

York International:

Study Permit Extension Webinar





Contents

- Introduction to York International
- Overview of International Student Advising
- Review of key concepts
 - Responsibilities as a study permit holder
 - Working while studying
- How to extend your study permit and the documents required
- Q&A



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

Content



Overview of International student



Disclaimers & PGWP eligibility



Timeline & Documents



Application system & Help with IMM form



Troubleshooting



After you apply



Setting yourself up for permanent residency

YORK INTERNATIONAL



UHIP



STUDENT
PROGRAMS



IMMIGRATION
ADVISING



GO GLOBAL

MEET THE ISA TEAM



Mayoori Malankov

Immigration Lawyer

English, Tamil



Gilbert Totime

RCIC –IRB

English, Twi, Ewe



Mercy Omenye

RCIC

English, Efik, Igbo



Don Ghafari

RCIC

English, French,
Arabic



Only a licensed person can give immigration advice

INTERNATIONAL STUDENT ADVISING

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-in group advising
- Booked appointments for special circumstances via Qless
- Weekly Immigration Workroom
- Email: 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">• 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 this presentation is current as of June 17, 2025.

Your responsibilities as a study permit holder



Important concepts

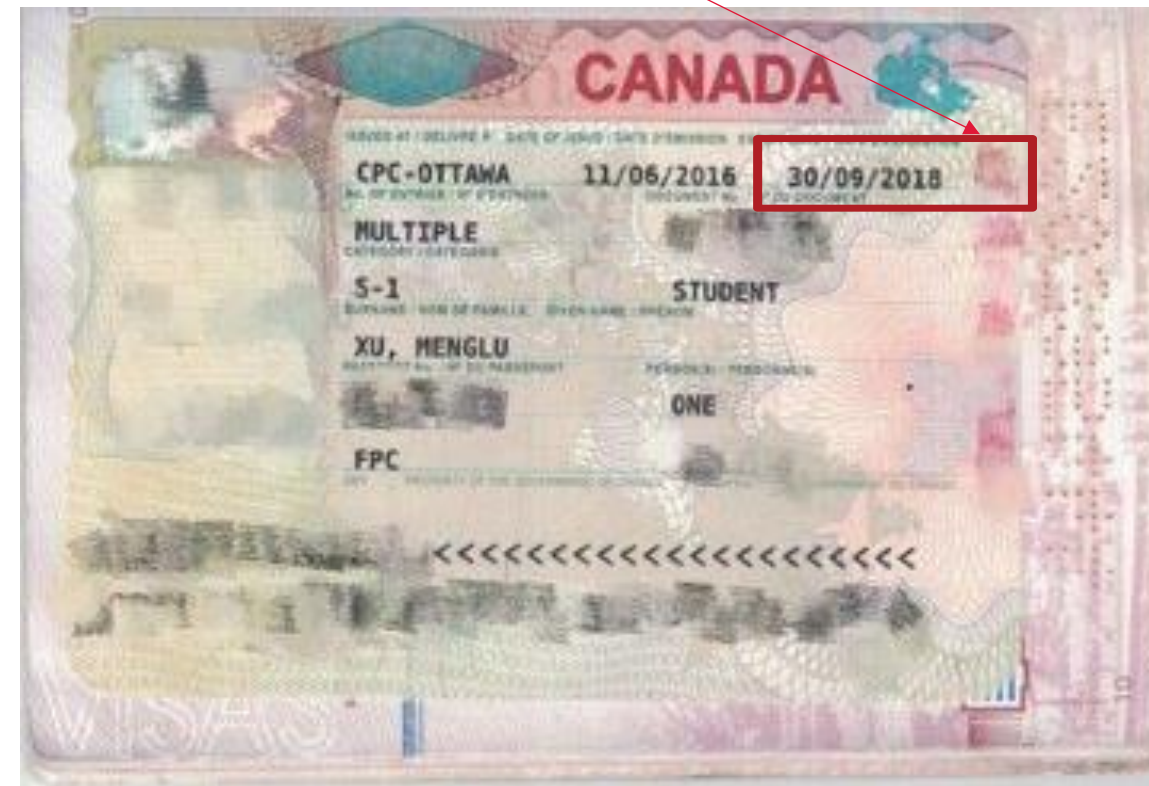
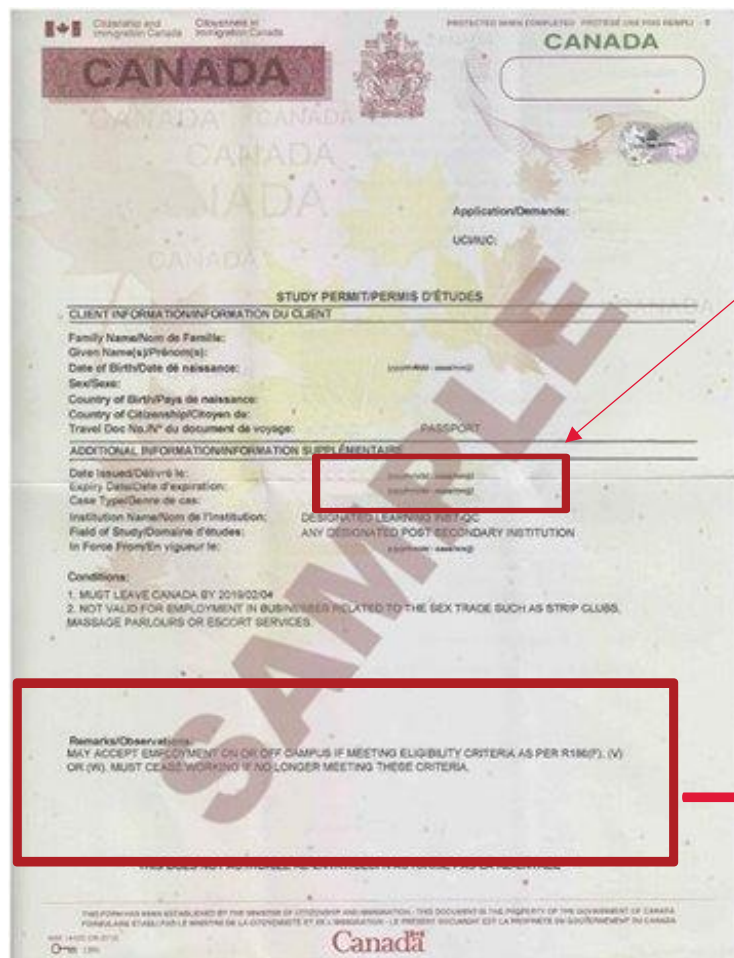
- Study permit = confirms your temporary resident status as a **student** in Canada
- It is your responsibility to **maintain valid immigration status** and adhere to immigration rules during your stay in Canada
- Study permit validity
 - Becomes invalid if you are no longer actively studying*, 90 days after study completion, at date of expiry (whichever is earlier)
- Keep study permit and passport secure (carry only if travelling)

