

# RENEW YOUR STUDY PERMIT

Renewing online is easier than you think!



# Renew your study permit

## WHEN TO APPLY TO EXTEND YOUR STUDY PERMIT

Apply to renew your study permit<sup>1</sup> a minimum of 30 days before it expires<sup>2</sup>. You can apply to update the expiry date on your SIN record after your study permit has been renewed. The length of a study permit cannot go past the passport expiry date, and if you apply before the study permit expires, then conditions on the old study permit still apply (maintained status) as long as you remain in Canada.

## HOW TO APPLY TO RENEW YOUR STUDY PERMIT

Visit [www.canada.ca](http://www.canada.ca), choose either English or French and click on the **Immigration and Citizenship** section. There are two ways to access the application:

1. Click on **Sign in or create an IRCC secure account**, then click on **Apply to come to Canada**. Next, scroll down to **I don't have a personal reference code** and click on **Visitor, Study or Work Permit**.

Or

2. Click on **Study**, and follow the instructions.



## WHAT DOCUMENTS DO YOU NEED?

- Form IMM 5709 Application to change conditions, extend my stay or remain in Canada as a student – available in the checklist in your IRCC secure account.
- Scanned copies of all marked pages of your passport and study permit in one PDF file.
- Proof of funds – enough money to support yourself for the time you need to extend your study permit. This can include, for example, pay stubs, bank statements, letters of financial support from family, etc.
- Verification of Enrolment letter. This is your proof of enrolment and ordered through MyDC.
- Transcripts. Your official transcript is available through MyDC – Records and Personal Information – Transcript Request. Transcripts will be delivered through the digital credential platform – MyCreds™. Only official transcripts are acceptable.
- Digital photo.
- Co-op letter if you have a co-op/ placement/internship in your program. You can use Page 2 of your letter of acceptance if it contains the placement information or you can request a letter from the International Education office (<https://durhamcollege.ca/info-for/international/contact-us>). You can apply for your co-op work permit within the same application as your study permit.

## HOW MUCH DOES IT COST?

\$150 (processing fee). If you are required to submit biometrics, you must pay an additional CAD \$85.

<sup>1</sup> Please note: You must keep track of your study permit/passport expiry dates to maintain your immigration status. It is your responsibility to ensure your documents remain valid during your studies in Canada.

<sup>2</sup> This is not a legal document and information is subject to change without notice. We recommend that you refer to [www.canada.ca](http://www.canada.ca) for the most up-to-date information.