

Study Permit Extension

York International

YORK INTERNATIONAL

YORK 





Contents

- Introduction to York International
- Overview of international student advising
- Disclaimers
- Responsibilities on a study permit
- Working with a study permit
- Extending your study permit
- Documents for extension
- Application system
- Help with IMM form
- Trouble shooting
- After you apply

York International



UHIP



**Student
Programming**



**Immigration
Advising**



Go Global

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Only a licensed person can give immigration advice



International Student Advisors & Immigration Specialists

WHAT CAN YOU FIND ON THE YI WEBSITE?

➤ You can find information regarding:

Study permit

Temporary Residence Visa (TRV)

Co-op work permit

Post-Graduation Work Permit (PGWP)

Permanent Residence information

HOW TO CONTACT US

➤ **Advising options:**

- Virtual drop-ins
- In-person drop-in at 200 York Lanes
- 1:1 appointments upon invitation for special circumstances

➤ **Check the YI events calendar for times and dates:**

<https://yorkinternational.yorku.ca/calendar/>



Only get immigration advice from a licensed professional

Disclaimer on scope of service

- As licensed immigration professionals, we are authorized to provide immigration advice and represent individuals on Canadian immigration matters.
- However, as International Student Advisor and Immigration Specialists:

In scope	Out of scope
<ul style="list-style-type: none">• Provide general guidance/feedback for individual situations• Review refusals	<ul style="list-style-type: none">• 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. This is out of our scope.



Disclaimer on webinar slides

- The following slides were prepared by a licensed immigration professional 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 York international students.
- 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 these slides is current as of **January 2025**

The information in this presentation is legal information, not legal advice.

Your responsibilities as a study permit holder



Important Concepts

Check expiry date!

Letter of Introduction (LOI)



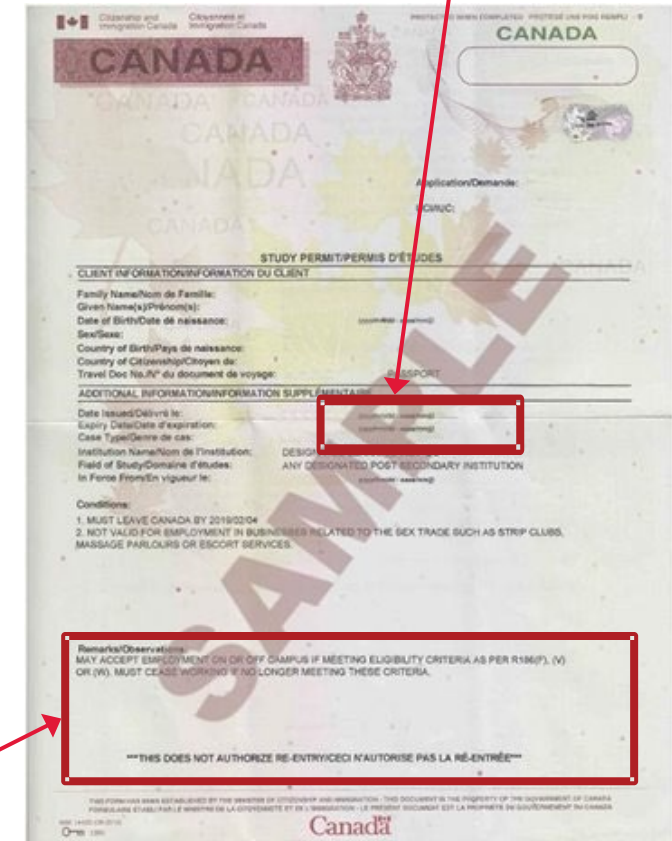
Temporary Resident Visa



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

Check the **conditions** to see if you can work

Study Permit



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

Know your expiry dates!

- What is your reminder system?

- Record multiple reminders 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. We recommend you renew your passport 6 months in advance, if possible.

- Renew your study permit **before** it expires – we recommend 3 months ahead of expiry.

