

Western International

Study Permit Extension

Presented by:
Heidi Liu, RCIC
International Student Advisor
February 11, 2026



Land Acknowledgement

We acknowledge the Anishinaabek (Ah-nish-in-a-bek), Haudenosaunee (Ho-den-no-show-nee), Lūnaapéewak (Len-ahpay- wuk) and Chonnonton (Chun-ongk-ton) Nations, whose traditional lands we are gathered upon today.

These lands are connected with the London Township and Sombra Treaties of 1796 and the Dish with One Spoon Covenant Wampum.

This land continues to be home to diverse Indigenous Peoples (First Nations, Métis and Inuit) whom we recognize as contemporary stewards of the land and vital contributors of our society.



AGENDA

- Your responsibilities as a study permit holder
- Changing Designated Learning Institutions (DLI)
- How to extend your study permit
- Provincial Attestation Letter (PAL)
- 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.

Canada Citizenship and Immigration Canada / Citoyenneté et Immigration 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 - aa/aa/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 - aa/aa/mm/jj)
Expiry Date/Date d'expiration: 2017/07/30 (yyyy/mm/dd - aa/aa/mm/jj)
Case Type/Genre de cas: 00
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/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

BM 1442B (06-2012) 

INTERNATIONAL STUDENTS

- YOUR RESPONSIBILITIES AS A STUDY PERMIT HOLDER

Enroll at a Designated Learning Institution (DLI)

- Enroll at a DLI that is named in your study permit, **and**
- Remain enrolled at a DLI until completing your studies

Actively pursue studies

- Make reasonable and timely progress towards completing your program
- DLIs are required to report on students' status to IRCC

CHANGING YOUR DLI

Starting **November 8, 2024**, you must be enrolled in the designated learning institution (DLI) named on your study permit. You **must** apply for a new study permit if you want to change your DLI.

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.

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](#).

If your study permit application has been approved and you change DLI from outside Canada

- 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.

ACTIVELY PURSUING STUDIES

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

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

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 wish to stay in Canada)
- Leave Canada

150-day
rule

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 ☹️

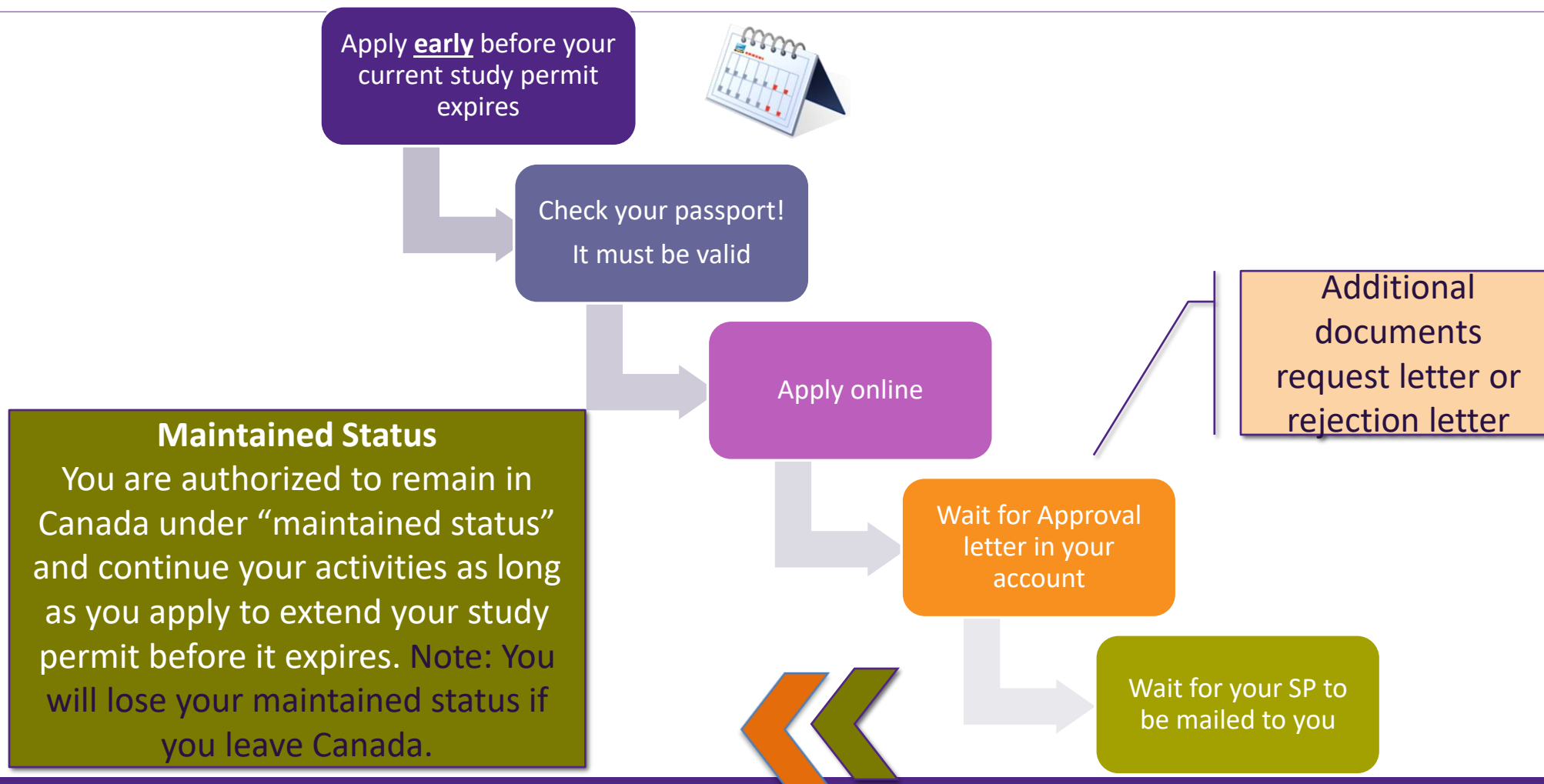
You must  your studies and any work activities immediately!
Restoration Application

