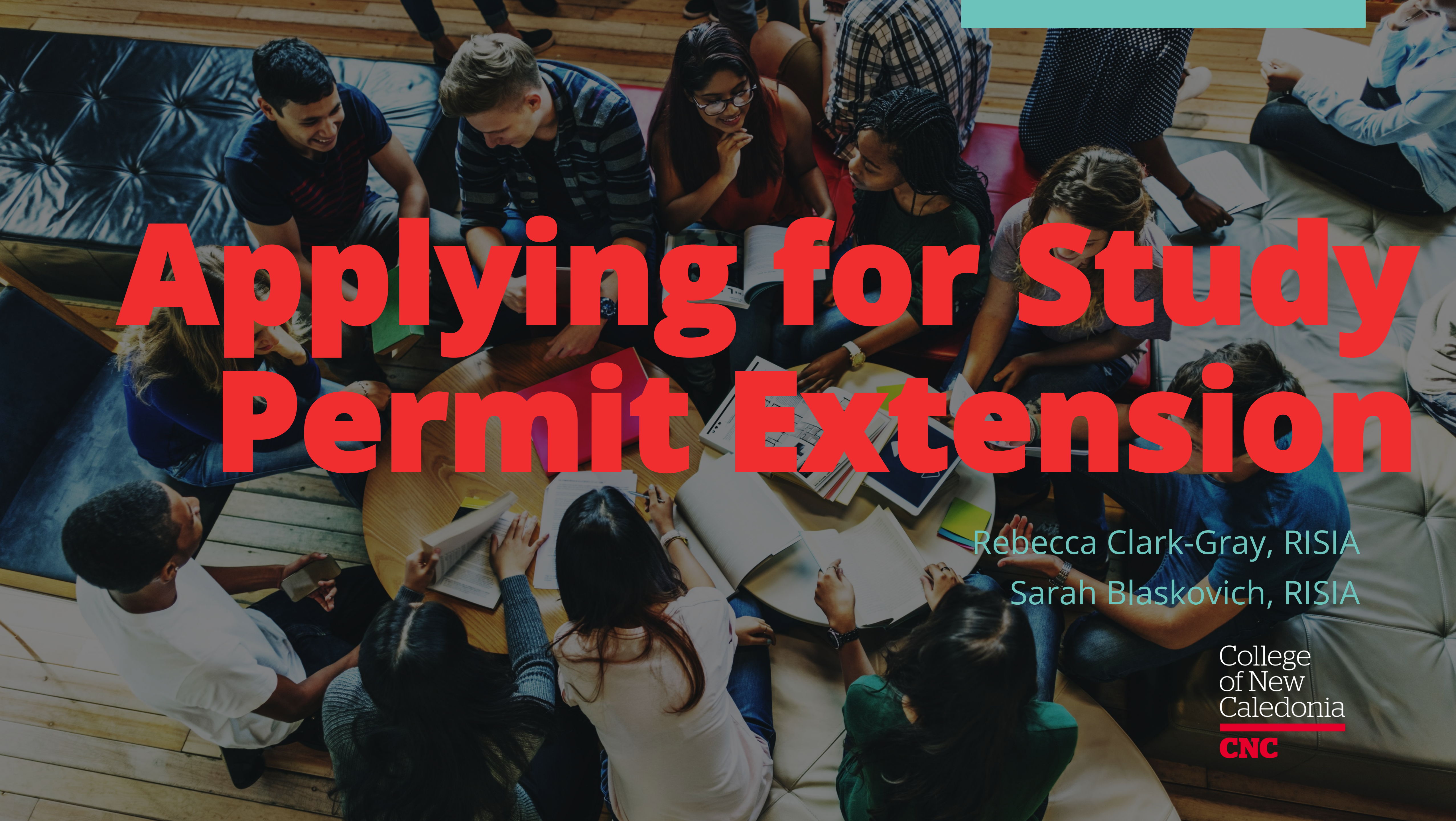


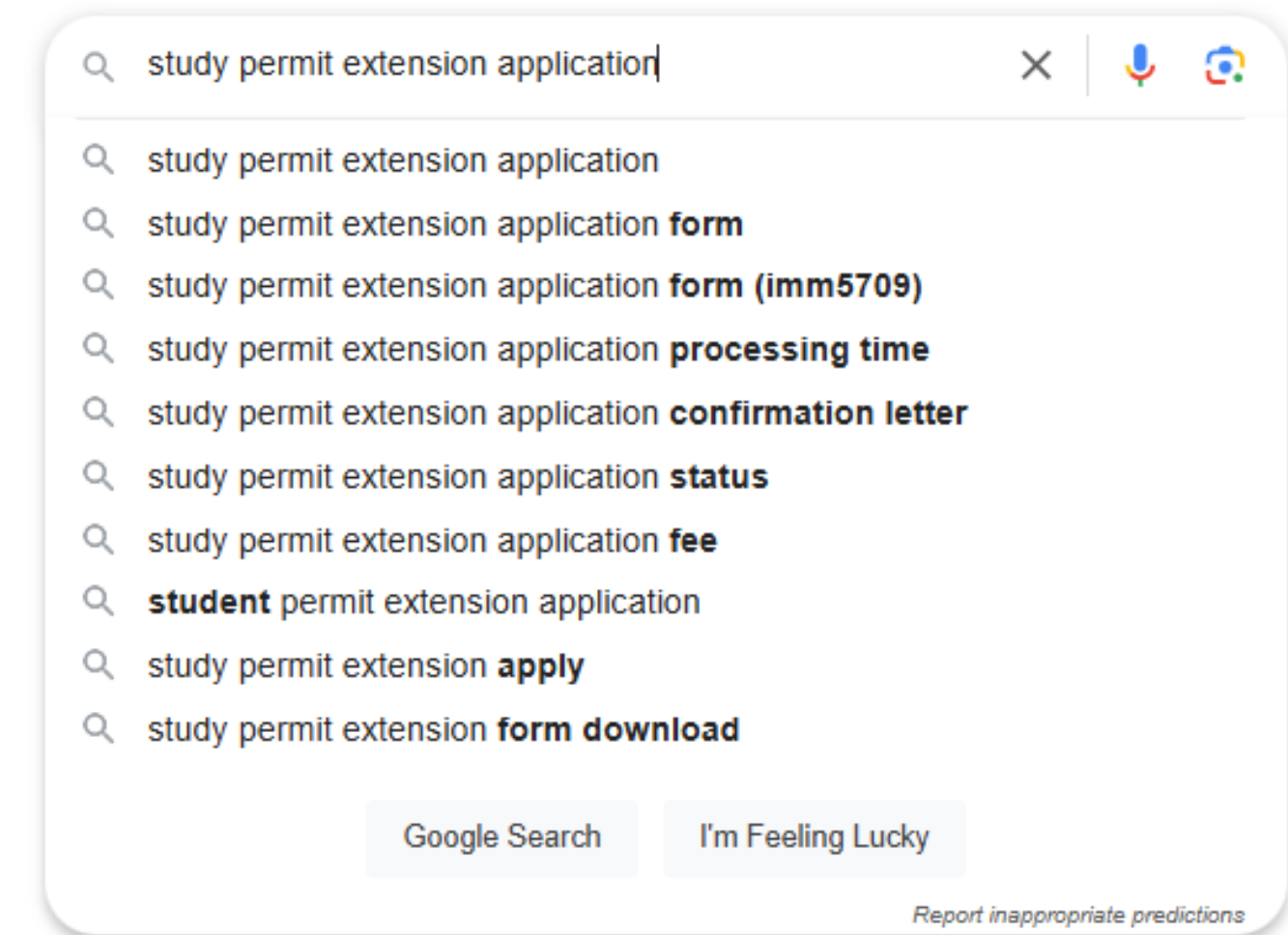


# Applying for Study Permit Extension

Rebecca Clark-Gray, RISIA  
Sarah Blaskovich, RISIA

College  
of New  
Caledonia  
**CNC**

# Table of Contents



- Your Study Permit Conditions..... 2
- Application timeline ..... 3
- Application instructions ..... 4-5
- How to create a GCKey account ..... 6
- Starting your application ..... 7
- Your required documents ..... 8-17
- Applying for TRV ..... 18
- Applications for family members ..... 19
- Restoration of status ..... 20
- If your application is refused..... 21
- Amendments and change of conditions .. 22-23
- Connect with an RCIC ..... 24
- Useful links ..... 25-26

# Your Study Permit Conditions

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/while-you-study/study-permit-conditions.html>

Failure to meet your study permit conditions may make you ineligible for study permit extension in the future.

If you are in breach of one or more of your study permit conditions and need to apply for a study permit extension, it is highly recommended that you address this in your letter of explanation.

## Other study permit conditions you may need to follow

You may have other conditions listed on your study permit. You must follow these conditions, which could include

- the level of studies
- if you're allowed to [work on or off campus as a student](#) in Canada
- if you need to report for medical procedures
- if you're allowed to travel within Canada, and
- the date you must stop studying.

## Your study permit conditions

As a study permit holder, you need to meet a number of conditions. If you don't meet these conditions, you may lose your student status and study permit. You may also have to leave Canada.

As a study permit holder, you must

- be enrolled at a [designated learning institution \(DLI\)](#), unless you're exempt
- show you're actively pursuing your studies, unless you're exempt, by
  - being enrolled full-time or part-time during each academic semester (excluding regularly scheduled breaks)
    - If you're studying in **Quebec**, make sure to [check the province's specific requirements](#).
  - making progress towards completing your program's courses **and**
