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, Immigration Specialist immediately for advice and assistance.

Your confirmation of enrollment letter from SFU will indicate your expected program completion date. 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 automatically become invalid on the earlier 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?
As per Immigration, Refugees and Citizenship Canada (IRCC) instructions, you are required to submit your study permit application online unless you are otherwise exempted. For more information regarding the exceptions to this rule, please see: https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/visitors/place-application-visa-electronic-travel-authorization-study-permit-work-permit/exempt-electronic-applications.html

What are the instructions for applying online?


Visit our study permit extension instruction guide at https://www.sfu.ca/content/dam/sfu/students/isap/Advising%20Handouts/Frequently%20Asked%20Questions_SP.pdf for step-by-step instructions on how to apply online.

Step 2. Apply online at https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html after creating a GCKey or Sign-in Partner login ID, and registering with MyCIC. Select ‘Apply to come to Canada’ and enter your Personal Checklist Code when prompted.

Scan and upload all supporting documentation (see below). Supporting documents should be current. Refer to your online checklist for acceptable file formats.

<table>
<thead>
<tr>
<th>Online Checklist Item</th>
<th>Document Description</th>
<th>Tips</th>
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<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>
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<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 1 year (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>
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Notes:

Passport or travel document Scanned copies of all relevant passport pages * Include all pages with photos, signatures, entry stamps and any other markings.

Digital photo * Refer to the photo specifications in your online checklist.

Letter of acceptance Official current SFU confirmation of enrollment (COE) letter → Download the COE from your Student Information System account. For instructions, see: https://www.sfu.ca/students/records/confirmation-of-enrollment.html Optional: transcripts including your last 2 terms of study * If you have attended a different institution in the last 2 terms, you may include transcripts from that institution as well

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 July 30, 2020.
Biometrics (fingerprints and photo) | Within 24 hours of applying for your study permit and paying the biometrics fee you will get a biometric instruction letter in your MyCIC account. Bring this letter and your valid passport when you give your biometrics at a designated Service Canada location. IRCC can only begin to process your application after you pay for and give your biometrics.  
* If you gave biometrics in the last 10 years for a Canadian visa, work or study permit and they are still valid you do not have to give them again when you apply for your study permit. Check to see if your biometrics are still valid at: https://onlineservices-servisesenligne.cic.gc.ca/extapp/termsAndConditions?&lang=en  
* For more information about biometrics requirements and exemptions, visit: https://www.canada.ca/en/immigration-refugees-citizenship/campaigns/biometrics/facts.html

Notes:

Fee | The current fee for a study permit renewal is $150 CAD. If you are required to provide biometrics you will be charged an additional fee of $85 when you submit your application.  
* You can pay online using a credit card (IRCC accepts Visa, MasterCard, American Express, JCB, China Union Pay) or a debit card (IRCC accepts Visa Debit, Debit MasterCard or Interac).

Other documents as per your situation may be required (e.g. marriage certificate, family members’ documentation, letter from academic advisor, letter of explanation, etc.). When 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 Edmonton is at the time you apply, whether the application is complete, and other factors. For the most up-to-date estimated processing times, please visit the IRCC website at https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html

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 co-op work permit and study permit together on the same application. To do so you will require a current Co-op Letter confirming your enrollment in a Co-op program. 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 expiring soon
- 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 by completing a designated learning institution (DLI) transfer. In order to maintain your study permit conditions you must actively pursue studies at a DLI. SFU is one such institution. Please visit https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/change-schools/account.html for DLI transfer instructions.

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).

What if I am transferring to SFU after finishing high school in Canada?

As of April 11, 2019, students transitioning from secondary school (high school) to post-secondary studies at SFU are no longer required to apply for a new study permit in order to begin studying at SFU, providing their current study permit is still valid. Students are required to notify IRCC that they are studying at SFU and will need to apply to change the conditions of their study permit if they wish to work on or off campus while they study. For more information please speak with an International Student Advisor, Immigration Specialist.

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