DURHAM COLLEGE
SUCCESS MATTERS

INTERNATIONAL

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[1] a minimum of **90** days before it expires[2]. We recommend applying as soon as you have all the required documentation.

You can apply to update the expiry date on your Social Insurance Number (SIN) record after your study permit has been delivered to you.

The length of a study permit cannot go past your 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 the **IRCC website** to sign into your account. Then scroll down and click on **Signin GCKey**, or **Register for an Account**.

Follow the instructions to gain access to the portal. Once you are in, scroll down to **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**.

Note: you may need to upload a Provincial Attestation Letter (PAL) with your application. For the most up-to-date information, please visit: **https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/get-documents/provincial-attestation-letter.html**

HOW MUCH DOES IT COST?

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

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.**
- **Copy of your study permit**.
- **Proof of funds**. Enough money to support yourself for the time you need to extend your study permit. This can include, for example, tuition fee receipt, pay stubs, bank statements, letters of financial support from family, etc.
- **Verification of Enrolment letter** (available on MyDC) or **Letter of Acceptance (LOA)**. You can use the LOA to extend your study permit if you have been accepted into a subsequent program.
- **Digital photo.**
- **Medical exam** (if applicable).
- **As of April 1, 2026, eligible post-secondary international students don't need a co-op work permit for student work placements.** Make sure all your study permit conditions are met and submit the Co-op Verification Letter or Placement Verification Letter when applying to extend your study permit.
- **PAL or proof of exemption.**
- **Transcript.** While not mandatory, we strongly advise including a transcript in your application to give a clear picture of your progress in your program(s). You will be able to include your transcript in the 'Client Information' section of the Document Checklist.
- **Letter of Explanation.** While not mandatory, if there's anything you'd like to proactively explain to IRCC, you can include a letter of explanation and upload it to 'Client Information'. If you have multiple documents to upload to that section, you may combine them together in one PDF file and upload.

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1 *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.*

2 *This is not a legal document and information is subject to change without notice. We recommend that you refer to www.canada.ca for the most up-to-date information.*

Up-to-date as of June 2026