  - not taking [authorized leaves longer than 150 days](#) from your study program
- apply to extend your study permit to change post-secondary schools
- end your studies if you no longer meet the requirements of being a student **and**
- leave Canada when your permit expires

\* Extending your study permit won't negatively impact your future immigration applications

# Application Timeline

- Generally recommended that students **start the application 90 days before the expiry date and submit the application 30 days before the expiry date.**
  - However, you can submit your online application no later than 5:00pm PST the day before your study permit expires, and
  - Submit a paper application by mail no later than 7 days before your study permit expires
  - You may also apply to extend your study permit earlier, but very early applications should be explained in your letter of explanation
- **If you are graduating soon, apply for an extension 3-5 months before your study permit expires.** You will need a valid study permit when you apply for PGWP to have maintained status.
- If you submit your application before your study permit expires, you can continue studying and working as per the conditions of your original study permit until you receive a result on your application. See “**Maintained status**”: <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/visitors/implied-status-extending-stay.html>
- **If your study permit expires before you submit an application to extend it, you have 90 days to apply for restoration status.** On restoration status, you cannot work or study until you receive your new study permit. See “Restoration status:” <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/visitors/restoration-status.html>
- **The current processing time for study permit extensions made from inside Canada is approximately 2-3 months:** <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html>

# The application: Online or On Paper?

- Applications for study permit extensions are **always done online**, unless:
  - You have a disability which prevents you from applying online
  - There is a problem with the online application, or
  - You are applying for a Temporary Residence Permit (TRP) and a study permit or work permit

Then, you must submit a paper application.

