

EXTENDING YOUR STUDY PERMIT

TRENT UNIVERSITY
TRENT INTERNATIONAL



Disclaimer



The following slides were prepared by a licensed immigration professional in compliance with section 91 of the Immigration and Refugee Protection Act (IRPA).

This is not a legal document and does not constitute legal advice.

Immigration information may change without notice and it is your responsibility to refer to Immigration, Refugees and Citizenship Canada (IRCC) for the most up-to-date information.

IRCC is the authoritative source for immigration legislation, policies, instructions and information.

The information in this tutorial is current as of June 1, 2022 and subject to change.

Agenda

- 1 What is a study permit?
- 2 Who needs to extend?
- 3 When to extend?
- 4 What happens if I don't extend?
- 5 What documents do I require?
- 6 Application Tutorial
- 7 Your Homework



What is a study permit?

- A study permit is an immigration document issued by Immigration, Refugees and Citizenship Canada which **defines your status** in Canada as a temporary resident and student.
- Has specific conditions and requirements
 - responsibility to keep study permit valid
 - actively pursue studies
 - make reasonable progress toward completion of studies,
 - working conditions [R186(f) and (v)].
- It is **not an entry document**.
- Your study permit cannot expire while studying in Canada

PROTECTED WHEN COMPLETED / PROTÉGÉ UNE FOIS REMPLI - B

CANADA

SCARBOROUGH ON CANADA

Application/Demande: S

UCI/IUC:

STUDY PERMIT/PERMIS D'ÉTUDES

CLIENT INFORMATION/INFORMATION DU CLIENT

Family Name/Nom de Famille:	
Given Name(s)/Prénom(s):	
Date of Birth/Date de naissance:	(yyyy/mm/dd - eeee/mm/jj)
Sex/Sexe:	FEMALE
Country of Birth/Pays de naissance:	CHINA, PEOPLE'S REPUBLIC OF
Country of Citizenship/Citoyen de:	CHINA, PEOPLE'S REPUBLIC OF
Travel Doc No./N° du document de voyage:	PASSPORT

ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE

Date Issued/Délivré le:	2013/05/07	(yyyy/mm/dd - eeee/mm/jj)
Expiry Date/Date d'expiration:	2017/07/30	(yyyy/mm/dd - eeee/mm/jj)
Case Type/Genre de cas:	30	
Institution Name/Nom de l'institution:	OTHER UNIVERSITY ONT.	
Field of Study/Domaine d'études:	ANY POST SECONDARY	
In Force From/En vigueur le:	2013/05/07	(yyyy/mm/dd - eeee/mm/jj)

Conditions:

1. MAY ACCEPT EMPLOYMENT ON THE CAMPUS OF THE INSTITUTION AT WHICH REGISTERED IN FULL-TIME STUDIES.
2. MUST LEAVE CANADA BY

Remarks/Observations:

THIS DOES NOT AUTHORIZE RE-ENTRY/CECI N'AUTORISE PAS LA RÉ-ENTRÉE

THIS FORM HAS BEEN ESTABLISHED BY THE MINISTER OF CITIZENSHIP AND IMMIGRATION - THIS DOCUMENT IS THE PROPERTY OF THE GOVERNMENT OF CANADA
FORMULAIRE ÉTABLI PAR LE MINISTRE DE LA CITOYENNETÉ ET DE L'IMMIGRATION - LE PRÉSENT DOCUMENT EST LA PROPRIÉTÉ DU GOUVERNEMENT DU CANADA

IMM 1442B (06-2012)
CBN

Canada

Who needs to extend their study permit?

Typically a study permit is issued the regular length of your studies or the length of your passport, whichever comes first.

If your study permit will expire prior to your degree completion, you should apply to extend it.



If required, renew your passport and then extend your study permit.



Canada Citizenship and Immigration Canada / Citoyenneté et Immigration Canada

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Travel Doc No./N° du document de voyage: PASSPORT

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Date Issued/Déjà délivré le: 2013/05/07 (yyyy/mm/dd - aa/aa/mm/yy)
Expiry Date/Date d'expiration: 2017/07/30 (yyyy/mm/dd - aa/aa/mm/yy)
Case Type/Genre de cas: 30
Institution Name/Nom de l'institution: OTHER UNIVERSITY ONT.
Field of Study/Domaine d'études: ANY POST SECONDARY
In Force From/En vigueur le: 2013/05/07 (yyyy/mm/dd - aa/aa/mm/yy)

Conditions:
1. MAY ACCEPT EMPLOYMENT ON THE CAMPUS OF THE INSTITUTION AT WHICH REGISTERED IN FULL-TIME STUDIES.
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Canada

When to extend your study permit

- Apply to extend your study permit at least 30 days before it expires, though we recommend starting the process 3-4 months prior to expiry.
- If you apply to extend before your study permit expires, you can continue to study/work under the same conditions as your current study permit until we make a decision. This is called "maintained status". Maintained status only applies as long as you remain in Canada. Do not leave Canada until you obtain your new study permit!

