



# York International:

## Study Permit Extension



# Content



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  
PROGRAM



IMMIGRATION  
ADVISING



GO GLOBAL

Lorem ipsum  
consectetur  
Duis aute  
reperit  
con

# MEET THE ISA TEAM



**Mayoori Malankov**

Immigration Lawyer

English, Tamil



**Don Ghafari**

RCIC

English, French,  
Arabic



**Vivian Wang**

RCIC

English, Mandarin



**Gilbert Totime**

RCIC-IRB

English, Twi, Ewe

**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

Email: [iadvisor@yorku.ca](mailto:iadvisor@yorku.ca)

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"><li>■ Provide general guidance/feedback for individual situations</li><li>■ Review refusals</li></ul>	<ul style="list-style-type: none"><li>■ In-depth application review</li><li>■ Reviewing/confirming supporting documentation (i.e. financial documents, study plan, etc.)</li><li>■ Confirming eligibility or admissibility</li></ul>

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

# Your responsibilities as a study permit holder





# Important Concepts

## Letter of Introduction (LOI)

## Temporary Resident Visa

## Study Permit

Government of Canada  
June 03, 2019

Unique Client Identifier: 11-0904-0874 Application Number: 5302815519



FALGUNI JITENDRA GIANCHANDANI  
3006 AL ATTAH TOWER NEAR DFC SHEKH ZAYED ROAD  
PO Box 43630  
DUBAI  
United Arab Emirates

Dear FALGUNI JITENDRA GIANCHANDANI,

Your application to study in Canada has been approved. A permit authorizing your studies will be issued to you on your arrival to Canada following an examination by an officer of the Canada Border Services Agency, subject to your compliance with the requirements of the Immigration and Refugee Protection Act and its Regulations. The officer will ask to see this letter, your passport and may request to see your supporting documents, such as the letter of acceptance from your educational institution. Do not pack these or other valuable papers in your checked luggage. You can find out more about which documents you will need to bring with you by visiting [www.cic.gc.ca/english/study/study-arriving.asp](http://www.cic.gc.ca/english/study/study-arriving.asp)

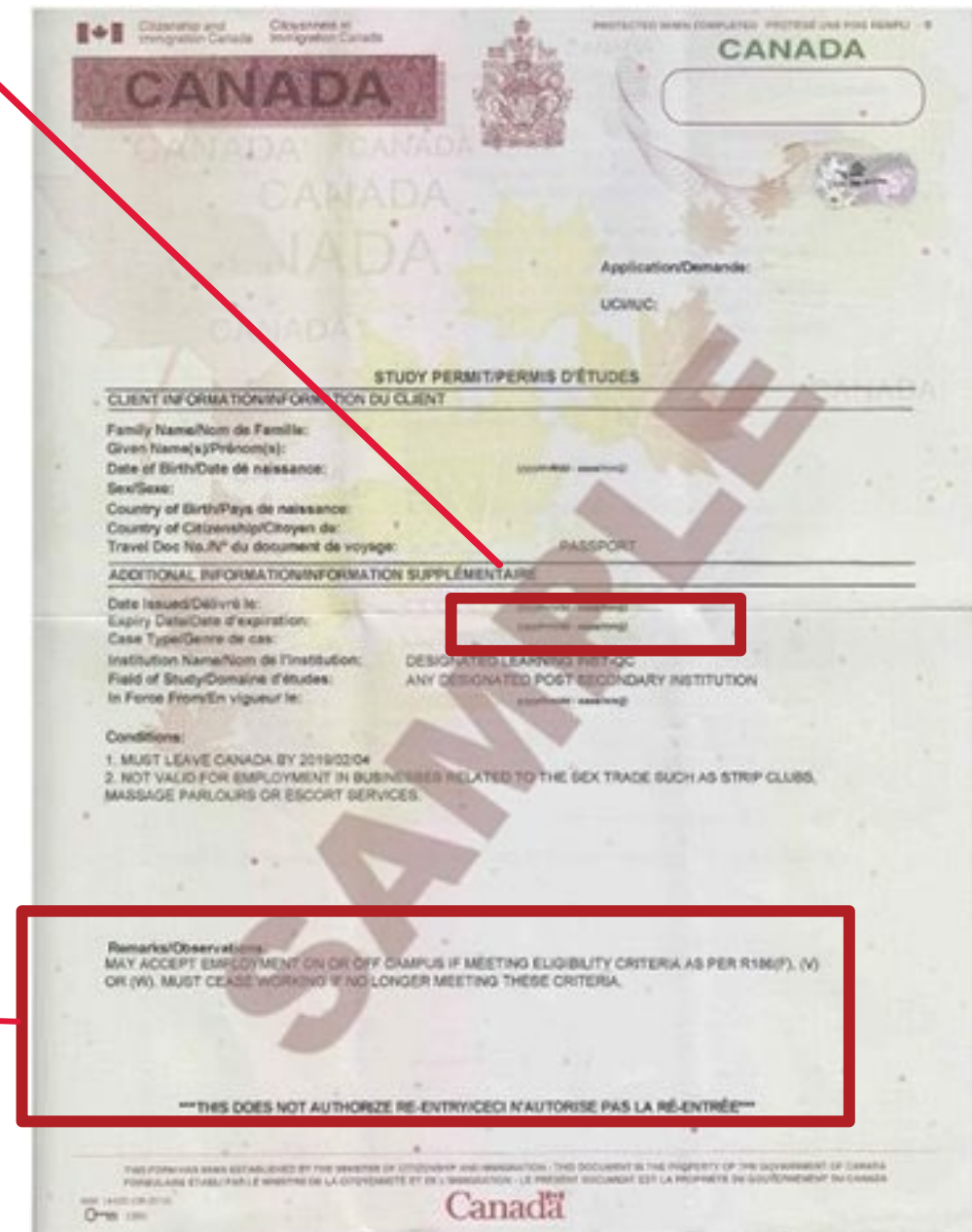
As you gather your documents, please take note of the following:

- This letter is not a passport or travel document. You will not be permitted to board your flight without your passport, even if you have this letter with you.
- This letter is not an authorization permitting you to enter or remain in Canada. An officer of the Canada Border Services Agency will make that determination upon your arrival to Canada.
- This letter is important because it contains information that will be used by the Canada Border Services Agency to issue your study permit. Please do not misplace it.

You must seek entry to Canada to obtain your study permit by 2023/07/30 (yyyy/mm/dd). Your passport must be valid beyond the period you intend to remain in Canada. If not, the validity of your study permit will not be issued beyond the expiry date of your passport, or, for United States citizens and permanent residents, the validity date of your identity document.

Note: As an international student in Canada, it is your responsibility to ensure that you continue to meet the conditions of your study permit, including the requirement to actively pursue studies. Your study permit will automatically become invalid 90 days after you complete your study program, regardless of the expiry date indicated on your study permit. For more information, please consult: <http://www.cic.gc.ca/english/study/index.asp>

**Check expiry date!**



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





## 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 and 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.



PERMITS



# 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 the time allotted by the program

## How does part -time enrolment affects me?

- Part-time students **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



PERMITS



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



# STANDARD WORK AUTHORIZATION POLICY

## 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 **24 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

## 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



# IMPORTANT NOTES ON 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.

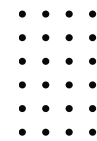
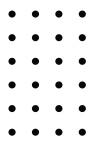
## How is the application different?

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?

