STUDY PERMIT EXTENSION - INSTRUCTION GUIDE

VCC International
ieservices@vcc.ca
vcc.ca/international

Apply for a Study Permit extension (online) – Step by Step Instructions

1. Create or Sign-in to your account.
- Create or Sign-in to your IRCC Secure Account online.
- If you don't know how to create your account, please review the file "How to Create your IRCC Secure Account".

2. Inside your IRCC Secure Account
- On the "Start an application" section, click on "Apply to come to Canada" (even if you are in Canada)
- This includes applications for visitor visas, work permits, and study permits
- You will have the option to enter your personal reference code or answer a series of questions to determine your eligibility and create your Document Checklist right away. Both options will take you to the application.

Personal checklist options:
1. **Personal Reference Code:** create your code in advance by using the Come to Canada tool
2. **Do not have a Personal Reference Code:** To start the process, click on "Visitor visa, study and/or work permit". By choosing this option, the system will save your Document Checklist right into your account
➔ **Please review: Tips on how to answer the questions for a Study Permit extension application (in Canada)**

3. Completing the questionnaire wizard or entering the personal reference code
- After completing the questionnaire wizard or entering the personal reference code, the system will provide your results. You must **select 'Study Permit (in Canada)'** by clicking "Continue"
- The system will ask you a few more questions. Based on your answers, you will be provided with a personal checklist of all the documents you need to submit with your application.

4. Review your answers
- Review your answers (recommended to save a copy) and click "Continue".

5. Page: Submitting your application
- At the 'Submitting your application' page, review all the steps to submit your application and click "Continue".

6. Your Document Checklist
- The system will generate a list of documents you must submit to apply
- You will only be able to proceed once you upload each file
- You can select the question mark button under "Instructions" to learn more about each document
- You may apply to extend your study permit and apply for a Co-op Work Permit at the same time if your program requires practicum work experience.
➔ **Please review: Tips on how to fill out the IMM5709 form for a Study Permit extension application (in Canada)**

7. Submit your application
- After submitting your study permit extension application, you will receive a 'Submission Confirmation' pdf letter.
- Applicants are responsible for providing legitimate and correct documentation. Immigration, Refugees and Citizenship Canada (IRCC) will assess your application based on the information you provide.

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Tips on how to answer the questions for a Study Permit extension application (in Canada)

1. Open the [Come to Canada tool](#) to find out if you are eligible to apply.
- Click on "Check your eligibility"

Question	Select
What would you like to do in Canada?	**Study**
How long are you planning to stay in Canada?	**Temporarily - more than 6 months**
What is your current country/territory of residence?	**Canada**
What is your current immigration status in Canada?	**Student (if applicable)**
What is your province of destination?	**British Columbia**

2. Your results should show Study Permit (in Canada) as an option.
- Click "Continue"

3. Create your personal checklist.
- Based on your answers, you will be provided with a personal checklist of all the documents you need to submit with your application.

Question	Select
Are you accompanying a family member who has status in Canada?	**No** (you are the main applicant)
Do you also want to apply for a work permit?	**No** (If your program does **not** require you to have a co-op work permit) **Yes, I wish to apply for a CoOp Work Permit** (If your program requires you to have a co-op work permit) - Practicum Experience
When does your status in Canada expire?	**Enter your study permit expiry date**

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Continue…

Question	Select
Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months?	**No** (If you have **not** had a medical exam performed by an IRCC authorized panel doctor) **Yes** (If you have had a medical exam performed by an IRCC authorized panel doctor) *See the list of IRCC authorized panel physician.*
Have you lived in a designated country or territory for more than six months in the last year?	**No** (If you have been living in Canada for at least six of the past 12 months) **Yes** (If you have lived in a designated country outside Canada for more than six of the past 12 months - a medical exam may be required)
Do you want to submit an application for a family member?	Please note that the permit or your family members (if any) will usually have the same validity as your study permit. If you extend your study permit, you will likely need to extend your family permit(s) as well (if applicable).
In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada?	**No** (If you have **not** given biometrics in the past or your biometrics are no longer valid) **Yes** (If you have given biometrics in the last 10 years) *You can check if your biometrics are still valid.*
Are you able to make a digital copy of your documents with a scanner or camera?	**Yes**