Study permit conditions

- A study permit is required for programs that are 6 months or longer (unless you are a permanent resident or Canadian citizen).
- 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.
 - be enrolled at a DLI
 - actively pursue your studies
 - notify IRCC any time you change DLIs
 - end your studies if you no longer meet the requirements
 - leave Canada when your authorized stay ends

UPDATING YOUR STUDY PERMIT

- If you change schools, you must Apply for a new Study Permit. If you are eligible to work on/off campus but don't have the condition on your study permit, you may request this be added at the same time as you extend your study permit.

Active pursuit of studies

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

WHAT IS ACTIVE PURSUIT?

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

HOWEVER.....

- We recommend you maintain full-time student status to be able to work and to be eligible for a post-graduation work permit (PGWP).

Am I a full-time student?

Undergraduate	Graduate	School of Continuing Studies
<ul style="list-style-type: none">• Minimum of 9 credits each Fall and 9 credits each Winter (not including regularly scheduled breaks)• Year courses should be divided by 2 to calculate your per term credits• If you have a registered disability with SAS and are on a reduced courseload, the minimum is 6 credits per term. Please contact an ISA so we can provide you with advice on your situation.	Defined by your program	Defined by your program

WHAT IF I'M NOT FULL-TIME?

- If you are in a situation where you need to take a semester or more away from school for any reason, please contact your international student advisor immediately.
- Part-time students and those not enrolled **cannot work** on or off campus even if their study permit says they can work
- You may not be eligible for a [post-graduation work permit](#) if you have:
 - Part-time terms (exception for final term only)
 - Unauthorized leaves
 - Authorized leaves exceeding 150 days



Work Authorization



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 term)**
- › 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 to work up to **24 hours per 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.

Important notes on work

- You **cannot start** working until your program's classes start.

- If you are **taking two programs**, you can work full-time between the programs if you meet all of these requirements:
 - You were already able to work off campus during your previous studies
 - You have a valid study permit **or** you applied to extend your study permit before it expired
 - You received written confirmation from your current school that you completed your program
 - You received a letter of acceptance to a new full-time study program at a [DLI](#)
 - You'll start your new program within 150 calendar days of receiving the confirmation that you completed your previous program

Caution about work

- › You are a **student first**. Your priorities must be on your studies and succeeding in your program.
- › **Do not count on** this work authorization to fund your studies or for daily living expenses. It is to give you valuable work experience which can help you boost your resume.

Work during summer semester



- › **For undergraduate students:**
- › **For most undergraduate students, summer term is a “scheduled break”.** This means international students aren’t required to be enrolled in any courses to be in compliance with their study permit. Students holding valid study permits are permitted to work full time during summer term as long as they are enrolled as full-time students **before and after** the summer break, unless the fall semester after is their final semester.

For graduate students

- › **Summer is a regular academic term like Fall and Winter.** You must be enrolled as a full-time student to be eligible to work on or off campus. You cannot work more than 24 hours per week off-campus .
- › For graduate students and those enrolled at the School of Continuing Studies, full-time enrolment is defined by the program.

Extending your study permit



Applying from inside Canada

Who can apply from inside Canada?

- Only some people can [apply from inside Canada](#). Notably:
 - Ukrainians
 - minor children in secondary school
 - If you, your parent or your spouse has a valid study/work permit
- If you are not eligible to apply from inside Canada, you should apply from outside Canada and wait for approval before making travel plans.

I have a study permit. Can I continue using it?

- Check the expiry date and the conditions. If your study permit isn't expiring soon and you have the conditions to work on/off campus on your study permit, you can continue to use it. You must [update your DLI online](#) before you start your courses at York.
- If your study permit is expiring soon or you need to change the conditions on your study permit, you **must apply** for an extension **before** your current study permit expires. You should apply as soon as you get your letter of acceptance to York.

How is the application different?

- When applying from inside Canada, you apply for your study permit first. If you need a new visa, you will apply for it after you receive your new study permit.
- The IMM forms and the document checklist may look different for those applying from inside Canada.



If you apply from inside Canada while on visitor or worker status, you **CANNOT** start studying until your study permit is approved.

Do I need to extend?

STUDY PERMIT VALIDITY

- **Do not let your study permit expire!!!**
- It must remain valid for the duration of your studies
- Study permits are valid until either their expiry date or 90 days after completing your program, whichever comes first.