STUDY PERMIT/PERMIS D'ÉTUDES	
CLIENT INFORMATION/INFORMATION DU CLIENT	
Family Name/Nom de Famille:	
Given Name(s)/Prénom(s):	
Date of Birth/Date de naissance:	(yyyy/mm/dd - aaaa/mm/jj)
Sex/Sexe:	FEMALE
Country of Birth/Pays de naissance:	CHINA, PEOPLE'S REPUBLIC OF
Country of Citizenship/Citoyen de:	CHINA, PEOPLE'S REPUBLIC OF
Travel Doc No./N° du document de voyage:	PASSPORT
ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE	
Date Issued/Délibré le:	2013/05/07 (yyyy/mm/dd - aaaa/mm/jj)
Expiry Date/Date d'expiration:	2017/07/30 (yyyy/mm/dd - aaaa/mm/jj)
Case Type/Genre de cas:	30
Institution Name/Nom de l'institution:	OTHER UNIVERSITY ONT.

Note your study permit expiry date



Put a reminder in your calendar 4 months prior to expiry to extend your study permit!

Did not apply to extend prior to expiry



- If you do not extend your study permit prior to expiry, you lose your student status. **You must stop studying and working immediately.**
- You have **90 days to apply to restore your status**. You must remain in Canada while your status is being restored and cannot study or work.
- If you do not apply to restore your status within 90 days, you must leave Canada.
- **Contact International Advising** if your study permit has expired and you have not applied to extend. We can support you with a restoration application and discuss your next steps.
- Visit the **IRCC website** to learn more about restoring your status as a student.

What do I need to apply?



- An [IRCC Secure Account](#) - the entire application is completed online through account
- A [valid passport](#) - note: study permit will not be issued past passport expiry
- A [valid study permit](#) at the time of application
- A [Letter of Enrollment](#)
 - Graduate > myTrent > Academics > Verification of Enrollment
 - Undergraduate/Certificate > myTrent > Register > International Verification of Enrollment
- [Proof of funds](#) - tuition for one academic year + \$10,000 for the applicant plus an additional \$4,000 for first dependent family member, and \$3,000 for each additional dependent family member.
- [A digital photo](#) - taken within the last 6 months

Applicants may require:

- [Biometrics](#) if have not submitted within last 10 years
- A [medical exam](#) in some circumstances

Overview of extension process

- 1 Apply online through [IRCC Secure Account](#)
- 2 Start an Application > Apply to come to Canada
- 3 Complete questionnaire to determine application eligibility> Select "Study Permit Application (inside Canada)"
- 4 Complete questionnaire to populate personalized document checklist (application package)
- 5 Complete Application IMM5709 Application Form to Change Conditions, Extend my Stay or Remain in Canada as a Student
- 6 Upload supporting documents
- 7 Pay [application fees](#)

How do I extend my study permit?

Apply [online through IRCC Secure Account](#). Simply type "IRCC Secure Account" in your search engine to locate the login page.

Either Login or Create an Account.


1 Create your own user name and password known as a GCKey

OR

2 Login using a Sign-in Partner using your Canadian Banking Information

Sign in to your IRCC secure account

Your account lets you start an application, submit and pay for your application, get messages related to your application, check the status of your application and update your information.

-  Depending on your application type, you may not have heard from us or seen changes in your application status.
- If you've had a [medical exam](#) or given [biometrics](#), they won't show in your account **until we process them**.
 - We currently have a backlog of medical exams to process, but when we do process them, **you'll see them in your account**.

1

Option 1: GCKey

Sign in with your GCKey user ID and password.

Sign in with GCKey

2

Option 2: Sign-In Partner

Sign in with your online Canadian banking information if you have an existing account with 1 of our partners.

Sign in with Sign-In Partner

Don't have an account?

Register

Need Help?

How to sign in or apply online

Login to your IRCC Secure Account



This is your main IRCC Account Page.

Your account allows you to start/submit an application, obtain updates, and check the status of your application.

Applications you have submitted

Continue an application in progress

All IRCC applications start the same way:

1) Start an application

2) Apply to come to Canada

Firstname Lastname's account

View the applications you submitted
Review, check the status or read messages about your submitted application.

Search: Showing 0 to 0 of 0 entries | Show entries

Application type ↑↓	Application number ↑↓	Applicant name ↑↓	Date submitted ↓	Current status ↑↓	Messages ↑↓	Action
No data available in table						

Did you apply on paper or don't see your online application in your account? [Add \(link\) your application to your account](#) to access it and check your status online.

Continue an application you haven't submitted
Continue working on an application or profile you haven't submitted or delete it from your account.

Search: Showing 0 to 0 of 0 entries | Show entries

Application type ↑↓	Date Created ↓	Days left to submit ↑↓	Date last saved ↑↓	Action
No data available in table				

