

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 permit¹ a minimum of 30 days before it expires². We recommend applying 90 days before it expires. You can apply to update the expiry date on your Social Insurance Number (SIN) record after your study permit has been renewed. 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 www.canada.ca, choose either English or French and click on the Immigration and Citizenship section.

Click on **Sign in** or **create an IRCC secure account**, then scroll down and click on **Sign in GCKey** or **Interac partner** 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**.

If you are renewing your study permit before it expires, you qualify for an exemption from a PAL (Provincial Attestation Letter) for the reason: I am an applicant applying within Canada as described under section 215(1) of the Immigration and Refugee Protection Regulations (IRPR).

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, 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.
- Co-op letter if you have a co-op/ placement/internship in your program. You can use Page 2 of your LOA if it contains the placement/internship information or you can request a letter from the International Education office (<https://durhamcollege.ca/info-for/international/contact-us>). You should apply for your co-op work permit within the same application as your study permit. You can apply to extend your TRV (Visitor Visa) after your study permit has been renewed.

We have videos on our YouTube channel that can help you with this process <https://www.youtube.com/channel/UC1tkoZ7P1rDA56j1sUwjLbg>

HOW MUCH DOES IT COST? \$150 (processing fee).

If you are required to submit biometrics, you must pay an additional \$85.

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.