BRIDGING STUDY PERMIT EXTENSION

- It is ideal to have the 90 day “transition period” after your program completion.
- This time allows you to apply for a work permit, get acceptance to a new program of study, transition to visitor, or plan your return home.
- If your study permit expires near the end of your program, you can apply for a short study permit extension.

EXPIRED STUDY PERMIT?

- If your study permit expires and you haven't submitted an extension, you **must stop studying and working immediately.**
- Contact an international student advisor immediately as there is a limited time to apply for restoration.

Restoration

If you do not submit an extension application and your study permit expires, you have lost your status. In some cases, you may apply to restore your status as a student. Please get advice from an international student advisor if you find yourself in this situation.

To apply, you must:

- Submit your application **within 90 calendar 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 (\$239.75)
 - Study permit (\$150)
 - Biometrics, if applicable (\$85)

You must 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 cannot study (or work) until your student status is restored.**

When should I apply to extend my study permit?

- IRCC recommends you apply at least 30 days before expiry, however 3-4 months ahead of expiry is advisable
- 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 in advance, include an explanation about why you are applying early
- IRCC will not issue documents beyond your passport validity. We recommend you renew your passport 6 months in advance if possible.
- **Cost:**
 - \$150.00
 - plus \$85.00 for biometrics, if applicable

Canada
CITIZENSHIP AND IMMIGRATION CANADA / CITOYENNETÉ ET IMMIGRATION CANADA

PROTECTED WHEN COMPLETED / PROTÉGÉ UNE FOIS REMPLI - B

CANADA

SCARBOROUGH ON CANADA

Application/Demande: S

UCI/IUC:

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/jj)
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 SUPPLEMENTAIRE

Date Issued/Déjà délivré le: 2013/05/07 (yyyy/mm/dd - aa/aa/mm/jj)
Expiry Date/Date d'expiration: 2017/07/30 (yyyy/mm/dd - aa/aa/mm/jj)
Case Type/Genre de cas: 30
Institution Name/Nom de l'institution: OTHER UNIVERSITY ONT.
Field of Study/Domaine d'étude: ANY POST SECONDARY
In Force From/En vigueur le: 2013/05/07 (yyyy/mm/dd - aa/aa/mm/jj)

Conditions:
1. MAY ACCEPT EMPLOYMENT ON THE CAMPUS OF THE INSTITUTION AT WHICH REGISTERED IN FULL-TIME STUDIES
2. MUST LEAVE CANADA BY

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)
CIBN

Canada

The expiry date on your study permit tells you when you have to stop studying and either renew your status, change your status or leave Canada.

Maintained status

- If you apply to extend your study permit **before** it expires, you can legally stay in Canada and keep studying (and working if eligible) while you wait for a decision even after the expiry of your study permit.
- This applies to your SIN as well.

TRAVEL

- We do not recommend you travel while you have an application being processed.
- If you travel outside of Canada while on maintained status, you lose your authorization to study (and work) upon leaving Canada. If your eTA/visa has also expired, you will not be able to return until you have a new eTA/visa.

WHAT IF I'M APPLYING FOR A PGWP SOON?

- Ensure you submit your extension early enough to have a new study permit issued before your program ends.
- We do not recommend you apply for a PGWP while on maintained status. You will not be able to work while waiting for your PGWP application to be processed.

Do I need a PAL?

NO, YOU DO NOT NEED A PAL IF

- You will be studying in a Masters or PhD program
- You are currently inside Canada and:
 - You are applying for an extension
 - You are studying at another institution (ie high school, university, college) and you have a valid study permit
 - You have or are the dependent of someone with a valid work permit
 - Other category of exemption

YES, YOU NEED A PAL IF

- You're currently outside of Canada
- You are applying for a new study permit
- You will be studying in one of the following:
 - Undergraduate degree program
 - Diploma or certificate program
 - English language program (YUELI)
 - Dual degree or pathway program

Visit the [Study Permit Application](#) page to see if you need a PAL and for additional info



What about my visa?

Check Expiration date!

- › 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 either an official transcript or your course and grade list (web version).