Start an application

<u>Apply to come to Canada</u> Includes applications for visitor visas, work and study permits, Express Entry and International Experience Canada. You will need your personal reference code if you have one.	<u>Refugees: Apply for temporary health care benefits</u> Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.	<u>Citizenship: Apply for a search or proof of citizenship</u> Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.
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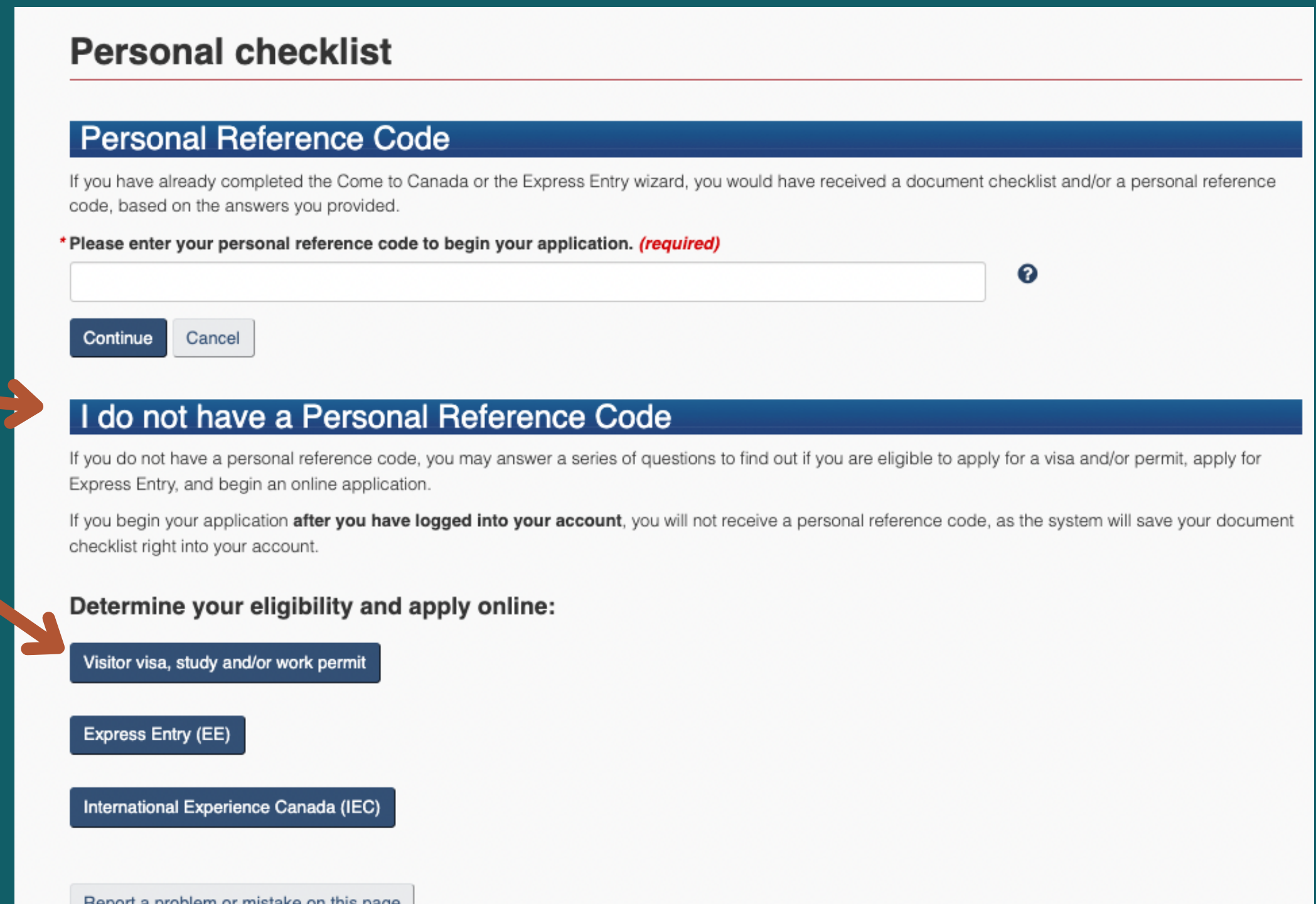
Start a study permit extension application

In this next step, you are going to determine which applications you are eligible for.

Select "I do not have a Personal Reference Code"

Determine your eligibility and apply online for a "visitor visa, study and or work permit"

You will answer a series of questions to determine your application eligibility.



Personal checklist

Personal Reference Code

If you have already completed the Come to Canada or the Express Entry wizard, you would have received a document checklist and/or a personal reference code, based on the answers you provided.

* Please enter your personal reference code to begin your application. *(required)*

[?](#)

[Continue](#) [Cancel](#)

I do not have a Personal Reference Code

If you do not have a personal reference code, you may answer a series of questions to find out if you are eligible to apply for a visa and/or permit, apply for Express Entry, and begin an online application.

If you begin your application **after you have logged into your account**, you will not receive a personal reference code, as the system will save your document checklist right into your account.

Determine your eligibility and apply online:

[Visitor visa, study and/or work permit](#)

[Express Entry \(EE\)](#)

[International Experience Canada \(IEC\)](#)

[Report a problem or mistake on this page](#)

Application eligibility questionnaire



Find out if you're eligible to apply

What would you like to do in Canada? *(required)* ?

Study

How long are you planning to stay in Canada? *(required)*

Temporarily - more than 6 months

Select the code that matches the one on your passport. *(required)* ?

Please make a selection

What is your current country/territory of residence? If you are presently in Canada, you should select Canada. *(required)* ?

Canada

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? *(required)*

Please make a selection

What is your date of birth? *(required)* ?

Select year

Select month

Select day

Save and Exit Questionnaire

Click on the **question mark** for more information about each question.

For the purpose of this application, you are planning to stay in Canada **temporarily - more than 6 months**.

You must apply for a study permit extension from within Canada.

Family member refers to spouse or common-law partner, dependent children, and their dependent children.

Click on **underlined words** to view definition.

Application eligibility questionnaire



Find out if you're eligible to apply

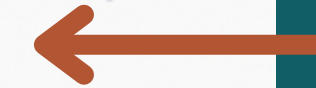
Are you a lawful permanent resident of the United States with a valid U.S. Citizenship and Immigration Services (USCIS) number? *(required)* ?