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5552-applying-change-conditions-extend-your-stay-canada-student-paper.html>

# The PGWP Application Guides and Resources

- Guide 5552 “Applying to change conditions or extend your stay in Canada – Student – **Online application**”  
<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5552-applying-change-conditions-extend-your-stay-canada-student.html>
- Applying to change conditions or extend your stay in Canada – Student – **Paper application**: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5552-applying-change-conditions-extend-your-stay-canada-student-paper.html>

# Creating a GCKey Account

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

- Sign into your old account or create a new one
- Create a new one with either username and password, or your Interac banking information
- It takes about 20 minutes to create a new account
- Multifactor authentication or other secondary authentication required
- Lots of recovery questions
- Save the recovery codes in a secure place
- DO NOT share your account information

## Sign in **IRCC** secure account

We have different accounts for some applications.

**You may need a different account to apply**, depending on the application you submit.

### Check if this is the right account for you

▶ **Apply** for these applications

▶ **Check the status** of these applications

▶ **Upload requested documents** for these applications

▶ Study permit applicants

▶ Delays with the status of your medical exam results

▶ Student Direct Stream applicants

▶ Francophone Minority Communities Student Pilot applicants

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

1. Click “Apply to come to Canada”
2. Click “visitor visa, study and/or work permit”
3. Find out if you’re eligible to apply
4. Your results:
  1. Continue with TRV
  2. Continue with Study Permit
5. Create your personal checklist
6. Review your answers (you can go back and change your answers later)
7. Review the instructions on how to submit your application
8. Review your required documents

## Continue an application you haven't submitted

Continue working on an application or profile you haven't submitted or delete it from your account.

Search:

Showing 0 to 0 of 0 entries | Show 

5

 entries

Application type

Date Created

Days left to submit

Date last saved

Action

No data available in table

## 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.

If you're applying for a study permit, we encourage you to [apply using the IRCC Portal](#).

Note: You **must** apply through this portal (IRCC secure account) if you're applying with a family member who needs a work permit.

### [Refugees: Apply for temporary health care benefits](#)

Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.

### [Citizenship: Apply for a search or proof of citizenship](#)

Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.

# Start Your Application

# Documents Checklist (IMM 5555)

Once you have completed the questions for the online application, you will be given the following document checklist

- IMM5709
- Copy of passport
- Copy of current study permit
- Enrollment letter (must be current)
- Transcript
- Proof of financial sufficiency
- Application fee: (\$150)

## 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) | ?            | <button>Upload file</button> |

## Supporting documents

| Supporting documents |                                                                        |              |                              |
|----------------------|------------------------------------------------------------------------|--------------|------------------------------|
| Details              | Document name                                                          | Instructions | Options                      |
| Not provided         | Passport (required)                                                    | ?            | <button>Upload file</button> |
| Not provided         | Letter of Acceptance or Letter of Enrollment / Registration (required) | ?            | <button>Upload file</button> |
| Not provided         | Proof of Means of Financial Support (required)                         | ?            | <button>Upload file</button> |
| Not provided         | Digital photo (required)                                               | ?            | <button>Upload file</button> |

## Optional documents

| Optional documents |                                                                                       |              |                              |
|--------------------|---------------------------------------------------------------------------------------|--------------|------------------------------|
| Details            | Document name                                                                         | Instructions | Options                      |
| Not provided       | Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257) | ?            | <button>Upload file</button> |
| Not provided       | Client Information                                                                    | ?            | <button>Upload file</button> |

## Fees

# IMM-5709 Quick Facts

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/imm5709.html>

- The IMM-5709 is a 5-page form asking for details of your personal, contact, academic, work, travel, and other information
- Will be provided to you in your documents checklist
- It is essential that all information provided is accurate and up to date
  - Read each question carefully (including the small details!)
  - Not all questions apply to you. Some questions may be left blank
  - Starred (\*) questions are required
  - Take time to check for errors
- “National Identity Document” can be left blank if you are already including your passport information
- “Duration of expected study” is the date of completing the application to the estimated date of program completion + 90 days
- “Coming to Canada” [3] – Include if you left and returned to Canada since your first arrival to Canada
- “Education” – Include all completed education
- “Employment” – Include all employment from the last 10 years
  - If you need more space for Education or Employment history, you may add this information to a separate document under “Client information”
- “Background information” [2][c] – Answer “Yes” and give brief details

Government of Canada

Gouvernement du Canada

PROTECTED WHEN COMPLETED - B  
PAGE OF

APPLICATION TO CHANGE CONDITIONS,  
EXTEND MY STAY OR REMAIN IN CANADA AS A STUDENT

If you need more space for any section, print out an additional page containing the appropriate section, complete and submit it with your application.