Major Components of Your Study Permit Extension Application



1

CONFIRMATION OF ENROLMENT

2

PROOF OF FINANCIAL ABILITY

3

LETTER OF EXPLANATION

Preparing your documents

1. Confirmation of current enrolment

2. Proof of financial support

3. Passport and digital photo

Confirmation of current enrolment

- As you are a current student, you should be providing proof of enrolment. Only students starting a new program should provide a letter of acceptance. Your letter of enrolment should confirm:
 1. your enrolment for the next academic session and
 2. your expected graduation date.

HOW TO REQUEST YOUR LETTER OF ENROLMENT

1. Visit this website: <https://registrar.yorku.ca/program/letters>.
2. Under the tab, choose undergraduate or graduate as appropriate and 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 weeks to prepare. Once it is prepared, you will receive a link to pay for the letter which costs \$25.
6. Once payment is confirmed, you will be emailed a copy of the letter.

SCHOOL OF CONTINUING STUDIES

Your letter of enrolment is available in [your Student Portal](#).

Proof of financial support - basics

- As when you first applied for a study permit, you must prove that you can still support yourself (and any accompanying family members), 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 \$20,635 for one year of living expenses (additional funds required if you have dependent(s) living here with you)
- We recommend you provide as much proof of financial support as possible, rather than stop at the minimum.

Proof of financial support – introductory letter

We recommend you write a letter to introduce the documents you are submitting for your financial support in your application.

This letter should include:

- Your name, date of birth and UCI number
- The title “Proof of Funds and Financial Support”
- A brief summary confirming that you meet the eligibility requirements for having sufficient funds
 - *The funds required for me to study and live in Canada are approximately [insert amount]. This amount is based on an estimated cost of tuition for one year [insert amount of tuition] and [insert 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 September 2024 – November 2024 of my father, [NAME] (Balance: CAD \$\$\$)... 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 [graduate student funding/scholarship]... page 17*

Proof of financial support – example documents

TIPS

- Source of funds must be **clear and sufficient**.
- If your parents are supporting you, include a letter from your parents and proof of their financial resources.
- If the balance(s) of any of your documents is in a foreign currency, provide a screenshot of the [Bank of Canada currency converter](#) result. If your currency is not listed, use [xe.com](#).

EXAMPLE DOCUMENTS

- 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/or 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.

Passport and digital photo

- For the passport, you should include copies the of ID page and all pages with markings (e.g. stamps, visas) in your passport
- If you have renewed your passport since your last application to IRCC, you should submit copies of both your old and new passports with this application. You should also state in your letter of explanation that you recently renewed and are including both passports.
- See the [specifications for the digital photo](#)

What about biometrics (fingerprints and photo)?

- Biometrics for visas, study permits, and work permits are valid for 10 years. If you are not sure if/when you've given them in the past, you can use the [biometrics check status tool](#).
- In-Canada biometrics exemptions have ended for study permit extensions. If you are applying from outside Canada, [Check to see if you are exempt from giving biometrics](#).

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 Centres)
4. Give your biometrics

IRCC Application System



Quick tips

- › Use “?” button to view additional instructions or examples
- › Merge together and upload all additional documents under “client information”
 - Study plan, financial support cover letter, etc.
- › Check your Letter of acceptance/ Confirmation of enrolment and passport for information. Make sure to copy exactly.
- › Ensure your forms are complete, accurate and validated. If there isn't enough space on the form, attach an extra sheet. There is no need to print/sign your application if you are applying online.
- › Answer truthfully, especially for the background information questions. Provide explanations for any “yes” answers.
- › Take screenshots: once documents are uploaded, submission page, “successfully submitted” page
- › Be sure to check your spam/junk mail for correspondence from IRCC and regularly check your online account



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

Sign in IRCC secure account

We have different accounts for some applications.
You may need a different account to apply, depending on the application you submit.

Check if this is the right account for you

Sign in

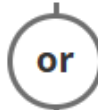


GCKey username and password



Canadian *Interac*® Sign-In Partner

▶ Not sure how to sign in?



Create an account



Register for an account

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

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
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 checklist

Personal Reference Code

If you have already completed the Come to Canada or the Express Entry wizard, you would have received a document checklist and/or a personal reference 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 to apply for a visa and/or permit, apply 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, as the system will save your document 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 Canada, you should select Canada. (required) ?

Canada

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? (required)

Please make a selection

What is your date of birth? (required) ?

