

# 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, but no more than 90 days before it expires<sup>2</sup>.

## HOW TO APPLY TO RENEW YOUR STUDY PERMIT

Visit [www.canada.ca](http://www.canada.ca)<sup>3</sup>, 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 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 MyCIC 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 Program Enrolment letter. This is your proof of enrolment and is located on MyCampus.
- Transcripts. Your transcript is available at a cost of \$14 through MyCampus — student records — request printed official transcript or through Enrolment Services at Whitby or Oshawa campuses. Only official transcripts are acceptable.
- Digital photo.
- Co-op letter if you have a co-op/placement/ internship in your program. This is available from the International Education office. 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).

<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.

<sup>3</sup> For best results use Internet explorer as the browser on a PC. Other browsers and MACs can cause issues.