Validate

Clear Form

JavaScript has been disabled, the form requires JavaScript to validate properly.  
Please enable JavaScript through Preferences under the Edit menu and reopen the form.

|                                                                                                                                                                                                                                                                 |     |   |                     |  |                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---|---------------------|--|------------------------------|
| 1                                                                                                                                                                                                                                                               | UCI | 2 | * I want service in |  | OFFICE USE ONLY<br>Validated |
| 3 I am applying for one or more of the following:                                                                                                                                                                                                               |     |   |                     |  |                              |
| <input type="checkbox"/> * Apply for a study permit for the first time or extend my study permit                                                                                                                                                                |     |   |                     |  |                              |
| <input type="checkbox"/> * Restore my status as a student                                                                                                                                                                                                       |     |   |                     |  |                              |
| <input type="checkbox"/> * Get a new temporary resident permit (for inadmissible applicants only)                                                                                                                                                               |     |   |                     |  |                              |
| PERSONAL DETAILS                                                                                                                                                                                                                                                |     |   |                     |  |                              |
| 1 Full name                                                                                                                                                                                                                                                     |     |   |                     |  |                              |
| * Family name (as shown on your passport or travel document)                                                                                                                                                                                                    |     |   |                     |  |                              |
| Given name(s) (as shown on your passport or travel document)                                                                                                                                                                                                    |     |   |                     |  |                              |
| 2 a) Have you ever used any other name (e.g. Nickname, maiden name, alias, etc.) ?                                                                                                                                                                              |     |   |                     |  |                              |
| <input type="radio"/> * No <input type="radio"/> * Yes                                                                                                                                                                                                          |     |   |                     |  |                              |
| b) If you answered "yes" to question 2a), please provide the name (e.g. Nickname, maiden name, alias, etc.)                                                                                                                                                     |     |   |                     |  |                              |
| Family name                                                                                                                                                                                                                                                     |     |   |                     |  |                              |
| Given name(s)                                                                                                                                                                                                                                                   |     |   |                     |  |                              |
| 3 * Sex                                                                                                                                                                                                                                                         |     |   |                     |  |                              |
| 4 Date of birth                                                                                                                                                                                                                                                 |     |   |                     |  |                              |
| 5 Place of birth                                                                                                                                                                                                                                                |     |   |                     |  |                              |
| * City/Town                                                                                                                                                                                                                                                     |     |   |                     |  |                              |
| * Country or Territory                                                                                                                                                                                                                                          |     |   |                     |  |                              |
| 6 * Citizenship                                                                                                                                                                                                                                                 |     |   |                     |  |                              |
| 7 Current country or territory of residence:                                                                                                                                                                                                                    |     |   |                     |  |                              |
| Country or Territory                                                                                                                                                                                                                                            |     |   |                     |  |                              |
| Status                                                                                                                                                                                                                                                          |     |   |                     |  |                              |
| Other                                                                                                                                                                                                                                                           |     |   |                     |  |                              |
| From                                                                                                                                                                                                                                                            |     |   |                     |  |                              |
| To                                                                                                                                                                                                                                                              |     |   |                     |  |                              |
| * Canada                                                                                                                                                                                                                                                        |     |   |                     |  |                              |
| * YYYY-MM-DD                                                                                                                                                                                                                                                    |     |   |                     |  |                              |
| * YYYY-MM-DD                                                                                                                                                                                                                                                    |     |   |                     |  |                              |
| 8 a) Previous countries or territories of residence: During the past five years have you lived in any country or territory other than your country of citizenship or your current country or territory of residence (indicated above) for more than six months? |     |   |                     |  |                              |
| <input type="radio"/> * No <input type="radio"/> * Yes                                                                                                                                                                                                          |     |   |                     |  |                              |
| b) If you answered "yes" to question 8a), please provide details                                                                                                                                                                                                |     |   |                     |  |                              |
| Country or Territory                                                                                                                                                                                                                                            |     |   |                     |  |                              |
| Status                                                                                                                                                                                                                                                          |     |   |                     |  |                              |
| Other                                                                                                                                                                                                                                                           |     |   |                     |  |                              |
| From                                                                                                                                                                                                                                                            |     |   |                     |  |                              |
| To                                                                                                                                                                                                                                                              |     |   |                     |  |                              |

# Provincial Attestation Letter (PAL)

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

## ▼ I'm extending my study permit.

If you're applying for a study permit extension at the same DLI **and** same level of study as your current study permit, you don't need a new PAL/TAL.

If you're applying to extend your study permit at a different DLI or at a different level of study, you need to get a **new** PAL/TAL, unless you're moving from the post-secondary level to a [degree-granting graduate program](#) at a public DLI.

You must get a **new** PAL/TAL before you reapply if

- your PAL/TAL has expired or is no longer valid, **or**
- your previous study permit application was approved or refused, **or**
- you're [changing schools](#), **or**
- you're changing your level of study
  - This means you're moving from
    - the post-secondary level to the graduate level, **or**
    - the graduate level to the post-secondary level

**If your documents checklist includes a place for a PAL**, and you do not need one, you must upload proof of your exemption:

- Write a short letter with your identifying information (full name, date of birth, contact information, UCI) and a statement explaining your exemption (you can quote directly from the IRCC website).
- Include a supporting document such as an official transcript.

