

# York International:

## Study Permit Extension Webinar







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- 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](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.





## 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)

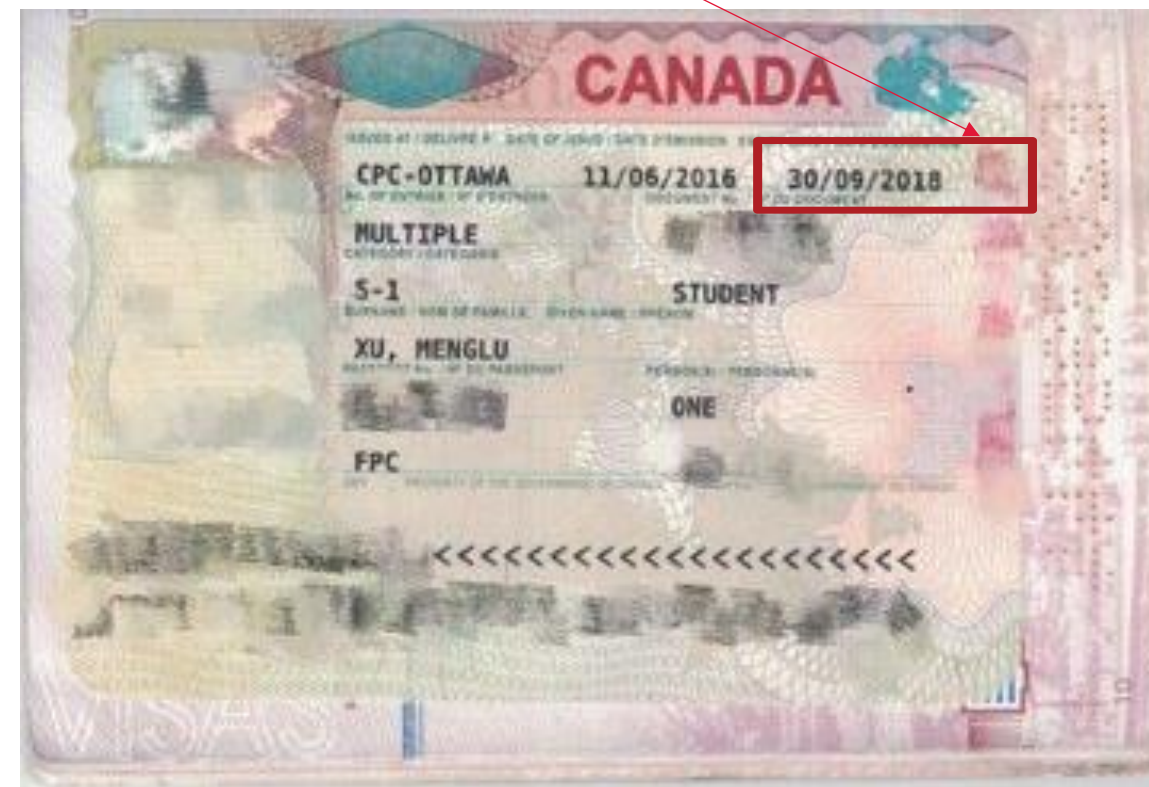
**Check expiry date!**

A sample of a Canadian Study Permit form. The form is titled 'STUDY PERMIT/PERMIS D'ÉTUDES' and includes sections for 'CLIENT INFORMATION/INFORMATION DU CLIENT' and 'ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE'. A red box highlights the 'Expiry Date/Date d'expiration' field, which is marked as '30/09/2018'. Another red box highlights the 'Remarks/Observations' section at the bottom, which contains conditions for employment.