Select year Select month Select day

Save and Exit Questionnaire

Next

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

Provincial Attestation Letter

Find out if you're eligible to apply

Do you meet an exception from submitting a provincial/territorial attestation letter? (required) ?

No

PAL is not needed for study permit extension application inside Canada

Find out if you're eligible to apply

Which exception do you qualify for? (required) ?

Please make a selection

Please make a selection

I am an applicant applying to study at primary or secondary level from preschool, kindergarten and first through 12th grade

I am an applicant who is applying for restoration (in Canada applications only)

I am an applicant under the Francophone Minority Communities Student Pilot

I am an applicant who meets another exception listed on the IRCC website

Choose the option that you are exempted Link

Your results

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

1

Study Permit (in Canada)

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

Continue



2

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



Do you need to apply for or extend your co-op work permit?

- 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](#).
- If your program does not have a required work experience, you are not eligible for a co-op work permit. Answer “no” to this question. You may be eligible to work on/off campus with your study permit.

Find out if you're eligible to apply

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

Medical exams

Find out if you're eligible to apply

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

Please make a selection

- > **Yes?** Provide proof of your medical exam
- > **No?** You'll be asked the question below

Find out if you're eligible to apply

Have you visited or lived in any one of the designated countries for 6 consecutive months in the last year? (required) ?

Please make a selection

- > A **“designated”** country or territory is one where a medical exam is required
- > In the last year, if you have lived in one of these places for over 6 months, you need a medical. [Find out if you need a medical exam](#)

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

Sample document checklist

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

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

Supporting documents

Supporting documents

Details	Document name	Instructions	Options
Not provided	Letter of Acceptance or Letter of Enrollment / Registration (required)	?	Upload file
Not provided	Passport (required)	?	Upload file
Not provided	Proof of Means of Financial Support (required)	?	Upload file
Not provided	Digital photo (required)	?	Upload file

Upload your confirmation of enrolment NOT your letter of acceptance

Include an introductory letter since this section will have many documents

Recommended to upload current study permit along with passport(s)

Sample document checklist

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

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

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

Fees

Fees			
Application	Quantity	Price (CAD) per unit	Total (CAD)
Study Permit	1	\$150.00	\$150.00
Biometrics Fee	1	\$85.00	\$85.00

Fees for the application for study permit

The fee shown is an estimate based on the fees in effect on the day that this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission.

Total price (CAD) \$235.00

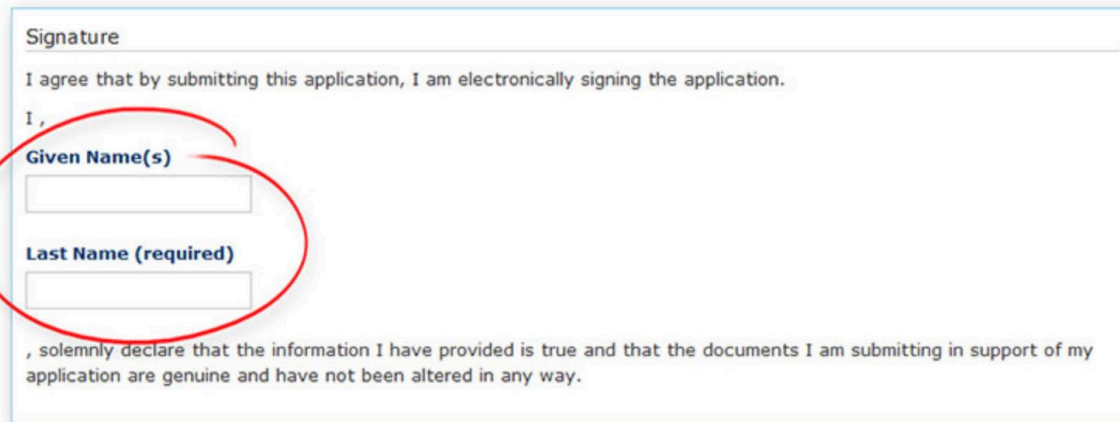
How do I sign my online application?

- You have to type 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.



Signature

I agree that by submitting this application, I am electronically signing the application.

I,

Given Name(s)

Last Name (required)

, 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.

