

Western International

Study Permit Extensions and Amendments

Presented by:
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International Student Advisor
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Western



Canadian Bureau for
International Education

International Students

We want to learn from you!

Complete the CBIE International Student Survey

surveys.cbie.ca/s3/Western-University

Complete by November
30



AGENDA

- Your responsibilities as a study permit holder
- Change your DLI#
- Apply for an extension of your study permit
- Apply for an amendment or to change conditions on your study permit
- Q & A

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
- **If you change your school, you must notify IRCC. You don't need to change or apply for a new study permit if your study permit is valid.**

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 twice a year

Comply with the conditions on your study permit

- Study permits may authorize on-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

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

Part-time

Yes. But...

- You can't work on or off campus except being part-time in your final academic session
- 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 no matter what the reason is
- You may not be eligible for a PGWP (Case by case, at the processing officer's assessment)

*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.

ACTIVELY PURSUING STUDIES

If there are gaps during studies due to any one of the following reasons:

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

And if you can't resume studies within 150 days, you must do one of the followings:

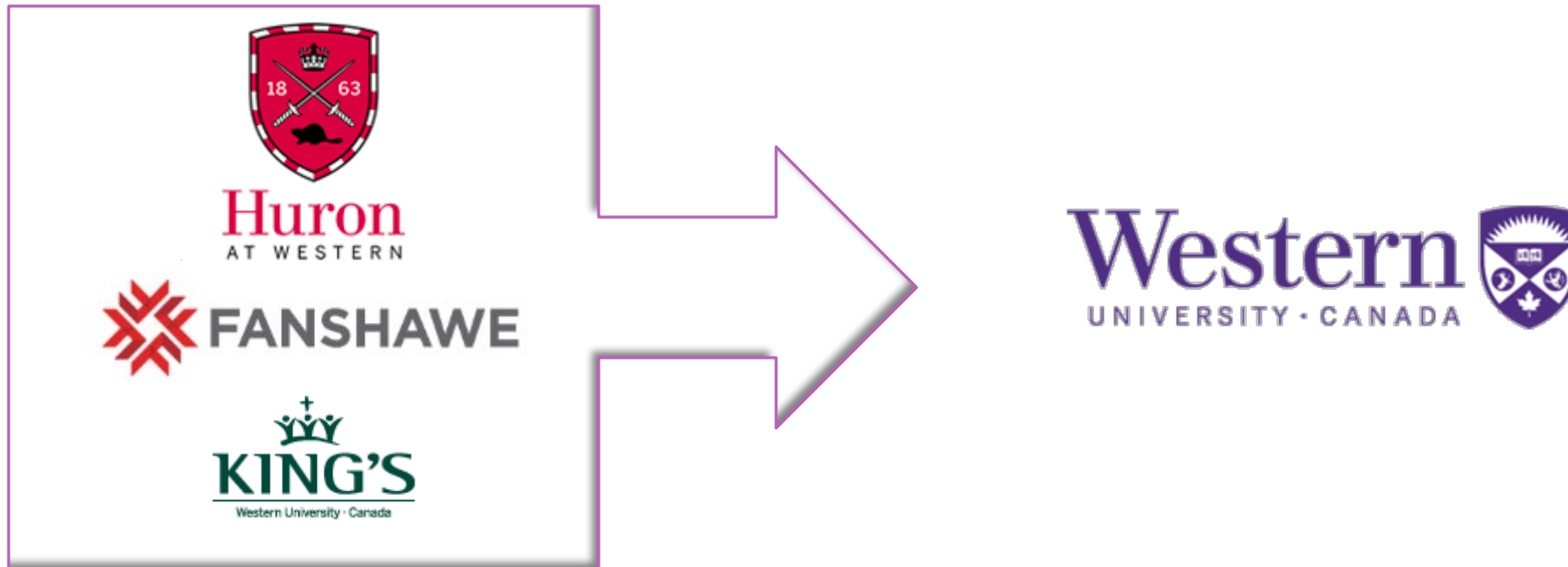
Change status to visitor or worker if you would like to stay in Canada

Leave Canada

CHANGING YOUR DLI#

You must notify Immigration, Refugees, and Citizenship Canada (IRCC) if you change or transfer to a different Designated Learning Institution (DLI) in Canada

Example:



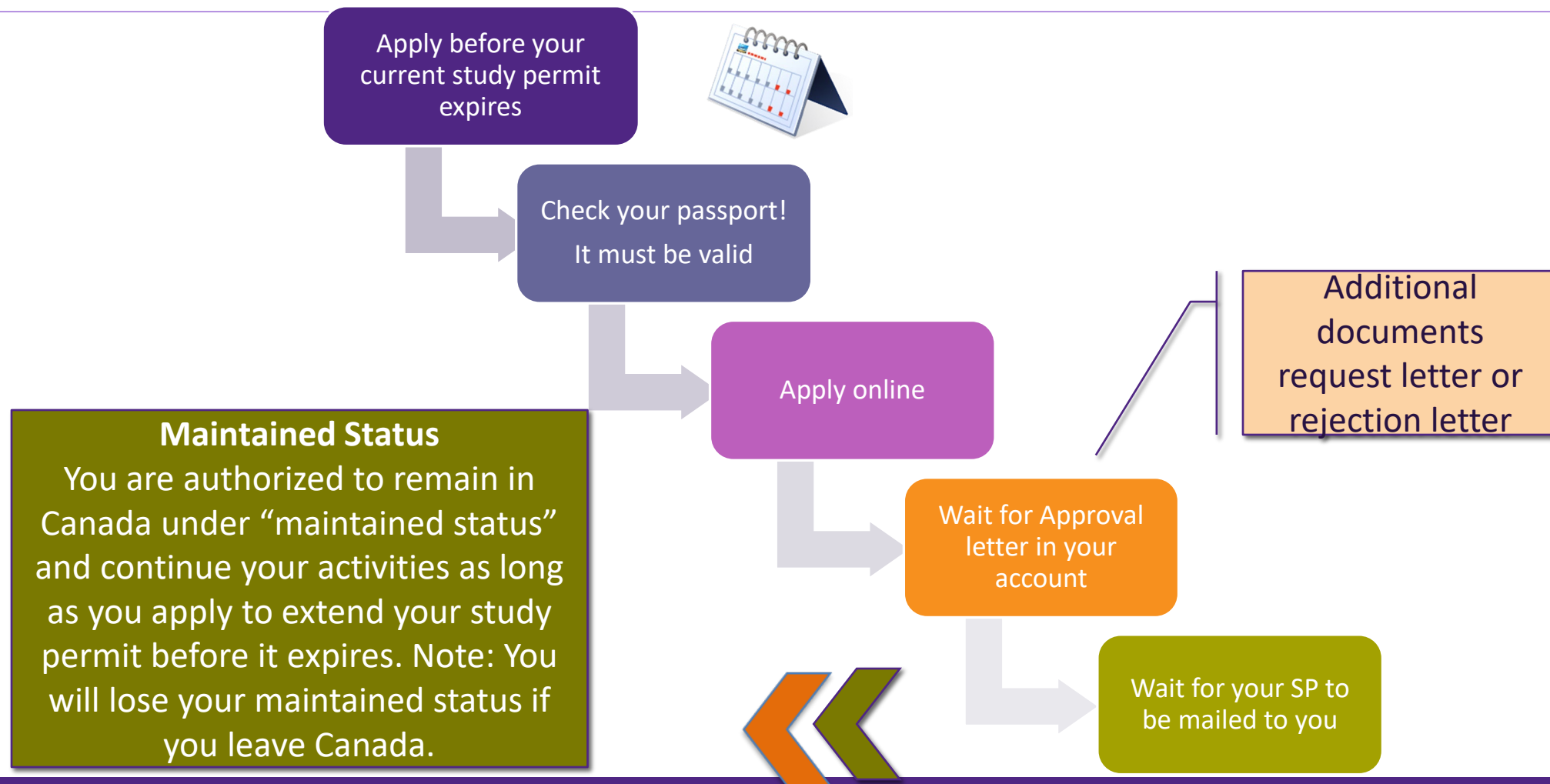
HOW TO CHANGE YOUR DLI

You'll need:

- ☐ an online account (www.cic.gc.ca)
- ☐ your study permit number
- ☐ your new school's DLI number
- ☐ your new Student ID
- ☐ your start date at your new school

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/change-schools/account.html>

APPLY TO EXTEND YOUR STUDY PERMIT



HOW TO APPLY TO EXTEND YOUR STUDY PERMIT

Step 1:
Sign in or Create an account
on www.cic.gc.ca

[Home](#)

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.

Follow:



[Find out how to hire a candidate with the Atlantic Immigration Pilot](#)

Services and information

[My application](#)

Sign in or create an account, check application status and processing times, find forms, pay fees, learn about medical and police checks, learn about representatives and protect yourself from fraud

[Immigrate](#)

Find out what immigration programs you

[Visit](#)

Find out if you need a visa to visit, do business or transit through Canada, and how to extend your stay as a visitor

[Work](#)

Apply for or extend a work permit, learn

Most requested

- [Sign in or create an account to apply online](#)
- [Check your application status](#)
- [Check application processing times](#)
- [Get answers to your questions](#)

HOW TO APPLY TO EXTEND YOUR STUDY PERMIT

Step 2: Determine your eligibility

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.