# Applying for Enrolment Letter and Transcript

It is recommended that students include both a letter of enrollment and an official transcript in their application for clarity.

- Enrolment letter: \$10.00
  - Takes approximately 5 business days to process
  - State in the comments “For study permit extension”
- Transcript: \$11.20
  - Takes approximately 5 business days to process

\* It is recommended that your documents for study permit extension, including your enrollment letter and transcript, are no more than 30 days old on the date of submitting your application.

 College of New Caledonia

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.

 Enrolment Verifications  
Here you can view and request an enrollment verification.

 Transcript Requests  
Here you can view and request a transcript.

# Proof of Financial Sufficiency

- You need to provide documents in your study permit application to prove that you have enough money to live in Canada during your stay.
- The amounts listed are the MINIMUM amounts required per year. If you need an extension for less than a year, you can divide the number by 12, and multiply it by the number of months you need to complete your program and apply for PGWP.
- The minimum amounts required for financial sufficiency are to cover costs of rent, utilities, groceries, transportation. Tuition fees are not included and are in addition to these minimum amounts.

## Application submitted ON or AFTER Sept. 1, 2026:

All provinces and territories except Quebec

| Number of family members<br>(including the applicant)   | Amount required per year<br>(excluding tuition and<br>transportation costs)<br>(in CAN\$) |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------|
| 1                                                       | \$23,448                                                                                  |
| 2                                                       | \$29,192                                                                                  |
| 3                                                       | \$35,888                                                                                  |
| 4                                                       | \$43,572                                                                                  |
| 5                                                       | \$49,419                                                                                  |
| 6                                                       | \$55,736                                                                                  |
| 7                                                       | \$62,054                                                                                  |
| If more than 7 people, each<br>additional family member | \$6,318                                                                                   |

## How to show you meet the financial capacity requirements

You must provide us with documents that prove you have the **required funds available** for all the costs listed above. This means that

1. you must **show** you have enough financial resources for the **first year** of your studies
2. for programs more than a year long, you must also **tell us how you plan to pay** for the full duration of your studies
  - For example, you can show proof that your scholarship is more than a year long, proof that your parents are employed, etc.

We'll assess the amount of funds you have and their source, and confirm that you have funds available to you throughout the full duration of your studies.

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

# Proof of Financial Sufficiency – Documents

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

- Your document for financial sufficiency may be quite long. If it is longer than 3 pages, it is recommended to include a cover page, label each document clearly, and create a table of contents.
- Merge all documents into one PDF file and upload into the documents checklist:  
<https://ircc.canada.ca/english/helpcentre/answer.asp?qnum=1160>

Common documents that can be used to show proof of funds:

- proof you paid for the first year of your tuition and housing fees
  - This must be accompanied by other documents proving you have [sufficient funds to cover living expenses](#) and transportation costs.
- proof of a Canadian bank account in your name, if you've transferred money to Canada
- a [guaranteed investment certificate](#) from a participating Canadian financial institution
- proof of a student or education loan from a bank
- your bank statements (for your Canadian or foreign bank account) for the past 4 months
- a bank draft that can be converted to Canadian dollars
- a letter from the person or institution giving you money
  - This must be accompanied by other documents showing proof of funds.
- proof of financial support within Canada, if you have a scholarship or are in a Canadian-funded educational program

[Other documents](#) may also be required. Check the visa office instructions for your country or region for local requirements.

If your country uses foreign exchange controls, you must prove that you'll be allowed to export funds for all of your expenses.

**Some students choose to include a letter of support from a relative or organization that is giving them money.**

## **What to include in the letter of support: Identification and Details**

- Proof of identity and/or business registration of the supporter
- Your own full name, date of birth, contact information, and UCI
- Information about your relationship to the supporter
- Information about your supporter's dependents (ex. spouse and children)
- Specific details of the support  
Ex. monthly deposit, full tuition fee payment, etc.

## **Additional documents: Proof of Funds**

- Bank statements (6 months)
- Letter of employment and/or pay stubs
- Transfer of funds statement

# Immigration Medical Exam Temporary Measure

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams/requirements-temporary-residents.html>

- Due to a temporary policy valid until October 5, 2029, you may be able to use your previous Immigration Medical Exam (IME) in your study permit extension application.
- Include the IME number in your letter of explanation, and upload a copy of your IME document under “Client Information.”

## In-Canada applicants

We’ve [extended the temporary public policy](#) for immigration medical exams (IMEs) **until October 5, 2029.** Updated

If you completed an IME within 5 years of submitting your new application, include the IME number (or the unique medical identifier number) from your previous IME in your current application.

### ▼ Reasons you may be exempt

You may be exempt from completing another IME if you meet **all** of these conditions:

- you applied or are applying for either permanent residence or temporary residence
- you already live in Canada
- you completed your previous IME in the last 5 years
- your previous IME indicated a low risk or no risk to public health or public safety

# Have your Biometrics Expired?

<https://www.canada.ca/en/immigration-refugees-citizenship/services/biometrics.html>



**Temporary residence applicants** need to give their biometrics only once every 10 years. However, IRCC can't issue a visa or permit for more than 10 years from the date you gave your biometrics.