## 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"><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 courseload, 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



# 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.

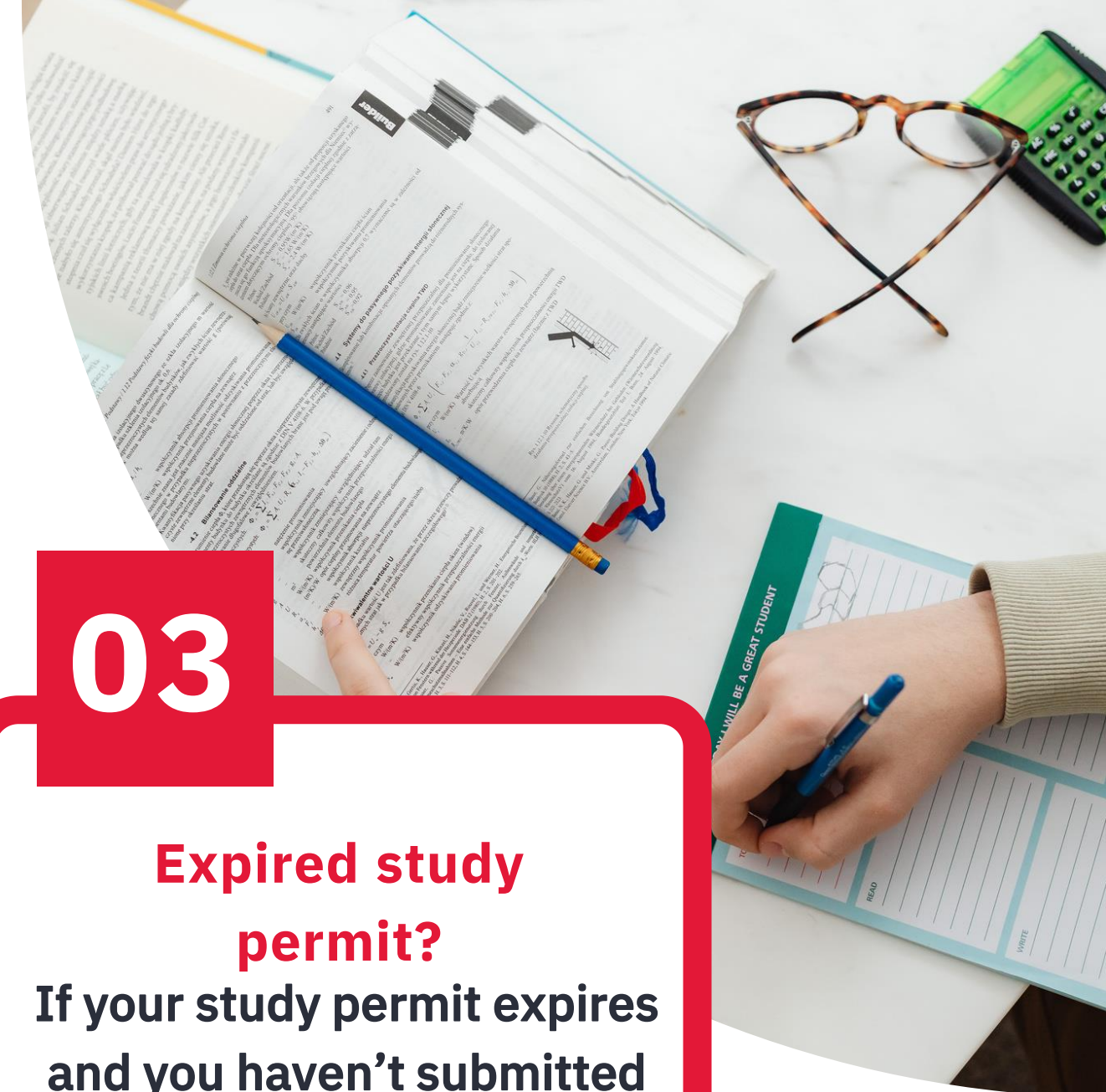
If your study permit expires near the end of your program, you can apply for a short study permit extension.

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.







