

Western International

Study Permit Extensions and Amendments

Presented by:
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International Student Advisor
February 27, 2025



AGENDA

- Your responsibilities as a study permit holder
- Apply to extend your study permit
- Provincial attestation letter (PAL)
- Changing Designated Learning Institutions (DLI)
- Apply for an amendment or to change conditions on your study permit

Note: This presentation contains accurate information as of the date indicated. For the most up-to-date information on visas and permits, visit [Immigration, Refugees and Citizenship Canada \(IRCC\)](#).

STUDY PERMIT

- Authorizes you to study and stay in Canada.
- May include specific conditions that may authorize you to work on- and/or off-campus.
- Usually valid for the period of your academic program plus 90 days.
- If you need to study longer, you can apply for an extension of your Study Permit from within Canada.

The image shows a sample Canadian Study Permit form. The form is titled "STUDY PERMIT/PERMIS D'ÉTUDES" and is issued by Citizenship and Immigration Canada. It contains the following information:

- Client Information:** Family Name, Given Name, Date of Birth, Sex, Country of Birth, Country of Citizenship, and Travel Document Number.
- Additional Information:** Date Issued, Expiry Date, Case Type, Institution Name, Field of Study, and In Force From.
- Conditions:** A list of conditions, including "MAY ACCEPT EMPLOYMENT ON THE CAMPUS OF THE INSTITUTION AT WHICH REGISTERED IN FULL-TIME STUDIES" and "MUST LEAVE CANADA BY".

Red boxes highlight the UCI/IUC number, the Expiry Date (2017/07/30), and the Conditions section. A "SPECIMEN" stamp is also visible on the form.

INTERNATIONAL STUDENTS

- YOUR RESPONSIBILITIES AS A STUDY PERMIT HOLDER

Study at a Designated Learning Institution (DLI)

- You must hold a study permit if you are in a program of 6+ months
- Students may study without a study permit if the program is under 6 months in duration

Actively pursue your program of study

- Remain enrolled and make reasonable and timely progress towards completing your program
- You **do not** need to notify IRCC or change your study permit if you wish to change your program at the same DLI
- DLIs are required to report on students status to IRCC

Comply with the conditions on your study permit

- Study permits may authorize on- or off-campus employment if you are a full-time student
- Off-campus employment is only allowed for students enrolled in programs of at least 6 months and leading to a degree, diploma or certificate

CHANGING YOUR DLI

Starting **November 8, 2024**, you must be enrolled in the designated learning institution (DLI) named on your study permit. To change DLIs, you need to get a new study permit. You may not begin your studies at Western University until you have received a study permit that authorizes studies at Western University.

If your study permit application is still in progress

- you can change your DLI by submitting a new Letter of Acceptance and a PAL letter (if needed) using the [IRCC web form](#).

Changing DLI from outside Canada

- If your study permit application has been approved and you change your DLI, you must submit a new SP application with a new LOA and a new PAL letter (if needed). You must also pay all the fees for the new application.

Changing DLI from inside Canada

- If you are transferring from a different DLI (high school or another post-secondary institution), you need to get a new study permit by applying to extend your current one.

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/get-documents/provincial-attestation-letter.html>

ACTIVELY PURSUING STUDIES

If you are a study permit holder in Canada,
and there are gaps during studies due to any one of the following reasons:

- Changing institutions or programs
- Deferred enrollment
- Leave from studies
- School closures



**AND if you can't resume studies within 150 days (even if your study permit is still valid),
you must do one of the following:**

Change status to visitor or worker
(if you would like to stay in Canada)

Leave Canada



CAN I BE A PART-TIME STUDENT OR TAKE AN APPROVED LEAVE OF ABSENCE?

Part-time

Yes. But...

- You can't work on or off campus and you may not be eligible for a PGWP, unless you are part-time only in your final academic session

Leave of absence


Yes. But...

- You can't work on or off campus even if you are on an authorized leave

*If you had to stop studying or change to part-time studies between March 2020 and September 2020 because of reasons related to COVID-19, you may still be eligible for a PGWP.