When you fill out your application for study permit extension, there will be a question about biometrics. From there, you can follow these steps if you need to give biometrics again:

**Step 1:** Pay the biometric fee (\$85 for an individual applicant)

**Step 2:** Get the biometric instruction letter (BIL)

**Step 3:** Go to an official biometric collection site (Service Canada office, by appointment only)

# Letter of Explanation Quick Overview

Your letter of explanation is your chance to explain anything about your application that the immigration officer may find confusing or concerning about your eligibility for a study permit extension.

*For example:*

- The purpose of your application
- Working during regularly scheduled breaks
- If you transferred to CNC from another school or if you took courses outside of your DLI (eg: TRU, UNBC)
- If you switched programs
- If you had academic difficulties (eg: failed many courses, if you were on academic probation or required to withdraw (RTW) status)
- If you ever exceeded the number of hours you are allowed to work
- Taking an authorized leave due to medical reasons or family emergency
- Taking an unauthorized leave, deferral, or part time semester
- Inclusion of additional documents (eg: employment or educational history from IMM-5709)
- If you have any documents pending
- If you are including supporting documents for any of the above

**It is recommended that everyone applying for a study permit extension includes a letter of explanation.**

**Upload your Letter of Explanation and any supporting documents under “Client Information”**

# Letter of Explanation Template Example

- Your writing should be clear, direct, and concise
- Your letter should be organized and should have no spelling, grammar, or content errors
- Write formally, but do not include really complex vocabulary when simple, straight-forward vocabulary is enough
- Your writing should be 1 page or less (or 500 words)

## Format suggestion:

[Date]

**Letter of Explanation [Your full name as written on passport, UCI: XX-XXXX-XXXX]**

Dear Officer,

I am applying for a Study Permit Extension and I would like to provide the following additional information to support my application.

**[Subheading]**  
[Explanation]

**[Subheading]**  
[Explanation]

I have included the following documents for support:

1. Supporting document 1
2. Supporting document 2

Sincerely,  
[Full name]  
[Phone number]  
[Email address]  
[Mailing address]

# Applying for Temporary Residence Visa (TRV)

<https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/apply-new-temporary-resident-visa-within-canada.html>

- Your TRV usually expires on the same day as your study permit.
- If you leave Canada, you will need a valid TRV to re-enter Canada.
- You can stay in Canada with an expired TRV.
- It is highly recommended to apply for a new TRV when you apply for a new study permit.
- TRV and Study Permit Extension applications are separate.

Cost: \$100

\*Not everyone needs a TRV. Find out if you need a TRV here: <https://ircc.canada.ca/english/visit/visas.asp>

# Temporary Residence for Family Members

As a study permit holder, your family members (your spouse and children) may be eligible to come to Canada under temporary residence.

- **Visitor Visa**

- Stay in Canada up to 6 months (extending stay is possible with visitor record) <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/about-visitor-visa.html>
- Children in pre-school and from K-12 may attend school with a visitor visa if at least one of their parents is in Canada with a work permit or study permit
- Adults may be eligible to attend a program or course that is entirely online or no more than 6 months long
- Visitor visa holders are not eligible for provincial medical insurance <https://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp/bc-residents/eligibility-and-enrolment/are-you-eligible>
- Visitors must prove they have enough money to stay in Canada without working
- Visitors must prove they will leave Canada at the end of their authorized stay

- **Study Permit**

- Can stay in Canada for more than 6 months
- Must be study permit eligible and meet their own study permit conditions <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit.html>
- If studying in a PGWP eligible post-secondary program, they may be given work authorization

- **Work Permit**

- Can stay in Canada for more than 6 months
- Only available for spouses of Masters, Doctoral, or certain professional degree programs. <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/help-your-spouse-common-law-partner-work-canada.html>
- If your spouse already has a SOWP, they can apply to extend it if they meet the requirements (see link above)
- Closed work permits may be available for certain individuals <https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada/permit/temporary/work-permit.html>

# Restoration of status

**If your study permit expires and you have not applied to extend it, you must either apply to restore your status or leave Canada immediately.**

- You have a maximum of **90 days** after your study permit expires to submit your application to restore status.
- You must stop studying and working immediately after your study permit expires, and you must wait until you are issued a new study permit to start studying and/or working again.
- You should not leave Canada while restoration status is pending. If you leave Canada, your application to restore status will be refused. <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/visitors/restoration-status.html>

Cost: (\$150) study permit fee + (\$246.25) restoration of status fee = **(\$396.25) total**

# If Your Study Permit is Refused

## Common reasons for refusal:

- Previous failure to meet the conditions of your study permit
- Insufficient funds for stay
- Evidence of intention to stay in Canada beyond expiry date of your study permit
- Missing or expired documents

## Your options:

- Request GCMS (Global Case Management System) notes if the reason for refusal is unclear:  
<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/transparency/access-information-privacy/requests-information-act.html>
- Apply for new study permit again with corrected information addressing reason for refusal
- Apply for reconsideration or file for a judicial review (only if you believe the refusal was a mistake)

# Amendments

If the immigration officer issued you a new study permit, and there is a mistake on your study permit, you must submit an amendment.