Please make a selection



Save and Exit Questionnaire

Next



Yes/No based on your circumstances.

Find out if you're eligible to apply

What is your current immigration status in Canada? *(required)* ?

Student



Save and Exit Questionnaire

Next



You currently have student status.

Find out if you're eligible to apply

What is your marital status? *(required)* ?

Please make a selection



What is your province of destination? If visiting multiple provinces, select the one in which you will be spending most of your time. *(required)* ?

Ontario



Save and Exit Questionnaire

Next



Study permit (in Canada) application



Your results

Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.

Study Permit (in Canada)

You may be eligible to extend your stay in Canada as a student

Continue 

Temporary Resident Visa

You will need a temporary resident visa to return to Canada.

If you are working or studying in Canada, your temporary resident visa may expire at the same time as your work or study permit. If your work or study permit is expiring soon, please renew your study or work permit first. Once your study or work permit is approved, you may apply for your temporary resident visa.

Continue 

Select the "Study Permit (in Canada) application"

You will answer a series of questions to populate your personalized application package or "Document Checklist"

Document checklist questionnaire

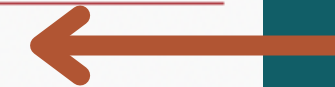


Find out if you're eligible to apply

Are you accompanying a family member who has status in Canada? *(required)* ?

Save and Exit Questionnaire

Next



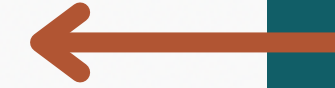
Yes/No based on your circumstances.

Find out if you're eligible to apply

Do you also want to apply for a work permit? *(required)*

Save and Exit Questionnaire

Next



Yes/No based on your circumstances. Yes if you have a mandatory work component that is integral to your program and which you will gain academic credit for.

Document checklist questionnaire





Find out if you're eligible to apply

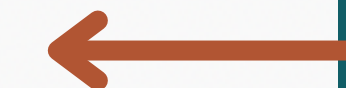
When does your status in Canada expire? 

Date *(required)*

Select year Select month Select day


 Save and Exit Questionnaire

Next 




Indicate your study permit expiry date.

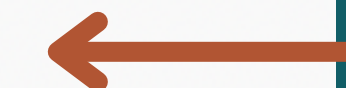
Find out if you're eligible to apply

Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months? *(required)* 

Please make a selection

 Save and Exit Questionnaire

Next 



Yes/No based on your circumstances.

Document checklist questionnaire



Find out if you're eligible to apply

A medical exam is needed for foreign nationals who:

- want to stay in Canada for more than 6 months and have lived in one or more [designated countries or territories](#) for more than six months in the past year or;
- intend to work in one of the following jobs:
 - health sciences worker
 - clinical laboratory worker
 - patient attendant in nursing or geriatric homes
 - medical student admitted to Canada to attend university
 - medical elective and physician on short term assignment
 - teacher of primary or secondary schools or other teachers of small children
 - domestics worker, someone who gives in-home care to children, the elderly and the disabled
 - day nursery worker

If you fit into one of these categories, you need to get a medical exam.

Will you be getting a medical exam before submitting your application? Sending medical results, if required, as part of your application package will speed up the processing of your application.

For a medical exam, you must see a physician on [Canada's list of Panel Physicians](#) **(required)** ?

Please make a selection



Save and Exit Questionnaire

Next

If you answered no to the medical exam questions, you may be required to complete a medical exam for your application.

A medical exam is required if:

- You have **lived in one or more designated countries/territories for more than 6 months in the last year.**
- Or, you **intend to work in certain jobs** in which you come in close contact with people.

Document checklist questionnaire

Find out if you're eligible to apply

Do you want to submit an application for a family member? *(required)* ?

Please make a selection

Save and Exit Questionnaire

Next

Yes/No based on your circumstances. If yes, be prepared to answer questions about your dependent family members.

Find out if you're eligible to apply

Are you giving someone access to your application? *(required)* ?

- Yes, I will be appointing a representative to apply on my behalf
- Yes, grant authorization for IRCC to release your application information to another person.
- Yes, both appoint a representative and grant authorization to IRCC to release information to another person.
- No

Save and Exit Questionnaire

Next

Yes/No based on your circumstances. In most cases, no as you are completing the application.

Find out if you're eligible to apply

In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada? *(required)*

Please make a selection

Save and Exit Questionnaire

Next

Yes/No based on your circumstances.

Document checklist questionnaire



Find out if you're eligible to apply

There are fees associated with this application. Will you be paying your fees or are you fee exempt? **(required)** ?

Please make a selection



Save and Exit Questionnaire

Next

Yes/No based on your circumstances. Click on the question mark to determine who is fee exempt.

Find out if you're eligible to apply

Are you able to make a digital copy of your documents with a scanner or camera? **(required)** ?

Please make a selection



Save and Exit Questionnaire

Next

Yes/No based on your circumstances.

Find out if you're eligible to apply

Will you be paying your application fees online? To pay online, you can use a credit card (Visa, MasterCard, American Express, JCB, China Union Pay) or a Visa Debit or Debit MasterCard. **(required)** ?

Please make a selection



Save and Exit Questionnaire


Next


Yes/No based on your circumstances.

Review your answers

Review your answers

Please review your results and modify your answers if required.

