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 Immigration, Refugees and Citizenship Canada (IRCC) 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 earlier of the following dates:

1. The expiry date printed on the study permit,
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](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.

<table>
<thead>
<tr>
<th>Online Checklist Item</th>
<th>Document Description</th>
<th>Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application form</td>
<td>Application to Change Conditions, Extend My Stay or Remain in Canada as a Student [IMM 5709] → Once completed, click on the “Validate” button. This will generate a series of barcodes on page 5. When submitting your application, you must include this page which contains your unique barcodes.</td>
<td>* Fill out the application form electronically (not by hand). * Do not print the form – simply validate, save and upload it in the space provided. * You will be prompted to electronically sign your application later in the online process.</td>
</tr>
<tr>
<td>Proof of means of financial support</td>
<td>Proof of sufficient financial support in Canada. The minimum amount you are required to show is tuition plus $10,000 CAD for a 12-month period. → Refer to your online checklist for examples of acceptable documentation.</td>
<td>* Graduate students may request a letter from their department should they wish to include proof of financial support i.e. TAship or RAship.</td>
</tr>
<tr>
<td>Passport or travel document</td>
<td>Scanned copies of all relevant passport pages</td>
<td>* Include all pages with photos, signatures, entry stamps and any other markings.</td>
</tr>
<tr>
<td>Digital photo</td>
<td></td>
<td>* Refer to the photo specifications in your online checklist.</td>
</tr>
<tr>
<td>Letter of acceptance</td>
<td>Official current SFU confirmation of enrollment (COE) letter → Download the COE from your Student Information System account. Optional: transcripts including your last 2 terms of study</td>
<td>* If you have attended a different institution in the last 2 terms, you may include transcripts from that institution as well</td>
</tr>
<tr>
<td>Fee</td>
<td>The current fee for a study permit renewal is $150 CAD. You must pay online using a credit card.</td>
<td>* IRCC accepts Visa, MasterCard and American Express.</td>
</tr>
</tbody>
</table>

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 your application (Registered mail, Xpresspost or courier) and keeping copies of all documents sent. Do not include a prepaid return envelope with your application.

   **Immigration, Refugees and Citizenship Canada – 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](http://www.cic.gc.ca) for the most updated information. This document was last updated on September 15, 2017.
### Application Item | Document Description | Tips
--- | --- | ---
* You may complete this form by hand.

Application Form | Application to Change Conditions, Extend MyStay or Remain in Canada as a Student [IMM 5709]  
Once completed, click on the "Validate" button before printing. This will generate a series of barcodes on page 5. When submitting your application, you must include this page which contains your unique barcodes. **Print your completed form, sign and date the application (by hand) in the space provided on page 5**  
* Fill out the application form electronically (not by hand).  
* Your 8-digit Client I.D. number on your study permit is your UCL.  
* Graduate students may request a letter from their department should they wish to include proof of financial support i.e. TAship or RAship.

Photocopies of Passport | Photocopies of all relevant passport pages | * Include all pages with photos, signatures, entry stamps and any other markings.

Proof of funds available | Proof of sufficient financial support in Canada. The minimum amount you are required to show is tuition plus $10,000 CAD for a 12-month period. Examples of supporting documents you can submit include:  
* current official bank statements  
* proof of scholarship or employment  
* letter of financial support from family members along with their official bank statements | * If you have attended a different institution in the last two terms, you should include transcripts from that institution as well.

Proof of academic standing at institution(s) | 1) Official current SFU confirmation of enrollment (COE) letter  
Download the COE from your Student Information System (SIS) account.  
2) Unofficial transcripts which include your last two terms of studies  
SFU transcripts may be accessed via your SIS. | * Pay your fee a few days before sending the completed application as your payment may take a few days to clear.

Fee | The current fee for a study permit renewal is **$150 CAD**.  
Pay online using a credit card via the IRCC e-Payment tool [https://eservices.cic.gc.ca/epay/welcome.do](https://eservices.cic.gc.ca/epay/welcome.do)  
Print the receipt of payment and include it with your application. | * Pay your fee a few days before sending the completed application as your payment may take a few days to clear.

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 IRCC Case Processing Centre in Alberta is at the time you apply. For updated processing times, please visit the IRCC 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, you should renew your study permit from WITHIN Canada before you leave.

### 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 IRCC 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 IRCC of a change to your institution, provided that you have not changed your level of study (e.g. post-secondary).

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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.