WHAT IF MY STUDY PERMIT IS EXPIRED AND I DIDN'T DO ANYTHING ABOUT IT?

Not good 😞

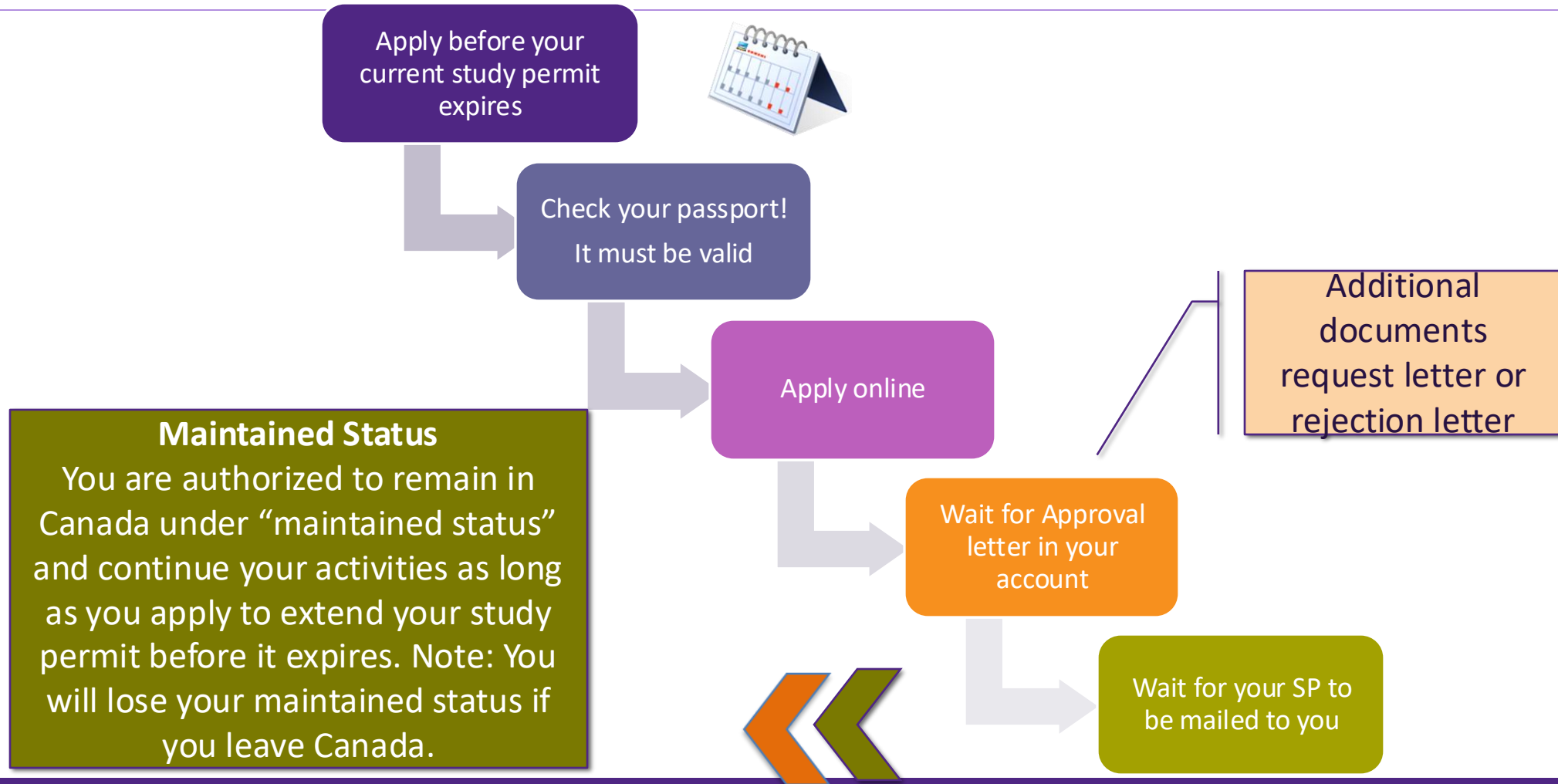
You must  your studies and any work activities immediately!
Restoration Application

- Apply within 90 days of the expiry of your SP
- Pay an additional \$239.75 (total will be \$389.75, including study permit fee \$150)
- Explain why you did not apply for extension on time
- *You may not resume your studies until your student status is restored but you may remain in Canada and wait for a decision.

