

Video 2: Applying to extend your study permit within Canada

Please note: *International Student Advising is a free service provided by the Student Success Office for current University of Waterloo students. All of our advisors are Regulated Canadian Immigration Consultants. International Student Advisors do not submit your application for you, but are available to meet with students for a consultation.*

This video is intended to provide general guidance on the in-land study permit extension application and does not equate to or establish legal counsel. The Government of Canada website, regulations, application requirements and forms can change without notice. It is the viewer's responsibility as the applicant to understand their current documents, to be submitting the correct application and a complete application, and to answer the application questions accurately as they relate to their individual circumstances. This video is for educational purposes only. Application approval is solely determined by Immigration, Refugees and Citizenship Canada and is not guaranteed by the University of Waterloo. If you have any concerns about your application as a Waterloo student, please consult with an International Student Advisor.

0:00 Hi, I'm Stefanie, one of your International Student Advisors in the Student Success Office. All of our advisors are Regulated Canadian Immigration Consultants and available to you, as an international student at University of Waterloo at no additional cost. We do not submit your applications for you, but we can meet with you for a consultation. To learn more about our services, visit our website.

0:21 I am going to be taking you through the Immigration, Refugees and Citizenship Canada (IRCC) online, in-Canada, study permit extension application process.

0:30 Please read the information we have on our website on study permit extensions before watching this video.

0:36 It is your responsibility as the applicant to understand your current documents, to be submitting the correct application, and a complete application, and to answer the application questions accurately as they relate to your individual circumstances.

0:49 Application approval is determined by Immigration, Refugees and Citizenship Canada.

0:54 This video is a guide only and the Government of Canada website, regulations, application requirements and forms can change without notice. If you have ANY concerns about your application, it is best to consult with an International Student Advisor. You can find out how to do that by visiting our immigration advising page.

1:12 Alright let's get started!

1:15 You are going to start by entering the Government of Canada's website into your browser. Canada.ca. Select "English" or "French"

1:22 In the Immigration drop-down menu, select “My application”. Then select “Sign in or create an account.”

1:28 Sign-in to your account through a Sign-in Partner or a GCKey user ID and password. If you haven’t created your account yet, first watch our video on Creating an IRCC account.

1:39 Once you have entered your online account, you will see your account’s profile page.

1:43 We recommend that you check “I would like to receive monthly updates about my application” so that you do not miss updates and messages from IRCC.

1:51 You don’t have to complete your application all at once. You are able to log out and back in as many times as needed.

1:58 You are going to start by selecting “Apply for: Visitor visa, study and/or work permit.” All online temporary residence applications start out the same way.

2:06 At this point, you would not have a personal reference code, so under “Determine your eligibility and apply online”: you are going to select Visitor visa, study and/or work permit.

2:17 I am going to provide some explanation of what the eligibility questionnaire is asking you. The question marks beside the questions provide extra information as well. If you are unsure about your answers to any part of this questionnaire, it is best if you consult with us. Remember that you can change your answers while you are completing your application.

2:35 What would you like to do in Canada?

If you are applying for a study permit extension, then you would like to study in Canada.

2:41 How long are you planning to stay in Canada?

A study permit is a temporary resident document and has a status expiry date. Even if you think you may stay in Canada long term as a permanent resident, this question is asking how long you are planning to stay under the study permit you are currently applying for in this application.

3:00 What country issued your passport?

This is your country of citizenship on your passport and not necessarily the physical place where your passport was issued to you.

3:09 What is your current country of residence?

If you are currently in Canada, then your country of residence is Canada. This video is on study permit extensions, which can only be done from within Canada. A study permit can be applied for from outside of Canada as well; however it is a new study permit application, not an extension. Your country of residence will dictate where your application will be processed.

3:32 Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older?

When this questionnaire asks about family members, it means your dependants. This means your spouse or common-law partner, and/or your dependent children.

3:46 Input your date of birth.

3:48 Are you a lawful permanent resident of the United States with a valid Green Card?
Answer Yes or No.