Determine your eligibility and apply online:

Visitor visa, study and/or work permit

Express Entry (EE)

International Experience Canada (IEC)

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

HOW TO APPLY TO EXTEND YOUR STUDY PERMIT

Step 3: 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 4:

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

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

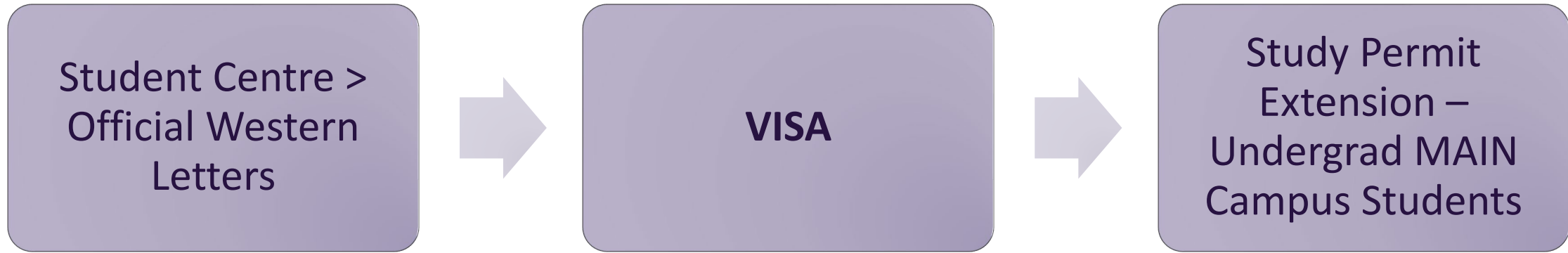
The fee shown is an estimate based on the fees in effect on the day that this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission.

Total Price (CAD) \$150

DOCUMENT CHECKLIST

- ☐ Application to Change Conditions, Extend My Stay or Remain in Canada as a Student [IMM 5709]
- ☐ Passport (biographic data and any pages with a visa/stamp)
- ☐ Study Permit Extension Letter from Student Centre (issued within the current term) or Letter of acceptance (to a subsequent program)
- ☐ Proof of Financial Support (minimum \$833/month or \$10,000/year, + tuition payment). E.g.:
 - Bank portfolio/statement (which shows your Canadian bank account balance)
 - Study Permit Extension Letter or Statement of Account from Student Centre showing paid tuition
 - Proof of funding (if applicable)
 - Bank statements from family members for the past 4 months (if applicable)
- ☐ Digital photo
- ☐ Transcripts and/or proof of completion of prerequisite studies (if applicable)
- ☐ Optional Documents: Client Information (explanation letter and/or additional documents, if applicable)
- ☐ Application fees: \$150.00 + Biometrics fees \$85 (if applicable)

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.

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 \$200
 - 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 FOR AN AMENDMENT OR TO CHANGE OF 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-landingconfirmation-permanent-residence-valid-temporary-resident-documents.html>

CHECK YOUR STUDY PERMIT...

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

- *“may accept employment on or off campus...”*
- *“are allowed to work on or off campus...”*

Canada 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/dd)
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/Déjà le: 2016/[REDACTED] (yyyy/mm/dd - aaah/mm/dd)
Expiry Date/Date d'expiration: 2017/[REDACTED] (yyyy/mm/dd - aaah/mm/dd)
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/dd)

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

W/114/05 (05/2015)
G-19 CEN

Canada



ADVISING SERVICES FALL 2023

Appointments

<https://iesc.uwo.ca/appointment/index.html>

- Virtual via Microsoft Teams or telephone appointment

Drop Ins

- In person, IGAB 2nd floor
- Monday – Friday, 1pm – 4pm

Immigration FAQ sessions

- Virtual on Zoom
- Select Fridays, 9:30am – 10:30am

Immigration workshops

- Virtual on Zoom
- IESC events calendar: <http://www.events.westernu.ca/events/iesc/>

Office Hours & Reception

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

FALL 2023 IMMIGRATION WORKSHOPS

Topic	Date & Time	Where
Co-op Work Permit	Thursday, October 26 5:00-6:00pm	Zoom
Co-op Work Permit	Wednesday, November 8 12:30-1:30pm	Zoom
Co-op Work Permit	Thursday, November 16 12:30-1:30pm	Zoom
Post-Graduation Work Permit	Wednesday, November 29 12:30-1:30pm	Zoom

Register at <http://www.events.westernu.ca/events/iesc/>

Q & A