A few examples of mistakes include:

- Incorrectly missing work authorization
- Misspelled name
- Incorrect birthday
- See Guide 5218: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5218-request-amend-record-landingconfirmation-permanent-residence-valid-temporary-resident-documents.html>

Amendment forms (IMM-1436) and all supporting documents are submitted by mail to the Operations Support Center in Ottawa

Fees: There is no fee

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                                                                                                                  |  |                                                                                                                                                                 |                                           |                                                                                                            |                                                                                      |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | Immigration, Refugees and Citizenship Canada<br>Immigration, Réfugiés et Citoyenneté Canada                      |  | <input type="button" value="Save"/>                                                                                                                             | <input type="button" value="Reset Form"/> | <input type="button" value="Print Form"/>                                                                  | PROTECTED WHEN COMPLETED - B<br>Page of                                              |  |
| <b>REQUEST TO AMEND VALID TEMPORARY RESIDENT DOCUMENTS OR INFORMATION CONTAINED IN THE CONFIRMATION OF PERMANENT RESIDENCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                                                                                  |  |                                                                                                                                                                 |                                           |                                                                                                            |                                                                                      |  |
| <b>PART A - PERSONAL DETAILS CONTAINED ON YOUR VALID TEMPORARY RESIDENT DOCUMENTS OR CONFIRMATION OF PERMANENT RESIDENCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                                  |  |                                                                                                                                                                 |                                           | <b>1 - Client ID number/UCI</b><br><div style="border: 1px solid black; height: 20px; width: 100%;"></div> |                                                                                      |  |
| <b>2 - Surname(s) (Family name) (As it currently appears on your document)</b><br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                                                                  |  | <b>3 - Given name(s) (As it currently appears on your document)</b><br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>                  |                                           |                                                                                                            |                                                                                      |  |
| <b>4 - Other name(s) used</b><br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                                                                                                                  |  | <b>5 - Other given name(s) used</b><br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                  |                                           |                                                                                                            |                                                                                      |  |
| <b>6 - Gender</b><br><input type="radio"/> F Female <input type="radio"/> M Male <input type="radio"/> X Another gender                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  | <b>7 - Date of birth (YYYY-MM-DD)</b><br><div style="border: 1px solid black; height: 20px; width: 100%;"></div> |  | <b>8 - Place of birth (City, state/province and country or territory)</b><br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>            |                                           |                                                                                                            |                                                                                      |  |
| <b>9 - Citizenship</b><br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                                                                                                  |  | <b>10 - Passport number</b><br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                          |                                           | Indicate if:<br><input type="radio"/> On entry <input type="radio"/> Current                               |                                                                                      |  |
| <b>11 - Date of issue (YYYY-MM-DD)</b><br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                                                                                                  |  | <b>12 - Expiry date (YYYY-MM-DD)</b><br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                 |                                           |                                                                                                            |                                                                                      |  |
| <b>13 - Marital status</b><br><div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <input type="radio"/> Never married    <input type="radio"/> Married    <input type="radio"/> Widowed    <input type="radio"/> Separated    <input type="radio"/> Divorced    <input type="radio"/> Common-law partner         </div> <div style="width: 35%;">           If you are married, is your spouse a Canadian citizen or permanent resident?<br/> <input type="radio"/> Yes    <input type="radio"/> No         </div> </div> |  |                                                                                                                  |  |                                                                                                                                                                 |                                           |                                                                                                            |                                                                                      |  |
| <b>14 - Language of correspondence</b> <input type="radio"/> English <input type="radio"/> French                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                                                                                                  |  |                                                                                                                                                                 |                                           |                                                                                                            |                                                                                      |  |
| <b>15 - Current mailing address</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                                                                  |  |                                                                                                                                                                 |                                           |                                                                                                            |                                                                                      |  |
| P.O. box<br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | Apt./Unit<br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>                             |  | Street no.<br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                                           |                                           | Street name<br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>                     |                                                                                      |  |
| City/Town<br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | Country or territory<br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>                  |  | Province/State<br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                                       |                                           | Postal code<br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>                     |                                                                                      |  |
| <b>16 - Residential address Same as mailing address?</b> <input type="radio"/> No <input type="radio"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                                                  |  |                                                                                                                                                                 |                                           |                                                                                                            |                                                                                      |  |
| Apt./Unit<br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | Street no.<br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>                            |  | Street name<br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                                          |                                           |                                                                                                            | City/Town<br><div style="border: 1px solid black; height: 20px; width: 100%;"></div> |  |
| Country or territory<br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | Province/State<br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>                        |  | Postal code<br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                                          |                                           | District<br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>                        |                                                                                      |  |
| <b>17 - Telephone no.</b> <input type="radio"/> Canada/US <input type="radio"/> Other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                                                                                                                  |  | <b>18 - Alternate Telephone no.</b> <input type="radio"/> Canada/US <input type="radio"/> Other                                                                 |                                           |                                                                                                            |                                                                                      |  |
| Type <div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | Ext. <div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                     |  | No. <div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                                                     |                                           | Country Code <div style="border: 1px solid black; height: 20px; width: 100%;"></div>                       |                                                                                      |  |
| Type <div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | Ext. <div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                     |  | No. <div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                                                     |                                           | Country Code <div style="border: 1px solid black; height: 20px; width: 100%;"></div>                       |                                                                                      |  |
| <b>19 - E-mail address: (Indicating an e-mail address will authorize all correspondence, including file and personal information, to be sent to the e-mail address you specify.)</b><br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                                                                                                                                                                                                                                                                                       |  |                                                                                                                  |  |                                                                                                                                                                 |                                           |                                                                                                            |                                                                                      |  |
| <b>20 - Date of original entry (YYYY-MM-DD)</b><br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |                                                                                                                  |  | <b>21 - Date permanent residence or temporary residence was granted (YYYY-MM-DD)</b><br><div style="border: 1px solid black; height: 20px; width: 100%;"></div> |                                           |                                                                                                            |                                                                                      |  |

# Change of Conditions

If you made a mistake on your study permit extension application, or if your information changes, you must submit a request to change the conditions of your study permit.