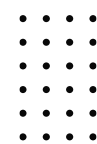
# Restoration

- 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

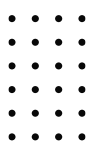
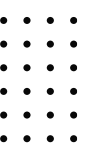
We do not recommend you travel while you have an application being processed.

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:

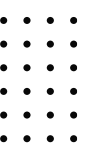
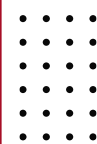
1. your enrolment for the next academic session and
2. your expected graduation date.

### 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](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](#).







# 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.



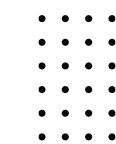
I am applying to extend my study permit to continue my studies at a new designated learning institution.



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

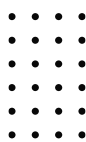
Source of funds must be **clear and sufficient**.

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.



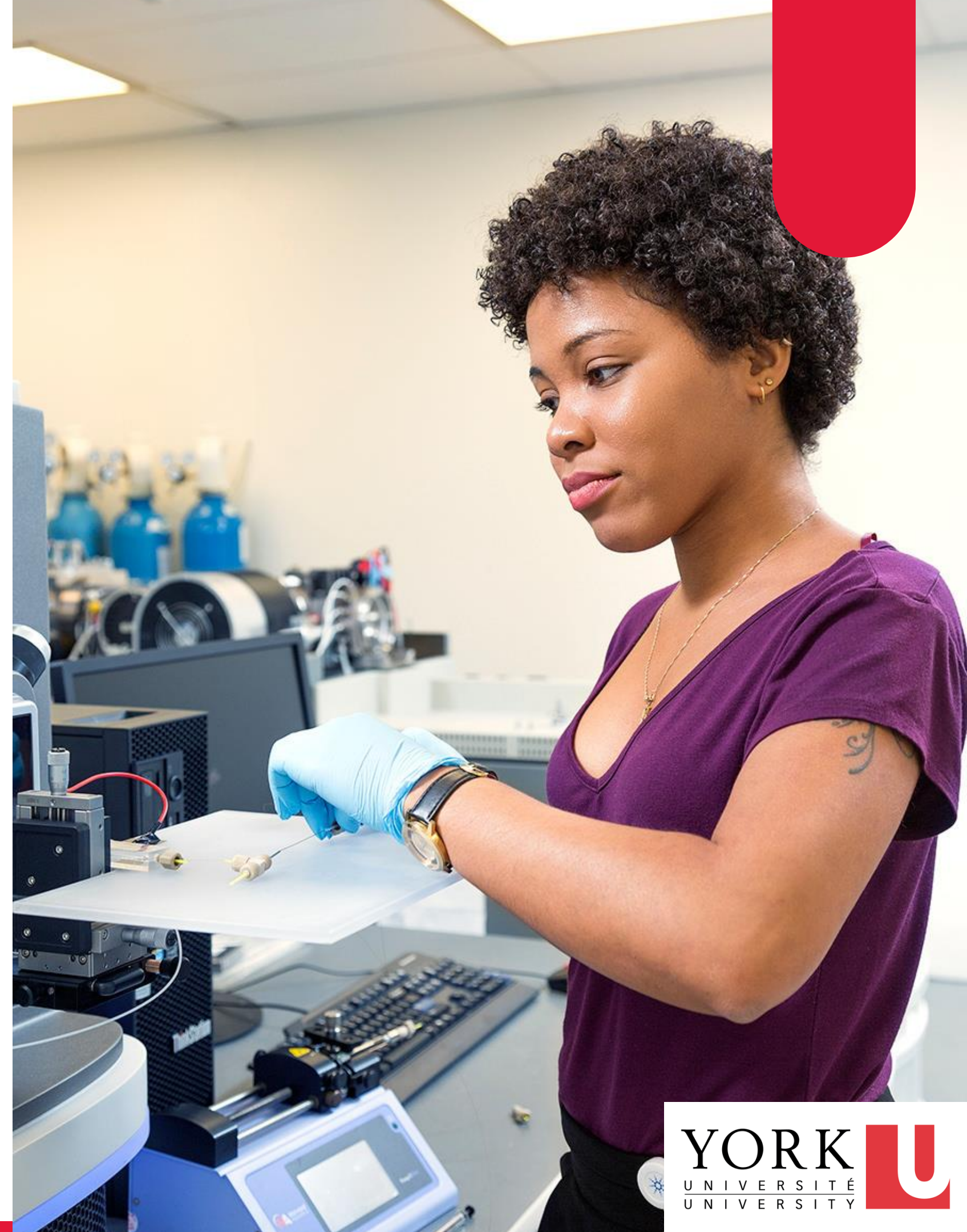


## Other documents

- 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.





# 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**

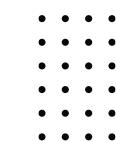


**Step 3: Answer the questions and upload your documents**

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.

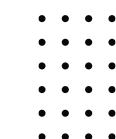
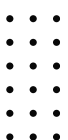
Sign in with Sign-In Partner

[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
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No data available in table

Did you apply on paper or don't see your online application in your account? [Add \(link\) your application to your account](#) to access it and check your status online.

## Continue an application you haven't submitted

Continue working on an application or profile you haven't submitted or delete it from your account.