What would you like to do in Canada?	
Study	
How long are you planning to stay in Canada?	
Temporarily - more than 6 months	
Select the code that matches the one on your passport.	
IND (India)	
What is your current country/territory of residence? If you are presently in Canada, you should select Canada.	
Canada	
Do you have a <u>family member</u> who is a Canadian <u>citizen</u> or <u>permanent resident</u> and is 18 years or older?	
No	
What is your date of birth?	
March 2, 1996	

Are you a lawful permanent resident of the United States with a valid U.S. Citizenship and Immigration Services (USCIS) number?	
No	

You have an opportunity to review your answers prior to proceeding to the Document Checklist.

Ensure you answered accurately and truthfully.

If you need to make an edit, click the pencil icon to make the necessary changes.

Review the application submission process

Review the process for submitting your study permit extension application.

- Use your IRCC Account to submit your application
- Your application will be saved if you exit the account
- Upload the required documents
- Pay your fees

When you are ready, select "continue" to proceed to your Document Checklist.

Submitting your application

On the screen, you will be asked to upload the documents for your application. Please do not use your browser's navigation buttons, 'Back' and 'Forward', as they will not work properly within this application.

You must be logged into your own account to submit an application. You cannot use another person's account.

Step 1: Use your account

- Use your IRCC Account to submit your application

If you select the exit button, your information will be saved and you will return to your account home page.

Step 2: Save your application

- Your application will be saved if you exit the account

You can continue your application at any time by logging into your account and selecting the e-Application link under the In-Progress section.

Please note that you have 60 days to submit your online application. The number of days remaining to submit your application appears in your account home page. If your application is not submitted within 60 days, it will automatically be deleted.

Step 3: Upload your documents

- Upload the required documents

Here are some guidelines for your documents:

- Your form(s) and document(s) must be in an electronic format.
- You do not need to sign your application form by hand if you submit your application form online. You will be asked to provide a digital signature once you are ready to transmit your documents.
- One file will be allowed per document type. For example, if you are asked to provide multiple pages of your passport, you must scan and save all pages as one file.
- You will be required to upload every requested form and document. You will not be able to proceed to the next

Step 4: Pay your fees

When you are ready, select "continue" to proceed to your Document Checklist.

After you have electronically signed your application, you will be asked to pay your fees. Your fees must be made with a credit card. You will be required to provide credit card information to complete your payment. We accept Visa, MasterCard, American Express and certain prepaid credit cards.

Once you have paid your fee, you will receive a payment confirmation page. When your payment has completed processing you will receive a message with your confirmation number and a link to your payment receipt. You should print this page for your records.

Continue 

Your document checklist

Your document checklist

Application Form(s)

Application Form(s)

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

Click question mark for further instructions relating to each document.

Supporting Documents

Supporting Documents

Details	Document Name	Instructions	Options
Not Provided	Passport (required)	?	Upload File
Not Provided	Letter of Acceptance (required)	?	Upload File
Not Provided	Proof of Means of Financial Support (required)	?	Upload File
Not Provided	Proof of upfront medical exam (required)	?	Upload File
Not Provided	Digital photo (required)	?	Upload File

Each applicant will have a unique Document Checklist depending on their circumstances and the answers provided in the questionnaire.


Upload files. Only one file is permitted for each section. You may be required to merge several files.