- Apply within 90 days of the expiry of your SP
 - Pay an additional \$246.25 (total will be \$396.25, 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

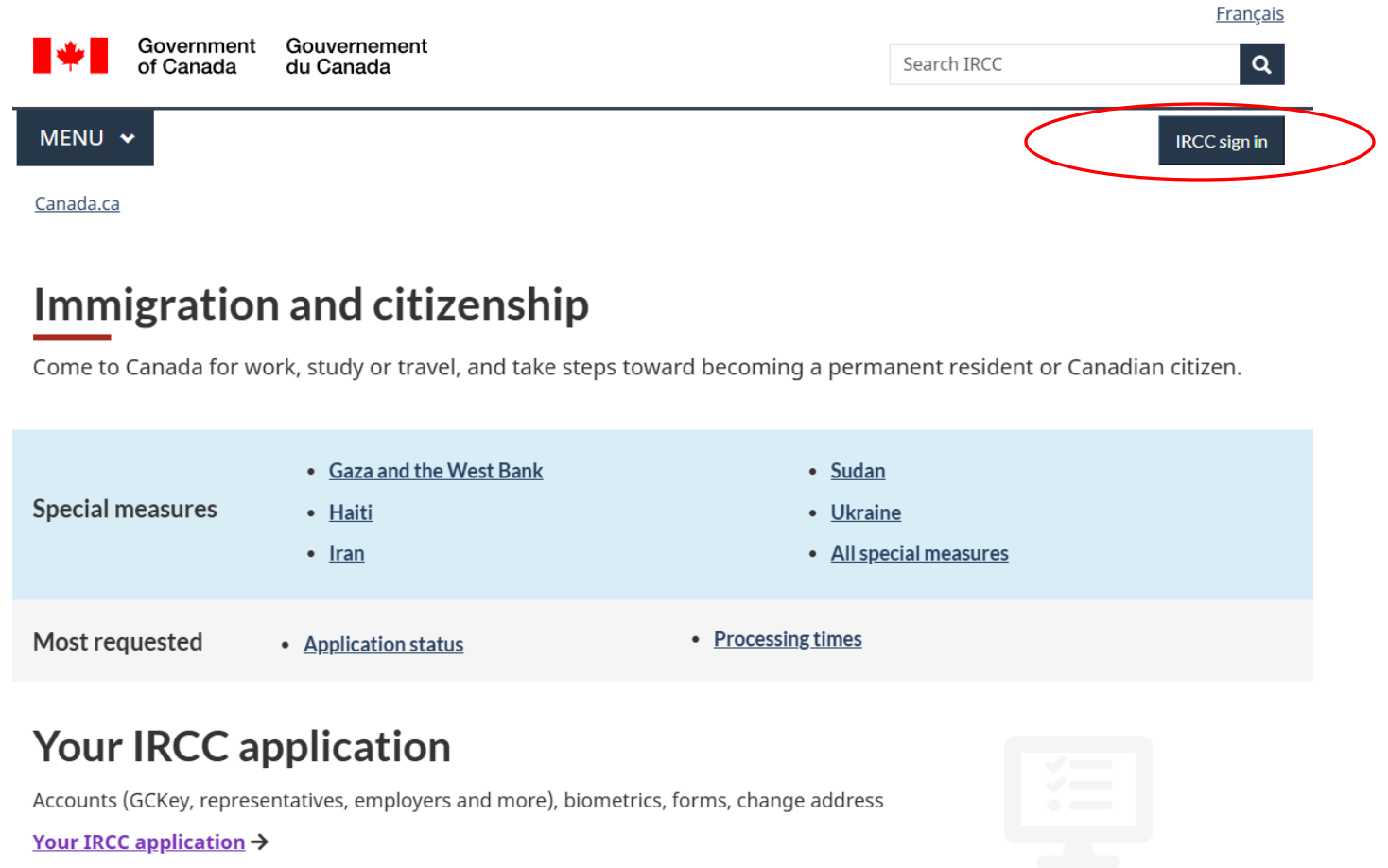
APPLY TO EXTEND YOUR STUDY PERMIT



HOW TO APPLY TO EXTEND YOUR STUDY PERMIT

Step 1:

Go to ircc.canada.ca



The screenshot shows the top of the IRCC Canada.ca website. At the top right, there is a language selector for 'Français'. Below it is a search bar labeled 'Search IRCC' with a magnifying glass icon. In the center, there is a 'MENU' dropdown button. On the right side, the 'IRCC sign in' button is circled in red. Below the header, the main heading is 'Immigration and citizenship', followed by a subheading 'Come to Canada for work, study or travel, and take steps toward becoming a permanent resident or Canadian citizen.' Below this, there are two sections: 'Special measures' with links for 'Gaza and the West Bank', 'Haiti', 'Iran', 'Sudan', 'Ukraine', and 'All special measures'; and 'Most requested' with links for 'Application status' and 'Processing times'. At the bottom, there is a section titled 'Your IRCC application' with a description 'Accounts (GCKey, representatives, employers and more), biometrics, forms, change address' and a link 'Your IRCC application →'. A faint icon of a computer monitor with a checklist is visible on the right side of the bottom section.

Government of Canada / Gouvernement du Canada

Search IRCC

IRCC sign in

Canada.ca

Immigration and citizenship

Come to Canada for work, study or travel, and take steps toward becoming a permanent resident or Canadian citizen.

Special measures

- [Gaza and the West Bank](#)
- [Haiti](#)
- [Iran](#)
- [Sudan](#)
- [Ukraine](#)
- [All special measures](#)

Most requested

- [Application status](#)
- [Processing times](#)

Your IRCC application

Accounts (GCKey, representatives, employers and more), biometrics, forms, change address


[Your IRCC application](#) →


HOW TO APPLY TO EXTEND YOUR STUDY PERMIT

Step 2:

Sign in or Create an account to sign in

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 3: 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 4: 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 4: 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

HOW TO APPLY TO EXTEND YOUR STUDY PERMIT

Step 5: 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 6: 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 ?

Passport ?

Proof of Means of Financial Support ?

Digital photo ?

Proof of Provincial or Territorial Attestation Letter (PAL or TAL) Exception ?

Study Permit Extension letter from Student Centre

You may use our [sample templates](#) to draft a **letter of explanation** indicating how you meet an exception.

Fees

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

PROVINCIAL ATTESTATION LETTER (PAL)

The Canadian government requires most new international 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.

WHO NEEDS A PAL AND WHO DOESN'T?

Who needs a PAL?