01

## 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.

02

## 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.

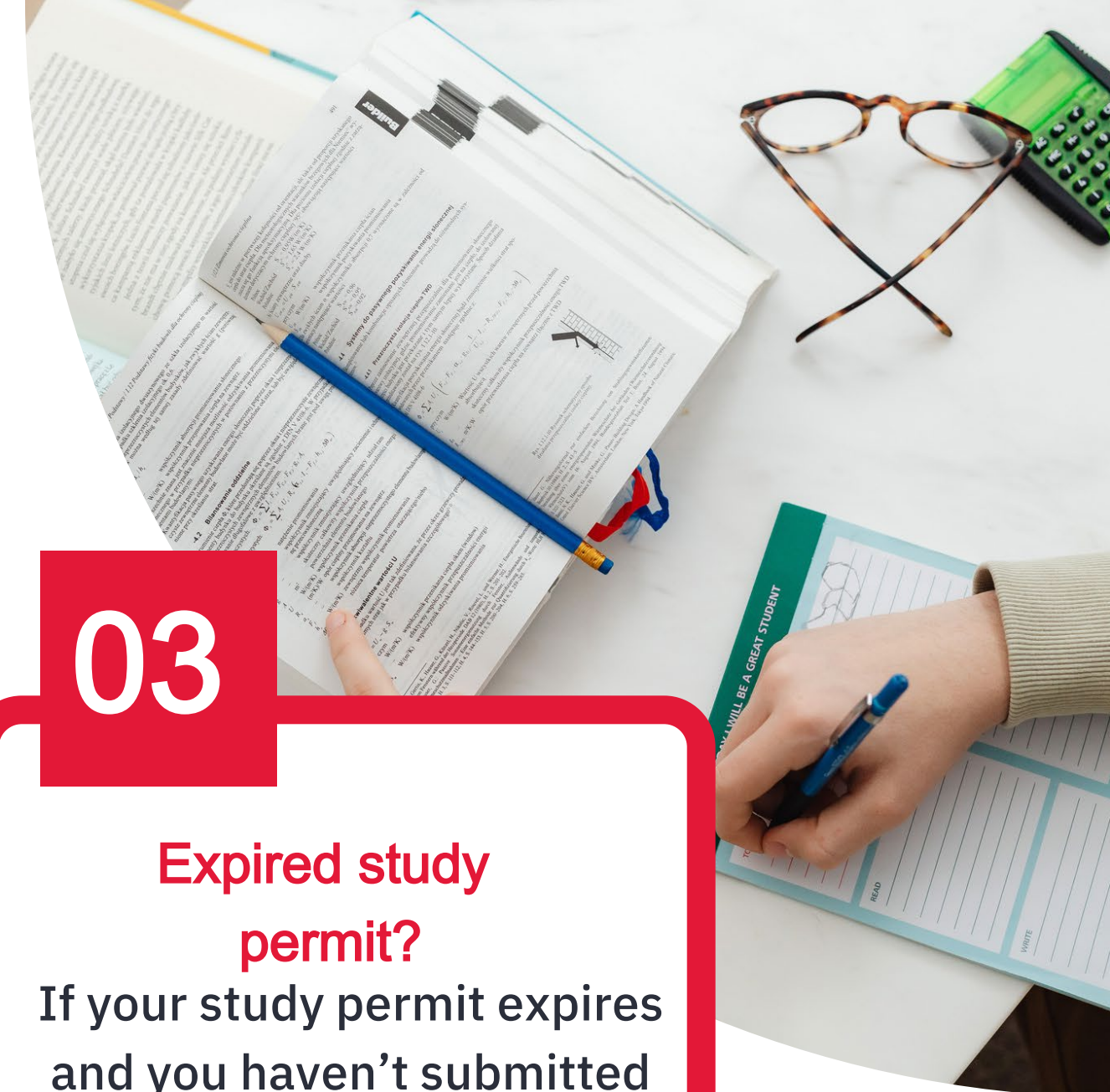
If your study permit expires near the end of your program, you can apply for a short study permit extension.

03

## 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

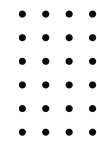
Keep meeting the requirements for your stay

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

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 - aaaa/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 SUPPLÉMENTAIRE

Date Issued/Déjà délivré le: 2013/05/07 (yy/mm/dd - aaaa/mm/jj)  
Expiry Date/Date d'expiration: 2013/05/07 (yy/mm/dd - aaaa/mm/jj)  
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 - aaaa/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

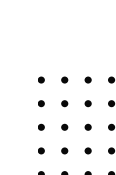
\*\*\*THIS DOES NOT AUTHORIZE RE-ENTRY/CECI N'AUTORISE PAS LA RÉ-ENTRÉE\*\*\*

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)  
CBN

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

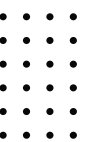
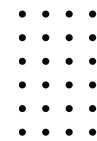
We do not recommend you travel while you have an application being processed.

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?



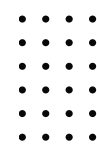
## Yes, you need a PAL if

- 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



## 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
  - You are applying under the FMCSP



Visit the Study Permit Application page to see if you need a PAL and for additional info



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

Check Expiration date!





# Major Components of Your Study Permit Extension Application



1

CONFIRMATION OF ENROLMENT  
/LETTER OF ACCEPTANCE

2

PROOF OF FINANCIAL ABILITY

3

LETTER OF EXPLANATION

4

PROVINCIAL ATTESTATION  
LETTER (PAL)



# Preparing your documents



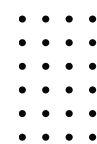
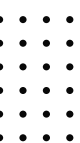
Confirmation of current enrolment

Proof of financial support

Passport and digital photo

Provincial Attestation letter\* (If applicable)

Supporting documents/ Letter of Explanation





## 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:

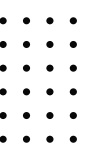
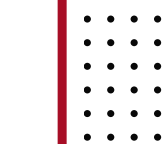
1. your enrolment for the next academic session and
2. your expected graduation date.

