

Study Permit Extension

Updated January 2020

Follow these steps if:

Your Study Permit expires within the next 3 - 4 months.

Step 1- Create an online account on IRCC website

Visit IRCC to [Sign in to your IRCC secure account](#)

OR

Google search "*IRCC login*" then click on the first link: "**Sign in to your IRCC secure account**"

- **Select:** "Continue to GC Key" or "Continue to Sign-In Partner" (if you already have an account)
- **Don't have an account?** – select Register and then choose either GC Key or Sign in Partner option
- **Select:** "Sign Up" (for GC Key only); follow instructions.
NOTE: Save the Username, Password, Account Recovery Questions and Security Questions as you will require these later on to access your account.
- **Select:** "I accept" after reading the terms and conditions.

Step 2 - Login to your account

At the bottom of the page under "**Start an Application**"; click "**Apply to Come to Canada**"

You will be asked if you have a Personal Reference Code.

*If you did not answer the assessment questions previously, you do **not** have a Personal Reference Code.*

*You will then need to "**Assess your eligibility**" by clicking on "**Apply for Visitor Visa, Study and/or Work Permit**" and answering all assessment questions.*

Step 3 - Answer eligibility questions (10 – 15 minutes)

Consider the following when you do:

- Select "**Study**" to answer "**What would you like to do in Canada?**"
- If you are asked "**Have you lived in a designated country or territory for more than six months in the last year?**" you should select "**NO**" if you have not been outside Canada for 6 months in the past year
- When asked the question "**Are you giving someone access to your application?**" Select "**No**" as you will be applying on your own
- You will also be asked "**In the past 10 years, have you given you fingerprints and photo (biometrics) for an application to come to Canada?**", if you have never provided your biometrics for an IRCC application in the past 10 years, select "No"

Step 4 - Complete application form IMM5709

- **UCI number:** "Unique client Identifier", also known as "**Client ID**". It is usually an **8-10 digit number** that appears on your Study Permit
- **DLI number:** This is the University 'Designated Learning Institute' number: **O19257171832**
- **Document Number:** This number is usually printed in **bold black ink** at the top of your study permit starting with an "**F**" followed by **9 numbers**.
- **Employment Section:** Because you are a full-time student in Canada, you can write "**student**" as your "**current activity**".
- **Background Information:**
 - Question 2(c): *Have you previously applied to enter or remain in Canada?* Click **YES**, as you have entered Canada on your previous Study Permit. Include the dates and all documents you applied for in the past in the available box (e.g.,



first study permit: Aug. 2014, extended study permit Dec. 2016).

- **Signature box:** You can type your name in the box or leave blank

Step 5 - Validate the form

Click "Validate"

Step 6 - Save form and upload to document checklist

If you saved your document on one of the International Services Centre computers, **make sure you email a copy of the form to yourself as an attachment for future access** before deleting the file from the computer!

Step 7- Prepare supporting documents

Supporting Documents Required:

- Letter of Enrollment
 - Found in Bear Tracks under "Academics: Verification of Enrollment" (***NOTE: grad students ALSO need to get a letter from FGSR indicating their expected completion date***)
- Proof of Financial Means
 - Bank statements for past 4 months
 - Letter of support from family if needed
 - Other proof of income (e.g. Department funding letter for graduate students or scholarship)
- Passport-style Digital Photo
- Scanned Copy of Passport (the page that shows your birth date and country of origin, and all pages that contain a stamp or Visa)
- Letter of Explanation (uploaded in Client Information) - if needed
 - To explain to the IRCC what you are requesting or additional information you want to be considered in your application

Step 8 - Pay required fees

- You will be required to pay the **\$150 Study Permit fees** online with a credit or debit card
- If you have never provided biometrics to IRCC in the past 10 years, you will also be required to pay an additional **\$85** (biometrics fee) when you pay your study permit fees

Step 9 - Processing times

[Check online for weekly updates on processing times](#)

Disclaimer

This tip sheet contains general information considered to be accurate at the time of publication.

If you have any questions about your situation please discuss this in person with the International Student Advisor and/or with an external authorized representative. Please note the requirements relating to students' immigration status in Canada are complex and change frequently. For the most up to date immigration information, please visit the following websites:

[Immigration, Refugees, and Citizenship Canada](#)

[Canada Border Services Agency](#)