

# Western International

## Study Permit Extensions and Amendments

Presented by:  
Heidi Liu, RCIC  
International Student Advisor  
October 25, 2023





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](https://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 #

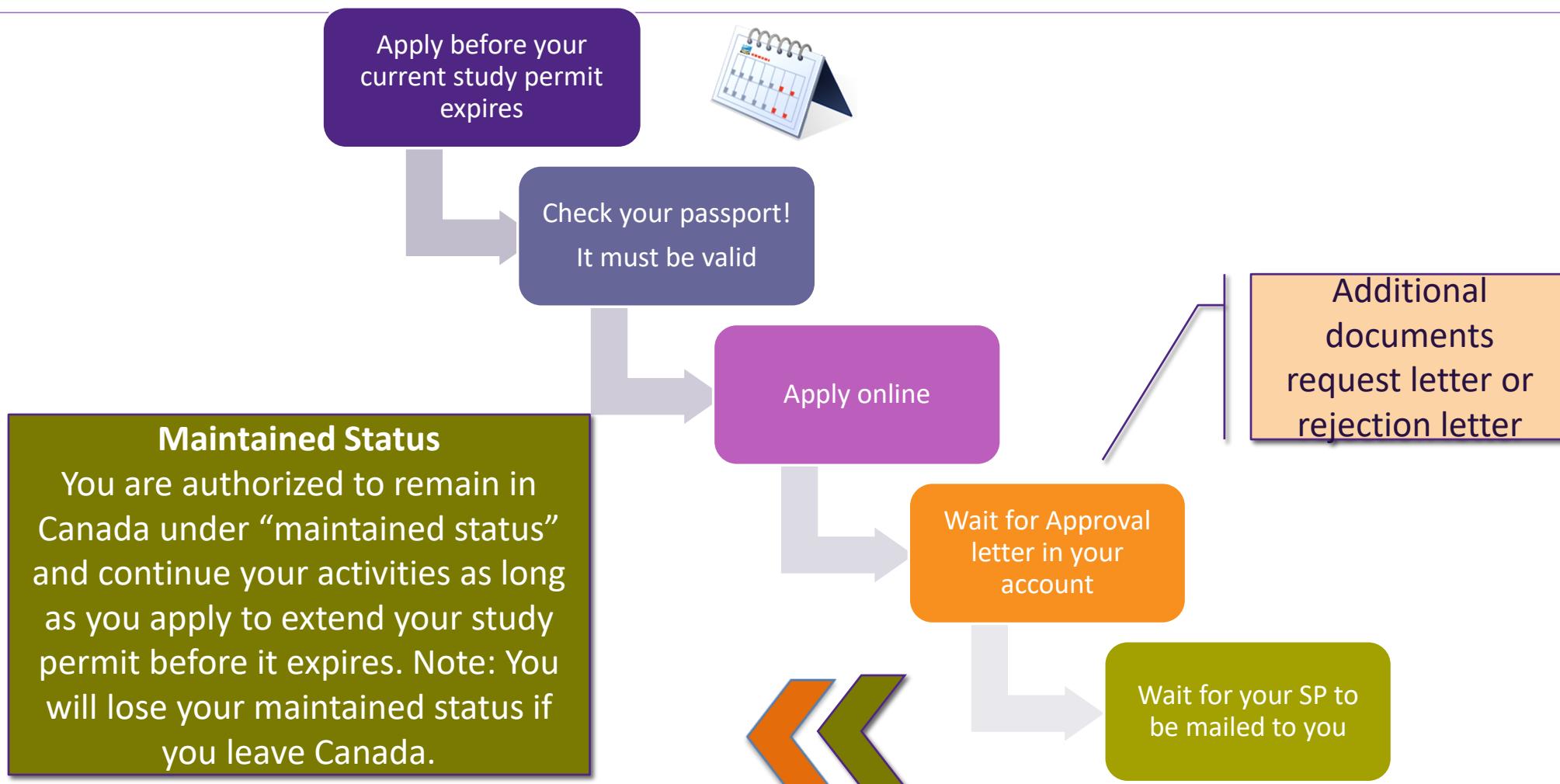
---

You'll need:

- an online account ([www.cic.gc.ca](http://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](http://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: [!\[\]\(4cafc60cd39da821525d7c6589540296\_img.jpg\)](#) [!\[\]\(775cbf51955011dd735a723560100a76\_img.jpg\)](#) [!\[\]\(e3a3ccdb0f11cacfd5f6ace48c186c0c\_img.jpg\)](#) [!\[\]\(76407ba6fa828a171cbb285923d0e2c2\_img.jpg\)](#)



[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)	<a href="#">?</a>	<a href="#">Upload File</a>

Supporting Documents			
Supporting Documents			
Details	Document Name	Instructions	Options
Not Provided	Passport (required)	<a href="#">?</a>	<a href="#">Upload File</a>
Not Provided	Letter of Acceptance (required)	<a href="#">?</a>	<a href="#">Upload File</a>
Not Provided	Proof of Means of Financial Support (required)	<a href="#">?</a>	<a href="#">Upload File</a>
Not Provided	Digital photo (required)	<a href="#">?</a>	<a href="#">Upload File</a>

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

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.