### 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](mailto: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 ABILITY

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 Ability



**Write a brief summary confirming that you meet the eligibility requirement for having sufficient fund**

*Example: The funds required for me to study and live in Canada are approximately [amount]. This amount is based on an estimated cost of tuition for one year [amount] as indicated in my letter of acceptance and [amount] for living expenses. Below is a list of documents proving that I have sufficient financial funds to cover these costs.*

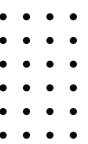
## A list of the documents you are providing and a brief description

Example:

1. Bank statements from November 2023 – April 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 [e.g. graduate student funding/scholarship]....page 17

## What documents can be used as a proof:

- Your/ your parents/sponsor **bank statements** from Canadian or overseas bank with a stamp
- A letter from York that proves you are receiving **scholarship** or award.
- Proof of **employment** for yourself/your parents/sponsor
- Proof of **business ownership** /income for yourself/your parents/sponsor
- Proof of ownership of **properties** for yourself/your parents/sponsor
- Proof of any other type of income, stock, dividend etc. for yourself/your parents/sponsor





# Proof of financial support – example documents



## Tips

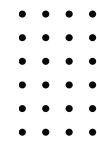
Source of funds must be **clear and sufficient**.

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.





# Do I need a PAL?



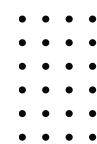
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## No, you do not need a PAL if

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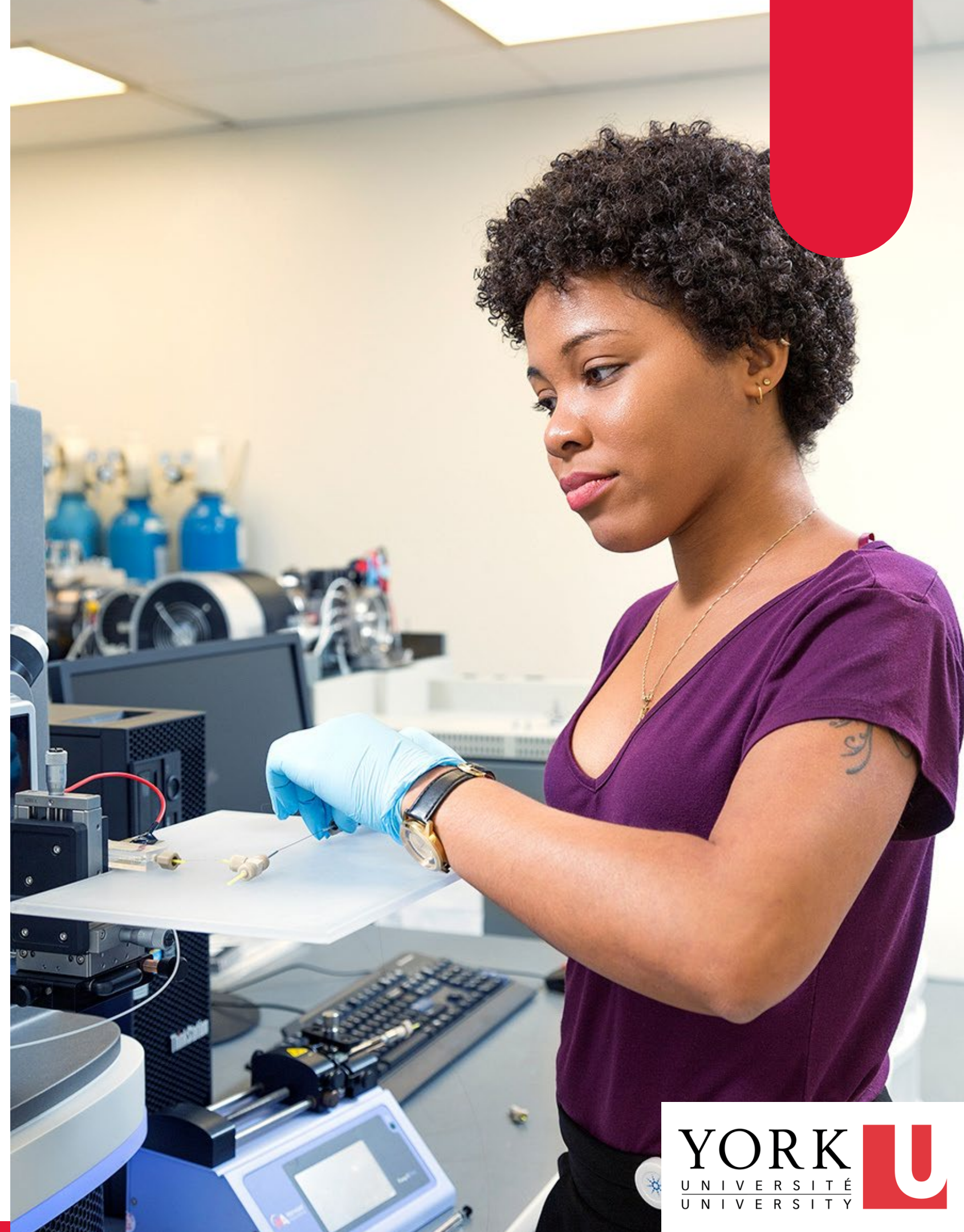