Check expiry date!

Study Permit

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

Check the conditions to see if you can work



Temporary Resident Visa (TRV)

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

Your conditions as a study permit holder in Canada

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

3 KEY POINTS TO REMEMBER

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

1. Know your expiry dates!

What is your reminder system?

Record 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.



2. STUDENT STATUS

FULL TIME VS. PART TIME STUDIES

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

Actively Pursuing Your Studies



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



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

3. WORK AUTHORIZATION

ON-CAMPUS WORK

- Have a valid study permit
- Have a valid social insurance number (SIN)
- Study permit conditions allow
- **Full-time student (apart from final semester)**
- No limit on number of hours
- 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

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.



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



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 .



Extending your study permit



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 become invalid if you are not actively pursuing studies, 90 days after program completion or the expiry dated printed on the permit, 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.

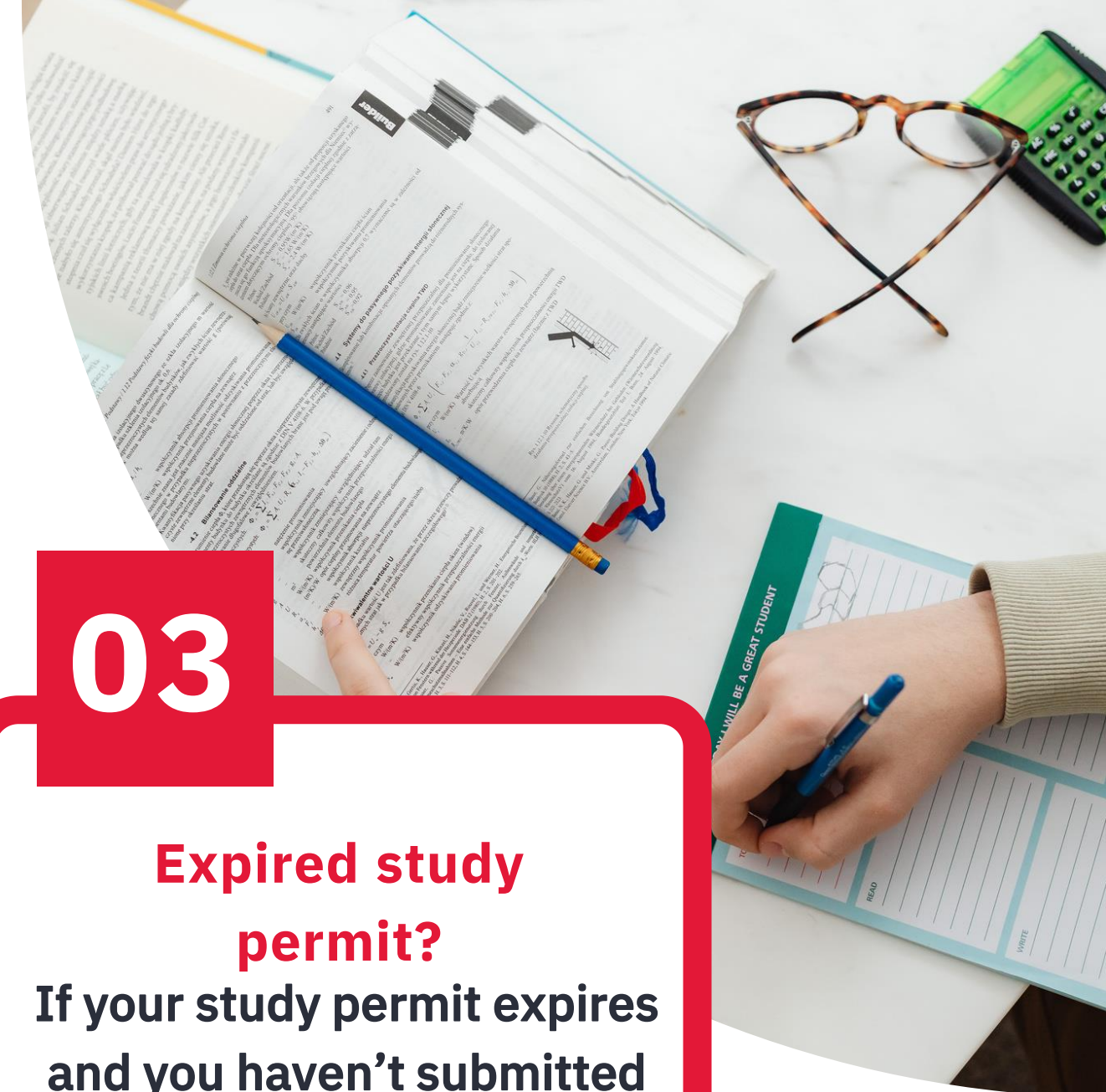
If your study permit expires near the end of your program, you can apply for a short study permit extension.

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.





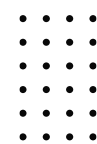
Restoration

- 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.. **You will need to include a provincial attestation letter with your application.**
- 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

Citizenship and Immigration Canada / Citoyenneté et Immigration Canada

PROTECTED WHEN COMPLETED / PROTÉGÉ UNE FOIS REMPLI

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 - 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/Délivré le: 2013/05/07 (yyyy/mm/dd - aaaa/mm/jj)

Expiry Date/Date d'expiration: 2013/05/07 (yyyy/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, and you are extending your permit to continue in the same program, at the same institution, 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

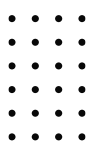
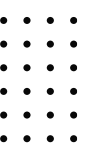
We do not recommend you travel while you have an application being processed.

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.



STUDY PERMIT EXTENSION WHEN?

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

- ☐ If you apply to extend your permit before it expires, and you are extending your permit to continue in the same program, at the same institution, you can legally stay in Canada and keep studying while waiting for a decision even after expiry of current study permit

Can I travel while waiting for a decision?

- ☐ You can travel while your study permit extension application is pending, however, you will lose maintained status. This means when you re-enter, if your application has not been approved, you will need to wait for a decision before you are able to study or work. You will need a valid visa or eTA to re-enter Canada.

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

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

Check Expiration date!

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).



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 (PAL) OR
proof of PAL exemption

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:

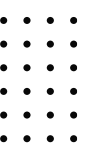
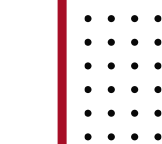
1. your enrolment for the next academic session and
2. your expected graduation date.

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. 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](#).





Do I need a PAL?



I am applying to extend my permit to continue in the same level of studies at the same designated learning institution



You do not require a PAL. However, you will need to submit proof of a PAL exemption. This will be a letter provided by you, confirming that you meet one of the exceptions. York University does not provide a separate letter for this purpose. However, there is a template explanation letter on the [York International Immigration Application Resource Page](#) that you can follow and adapt it to include your personal details.

My study permit expired and I did not apply to extend it before it expired. I am preparing an application to extend and **restore** my student status.