If the 90 day restoration period has elapsed...

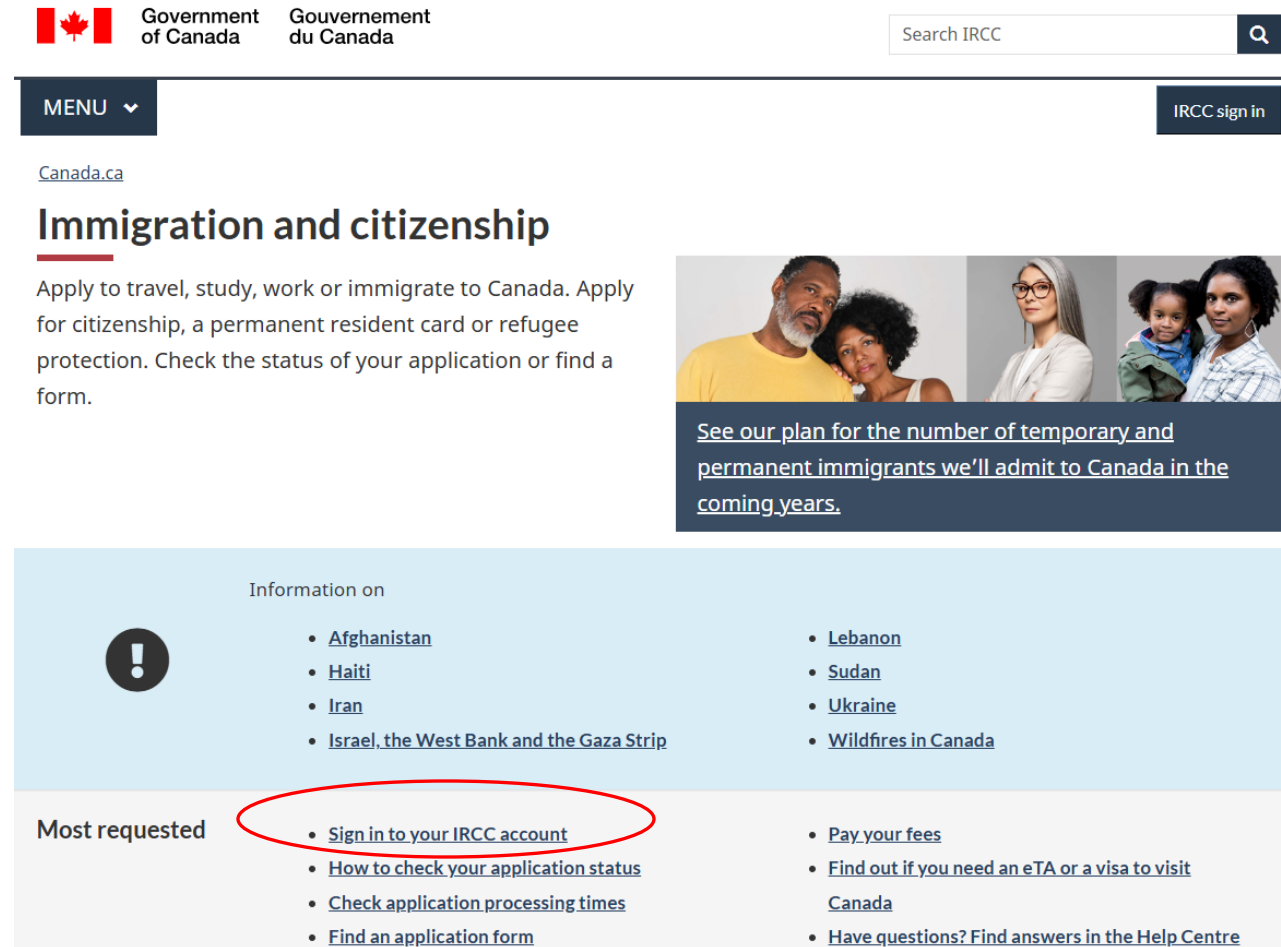
- Must leave Canada
- May try applying for a new study permit to return to Canada, but your overstay in Canada could make you ineligible