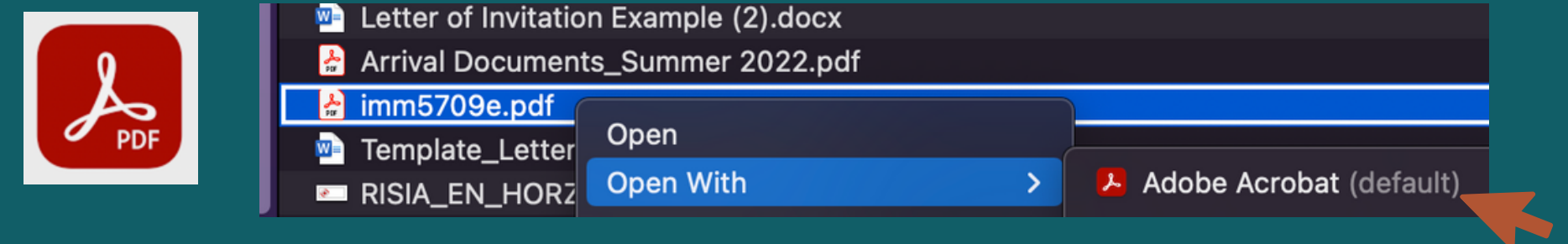
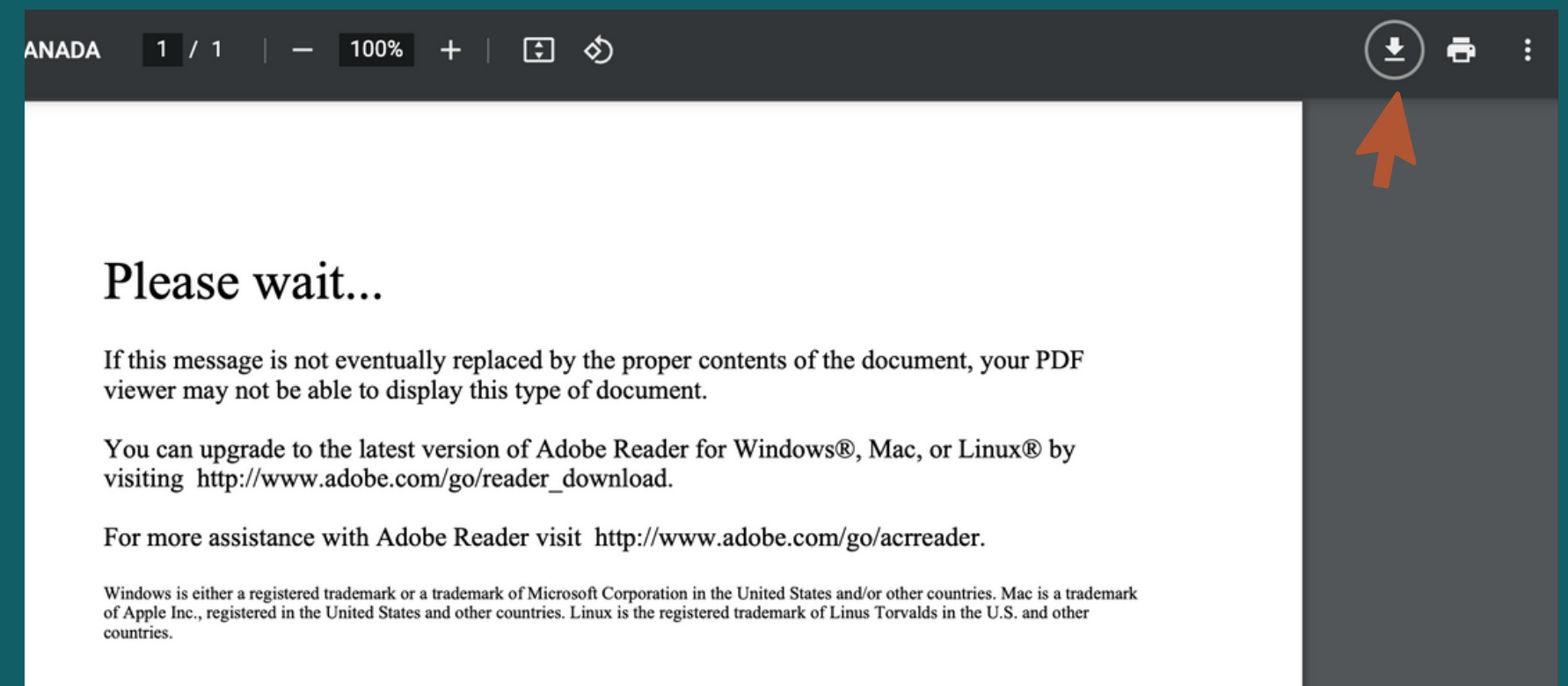
Complete Application Form.

Upload supporting documents.

Complete application form IMM5709

- 1 Click on the application form in your document checklist
- 2 The application form will automatically open in your web-browser and a "please wait" error message will appear.
- 3 Click on the download arrow at the top right to save the file onto your computer. If you do not see the arrow, move your cursor to the top of the screen and it will appear.
- 4 Locate the file on your computer > right click > open with Adobe Acrobat Reader (free version).

Application Form(s)			
Application Form(s)			
Details	Document Name	Instructions	Options
Not Provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709) (required)		<input type="button" value="Upload File"/>




Complete application form IMM5709

Home Tools imm5709e.pdf (S... x

1 / 5 119%

Certified by Immigration, Refugees and Citizenship Canada, Immigration, Réfugiés et Citoyenneté Canada, certificate issued by Entrust Class 3 Client CA - SHA256. Please fill out the following form.

Signature Panel Highlight Existing Fields

 Government of Canada / Gouvernement du Canada

APPLICATION TO CHANGE CONDITIONS, EXTEND MY STAY OR REMAIN IN CANADA AS A STUDENT

PROTECTED WHEN COMPLETED

If you need more space for any section, print out an additional page containing the appropriate section, complete and submit it with your application.

Validate Clear Form

1 UCI	2 * I want service in	OFFICE USE ONLY Validated
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3 I am applying for one or more of the following:

* Apply for a study permit for the first time or extend my study permit * Restore my status as a student

* Get a new temporary resident permit (for inadmissible applicants only)

PERSONAL DETAILS

1 Full name		
* Family name (as shown on your passport or travel document)	Given name(s) (as shown on your passport or travel document)	

2 a) Have you ever used any other name (e.g. Nickname, maiden name, alias, etc.) ? * No * Yes

b) If you answered "yes" to question 2a), please provide the name (e.g. Nickname, maiden name, alias, etc.)

Family name	Given name(s)
-------------	---------------

Complete the Application to Change Conditions, Extend my Stay, or Remain in Canada as a Student IMM5709

Complete application form IMM5709



- UCI: The Unique Client Identifier can be found near the top of your study permit
- I am applying for one or more of the following: Apply for a study permit for the first time or extend my study permit

1 UCI	2 * I want service in	OFFICE USE ONLY Validated
3 I am applying for one or more of the following:		
<input checked="" type="checkbox"/> * Apply for a study permit for the first time or extend my study permit		
<input type="checkbox"/> * Restore my status as a student		
<input type="checkbox"/> * Get a new temporary resident permit (for inadmissible applicants only)		

PERSONAL DETAILS

- Current country/territory of residence: Canada/Student/From: study permit issue date/To: study permit expiry

NATIONAL IDENTITY DOCUMENT

- A national identity document is an identity card issued by an official authority with a photo. It is separate from your passport. Not all countries issue them.

