the second is labeled "Last Name (required)". A red circle is drawn around these two input fields. At the bottom of the form, there is a declaration: ", solemnly declare that the information I have provided is true and that the documents I am submitting in support of my application are genuine and have not been altered in any way."

2) Answer the security question.

This will be one of the four security questions you created when you registered your [account](#). You must answer exactly as you did when you created them.

Source: <https://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=740>

Can you help me with system issues?

I CAN'T LOG IN TO MY IRCC ACCOUNT!

If you are trying to sign in and you keep getting sent back to the homepage, try the following:

1. Try another browser
2. Try clearing cache
3. Try another device

I CAN'T ACCESS THE IMM FORM!

You need Abode Reader to open the IMM form. If you don't have Abode, you can download it online for free.

It is not possible to open the IMM forms in a browser. You must download it, save it to your computer and then open the file from the saved location.

Study Permit Extension: After you apply

Temporary Resident Visa (TRV)

- You may want or need to extend your TRV after receiving your extension
- However, the TRV will only be granted to match the duration of your new study permit

Study Permit Extension: After you apply

Instructions to extend your Temporary Resident Visa (for continuing students)

Apply to renew your temporary resident VISA **after** your study permit is renewed or you receive your post-graduation work permit. You will log into your [IRCC account](#) and start by filling out the eligibility questionnaire. For the first set of questions, **select the option to “study”** for “temporarily – more than 6 months” (if you choose “visit” it will generate the wrong document checklist).

Eventually you will get to the result that says you are eligible to extend your study permit and right underneath it will say that you can extend your temporary resident visa – click on that form. Then you will answer a few more questions and eventually it will lead you to the document checklist.

Please note regarding document checklist to extend your VISA:

1. For your recent education transcript, you can submit a copy of your course and grades list, which you can access through your [online services](#), under “check my grades and progress”;
2. For your proof of next terms enrolment, you can submit the same letter that you obtained and used for your study permit extension application (customized enrolment letter);
3. You will need to upload a copy of your current study permit;
4. You need to upload a copy of financial support documents - you can use the same set of documents that you used for your study permit extension application;
5. The documents under “optional documents” are not necessary.

Study Permit Extension: After you apply

- Your study permit and SIN number will expire at the same time
- You can only apply to renew your SIN after your study permit extension application is processed
- As long as you submitted your study permit extension application before its expiry, you can continue working with your existing SIN number (providing you meet all other requirements to work)
- Once you receive your new (extended) study permit, you can prepare and submit the application to renew your SIN number online

FAQ

What if my study permit expires while I'm waiting for a decision?

If you applied for a study permit extension **before** the expiry of your study permit, you have what is called “maintained status” until a decision is made on your application. You can continue to study (and work, if eligible) until you either receive the new study permit or receive a refusal.

If you receive a refusal, please get in touch with an international student advisor iadvisor@yorku.ca for advice.

Can I work if I am not a full-time student?

If you're a **part-time student**, you can work off-campus only if you meet all other requirements **and** you're only studying part-time because:

- You're in the **last semester** of your study program
- **You were full-time up until your last semester**
- You don't need a full course load to complete your program

If you're on an authorized leave from your studies, or you're switching schools and you're not studying:

- You **can't** work off-campus
- You can only return to work once you're back to studying full-time



WHAT IS FULL-TIME?

For undergraduate students, full time is a minimum of 9 credits every Fall and 9 credits every Winter, or else 6 credits per semester if you are registered as having a permanent disability.

For Graduate and School of Continuing Studies students, it depends on your program.

I am waiting for a decision on my study permit, can I return home?

If you applied to extend your study permit but we haven't approved your application yet, **you won't be able to enter Canada**. Do not try to come back to Canada until you meet all of the **mandatory quarantine, COVID-19 testing and other requirements for travelling to Canada**.

What if I have academic questions?

For questions related to:

- enrolling in courses
- program and degree requirements;
- degree options: major, minor, certificates;
- Peer Mentoring and study groups; and
- information and referrals to academic and campus services and resources
- understanding Faculty legislation and policies, the petition process, and academic standing


Contact your Academic Advisor: <https://advising.students.yorku.ca/>





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Your Questions

Need immigration help?



Bookmark and check the [YI events calendar](#) regularly for specific workshops for new international students and virtual drop-in advising q&a sessions where you can ask quick questions. Drop-in advising is currently the best and fastest way to get in touch with an International Student Advisor and Immigration Specialist.



Visit York International's [Frequently Asked Questions](#) webpage regularly where you will find important information resources applicable to your status as an international student in Canada.



We encourage students to attend drop-in virtual advising so that we can speak with you directly to share information that you need. It is the best and fastest way to get in touch with us. However, you may also reach us by email at iadvisor@yorku.ca.