



## Extending Your Study Permit Online from within Canada

**STEP 1:** Log into your [online IRCC account](#) if you have an account, or [create a GC-Key or Sign-In Partner Login ID](#) and register with IRCC online account. (It is extremely IMPORTANT to securely record all of the usernames, passwords, and questions/answers you create, as you will need them when logging in to your online account in the future).

**STEP 2:** Scroll down to click on “apply to come to Canada” and then click on “visa, study/work permit”. Complete a questionnaire. You will see a checklist of documents after you complete the questionnaire. Go over our [Questionnaire guide](#) for more info.

**STEP 3:** Scan documents and upload. As part of the online application process, you upload supporting documentation. Each file size limit is 4 MB, and its format can be: PDF, JPG, TIFF, PNG, or DOC. **Please make sure to upload one file to each uploading box by merging all the pages into one PDF document.**

**STEP 4:** After you upload all the necessary documents, proceed to the next page for “online signature” and pay the application fee (\$150 CAD) online using a credit card or debit card. For online signature, you agree to conditions, type in your names, and answer one of the security questions.

**STEP 5:** After you submit your application, it is recommended that you keep checking your online account to see whether there are new messages/updates sent by IRCC. They may request you to submit additional documents by a certain date.

Supporting Documents	
ONLINE CHECKLIST ITEM	DETAILED INFORMATION
Application to Change Conditions, Extend my Stay or Remain in Canada as a Student [IMM 5709]	<b>This PDF document needs to be saved on your computer before opening.</b> See <a href="#">Tips to open the IMM form</a> . Refer to the <a href="#">Study Permit extension application guide</a> on how to fill out this form.
Passport	Scanned copies of <b>each marked page of your passport</b> , including bio-date page and all other pages that have signatures, entry stamps or any other markings. IRCC will not issue a study permit for longer than the validity of your passport. Please also scan your old passport if you have one.
Letter of Acceptance	<b>For current students: Confirmation of Enrolment letter + Official transcript</b> Confirmation of Enrolment letter (COE) from Douglas College International Office confirming your enrolment or Letter of Acceptance (LOA) if you are recently admitted to a new program and received an LOA. The <a href="#">COE</a> and <a href="#">official transcript</a> can be requested online. Please allow 1 week for this document to be processed.
<a href="#">Proof of means of financial support</a>	Proof of sufficient funds to financially support you while in Canada without working. <b>See FAQ section for more details on how much funds you should prepare.</b>
Digital photo	Scanned ID photo that meets <a href="#">photo specifications</a> . No selfies, please!
<b>Other documents that might appear on your document checklist</b>	
Family Information Form [IMM5707]	This form requests information about your spouse or common-law partner, your parents, your children, stepchildren and adopted children. Depending on your circumstances (i.e. passport you hold), this document appears on your list. <b>Please complete the form, print, sign and date.</b>
<a href="#">Proof of medical exam</a>	Please see the FAQ section for more information.
<b>Optional Documents</b>	
Schedule 1- Application for Temporary Residence [IMM 5257b]	You need to fill out the form only if you answer “yes” to any of the questions 3-6 in the “Background Information” section of the [IMM 5709] form. <b>This is NOT a TRV application.</b>
Client information	You may upload any additional information that the IRCC officer may require when reviewing your application. Letter of Explanation (for any anomalies in your study history etc.), additional work history, other supporting documents.

\* Please note that the list above is for general guidance. You may be required to submit additional documents for your unique circumstances.

**This document and its contents have been reviewed by a Regulated International Student Immigration Advisor. This is not a legal document.**

Although we strive to keep this information as up-to-date as possible, information may have changed.

Please see <https://www.canada.ca/en/services/immigration-citizenship.html> to read the appropriate guidelines and instructions for preparing your application.

## **FREQUENTLY ASKED QUESTIONS**

### **1. When can I extend my study permit?**

You can start the process 90 days prior to the expiration date or when you receive a LOA for a new program. Douglas College International is **temporarily** accepting Confirmation of Enrolment (COE) letter requests if your study permit is expiring within the **next 6 months** due to IRCC's long processing times. If you are applying earlier than 90 days please make sure you justify why you need to apply more than 90 days in advance. To check IRCC's processing times please visit their [website](#).

### **2. Can I continue studying if my study permit has expired?**

As long as you apply for a study permit extension before the expiry date, you will have [maintained status](#), which allows you to continue studying and/or working in Canada. Please note maintained status is valid only if you remain in Canada.

### **3. What if I did not extend my study permit before it expired?**

If you did not apply for a study permit extension before the expiry date, you will need to apply for a restoration of status. Please see an International Student Advisor immediately for assistance with the process.

### **4. How long will it take for my study permit extension to be approved?**

Processing times depend on how busy the IRCC Case Processing Centre is. Updated processing times are posted on the [IRCC website](#).

### **5. How much funds should I demonstrate in my application?**

You are expected to demonstrate enough funds to study and live in Canada without working. You are not able to count your future earnings from your off-campus employment.

**Extension for 1 year or longer:** At a minimum, tuition fee for 1 year **plus** living cost for 1 year (C\$10,000 for one year living cost)

**Extension less than 1 year:** Tuition fees for the remaining period **plus** living cost for the same period (\$833 is monthly living cost as per [IRCC guideline](#))

### **6. What documents do I include for the financial proof?**

Bank statements can be obtained through online banking or at your financial institution. You will also need to submit 4 months of bank statements. If you are being supported by family members, provide proof of their bank statement(s) and letter of support (with English translation). Refer to [this page](#) for a list of documents you may include in your application.