## Other documents

- Medical exam – if required, it is highly recommended to complete this upfront
- Valid passport (check the expiry date, try to ensure you have at least 4 years remaining before expiry)
- Visa photo
- Biometrics
  - 14 years old and up
  - Not required if completed in the last 10 years
  - Pay the \$85 fee with your application and instructions to complete biometrics will follow
- Any forms or other documents required by your visa office

### What language should my supporting documents be in?

All documents must be in English or French. If they are translated, you must provide the translation, a certified photocopy of the original and an affidavit from the person who completed the translation.





# 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.
- 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](#)

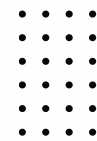


## Step 3: Answer the questions and upload your documents

Save copies of everything for your records



## Step 4: Submit and pay the fees





## Sign in 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.

**Need help signing in or applying online?**

### 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.

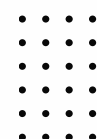
[Sign in with Sign-In Partner](#)

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

## Don't have an account?

[Register](#)

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





## 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 0 to 0 of 0 entries | Show  entries

Application type	Date Created	Days left to submit	Date last saved	Action
------------------	--------------	---------------------	-----------------	--------

No data available in table

Choose this option

## 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.

### [Students: Transfer schools](#)

For approved study permit holders only Tell us if





# 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.

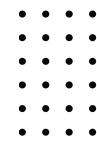
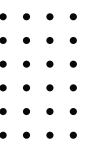
If you begin your application **after you have logged into your account**, you will not receive a personal reference code, as the system will save your document checklist right into your account.

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)** ?

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

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

What is your current country/territory of residence? If you are presently in Canada, you should select Canada. **(required)** ?

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

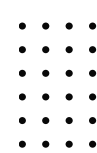
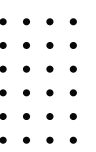
What is your date of birth? **(required)** ?

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

Save and Exit Questionnaire

Next






# Provincial Attestation Letter

## Find out if you're eligible to apply

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

**PAL is not needed for study permit extension application inside Canada**

## Find out if you're eligible to apply

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

Please make a selection

Please make a selection

Yes, I have a provincial or territorial attestation letter

Yes, I meet an exception from submitting a provincial or territorial attestation letter

Next 

**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



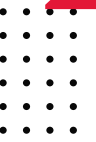
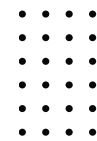
2

## 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

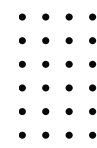
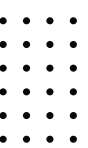
Do you also want to apply for a work permit? **(required)**

Please make a selection 

Please make a selection

Yes, I wish to apply for a CoOp Work Permit

No





# 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](#)

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



# 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**

**Please refer to our PAL template for the wording.**

## Supporting documents

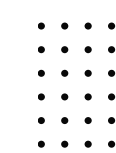
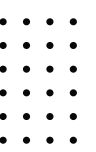
### Supporting documents

Details	Document name	Instructions	Options
Not provided	Proof of Provincial or Territorial Attestation Letter (PAL or TAL) Exception (required)	?	Upload file
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**

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

**Include an introductory letter since this section will have many documents**



## 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**

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.

**How 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)**

I, \_\_\_\_\_, 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.