3:54 Select your current immigration status in Canada. If you currently have a study permit and co-op work term permit, your status would still be student.

4:02 Specify your marital status and province of destination. Waterloo is in Ontario.

4:08 On this page, you will want to select Study Permit to continue with a study permit extension application. If you need to apply for a Study Permit extension and a new Temporary Resident Visa (TRV), you need to apply for the study permit extension and receive the study permit first before applying for a TRV. A TRV is not issued longer than the study permit expiry date.

4:29 Read the information on this page, and click “continue”.

4:32 Indicate whether or not your current status in Canada is based on a spouse or common-law partner’s status or a parent’s status in Canada.

4:41 Do you also want to apply for a work permit?

If you are in a co-op program, you can apply for a co-op work permit or a co-op work permit extension with your study permit extension. If your current post-secondary study permit for university is not expiring soon, you can also just apply for a co-op work permit by itself, and you should visit our [work permit page](#) for information on that application.

5:03 When does your status in Canada expire?

This question is asking for the date your current study permit expires. You need to apply for extension before your current study permit expires.

If your study permit has already expired, you should speak to an International Student Advisor immediately.

5:18 Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months?

If you have had a medical exam done by a doctor for a previous Canadian document application in the 12 months before submitting this application, then you should select “Yes.”

5:34 If you have not, have you lived in a designated country for more than 6 months in the last year? Canada is not a designated country. If you have been outside of Canada, and in any one country for a total of more than 6 months in the last year, you should click on the question mark to check whether that country is on the list of designated countries.

5:55 Do you want to submit an application for a family member?

If you are also applying for or extending an open work permit or visitor record for a spouse or common-law partner and/or study permit or visitor record for a dependent child or children, you can [find information about this](#) on our website.

6:12 Are you giving someone access to your application?

If you are submitting your own application, then you are not appointing a representative to apply on your behalf.

6:21 Will you be paying your fees or are you fee exempt?

International students have to pay the application fee. There are some exceptions which are listed in the Immigration and Refugee Protection Regulations regulation 300 subsection 2.

Scans or pictures of supporting documents are required for the application.

6:39 To pay the application fees, you need the type of credit card or debit card stated.

If you don't have one, you can use a friend's or family member's, with their permission. When you enter the card information when paying the application fee, you must input the card holder's correct billing information.

6:55 Review all your answers. You can change your answers at any point while completing your application. Take a screen shot or picture of your answers summary and keep in a secure place.

7:05 Read the summary of steps in submitting an application, and click "continue".

7:09 Congratulations! You have gotten to your document checklist page.

7:13 Now I am going to provide some explanation of the documents required for your study permit extension. Clicking on the question marks beside the listed documents give you more instruction as well.

7:23 The form you are filling out for a study permit extension application is IMM5709. This is the Application to change conditions, extend my stay or remain in Canada as a student. This is not the application to amend your study permit. If you want to either apply to change the conditions on your study permit or apply to amend your study permit due to an error, you should speak with us.

7:44 It is important to use the most up-to-date form, which may be newer than the form in this video. Always download the form right from your online application's document checklist. Never use old versions you have saved on your computer from a previous application.

8:00 You have to right click on the form name and click 'save link as' to download the PDF file to your computer. You then have to right click the file on your computer, and select 'open with' Adobe Acrobat Reader. You can only open the form if you have Adobe Acrobat Reader on your computer. You can download the program for free online.

8:19 You will see there are several fields to fill out. It is important to take your time reading and filling out the form. It is also very important that all information inputted into this form is accurate.

8:30 I am going to provide explanation of only some of the questions in this form. IRCC requires you to fill out all the mandatory fields.

8:40 If you are unsure about your answers to any part of this form, it is best if you consult with us.

8:45 Question 1: Your UCI (Universal Client ID) is stated on your study permit. It is on a Temporary Resident Visa (TRV) as well.