- Undergraduate 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
- **Master's and doctoral degree students enrolled at public DLIs applying for a Study Permit on or after January 1, 2026**
- Temporary Resident Visa (TRV) applications
- Protected persons

HOW TO GET A PAL

Future undergraduate students

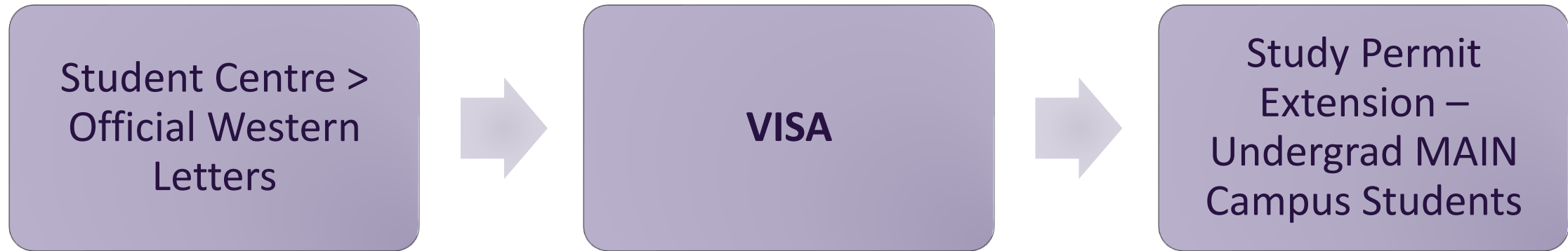
- 1) Accept your offer of admission to an undergraduate program at Western.
- 2) Pay your [\\$2,500 tuition deposit](#).
- 3) Complete the PAL request form available in the [Choose Western offer portal](#).

Current undergraduate students

- If you have your current study permit issued to study in another DLI, or at a different level of study, a PAL will be required if you are extending your study permit. Please book an appointment with international Student Advisor for support with your application.

Note: If you will be travelling outside of Canada and your documents will expire soon, be sure to plan ahead and renew before you go. You will need a PAL if you have to renew or apply for a study permit from outside Canada.

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.

CHECK YOUR STUDY PERMIT...

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

- *May work 24 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 (IRPR).*
- *May accept employment on or off campus if meeting eligibility criteria, per paragraph 186(f), (v) or (w) of the IRPR, and must cease working if no longer meeting these criteria.*

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 - aa/mm/aa)

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 délivré le: 2016/ [REDACTED] (yyyy/mm/dd - aa/mm/aa)

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

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 - aa/mm/aa)

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APR 14/09 (05/2015)
G-19 C219

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
- Paper application by mail

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

Immigration Workshops – Winter 2026

Working in Canada

- Feb 5 | 12:30 – 1:30 PM
- April 22 | 12:30 – 1:30 PM

Post-Graduation Work Permit

- Feb 25 | 12:30 – 1:30 PM
- Mar 26 | 12:30 – 1:30 PM

Study Permit Extension

- Feb 11 | 12:30 – 1:30 PM
- Apr 2 | 12:30 – 1:30 PM

Temporary Resident Visa

- Mar 4 | 12:30 – 1:30 PM

Co-op Work Permit

- Jan 15 | 12:30 – 1:30 PM
- Mar 5 | 12:30 – 1:30 PM
- Mar 19 | 12:30 – 1:30 PM

Workshop for Graduating International Students

- Apr 29 | 12:30 – 1:30 PM

Permanent Residency

- June 2 | 12:30 – 1:30 PM



***All workshops are held online via Zoom. Please scan the QR code to register and discover more sessions.**

Supports for International Students

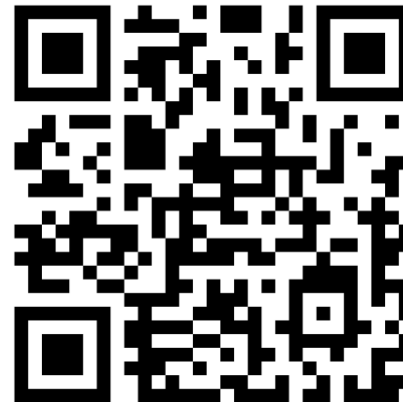
Drop-In Support

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

Office Hours & Reception

- Monday to Friday
9:00 am - 4:00 pm
- **Phone:** 519-661-2111 ext. 89309
- **Email:** iss@uwo.ca

Advising Appointments



Workshops & Information Sessions



**HOW DID
WE DO
TODAY?**



**Scan the QR code
OR visit**