Search:  Showing 0 to 0 of 0 entries | Show  entries

Application type	Date Created	Days left to submit	Date last saved	Action
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No data available in table

## 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.

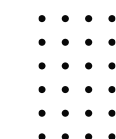
### [Citizenship: Apply for a search or proof of citizenship](#)

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

Choose this option







# 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.

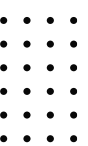
If you begin your application **after you have logged into your account**, you will not receive a personal reference code, as the system will save your document checklist right into your account.

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

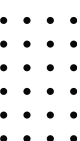
What is your date of birth? (required) ?

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)** ?

Yes

PAL is not needed for a study permit extension application inside Canada if you are extending to continue studies at the same DLI and the same level of study.

## 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

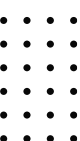
Please make a selection

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



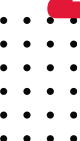
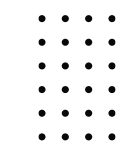
2

## 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

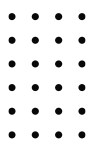
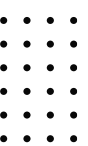
Do you also want to apply for a work permit? (required)

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 

10

 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

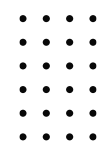
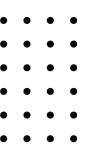
### Supporting documents

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.

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.