APPLY TO EXTEND YOUR STUDY PERMIT



HOW TO APPLY TO EXTEND YOUR STUDY PERMIT

Step 1:
Go to ircc.canada.ca



The screenshot shows the IRCC website homepage. At the top, there is a navigation bar with the Government of Canada logo and a search bar. Below the navigation bar, the main heading is "Immigration and citizenship". A sub-heading reads: "Apply to travel, study, work or immigrate to Canada. Apply for citizenship, a permanent resident card or refugee protection. Check the status of your application or find a form." To the right of this text is a photograph of a diverse group of people. Below the photo is a link: "See our plan for the number of temporary and permanent immigrants we'll admit to Canada in the coming years." Below this is a section titled "Information on" with a list of links: Afghanistan, Haiti, Iran, Israel, the West Bank and the Gaza Strip, Lebanon, Sudan, Ukraine, and Wildfires in Canada. At the bottom, there is a "Most requested" section with a list of links: Sign in to your IRCC account (circled in red), How to check your application status, Check application processing times, Find an application form, Pay your fees, Find out if you need an eTA or a visa to visit Canada, and Have questions? Find answers in the Help Centre.

Government of Canada / Gouvernement du Canada

Search IRCC

MENU

IRCC sign in

Canada.ca

Immigration and citizenship

Apply to travel, study, work or immigrate to Canada. Apply for citizenship, a permanent resident card or refugee protection. Check the status of your application or find a form.

[See our plan for the number of temporary and permanent immigrants we'll admit to Canada in the coming years.](#)

Information on

- [Afghanistan](#)
- [Haiti](#)
- [Iran](#)
- [Israel, the West Bank and the Gaza Strip](#)
- [Lebanon](#)
- [Sudan](#)
- [Ukraine](#)
- [Wildfires in Canada](#)

Most requested

- [Sign in to your IRCC account](#)
- [How to check your application status](#)
- [Check application processing times](#)
- [Find an application form](#)
- [Pay your fees](#)
- [Find out if you need an eTA or a visa to visit Canada](#)
- [Have questions? Find answers in the Help Centre](#)

HOW TO APPLY TO EXTEND YOUR STUDY PERMIT

Step 2:
Select the right account -
IRCC Secure Account
(GC Key or Sign-In Partner)

[Sign in to your existing account](#) You don't have an account

We have many accounts you could sign in to.

To get to the right account sign-in page, tell us what your application is for.

Visitor visa

Express Entry


Study permit

Work permit (including post-graduation, IEC and extensions)

Another application (study extension, immigration, citizenship and more)

[Study permit extension](#)


You used the IRCC secure account (GCKey or Sign-In Partner).


 IRCC secure account (GCKey or Sign-In Partner)

HOW TO APPLY TO EXTEND YOUR STUDY PERMIT

Step 3:
Sign in or Create an account

Sign in


 **GCKey username and password**

 **Canadian *Interac*® Sign-In Partner**

▶ Not sure how to sign in?

or

Create an account

 **Register for an account**

HOW TO APPLY TO EXTEND YOUR STUDY PERMIT

Step 4: Start an application

Start an application

[Apply to come to Canada](#)

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.

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)

HOW TO APPLY TO EXTEND YOUR STUDY PERMIT

Step 5: Determine your eligibility

Find out if you're eligible to apply

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

Please make a selection

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

Please make a selection

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)*

?

Please make a selection

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


Next

PAL REQUIREMENT

Step 5: Determine your eligibility

Do you have a provincial or territorial attestation letter or meet an exception from submitting a provincial or territorial attestation letter?