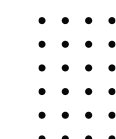
I am applying to extend my study permit to continue my studies at a new designated learning institution.



I am applying to extend my study permit to continue my studies at a new level of study, such as extending to continue from high school to post-secondary studies or undergraduate to graduate studies.



You will require a PAL. Please attend a virtual immigration advising session to speak with an advisor about your situation. All available advising sessions are listed on the [York International calendar](#).



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.

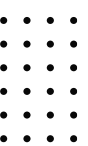
A list of the documents you are providing and a brief description

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

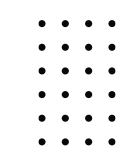
Source of funds must be **clear and sufficient**.

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.

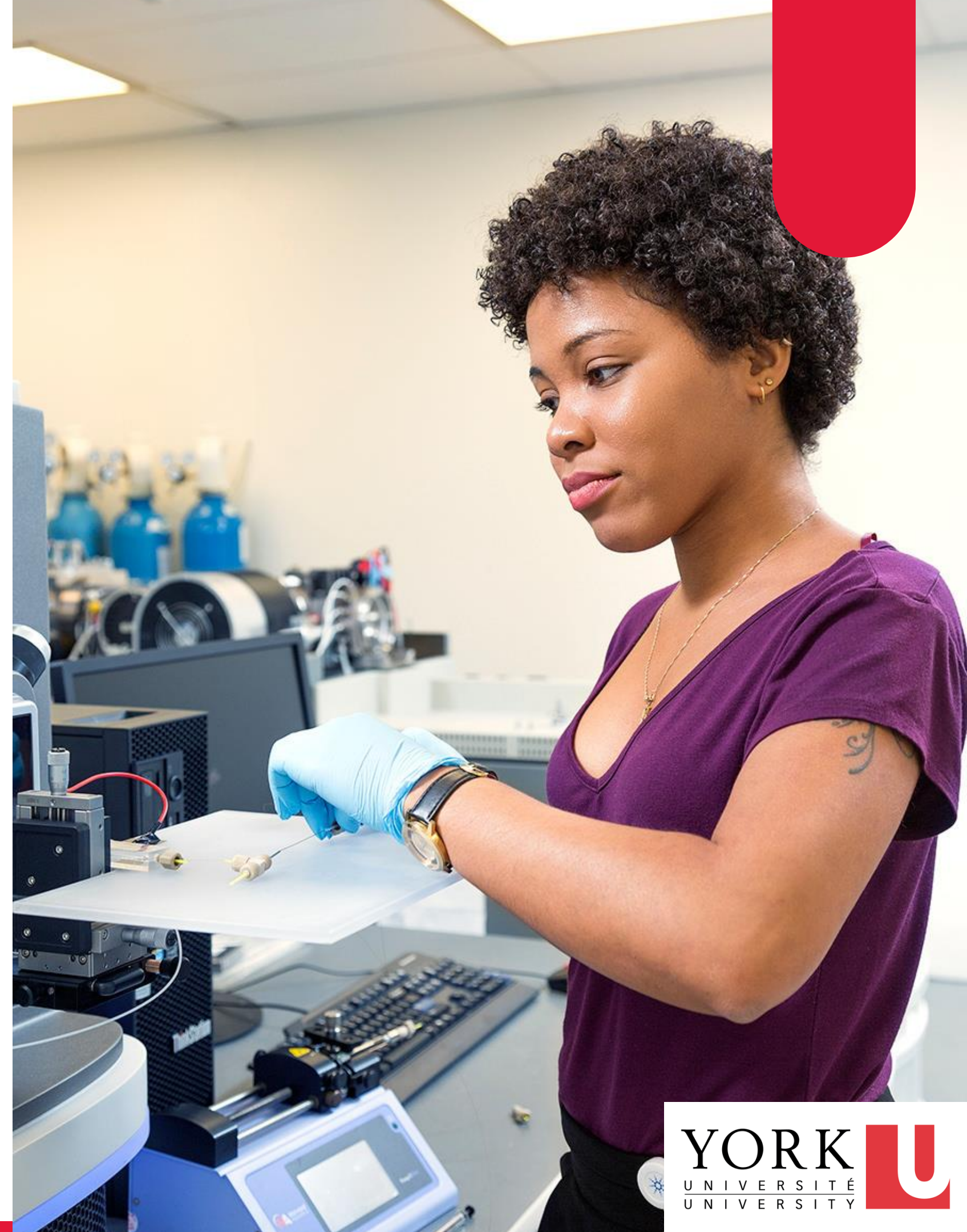


Other documents

- 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.



Q&A

Need immigration help?



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



Check YI immigration resource page for application guides



Email **iadvisor@yorku.ca**
Always include your student number in all communications with York