# IMM Forms





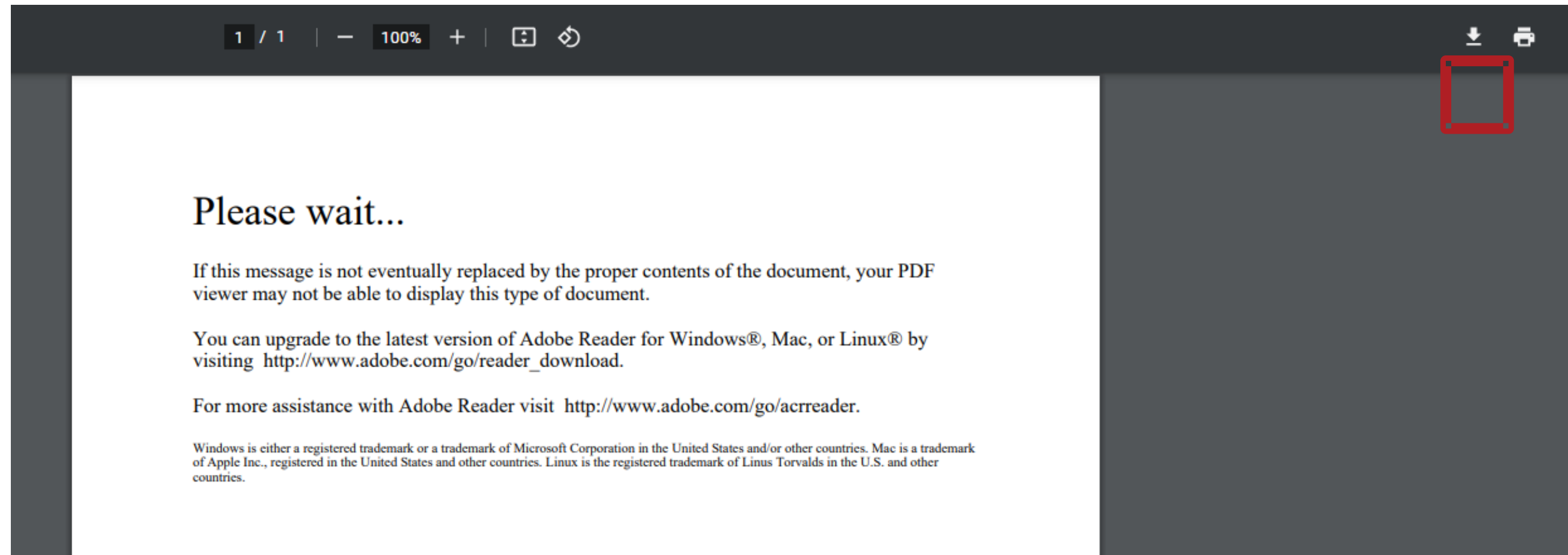


## Download current form(s)

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: <input checked="" type="checkbox"/> * Apply for a study permit for the first time or extend my study permit <input type="checkbox"/> * Restore my status as a student <input type="checkbox"/> * 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? <input type="checkbox"/> * No <input type="checkbox"/> * 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

## 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

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

## COMING INTO CANADA

1	Date and place of your original entry to Canada	* Date YYYY-MM-DD	* Place
2	* a) The original purpose for coming to Canada		b) Other
3	Date and place of your most recent entry to Canada (if not the same as original entry)	Date YYYY-MM-DD	Place
4	If applicable, provide the document number of the most recent Visitor Record, Study Permit, Work Permit or Temporary Resident Permit issued to you.	Document Number	

Date of original Entry into Canada.

Location of original Entry into Canada.

Top right corner of study permit, beginning with « F »



# IMM 5709 form

See Confirmation of Enrolment

## DETAILS OF INTENDED STUDY IN CANADA

<b>1</b> 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	
<b>2</b> *Designated Learning Institution # (O#) O19361109242		My Student ID # is: Enter York Reference #	<b>3</b> Duration of expected study
			* From 2025-09-02 YYYY-MM-DD
			* To 2029-07-31 YYYY-MM-DD
<b>4</b> The cost of my studies will be:		<b>5</b> * a) Funds available for my stay(CAD)	
* Tuition	Room and board	Other	* b) My expenses in Canada will be paid by:
			c) Other
<b>6</b> 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			
<b>7</b> If you have been issued a Quebec Acceptance Certificate (CAQ), provide the:		<b>8</b> 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.

Enter estimated amount for one year.

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?

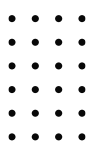
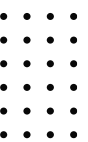
☐ No☐ Yes

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



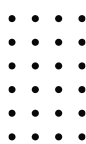




# What if my study permit expires while I'm waiting for a decision?

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.





# 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.

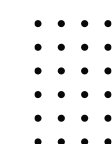
- You will log into your IRCC account and start by filling out the eligibility questionnaire.
- For the first set of questions, **select the option to “study”** for “temporarily – more than 6 months” (if you choose “visit” it will generate the wrong document checklist).
- Eventually you will get to the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





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](mailto:iadvisor@yorku.ca)  
Always include your student number in all communications with York