Tips for IMM Form

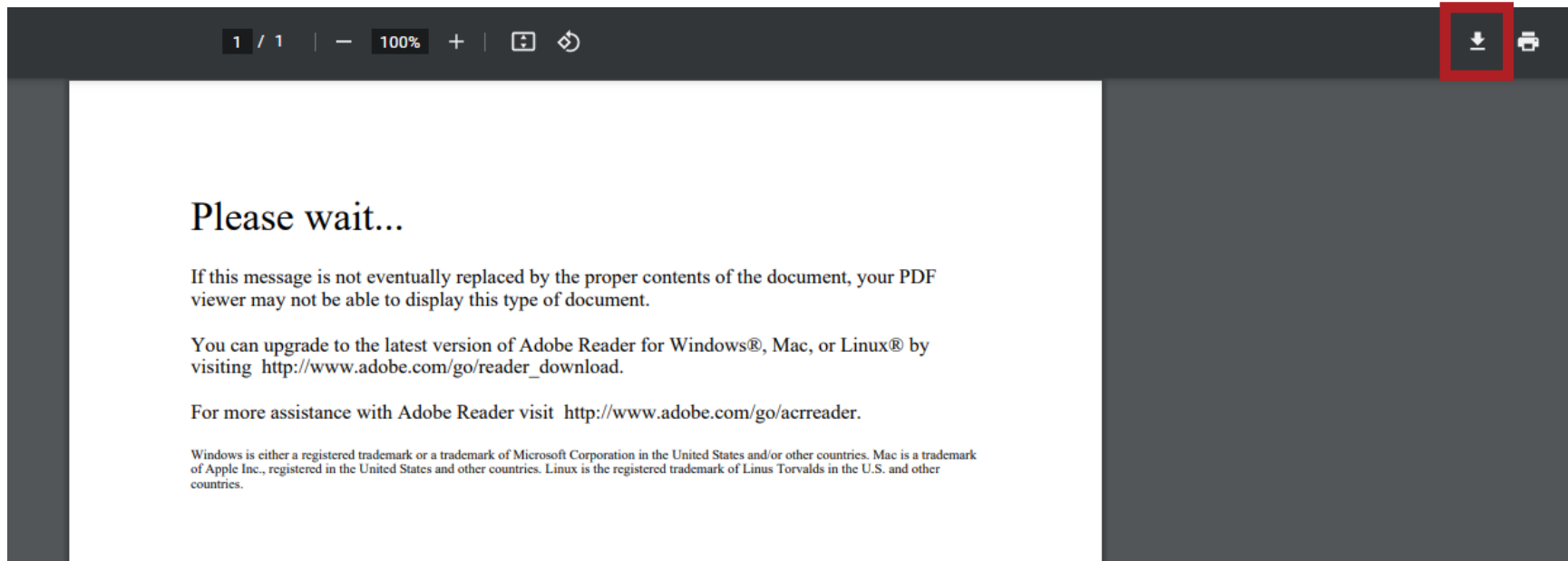


Filling out the IMM 5709 form

- Use the information from your passport, study permit and letter of enrolment
- Follow the [guide to help you](#) and the information on the next slides

Download current form(s)

- Download the applicable form(s) by putting your cursor over the document name. You'll see a note that says, "Open 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 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.



Tips to complete your IMM 5709 form

Top right corner of study permit

1 UCI

2 * I want service in English

OFFICE USE ONLY
Validated

3 I am applying for one or more of the following:

* Apply for a study permit for the first time or extend my study permit * Restore my status as a student

* Get a new temporary resident permit (for inadmissible applicants only)

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

Not all countries have this

NATIONAL IDENTITY DOCUMENT

1 Do you have a national identity document? * No * Yes

2 Document number	3 Country or territory of issue	4 Issue date YYYY-MM-DD	5 Expiry date YYYY-MM-DD
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IMM 5709 form

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

CONTACT INFORMATION

If submitting your application by mail:

- All correspondence will go to this address unless you indicate your e-mail address below.
- Indicating an e-mail address will authorize all correspondence, including file and personal information, to be sent to the e-mail address you specify.
- If you wish to authorize the release of information from your application to a representative, indicate their e-mail and mailing address(es) in this section and on the IMM5476 form.