4. Review your answers.
- Review your answers (it is recommended to save a copy) and click "Continue"

5. Your Document Checklist
- The system will create your Document Checklist with the list of documents you need to submit in order to apply
- On the next page, please view a sample of the Document Checklist and some tips
- The system will only allow you to submit your application only after you upload all required files
- Ensure your passport is valid for the length you are applying for
- IRCC charges a fee for a Study Permit application. Study Permit fee CAD$ 150
- You may be required to do medical exams depending on your occupation/answers
- If you need to submit your Biometrics a charge of $85 will appear. However, because of COVID-19, you may be exempt from giving biometrics if you are inside Canada
- You can always click on the question mark bottom ❓ under instructions to obtain more information on what is being asked.

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Application Form(s)

Application Form(s)

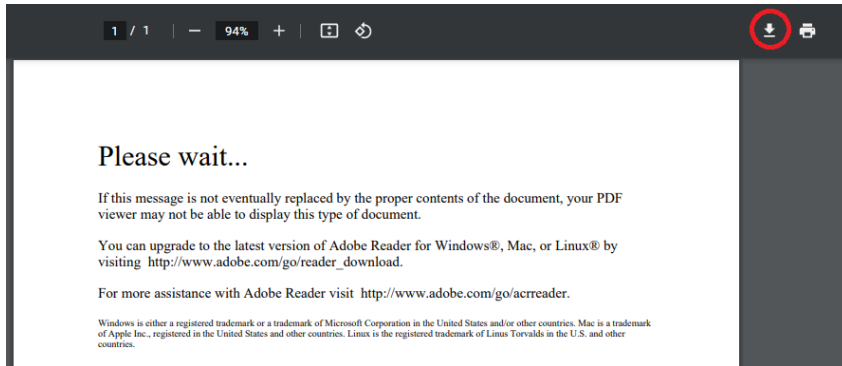| Details	Document Name	Instructions	Options
Not Provided	① Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709) (required)	❓	Upload File

Supporting Documents

Supporting Documents

Details	Document Name	Instructions	Options
Not Provided	② Family Information Form (IMM5707) (required)	❓	Upload File
Not Provided	③ Co-op Letter (required)	❓	Upload File
Not Provided	Passport (required)	❓	Upload File
Not Provided	④ Letter of Acceptance (required)	❓	Upload File
Not Provided	⑤ Proof of Means of Financial Support (required)	❓	Upload File
Not Provided	⑥ Digital photo (required)	❓	Upload File

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	⑦ Client Information	❓	Upload File

① Open or Download the **Application to Change Conditions, Extend my Stay or Remain in Canada as a Student** (IMM5709) form. It is common for the form not to open on a web browser. You can download the form (click on the download arrow at the top right to save the file to your computer) and open it using Adobe Reader.

② This form will be required or not based on your nationality

③ This field will only show up if you select "Yes, I wish to apply for a CoOp Work Permit" during the questionnaire wizard. Please add your **VCC Co-op Work Permit Letter** (if applicable).

④ Please add your **VCC LOA (Letter of Acceptance)** if a new student at VCC or add the **Study Permit Extension Letter** if a current student.

⑤ You must prove that you can support yourself, and the family members who come with you, while you are in Canada.

⑥ Check Temporary Resident Visa application photograph specifications

⑦ The 'Client Information' is an optional document, meaning you don't need to include it. However, if you would like to provide more details about your particular situation, you may include a Letter of Explanation.

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Last Update: June 2022. *The information on this file has been developed and endorsed by Regulated International Student Immigration Advisors (RISIAs) in compliance with the Immigration and Refugee Protection Act and Regulations. However, the information may change without notice, and this is not a legal document. Please visit the Immigration, Refugees and Citizenship Canada (IRCC) website for the most up-to-date information.*

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Tips on how to fill out the IMM5709 form for a Study Permit application (in Canada)

Open or Download the **Application to Change Conditions, Extend my Stay or Remain in Canada as a Student** (IMM5709) form. It is common for the form not to open on a web browser. You can download the form (click on the download arrow at the top right to save the file to your computer) and open it using Adobe Reader.