### **7. What if I am in my final semester and I have no tuition fees to pay?**

You can include a Verification of Enrollment with Fees or Fee summary for the current semester from your myAccount to demonstrate you have no balance to pay to Douglas.

### **8. Should I include my initial Letter of Acceptance (LOA)?**

It is not necessary to include your initial LOA you submitted in your initial application. IRCC wants to see your current academic standing, and that is why you are submitting a COE and official transcript. If you are recently accepted to a new program and received an LOA, you may submit the LOA and official transcript. Please note that a Verification of Enrollment (VOE) from your myAccount does not carry sufficient details for your study permit extension.

### **9. Do I have to go through a medical exam or submit a medical document?**

If you had a medical exam mentioned on the left within the last 12 months, you need to upload your most recent medical exam document (information printout sheet or the IMM 1017B Upfront Medical Report form). If you have been living in Canada for more than six months in the 12 months, you **do not need** a medical exam or upload any medical exam documents.

A medical exam is required if

- You have been outside Canada for more than 6 months in the last 12 months and stayed at one of [medical exam required countries](#) or,
- You would like to work in a job that brings you into close contact with patients, students under post-secondary level, the elderly, etc.

**This document and its contents have been reviewed by a Regulated International Student Immigration Advisor. This is not a legal document.**

Although we strive to keep this information as up-to-date as possible, information may have changed.

Please see <https://www.canada.ca/en/services/immigration-citizenship.html> to read the appropriate guidelines and instructions for preparing your application.

If you are required to have a medical exam, you will need to book an up-front medical exam and upload the information printout sheet or the IMM 1017B Upfront Medical Report form. The form will be given by your doctor when you complete your medical exam. If you cannot get a medical exam before the deadline to submit your application, you may submit proof that you have scheduled an appointment.

**10. Can I decide how long my study permit can be renewed for?**

No. The extension would be granted based on documents you submit. Extension usually coincides with the expected completion date, plus an additional 90 days, or the expiry date on your passport.

**11. I have been accepted into the co-op program. Can I apply for my co-op work permit and study permit at the same time?**

Yes! You can apply for both at the same time using the online application process. Please request an enrolment letter and co-op support letter at the International Office before you apply.

**12. What if I need more time to apply for my Post-Graduation Work Permit?**

You may apply for a post-graduation work permit from within Canada if you have a valid temporary status. If your study permit expires soon after completion of the program, you may ask for an additional three-month extension before your study permit expires.

**13. Can I apply for a regular work permit while extending my study permit?**

When filling out the questionnaire, it will ask if you want to apply for a work permit. Select “NO” unless you are applying for a co-op work permit. This is a different work permit and is not required during your studies. Your application will be refused unless you are eligible for a work permit.

**14. How do I contact Immigration, Refugees and Citizenship Canada?**

Within Canada, you can call 1-888-242-2100 (toll-free). When you call, have a pen and paper ready to record the information you need. It is VERY IMPORTANT to record the IRCC Agent Name/Number so that you have a reference to refer back to if needed. At any time, you can press \* (the star key) to repeat a message, 9 to return to the main menu, 0 to speak to an agent, or 8 to end your call. Agents are available Monday to Friday between 8 a.m. and 4 p.m. local time. Be prepared to hold as the call center can be very busy.

If you need to update information in your application or your application is taking longer than the posted processing times, you may also submit an [IRCC Web form](#).

**15. What if my application is refused?**

Please bring your refusal letter and most recent study permit and see an International Student Advisor immediately for assistance with the process.

**16. What do I need to do after I receive my new study permit?**

- a. (i) If you are from a visa-exempt country, IRCC will automatically issue you an eTA after you renew your study permit.
- (ii) If you are from a visa-required country, it is recommended that you apply for a new temporary resident visa, which usually expires on the same date as your study permit. If you have a travel plan, please see an International Student Advisor before you submit your visa application. You may search [“find out if you need a visa”](#).
- b. You need to extend your [social insurance number \(SIN\)](#). Bring your new study permit, SIN, and government issued picture ID to [Service Canada office](#) to renew your SIN. You will continue using the same SIN. For more information on SIN, please contact your nearest Service Canada office or call 1-800-622-6232.
- c. You can extend your [Medical Services Plan \(MSP\)](#) so that it is valid until the end of your new study permit. You can submit this application [online](#). With your application form you will also need to submit a clear copy of your new study permit. A new MSP card will be mailed to you. Any questions regarding your MSP application, please call 1-604-683-7151.

**17. Can I apply for an extension of my MSP before receiving my new study permit?**

Your MSP coverage will end on the expiry date of your most recent study permit. You **must take action to get health insurance coverage before your MSP expires**. You should [call MSP](#) to request continuous coverage while you are on maintained status. BC MSP announced that eligible students with maintain status may be eligible for temporary coverage for an initial six months. See the [Medical Services Plan for updates](#).

Please bring a copy of your new study permit into the International Office or update it via [online form](#) as soon as you receive it so we can update your information!

**This document and its contents have been reviewed by a Regulated International Student Immigration Advisor. This is not a legal document.**

Although we strive to keep this information as up-to-date as possible, information may have changed.

Please see <https://www.canada.ca/en/services/immigration-citizenship.html> to read the appropriate guidelines and instructions for preparing your application.