8:55 Question 3: A Temporary Resident Permit (TRP) is not the same as a Temporary Resident Visa (TRV). Most international students are not going to have a TRP. "Applying for restoration of status" is what you do when your study permit has already expired within the last 90 days. If you do have a TRP and have questions about this document, or you are applying for restoration, please come in to see an International Student Advisor.

9:23 Question 7: Under current country of residence, the 'from' date is asking for the date you first entered Canada for studies which is often the start date of your first study permit. This can include high school if you completed some or all of high school in Canada. The 'to' date is the date your current study permit expires.

9:41 National Identity Document

Do you have a national identity card for your home country?

If yes, you must input the required information.

9:50 Are you a lawful permanent resident of the United States with a valid Green Card?

If yes, you must input the required information.

9:58 Contact Information

Question 1: Approved study permits are mailed to you within Canada. It is important that your current mailing address is a secure location. Your mailing address and the place you are living (your residential address) can be different.

10:14 Question 3-6: You need to include a telephone number and email that you can be reached at. It is ok if you don't have an alternative phone number or fax number.

10:23 Coming into Canada

Question 1-3: The place of entry into Canada is the port-of-entry you used when you came into Canada. This is usually a Canadian airport or a Canadian city at the Canada/US border.

10:36 Question 4: The document number of your most recent permit is a black number that starts with one letter, in the top right corner of the permit.

10:44 Details of Intended Study

Question 1b:

Waterloo's address is: 200 University Avenue West, Waterloo ON, N2L 3G1

10:57 Question 2: Waterloo's DLI number (Designated Learning Institution number) starts with a capital letter O followed by 19305471522.

11:12 Question 3: For duration of expected study, the 'from' date cannot be a past date, so it would be the date you are applying for study permit extension. The 'to' date is usually the end of your expected last term plus an extra 90 days. For example, for undergraduates, if your last term will be a winter term, then the 'to' date would be the end of July; the end of April plus 90 days. The additional 90 days allows for valid status when applying for a post-graduation work permit or another study permit extension for further study. For Masters and PhD students, your degree may end before the end of a term.

11:50 Question 4: For cost of studies, you are going to calculate the amount of tuition and rent you will have to pay for the remaining terms of your degree. Room and board means rent and utilities. Other is everything else that you pay for like food, clothes etc. The "funds available for my stay" is going to be the total of the tuition, room and board, and other, you have indicated. IRCC wants to see that you will have the funds to be financially supported during your degree. The documents needed to explain this will be talked about later.

12:20 Question 6: If you are also applying for your co-op work permit, you must indicate this in this question.

12:26 Under Education, the form is referring to your highest level of post-secondary education in or outside of Canada. The 'to' date should not be a future date because the question is asking for education that you have completed.

12:40 Under Employment, you must indicate any paid or unpaid job you have had in the last 10 years inside or outside of Canada, full-time or part-time work. This includes work during school like co-ops and part-time jobs. If you do not have enough room to indicate all past work, you have to include the remaining jobs in a letter of explanation under Optional Documents in your online application, with all of the job information that is required in this chart.

13:07 Carefully read the background information section and answer honestly for your individual circumstances.

13:13 I will point out under background 2c), anyone in Canada already, has therefore previously applied to enter Canada and should be indicating Yes. Details of when and where past applications were submitted, and past and current document validities should be included in d).

13:29 You do not have to sign the form for the online application. Once you are ready to validate the form, you can type your name under "Signature of Applicant" and put the date.

13:37 Make sure you validate the form. You can still make changes to the form, just remember to revalidate it. Save it to your computer and then upload it to your online application.

13:46 Now back to the online account. Below the application form, is a list of Supporting Documents you have to upload to your application. This list may look different depending on your country of citizenship and your individual circumstances.

13:59 You upload your documents on the right hand side. Only one file can be uploaded for each section. For sections like passport, where you will have many pages, you have to scan the pages as one file or merge the files. There is a file size limit for all of the supporting documents. If you find a file is too big, you will have to compress it in some way.

14:20 For those of you also applying for the co-op work permit, you will have to upload a co-op letter from the university. For information on [where to get this letter](#), please visit our website.