CONTACT INFORMATION:

- (1) Current mailing address: Your new study permit will be mailed to you, ensure address is accurate.

Complete application form IMM5709



COMING TO CANADA

- (1) Date and place of your original entry to Canada:
 - Date: study permit issue date, unless originally arrived in Canada for another purpose
 - Place: indicate Canadian port-of-entry (ex. Toronto Pearson Airport)

- (4) If applicable, provide the document number of the most recent Visitor Record, Study Permit, Work Permit, or Temporary Resident Permit issue to you: the document number is found on the top right of your study permit, or IRCC document. It is a letter followed by 9 numbers (for example: F123456789) on the top right.

COMING INTO CANADA		
1	Date and place of your original entry to Canada	* Date * Place
		YYYY-MM-DD
2	* a) The original purpose for coming to Canada	b) Other
3	Date and place of your most recent entry to Canada (if not the same as original entry)	Date Place
		YYYY-MM-DD
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

Complete application form IMM5709



DETAILS OF INTENDED STUDY IN CANADA:

- (2) Designated Learning Institution #: **019395164223** (0 and not a zero)
- (3) Duration of expected study: **from today's date, to anticipated graduation date (June/Sept/Jan)**
- (4) The cost of my studies will be: **IRCC requires at least tuition for one academic year plus \$10,000 for living expenses (room and board) and an additional \$4,000 for the first dependent family member, and an additional \$3,000 for each additional dependent family member.**
- (5) Funds available for my stay(CAD): **write the amount of funds (money) in Canadian dollars that you have available for your studies in Canada > at least the total amount stated in question 4.**

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:	
b) Complete address of school in Canada					
* Province	* City/Town	* Address			
2 Designated Learning Institution # (O#)		My Student ID # is:		3 Duration of expected study	
				* From	* To
				YYYY-MM-DD	YYYY-MM-DD
4 The cost of my studies will be:			5 * a) Funds available for my stay(CAD)		
* Tuition	Room and board	Other	* b) My expenses in Canada will be paid by:	c) Other	

Complete application form IMM5709

DETAILS OF INTENDED STUDY IN CANADA:

- (6) In addition to a study permit, are you also applying for a work permit? **Yes if you have work that is a mandatory component of your studies for which you will gain academic credit for and therefore require a co-op work permit. You must provide proof work is mandatory for your application.**

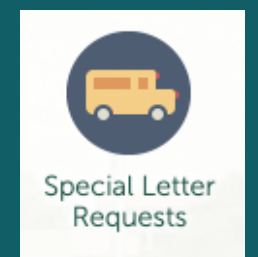
6	a) In addition to a study permit, are you also applying for a work permit?	<input type="checkbox"/> * No	<input type="checkbox"/> * Yes	b) What type of work permit are you applying for: Co-op Work Permit	▼
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Request a Letter from Trent indicating your mandatory work requirement:

- Graduate: myTrent > Academics > Verification of Enrollment



- Undergrad: myTrent > Academics > Forms > Special Letter requests > Confirmation of co-op



Complete application form IMM5709



EDUCATION

- Complete if you have previous post-secondary education

EDUCATION	
Have you had any post secondary education (including university, college or apprenticeship training)?	<input type="checkbox"/> * No <input type="checkbox"/> * Yes

EMPLOYMENT

- Provide details of employment for the past 10 years, including part-time positions held

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)

BACKGROUND INFORMATION

- Answer questions truthfully
- (2c) Have you previously applied to enter or remain in Canada? **Yes**
- (2d) **Provide details if answered yes to 2a, 2 b, or 2c. Simply write one sentence of explanation. For example (2c) Applied for initial study permit. It was issued DATE and expires DATE.**
- If you answer yes to questions 3-6, complete Schedule 1 form in the "Optional Documents" section of your Document Checklist.

BACKGROUND INFORMATION		Clear Section
You must complete this section if you are 18 years of age or older.		
1	a) Within the past two years, have you or a family member ever had tuberculosis of the lungs or been in close contact with a person with tuberculosis?	<input type="checkbox"/> No <input type="checkbox"/> Yes

Complete application form IMM5709

SIGNATURE

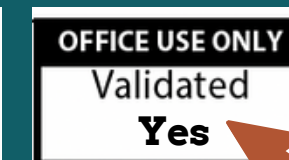
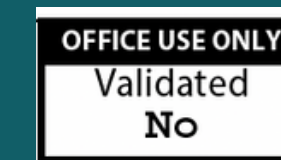
- Ensure you indicate YES to consent to be contacted by Citizenship and Immigration Canada (CIC)
- You may **type your name** for a digital signature
- Indicate the **date you submit your application**

Signature of Applicant or Parent/Legal Guardian's for a person under 18 years of age.

Type first name and last name as stated on passport

VALIDATE

- When you feel your application is complete, **click the blue validate button** at the top of bottom of the application. The form will indicate if there are any errors or omissions in the form and highlight them in red. Fix any errors and validate as many times as needed.
- Once the form validation is complete, it will indicate "validated: yes" in the "office use only" box located at the top of your form.
- A page of barcodes will appear in your form. This means your form is ready to upload to your IRCC Secure Account.
- **Save a copy of the form to your computer for your records.**



Your document checklist

Each applicant will have a unique Document Checklist depending on their circumstances and the answers provided in the questionnaire.