(required) 

Please make a selection 

Please make a selection

Yes, I have a provincial or territorial attestation letter

Yes, I meet an exception from submitting a provincial or territorial attestation letter

Next 

PROVINCIAL ATTESTATION LETTER (PAL)

The Canadian government now requires most new international undergraduate and graduate students to submit a **provincial attestation letter (PAL)** as part of the study permit process.

- Unless you meet one of the exceptions, you must submit a PAL **with** your application.
- Your PAL must be **valid** when you apply. You can't use a PAL that was issued during a previous study permit cap year.
- If your application was refused, you must get a **new** PAL before you reapply.

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/get-documents/provincial-attestation-letter.html>

WHO NEEDS A PAL AND WHO DOESN'T?

Who needs a PAL?

- Undergraduate students
- Graduate students
- Graduate diploma and certificate students
- Visiting students studying at Western for six months or longer

Who is exempt from needing a PAL?

- Exchange students studying under an exchange arrangement between their home institution and Western
- **Student permit extensions at the same Designated Learning Institution (DLI) and level of study as their current study permit in Canada**

Note: If you are transferring from a different DLI (high school or another post-secondary institution) or changing to a different level of study you may require a PAL and new Study Permit application.

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/get-documents/provincial-attestation-letter.html>

HOW TO GET A PAL

Future Undergraduate Students

1. Accept your offer of admission to an undergraduate program at Western.
2. Pay [your tuition deposit](#).
3. Complete the PAL request form available in the [Choose Western offer portal](#).

Once we receive confirmation that you have completed these steps, we will begin the process of issuing you a PAL.

Future Graduate Students

1. Accept your offer of admission.
2. Pay your \$2,000 tuition deposit (Master's programs only).
3. Complete the PAL request form via the [Graduate Student Web Services Portal](#).

[Learn More about PALs for future graduate students.](#)

HOW TO APPLY TO EXTEND YOUR STUDY PERMIT


Step 6: Select Study Permit (in Canada) to continue

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~~ 

HOW TO APPLY TO EXTEND YOUR STUDY PERMIT

Step 7: Upload required documents and submit application (document checklist is personalized based on answers)

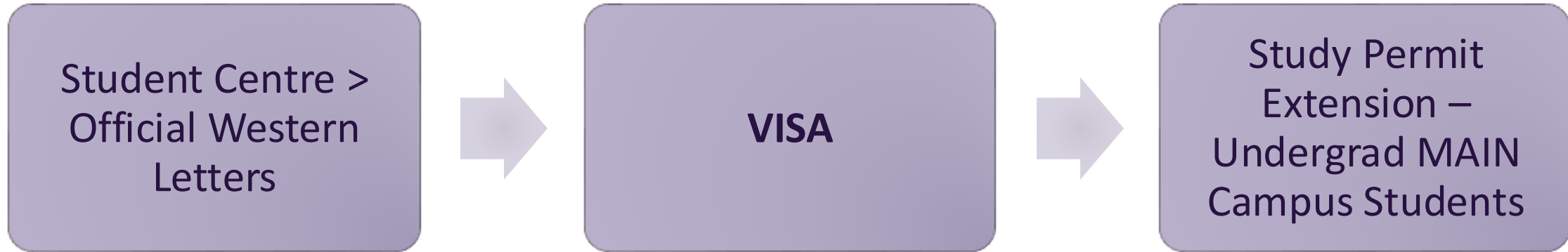
Application Form(s)
Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709)

Supporting documents	
Letter of Acceptance or Letter of Enrollment / Registration ?	Study Permit Extension letter from Student Centre
Passport ?	
Proof of Means of Financial Support ?	
Digital photo ?	
Proof of Provincial or Territorial Attestation Letter (PAL or TAL) Exception ?	PAL or TAL, if required

Fees

Fees			
Application	Quantity	Price (CAD) per unit	Total (CAD)
Study Permit	1	\$150.00	\$150.00

HOW TO ORDER A STUDY PERMIT EXTENSION LETTER – UNDERGRADUATE STUDENTS



*** If you need an additional semester/year to complete your program**

1. Talk to your Academic Counsellor to confirm the extra time you will need
2. Order a Study Permit Extension Letter from Student Centre

HOW TO ORDER A STUDY PERMIT EXTENSION LETTER – GRADUATE STUDENTS



*** If you need additional terms to complete your program**

1. Talk to your supervisor and Program Coordinator to confirm your expected completion date and ask your Program Coordinator for a confirmation email
2. Order a Study Permit Extension Letter from Student Centre
3. Forward the email from your Program Coordinator to sletters@uwo.ca and provide your student number.