14:29 For passport, the application is asking for scans of all marked pages in your passport at the time of application. This includes the biographical page, also called biodata page, and any page with any marking, stamp or visa on it, as well as past study permits and work permits. If you have renewed your passport in the last year and a half, you should scan all marked pages of both your new and old passports. Your study permit won't be issued past the expiry of your passport.

15:06 Under Letter of Acceptance, if you are currently a high school student in Canada, then you would upload your Offer of Admission and Letter of Acceptance from University of Waterloo. A study permit for university, also called post-secondary studies, needs to be obtained before your first day of classes at Waterloo.

15:22 If you currently have a post-secondary study permit and are extending it as a current Waterloo student, then you would need to get an Official Letter of Enrolment from the university. If you are an Undergraduate student, the enrolment letter is ordered from the Registrar's Office in Needles Hall. If you are a graduate student, the program confirmation letter is ordered from the Graduate Studies and Post-Doctoral Affairs office in Needles Hall. This letter needs to include registration in the current term, past terms, any anticipated enrolment, and anticipated completion date. The letter should not be older than a month when you submit your application.

15:57 Proof of Means of Financial support, many possible supporting documents can be used. Click on the question mark to see the list. You don't have to upload every one of these. IRCC wants to see that you will have the funds to be financially supported during your degree in Canada, so you need to upload documents you think show this. The IRCC requirements for minimum funds for yourself as one person is tuition plus \$10,000 per year (\$833 per month). You can [visit the IRCC website](#) for the details.

16:29 Generally, this would mean including proof of payment of tuition for the current term or next term, if you are applying close to next term, and your past four months of bank statements showing you consistently have paid tuition and have the minimum living expenses for at least the next year.

16:46 You may have to look into including some of the other documents listed depending on the funds you have in your bank account. The date the financial documents are issued to you should be within a few days of the application submission date.

16:58 For Masters and PhD students, you can also ask Graduate Studies and Post-Doctoral Affairs to include the past funding you have received in your program confirmation letter.

17:07 Depending on your specific situation, you may have to upload proof of a medical exam by an IRCC authorized doctor. If you have proof of a medical exam done in the last 12 months, and you have lived in Canada for the majority of the last year, then you can upload a scan or picture of the past medical exam document. If you do not have the proof, then you need to upload a personal letter indicating why you don't have a receipt, the doctor's name, the doctor's office name and address, contact information for the doctor, full date the examination was performed, and date you submitted your initial study permit application and country where you submitted it.

17:45 For Digital Photo, it is asking for a passport sized photo. This photo should not be older than 6 months. If you'd like to have your photo taken on campus, you can go to the [SLC or MC Media Docs](#).

17:58 Under Optional Documents, Schedule 1 is completed and uploaded if in the IMM5709 form, you answered 'Yes' to any of the Background Information questions #3-6.

18:11 You can also upload a letter and any additional documents under letter of explanation if there are things you want to explain in more detail or have special requests to make. Some examples of when you need to include a letter of explanation includes, you are applying to change the conditions or remarks on your study permit, you have academic challenges impacting your length of study or if your study permit has already expired. If you upload a letter of explanation, in many cases you need to include official documents that prove what you are explaining. For example, if you are applying to change the conditions or remarks on your study permit, you also need to include official documents proving why you now meet different conditions.

18:50 If you feel you need to write a letter of explanation, if an application has already been refused, you are worried about study permit regulations, or you have any other concerns about your application, it is best to consult with an International Student Advisor.

19:03 Once you have uploaded all your documents, take a screen shot of your application page and keep all files used in your application, for your records.

19:10 A Transmit button will appear at the bottom of your application. Make sure you are ready to submit your application before going further. Once you click "Transmit", you will be required to read and agree to a declaration and to type out and submit the electronic signature. You will then be making the payment for the study permit. If you are also applying for or extending a co-op work permit, please note there is no extra fee for that.

19:37 Once you submit your application, the application should appear under your submitted applications, in your online account profile.