# IMM Forms



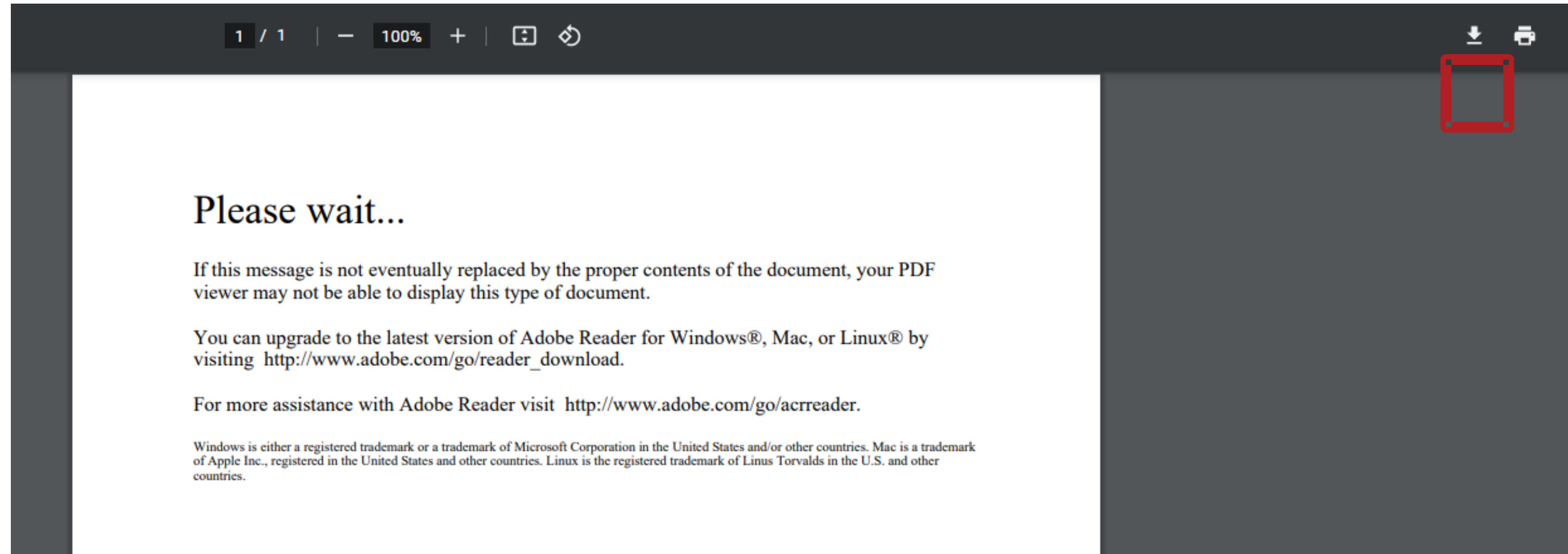


## Download current form(s)

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.



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







# 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





# 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	* From 2025-09-02 YYYY-MM-DD
				* To 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	Expiry Date (YYYY-MM-DD)	
If you are under the age of majority of the province/territory where you intend to study, you must fill out the Custodian Declaration [IMM5646] form.				

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

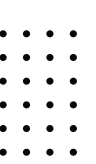
To: Type the date of your estimated completion **plus** 90 days. E.g. if you are completing your studies in August 2025, you will enter November 2025.

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](mailto: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?

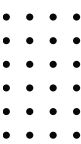
 No Yes

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





# After you Apply

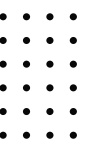




## What if my study permit expires while I'm waiting for a decision?

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](mailto:iadvisor@yorku.ca) for advice.





# Trouble Shooting





# Can you help me with system issues?

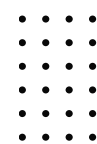
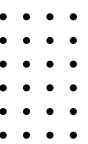
## I can't log in to my IRCC account!

- 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 Adobe Reader to open the IMM form. If you don't have Adobe, 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.**





## What about my SIN?

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.

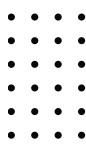
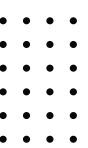
- You will log into your [IRCC account](#) and start by filling out the eligibility questionnaire.
- For the first set of questions, **select the option to “study”** for “temporarily – more than 6 months” (if you choose “visit” it will generate the wrong document checklist).
- Eventually you will get 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](mailto:iadvisor@yorku.ca)

Always include your student number in all communications with York