The UCI (Unique Client Identifier) it is located on your study permit (8 or 10-digit number)

Select "Apply for a study permit for the first time or extend my study permit".

Indicate your "Status" as "Student" (if applicable).
At "From" please indicate your study permit issue date.
At "To" please indicate your study permit expiry date.

NATIONAL IDENTITY DOCUMENT

Not all countries have a National ID. If your country does, provide the information including issue and expiry date.
Do not include your passport, BCID or Canadian Driving License details.

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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

2 Residential address   Same as mailing address?   ☐ * No   ☐ * Yes

Apt/Unit	Street no.	Street name		
City/Town		* Country or Territory Canada	Province	Postal code

1. Please ensure to have your correct and complete mailing address, as this is the address to where **IRCC will mail your new Study Permit**. If you do not have a P.O. box number, leave it blank. If you do not live in an Apartment/Condo, leave the 'Apt/Unit' section blank. The Street no. is your house or building number.
2. If your Residential address is the same, please click "yes" to this second part.

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 Study		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

1. Date and Place (Port of Entry) where you entered Canada for the first time
2. Original purpose for coming to Canada: Study (if applicable)
3. Date and place where you entered Canada for the last time (for example, if you travelled outside Canada, add the date of your return – last re-entry)
4. The "Document Number" is the black number starting with an "F" (for study permits) at the top right of your immigration document.

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DETAILS OF INTENDED STUDY IN CANADA

1	I have been accepted at the following educational institution

* a) Name of School	* My level of study will be:	*My field of study will be:
Vancouver Community College		

b) Complete address of school in Canada

* Province	* City/Town	* Address
BC	Vancouver	250 W Pender St, Vancouver VC V6B 1S9

2	Designated Learning Institution # (O#)	My Student ID # is:	3	Duration of expected study	* From	* To
	O19279717512				YYYY-MM-DD	YYYY-MM-DD

4	The cost of my studies will be:	5	* a) Funds available for my stay(CAD)	* b) My expenses in Canada will be paid by:	c) Other
	* Tuition / Room and board / Other				

6	a) In addition to a study permit, are you also applying for a work permit?	* No	* Yes	b) What type of work permit are you applying for:	

7	If you have been issued a Quebec Acceptance Certifcate (CAQ), provide the:		
	Certificate Number	Expiry Date	

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.

1. 'Name of School': Vancouver Community College
   'My level of study will be': please select according to your program credential
   'My field of study will be': please select according to your program of studies
   Add address accordingly
2. 'Designated Learning Institution': VCC's DLI number is O19279717512 (the first character is the letter 'O')
   'My Student ID is': please add your VCC student number
3. On 'Duration of expected study': "From" please add today's date and "To" please add the date according to your VCC LOA (Letter of Acceptance) if a new student or Study Permit Extension Letter if a current student at VCC.
4. At 'Tuition' please add the cost according to your VCC program of studies
5. For "Funds available for my stay (CAD)' please refer to Proof of financial support.
6. Select "Yes" only if you are also applying for a work permit. Please visit the list of VCC Programs with Practicum Experience to understand if your program has a mandatory practicum component.
   If you select "Yes", please also select "Co-op Work Permit"

EDUCATION

Have you had any post secondary education (including university, college or apprenticeship training)?	* No	✓ * Yes

If you answered "yes", give full details of your highest level of post secondary education.

1	From	*Field and level of study	*School/Facility name		
	*YYYY *MM		Vancouver Community College		
	To	*City/Town	Country or Territory		*Province/State
	YYYY MM	Vancouver	Canada		BC

- Please complete this section as shown above and include the "Field and level of study" accordingly.
- At "From" please indicate your start date at VCC
- At "To" please leave blank or add the expected end date of your program.

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EMPLOYMENT

Give details of your employment for the past 10 years, including if you have held any government positions (such as civil servant, judge, police officer, mayor, member of parliament, hospital administrator)

1	From	* Current Activity/Occupation		* Company/Employer/Facility name		
	* YYYY * MM	Student		Vancouver Community College		
	To	* City/Town	* Country or Territory			*Province/State
	YYYY MM	Vancouver	Canada	▼		BC ▼

- For Study Permit applications, the information in this section is not required. However, you need to fill out the first part in order to validate the form, so you can include the information to indicate you were a VCC student if you never worked. You must add your program start date and you can leave "To" blank.
- Alternatively, you can also add information from previous or current employment (even if part-time). Start with your most recent employment information.