1 Current mailing address

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

COMING INTO CANADA

Date of original Entry into Canada.

Location of original Entry 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 »

IMM 5709 form

See Confirmation of Enrolment

DETAILS OF INTENDED STUDY IN CANADA

1 I have been accepted at the following educational institution					
* a) Name of School York University		* My level of study will be: University - Bachelor's Deg.		My field of study will be: Arts/Humanities/Social Science	
b) Complete address of school in Canada					
* Province ON	* City/Town Toronto	* Address 4700 Keele St, North York, ON M3J 1P3			
2 *Designated Learning Institution # (O#) O19361109242		My Student ID # is: Enter York Reference #		3 Duration of expected study	* To
				* From 2025-09-02 YYYY-MM-DD	2029-07-31 YYYY-MM-DD
4 The cost of my studies will be:			5 * a) Funds available for my stay(CAD)		
* Tuition	Room and board	Other	* b) My expenses in Canada will be paid by:		
			c) 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 type="checkbox"/> * No <input type="checkbox"/> * Yes					
7 If you have been issued a Quebec Acceptance Certificate (CAQ), provide the:			8 If you have been issued a Provincial Attestation Letter (PAL)/Territorial Attestation Letter (TAL), provide the:		
Certificate Number		Expiry Date (YYYY-MM-DD)		Document Number	

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 2025, you will enter November 2025.

See letter of acceptance

Input the information on your Provincial Attestation Letter and its expiration date "if applicable"

Must **match** the total amount of funds you are showing as proof
•e.g. If you have a combination of \$20,000 in your bank account, \$500 from a scholarship and \$53,000 from your parents, you will indicate \$73,500

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 2023 I applied for a study permit and it was issued from Sep 2023 –July 2023

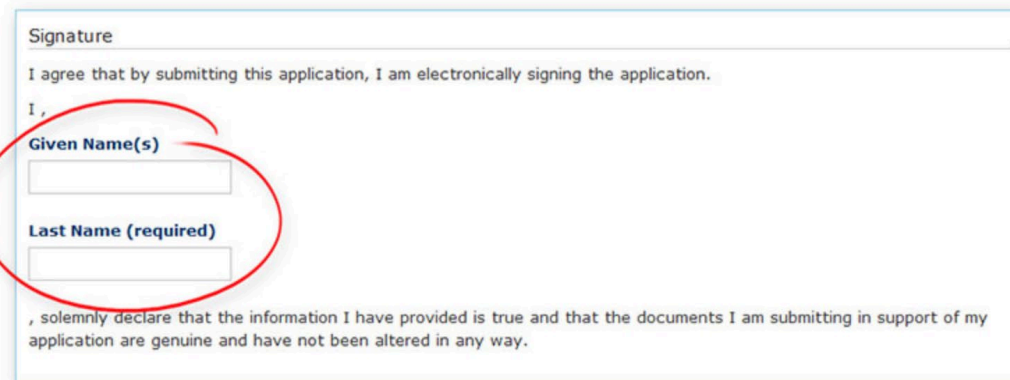
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Source: <https://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=740>

Trouble shooting



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.**

After you apply



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.

Social Insurance Number

- Your study permit and SIN will expire at the same time
- You can only apply to renew your SIN once you have the new (extended) study permit. You can [apply for a SIN](#) online or at a Service Canada Centre.
- As long as you submit your study permit extension before the expiry of your study permit, you can continue to use your SIN (assuming you are eligible to work).

Temporary Resident Visa (TRV)

- You need to apply to renew your temporary resident VISA **after** your study permit (or post-graduation work permit) is renewed.
 - 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, answer a few more questions and eventually it will lead you to the document checklist.

IRCC may issue a [V-1](#) instead of an S-1 visa.

This is not an error. It is due to a backlog of applications for in-Canada visa applications.

Please note regarding document checklist to extend your VISA:

1. For your recent education transcript, you can submit either an official [transcript](#) or your [course and grade list](#) (web version).
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.

Need immigration help?



Bookmark and check the [YI events calendar](#) regularly.



[Visit YI for information and guides to help you.](#)



Check YI immigration resource page for application guides




Email us at iadvisor@yorku.ca


Always include your student number in all communications with York





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