

Extending your Study Permit in Canada

<http://www.cic.gc.ca/english/study/study-extend.asp>

Make an appointment to see an International Advisor: advisorconnect.kpu.ca

What is a Study Permit?

This is the official document issued by an Immigration, Refugees and Citizenship Canada officer that allows a person who is not a Canadian citizen or a permanent resident to study in Canada. Generally, if you are **not** a Canadian citizen or a permanent resident of Canada you must obtain a study permit in order to study in Canada. Check out the IRCC website for more details:

<http://www.cic.gc.ca/english/study/study-extend.asp>

This process applies only to students who:

- **Are Not** in their first semester of study at KPU
- Have a valid study permit, which has not expired (if your permit has expired, make an appointment asap to see an International Advisor: advisorconnect.kpu.ca)
- are currently *in* Canada

Things to know before applying:

- ✓ Apply to extend your study permit within 3 months (90days) before it expires
- ✓ Ensure your passport is valid (your application cannot be processed if your passport has expired or will be expiring within 31 days of submitting your application)
- ✓ Ensure KPU has a record of your current study permit

Step 1: Getting everything ready

- ✓ Complete the Study Permit Extension Letter request form (yellow) and submit it to the KPU International office (**You will receive an email to your myKwantlen email when your letter is ready for pick up**)
- ✓ Obtain proof of funds available (e.g. bank statement from a Canadian bank showing how much money you have in your bank account - must indicate your name and the account number)

Step 2: Preparing for the application

- ✓ Decide if you want to submit the application online or by mail (IRCC recommends to apply online)
To check the application processing time, go to <http://www.cic.gc.ca/english/information/times/index.asp>
- ✓ Review the application and **read the instructions**
- ✓ Pick up your Study Permit Extension letter from the KPU International office with your picture ID

Step 3: To apply – online or by mail

a) Apply online (for faster processing times)

- ✓ You need access to a scanner or camera to make electronic copies of your documents to upload
- ✓ Ensure you have a valid credit card to pay for your application
- ✓ Complete the [online eligibility questionnaire](#), then you will receive a personal checklist code for use in your online application. This code is valid for 60 days. Be sure to write down this code for future use. IRCC will use this code to retrieve the list of documents you need to submit with your application
- ✓ You will need about 10-15 minutes to complete the questionnaire. Print the page for your reference.
- ✓ If you were **away** from Canada for **more than six months** in the past 12 months, you need to submit proof of a medical exam. If you were away from Canada less than six months, you are not required to submit proof of a medical exam.

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Scan and save the following documents: *Note: Each document group listed below should be saved into ONE file*

1. Study Permit Extension letter from the KPU International office [to receive the letter, you need to submit the Study Permit Extension Letter Request Form (www.kpu.ca/ses/forms) to the International Advising Office]
2. Your passport (clearly showing the passport number, the dates of issue and expiry, name and date of birth, the stamp made by the Canadian authorities on your most recent entry into Canada and any other marked pages)
3. Transcript from last two periods of study (*if requested by IRCC*)
 - If you also studied at another institution, you may want to provide the transcript from that institution as well
4. Digital Photo (frame size of the photo must be at least 35mm x 45mm)
5. Proof of funds available (e.g. bank statement from a Canadian bank showing how much money you have in your bank account - must indicate your name and the account number)

b) Apply on paper (IRCC recommends to apply online)

Refer to <http://www.cic.gc.ca/english/information/applications/extend-student.asp> to see the application guide and documents you need for your application. Make a photocopy of your documents, then insert them into a 23 cm x 30.5 cm (9" x 12") envelope. Write your name and address at the top left-hand corner of your envelope. You may want to mail via a secure mailing method (e.g. Xpresspost™ - available through Canada Post) where you can track your shipment. Mail your documents to:

Attn: Citizenship and Immigration – Study Permit, Case Processing Centre, 6212 – 55th Avenue, Unit 101, Vegreville AB, T9C 1X5

Documents you may need for your application:

1. [Application form to Change Conditions, Extend my Stay or Remain in Canada as a Student \[IMM5709\]](#)
2. Study Permit Extension letter from the KPU International office [to receive the letter, you need to submit the Study Permit Extension Letter Request Form (www.kpu.ca/ses/forms) to the International Advising Office]
3. Copies of your passport (clearly showing the passport number, the dates of issue and expiry, name and date of birth, the stamp made by the Canadian authorities on your most recent entry into Canada and any other marked pages)
4. Transcript from last two periods of study
 - If you also studied at another institution, you may want to provide the transcript from that institution as well.
5. Photo (frame size of the photo must be at least 35mm x 45mm)
6. Proof of funds available (e.g. bank statement from a Canadian bank showing how much money you have in your bank account - must indicate your name and the account number)
7. **Proof of payment for your application** (<https://eservices.cic.gc.ca/epay/welcome.do?lang=en>)

Tips for renewing your study permit:

- You can apply online (recommended) or by mail
- Pay your application fee online
- Review the application and read the application instructions
- Have your passport and study permit handy when completing your application
- Plan to spend (about) an hour completing your application
- You should apply for renewal at least 30 days before your current permit expires
- *Print and retain a copy of your application for your record*

When you receive your new study permit:

- Renew your BCMSP coverage. Find out more online at: www.health.gov.bc.ca/msp
- Renew your Social Insurance Number (SIN)
- Extend your Temporary Resident Visa (visitor visa) or Co-op work permit if necessary
- **Bring your new Study Permit to KPU International so we can update your student file at KPU (this is important in order to continue to register for classes)**

Any questions? Come see us!

Richmond 1400, Surrey Cedar Building 1145; 604.599.2566
www.kpu.ca/international; internationalstudents@kpu.ca

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** This is not a legal document. Although we strive to keep this as up-to-date as possible, information may have changed since updated.*