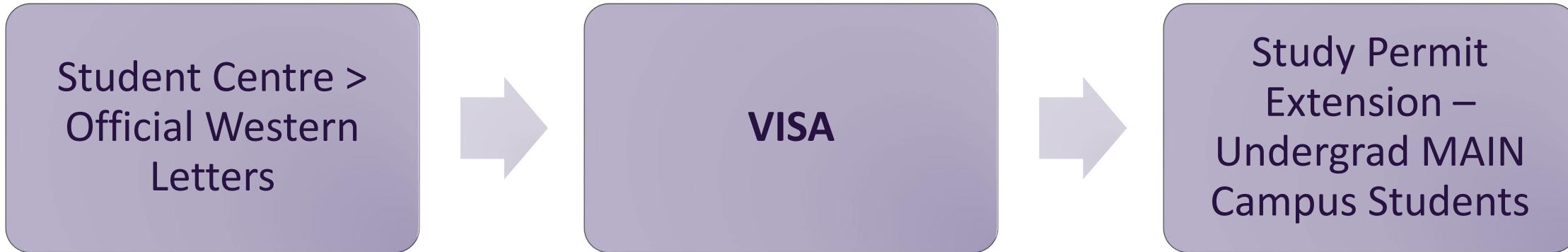
Total Price (CAD) \$150

# 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

Student Centre >  
Official Western  
Letters



Graduate  
Studies



Letter for Study  
Permit Extension  
– Current Term

**\* 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](mailto: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

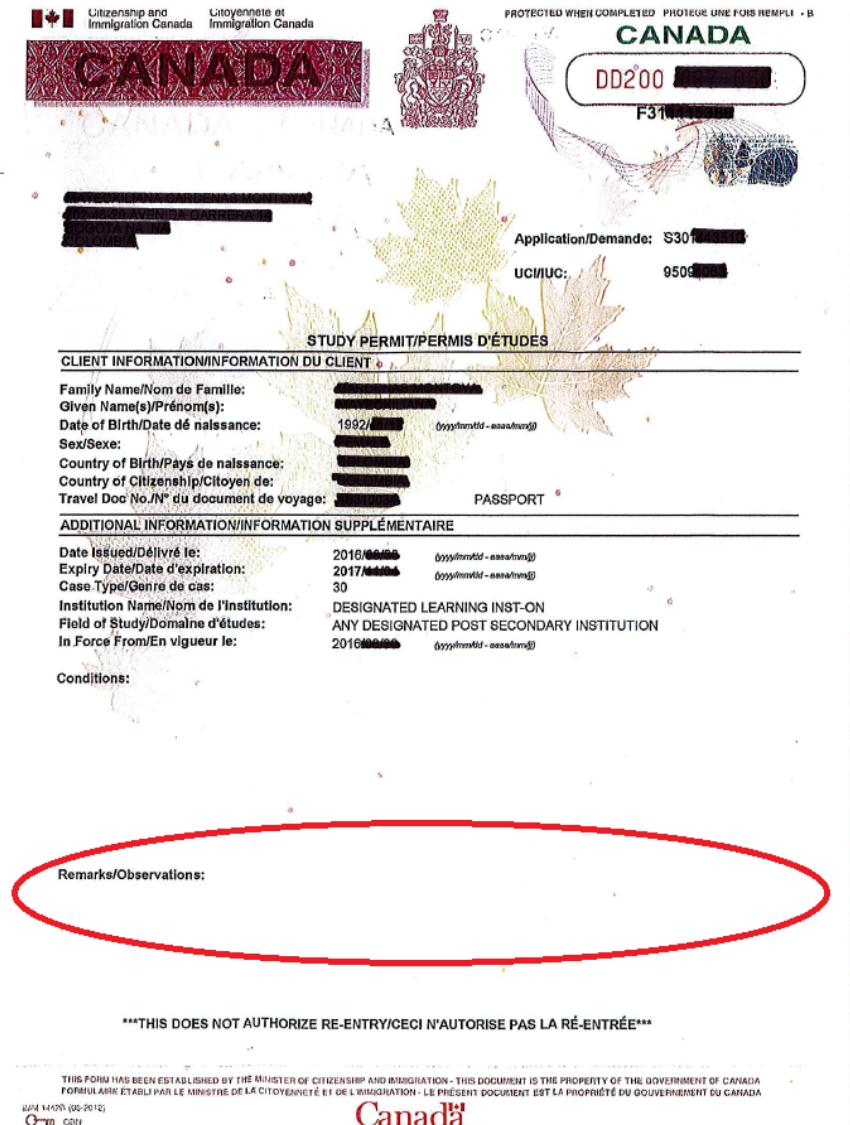
- Only if it's a mistake made by IRCC
- No application fee
- Original SP needs to be mailed to IRCC

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/request-amend-record-landing-confirmation-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...*”





# 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](mailto: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

---