Your document checklist

Supporting Documents

Supporting Documents

Details	Document Name	Instructions	Options
Not Provided	Passport (required)	?	Upload File
Not Provided	Letter of Acceptance (required)	?	Upload File
Not Provided	Proof of Means of Financial Support (required)	?	Upload File
Not Provided	Proof of upfront medical exam (required)	?	Upload File
Not Provided	Digital photo (required)	?	Upload File



Note, IRCC requires a current Letter of Enrollment, upload it under "Letter of Acceptance"

Lightbulb icon

Letter of Enrollment Request:
Graduate: myTrent> Academics
Undergraduate/Certificate:
Register> International
Verification of Enrollment

Upload supporting documents

Your document checklist: optional documents

Optional Documents			
Optional Documents			
Details	Document Name	Instructions	Options
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)		<input type="button" value="Upload File"/>
Not Provided	Client Information		<input type="button" value="Upload File"/>

Complete if answered yes to background information questions 3-6 on IMM5079 application form.

If you have any additional information you would like to include in your application that requires an explanation, you may upload a "Letter of Explanation" in the "Client Information" section.

You may want include a Letter of Explanation to explain:

- A gap in your studies
- If it is your final term of study and therefore you are providing proof of funds for a term rather than a full academic-year
- Additional information the officer may find useful when assessing your application.



Find a template Letter of Explanation on our [Trent International webpage](#) > Extend your Study Permits > Letter of Explanation.

Your document checklist: application fees

Fees

Fees			
Application	Quantity	Price (CAD) per unit	Total (CAD)
Study Permit	1	\$150	\$150
Biometrics Fee	1	\$85	\$85

The fee shown is an estimate based on the fees in effect on the day that this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission.

Total Price (CAD) \$235

[Can I save my application and return to complete it later?](#)

[How do I upload my documents?](#)

[My documents are too large to upload. How do I reduce the file size?](#)

You may have additional fees based on your circumstances, (e.g. biometrics fee).

The base fee for the study permit extension is \$150 CAD as of June 1, 2022.

You can review the total fees for your application stated at the bottom of the Document Checklist page.

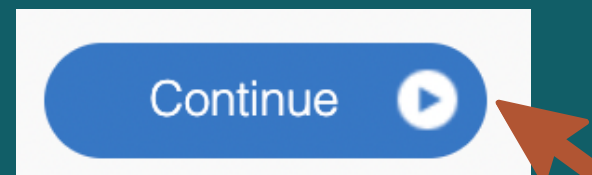
How do I submit the application?

Complete and upload the following in your document's checklist in your IRCC Secure Account:

- the application form
- the supporting documents
- any optional documents as required

Once you have uploaded all the required documents, a "continue" button will appear at the bottom of the page.

Select "continue" to proceed to the payment page.



Application Form(s)			
Application Form(s)			
Details	Document Name	Instructions	Options
Not Provided	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	Co-op Letter (required)	?	Upload File
Not Provided	Letter of Acceptance (required)	?	Upload File
Not Provided	Passport (required)	?	Upload File
Not Provided	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	Client Information	?	Upload File

Fees			
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After you apply

- If you submit a study permit extension application prior to the expiry of your study permit, you have "[maintained status](#)". You are permitted to continue to study and work as per the conditions on your original study permit until a decision is made on your extension application.
- [Do not leave Canada after you have submitted an application to extend your study permit](#), you will not be permitted re-entry.
- You can review [application status](#) in your [IRCC Secure Account](#) under the "applications submitted section".
- Review application [processing times](#) on the IRCC website.



After you apply

- Once you obtain your new study permit, you can apply for a new [Temporary Resident Visa](#) if required. You can apply through your IRCC Secure Account.
- With a valid study permit and entry visa, you may leave Canada and return as a student.

Your homework


- Note your study permit expiry
- If your passport and study permit expire at the same time and you will need to extend - RENEW your passport first! This can be a lengthy process!
- Review our step-by-step guide on extending your study permit
- If you have any questions or an unusual circumstance, book an appointment for more support!



Need further support?

Our Regulated International Student Immigration Advisor (RISIA) can support you through the study permit extension process.

Book an appointment > [Student Experience Portal](#) > Appointment Bookings > Trent International > Immigration Advising.

Academic Skills	Careerspace	Academic Advising	Trent International 
<ul style="list-style-type: none">• Online submission or in-person instruction• Research papers, lab reports & essays• Time management & study skills• Grammar & documentation• Math skills & more	<ul style="list-style-type: none">• Career counselling• Work search coaching• Explore further education options• Resume, cover letter & LinkedIn profile critiques• Interview preparation <p>Weekly workshops: See the Peterborough Campus Event Calendar (Student Experience Portal) to register</p>	<ul style="list-style-type: none">• Academic Goal Setting• Educational planning• Selecting/changing your major• Review your academic status & degree requirements• Academics & life issues, referrals, resources <p>NOTE: If the calendar is blank, this means our appointments are booked. New appointments are opened up daily, please check back the following day after 9:00am EST.</p>	<ul style="list-style-type: none">• International Student Wellness Advising• Study Abroad Advising• Online & Telephone appointments available• Cultural adjustment, Immigration documents & transition• Internationalizing your degree• International Student Academic & Immigration Advising

CONTACT US

Have questions about your application? Email internationaladvising@trentu.ca.