CHECK YOUR STUDY PERMIT...

One of the common conditions/remarks you may want to have on your study permit is:

- *may work 20 hours per week off campus or full-time during regular breaks if meeting criteria outlined in paragraph 186(v) of the Immigration and Refugee Protection Regulations.*
- *may accept employment on or off campus if meeting eligibility criteria, per paragraph R186(f), (v) or (w) and must cease working if no longer meeting these criteria.*

Citizenship and Immigration Canada / Citoyenneté et Immigration Canada

PROTECTED WHEN COMPLETED / PROTÉGÉ UNE FOIS REMPLI • B

CANADA

DD200 [REDACTED]

F31 [REDACTED]

Application/Demande: S30 [REDACTED]

UCI/IUC: 9506 [REDACTED]

STUDY PERMIT/PERMIS D'ÉTUDES

CLIENT INFORMATION/INFORMATION DU CLIENT

Family Name/Nom de Famille: [REDACTED]

Given Name(s)/Prénom(s): [REDACTED]

Date of Birth/Date de naissance: 1982/[REDACTED] (yyyy/mm/dd - aaah/mm/jj)

Sex/Sexe: [REDACTED]

Country of Birth/Pays de naissance: [REDACTED]

Country of Citizenship/Citoyen de: [REDACTED]

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

ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE

Date issued/Déjàvéré le: 2016/[REDACTED] (yyyy/mm/dd - aaah/mm/jj)

Expiry Date/Date d'expiration: 2017/[REDACTED] (yyyy/mm/dd - aaah/mm/jj)

Case Type/Genre de cas: 30

Institution Name/Nom de l'institution: DESIGNATED LEARNING INST-ON

Field of Study/Domaine d'études: ANY DESIGNATED POST SECONDARY INSTITUTION

In Force From/En vigueur le: 2016/[REDACTED] (yyyy/mm/dd - aaah/mm/jj)

Conditions:

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

APR 14 2016 (05/2015)
G-70 (2014)

Canada

APPLY FOR AN AMENDMENT OR TO CHANGE CONDITIONS ON STUDY PERMIT?

Change of Conditions

- If your situation has changed since the permit was issued
- \$150 Application fees
- Same procedure as study permit extension
- Include a letter explaining why you need to add/remove the conditions

Amendment

- Only if it's a mistake made by IRCC
- No application fee
- Original SP needs to be mailed to IRCC

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/request-amend-record-landing-confirmation-permanent-residence-valid-temporary-resident-documents.html>

INTERNATIONAL STUDENT SERVICES

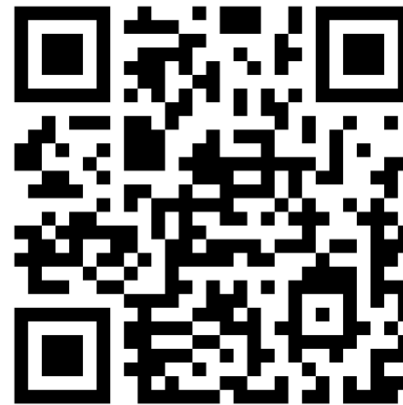
Drop-In Support

- In person Monday to Friday
1- 4 pm, IGAB 2nd floor
- Ask an Advisor Virtual
Every Friday 9:30-10:30 am on Zoom

Office Hours & Reception

- Monday to Friday
8:30 am - 4:30 pm
- **Phone:** 519-661-2111 ext. 89309
- **Email:** iss@uwo.ca

Advising Appointments



Workshops & Information Sessions



As of March 17, the International & Exchange Student Centre (IESC) will be renamed Western International Student Services! You can find us at iss@uwo.ca (now) and our updated website will be international.uwo.ca/student-services (March 17!)

Q & A

