Extending Your Study Permit
(Application Instructions for Students Applying from WITHIN Canada Only)

When can I extend my study permit?
You should apply to extend your study permit 90 days in advance of expiry. However, as long as the Case Processing Centre in Alberta receives your paper or online application before the expiry date, you are considered to have “implied status” in Canada until you receive your renewed study permit, even if the expiry date has passed while your extension is being processed. If your study permit has already expired, see an International Student Advisor immediately for advice and assistance.

Your confirmation of enrollment letter from SFU will indicate your expected date of program completion. You may extend your study permit for an additional 90 days, or three month “bridging extension” after the completion date indicated in the letter. Note that Citizenship and Immigration Canada will not extend your study permit past the expiration date of your passport.

PLEASE NOTE: If your current study permit was issued on or after June 1, 2014, it will expire on the
dearlier of the following dates:
(1) The expiry date printed on the study permit, OR
(2) 90 days after you complete your studies

How can I extend my study permit?
You have two options:

1. Apply online
   Step 2. Apply online at http://www.cic.gc.ca/english/e-services/index.asp after creating a GCKey or Sign-in Partner login ID, and registering with MyCIC. Enter your Personal Checklist Code when prompted.

   Scan and upload all supporting documentation (see below). Supporting documents should be current and original (unless it clearly states photocopies are acceptable). Refer to your online checklist for acceptable file formats.

2. Apply by mail
   Step 2. Complete the forms, and mail them along with the necessary supporting documents [see next page] in a 23 cm x 30.5 cm (9” x 12”) envelope to the address below. We strongly recommend using a trackable method to mail in your application (Registered mail, Xpresspost or courier) and keeping copies of all documents sent. Do not include a prepaid return envelope with your application.

   Citizenship and Immigration - Study Permit
   Case Processing Centre
   6212 - 55th Avenue, Unit 101, Vegreville AB T9C 1X5

The information in this document has been reviewed and endorsed by a Regulated Canadian Immigration Consultant (RCIC) pursuant to section 91 of the Immigration and Refugee Protection Act. This is not a legal document and information may change without notice. Always refer to www.cic.gc.ca for the most updated information. This document was last updated on June 10, 2014.
Other documents as per your situation may be required (e.g. marriage certificate, family members’ documentation, letter from academic advisor, etc.) If applying online, you will need to scan these documents within available checklist items.

### How long will it take to extend my study permit?

Processing times depend on how busy the CIC Case Processing Centre in Alberta is at the time you apply. For updated processing times, please visit the CIC website at [http://www.cic.gc.ca/english/information/times/temp.asp](http://www.cic.gc.ca/english/information/times/temp.asp)

### Can I apply for my co-op work permit and renew/extend my study permit at the same time?

Yes. If you have been accepted into the Co-Op program at SFU, you can apply for (or renew) a work permit and study permit together on the same application. View our Co-op/Internship Work Permit handout for more details and required documents.

### When should I consult an International Student Advisor about extending my study permit?

- If you are a new student at SFU
- If your status at SFU has changed (e.g. conditionally admitted, academic probation, required to withdraw, exchange student extending stay in Canada, graduating, etc.)
- If your study permit has expired or is almost expired
- If your study permit does not authorize you to study at the post-secondary level
- If your passport is expiring
- If you are planning a trip outside of the country in the next few months
- If you plan to travel and your study permit is about to expire in less than 90 days

### What if I am transferring to/from SFU to/from another post-secondary institution?

**If your current study permit was issued on or after June 1, 2014:** You must notify CIC that you have changed institutions via your online MyCIC portal. In order to maintain your study permit conditions you must actively pursue studies at a designated learning institution. SFU is one such institution.

**If your study permit was issued before June 1, 2014:** You do not need to notify CIC of a change to your institution, provided that you have not changed your level of study (e.g. post-secondary).

**If your study permit only allows you to study at the secondary school level,** you must apply to change the conditions of your study permit prior to commencing studies at university.

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