Examples include:

- You've changed your name
- You weren't authorized to work before, but you are now authorized to work

Applying for a change of conditions is the same process as study permit extension

Fees: From \$150

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/imm5709.html>



Government of Canada  
Gouvernement du Canada

[Français](#)

MENU

[Canada.ca](#) > [Immigration and citizenship](#) > [IRCC applications](#) > [Find an IRCC application package or form](#)

## Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM 5709)

### Download the form



[Application to Change Conditions, Extend my Stay or Remain in Canada as a Student \(IMM 5709\) \(PDF, 0.9 MB\)](#)

Last updated: October 2024

[How to download, save and open this form](#)

### Complete the form

Read the step by step instructions on how to complete the form.

Hide instructions

### Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM 5709)

#### Who must fill out this application form?

This form must be completed by each person who wants to apply for an extension of their study permit or change conditions of their stay in Canada, including applying for an initial study permit

# Contacting an RCIC

You may contact a licensed RCIC (Regulated Canadian Immigration Consultant) for assistance with your application, or other questions about immigration (eg: permanent residence (PR), marriage, inadmissibility, etc.).

You may be recommended to speak with an RCIC if your situation or application is complex.

It is important that the consultant you are using is licensed.

An RCIC may charge you a consulting fee.

To find licensed consultants: <https://college-ic.ca/publicregister>.

Sign in: Français

**CICC** College of Immigration and Citizenship Consultants **CCIC** Collège des consultants en immigration et en citoyenneté

For more information on type of licence please visit <https://college-ic.ca/protecting-the-public/find-an-immigration-consultant>

**Search for an RCIC**

|                       |                      |                      |
|-----------------------|----------------------|----------------------|
| First Name Contains   | Last Name Contains   | College ID Contains  |
| <input type="text"/>  | <input type="text"/> | <input type="text"/> |
| Company Name Contains | Country              | City                 |
| <input type="text"/>  | <input type="text"/> | <input type="text"/> |

**CICC** College of Immigration and Citizenship Consultants **CCIC** Collège des consultants en immigration et en citoyenneté

About the College Protecting the Public Licensee Obligations Become Licensed What's On Connect with Us

/ Protecting the Public / Find an Immigration Consultant

**Find an Immigration Consultant**

Check the Public Register to verify a Canadian immigration consultant's status as a licensee of the College



# Useful links

**Your study permit conditions:** <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/while-you-study/study-permit-conditions.html>

**Maintained status:** <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/visitors/implied-status-extending-stay.html>

**Restoration status:** <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/visitors/restoration-status.html>

**Check processing times:** <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html>

**Online application:** <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5552-applying-change-conditions-extend-your-stay-canada-student.html>

**Paper application:** <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5552-applying-change-conditions-extend-your-stay-canada-student-paper.html>

**GCKey account:** <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>

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

**Proof of financial sufficiency:** <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/get-documents/financial-support.html>

**IME:** <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams/requirements-temporary-residents.html>

# Useful links continued

**Apply for TRV:** <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/apply-new-temporary-resident-visa-within-canada.html>

**Who needs a TRV:** <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/apply-new-temporary-resident-visa-within-canada.html>

**Biometrics:** <https://www.canada.ca/en/immigration-refugees-citizenship/services/biometrics.html>

**Visitor visa:** <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/about-visitor-visa.html>

**MSP:** <https://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp/bc-residents/eligibility-and-enrolment/are-you-eligible>

**SOWP:** <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/help-your-spouse-common-law-partner-work-canada.html>

**Closed work permit:** <https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada/permit/temporary/work-permit.html>

**Request GCMS Notes:** <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/transparency/access-information-privacy/requests-information-act.html>

**Study permit amendment guide 5218:** <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5218-request-amend-record-landingconfirmation-permanent-residence-valid-temporary-resident-documents.html>

**Change of study permit conditions:** <https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada/permit/temporary/extend.html>

**Contact an RCIC:** [https://college-ic.ca/publicregister?gad\\_source=1&gclid=Cj0KCQiA\\_qG5BhDTARIsAA0UHSJcBkSrnnY6Tbpaw3HU24yrSqNoGTA5HNKLTor-vUGTRj2Z1-aWzqsaAhulEALw\\_wcB](https://college-ic.ca/publicregister?gad_source=1&gclid=Cj0KCQiA_qG5BhDTARIsAA0UHSJcBkSrnnY6Tbpaw3HU24yrSqNoGTA5HNKLTor-vUGTRj2Z1-aWzqsaAhulEALw_wcB)



# Thank you