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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.

I have a valid study permit that was issued on Month day, Year, and it is valid until Month day, Year. I also have a TRV that is valid until Month day, Year.

a) If you were not compliant with your study permit and/or work permit conditions. Provide details and explanation
b) If you were ever refused a visa, admission to Canada or any other country please indicate and briefly explain
c) Answer "Yes" to this question as you are currently in Canada. Please provide details of your current or previous immigration documents (example above).

SIGNATURE

Immigration, Refugees and Citizenship Canada (IRCC), or an organization at IRCC' request, may want to contact you in the future to ask you about any services you received from IRCC prior to the application process (such as participation in an information forum), during the application process (including the application process itself as well as orientation or accreditation services), and services received after arriving in Canada (including settlement, integration and citizenship). IRCC will use this information, along with the information provided by other individuals, for research, performance measurement or evaluation purposes. IRCC will not use this information to make any decisions about you personally.

Do you consent to be contacted by IRCC, or an organization at IRCC's request, in the future? (Y/N)   ☐ No   ☐ Yes

I consent to the release to Immigration, Refugees and Citizenship Canada (IRCC) and Canada Border Services Agency (CBSA) of all records and information for the purpose of processing my request that any government authority, including police, judicial and state authorities in all countries in which I have lived may possess about me. This information will be used to evaluate my suitability for admission to Canada or to remain in Canada pursuant to Canadian legislation.

I declare that I have answered all questions in this application fully and truthfully.

Signature of Applicant or Parent/Legal Guardian's for a person under 18 years of age.   Date: YYYY-MM-DD

IMPORTANT NOTE:
This application must be signed and dated before it is submitted by mail.
Do not forget to include photos, fees (if applicable) and any other documents required. Review the application guide for more information and verify that you have completed and provided all of the required documents as per the document checklist.

DISCLOSURE

Information provided to IRCC is collected under the authority of the Immigration and Refugee Protection Act (IRPA) to determine admissibility to Canada. Information provided may be shared with other Canadian government institutions such as, but not limited to, the Canada Border Services Agency (CBSA), the Royal Canadian Mounted Police (RCMP), the Canadian Security Intelligence Service (CSIS), the Department of Foreign Affairs, Trade and Development (DFATD), Employment and Social Development Canada (ESDC), the Canada Revenue Agency (CRA), provincial and territorial governments and foreign governments in accordance with subsection 8(2) of the Privacy Act. Information may be disclosed to or validated with foreign governments, law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation where such sharing of information may not put the individual and or his/her family at risk. Information may also be systematically validated by other Canadian government institutions for the purposes of validating status and identity to administer their programs.

Where biometrics are provided as part of an application, the fingerprints collected will be stored and shared with the RCMP. The fingerprint record may also be disclosed to law enforcement agencies in Canada in accordance with subsection 13.11(1) of the Immigration and Refugee Protection Regulations. The information may be used to establish or verify the identity of a person in order to prevent, investigate or prosecute an offence under any law of Canada or a province. This information may also be used to establish or verify the identity of an individual whose identity cannot reasonably be otherwise established or verified because of physical or mental condition. Canada may also share immigration information related to biometric records with foreign governments with whom Canada has an agreement or arrangement.

Depending on the type of application made, the information you provided will be stored in one or more Personal Information Banks (PIB) pursuant to section 10(1) of Canada's Privacy Act. Individuals also have a right to protection and access to their personal information stored in each corresponding PIB under the Access to Information Act. Further details on the PIBs pertaining to IRCC's line of business and services and the Government of Canada's access to information and privacy programs are available at the Infosource website and through the IRCC Call Centre. Info Source is also available at public libraries across Canada.

Validate

If you are applying online, you don't need to sign. You can type your name and include today's date. Click on "Validate" button and a bar code will be generated. Save the form and upload it to your application on the Document Checklist.