

Study Permit Renewal Guide

Kindly note that the information guide does not, and is not intended to constitute legal advice, and instead all information, content and material is for general information purposes only. Readers should contact and consult with an authorized immigration representative to obtain advice with respect to any particular legal matter. No reader should act or refrain from acting on the basis of information on this site without first seeking legal advice from an authorized representative in the relevant jurisdiction and with expertise in immigration law. Only your authorized representative can provide assurances that the information contained herein – and your interpretation of it – is applicable or appropriate to your particular situation. The content and information are provided "as is"; and no representations are made that the content or information is accurate, complete or error-free. Any liability is expressly disclaimed and Carleton University will not be liable for any losses, injuries or damages from the use or reliance on the information or content.

If your study permit will expire before you expect to finish your program of study at Carleton, then you must apply to Immigration, Refugees and Citizenship Canada (IRCC) for a new study permit. This is an application to extend (or renew) your student status in Canada. Most Carleton students make this application successfully by following the information found in this guide.

The GO-ISSO hopes that this guide is useful, but Carleton students may always contact our immigration advising team for additional information and support.

Email: immigration.advising@carleton.ca

Office Hours: Monday to Friday 8:30 a.m. to 4:30 p.m.

Mornings: [Request to meet an advisor](#) (last appointment at 11:30 a.m.)

Afternoons: Walk-in service between 1:00 p.m. and 3:45 p.m. approximately

Table of Contents

1. It's Important to Know	2
2. Study Permit Renewal Checklist	3
3. Eligibility Questionnaire (Come to Canada Wizard).....	7
4. Answers to Selected Questions on Application Form IMM 5709	10
5. Restoration of Status	14
6. Information at the Immigration, Refugees and Citizenship (IRCC) Website (www.Canada.ca)	14

1. It's Important to Know

- Your study permit should be valid for at least 90 days beyond the end of your expected last term of study. This allows you time to get your final grades and apply for an extension of status in Canada, usually a Post-Graduation Work Permit or new study permit for continued studies.
- If your passport is about to expire, getting a new one is the first step, before applying to renew your study permit.
- You must be in Canada to renew your study permit. It's possible for continuing students to apply for a new study permit when they are outside of Canada, but this is a visa office application, not an in-Canada renewal of status. If you are in this situation, please contact the GO-ISSO.
- If you apply for a new study permit before your current permit expires, you may continue to study and work in Canada as usual, even if your study permit expires while you are waiting for a decision on your application. If you are in this situation, you have "maintained status" in Canada while waiting for a decision on your renewal application. You will lose maintained status if you leave Canada.
- If you allow your study permit to expire before applying for a new study permit, then you must stop studying and working in Canada immediately. There is a 90-day period of eligibility to apply for *restoration* of status. Restoration is a more expensive, more complicated, and riskier application than renewal. You do not have maintained status while applying for restoration of status.
- *Provincial Attestation Letters*

You do not need a Provincial Attestation Letter for a study permit renewal application if you are in Canada and continuing in your program at the same school and the same level of study for which your current study permit was issued. You can say that you qualify for an exception and use the template letter provided in this Guide as proof.

Students in other situations may need a PAL for their application and are welcome to contact the GO-ISSO for more information and to learn how to get the PAL.

- Students who are applying to restore their status need a PAL.
- Students whose current study permit was issued for study at a Designated Learning Institution other than Carleton need a PAL.
- Students whose current study permit was issued based on another level of study need a PAL (levels are: public school, undergraduate studies, graduate studies).
- Students who are not renewing a study permit but are otherwise eligible to apply for a study permit in Canada may need a PAL, unless they qualify for a specific exception.
- Students who are outside of Canada and applying to a visa office for their new study permit need a PAL. This is not a renewal application and these students may not follow this Guide.

- If you also need a new visa (Temporary Resident Visa or TRV), you must wait until your new study permit is approved before applying for the TRV. You need a valid visa for travel to Canada, but not to remain in Canada legally. A link to the GO-ISSO's guide for the visa application is found on the GO-ISSO'S [Online Learning Resources webpage](#).
- Biometrics expiry can affect the validity period of your study permit. You may wish to [check the date of your biometrics enrolment](#). Biometrics are valid for 10 years.
- IRCC requires Carleton University to verify Certificates of Enrolment for study permit renewal applications. Carleton Admissions Services office and Graduate Admissions verify these documents for IRCC several times a week as part of their normal practice. You do not have to request verification. However, **it is very important that you type Carleton's DLI correctly** on your application form, or the verification process may fail. Carleton's DLI number is O19332687812. (The first digit is a capital letter O, not a zero.)
- **Financial Requirement for Study Permit Renewal** — As of September 1, 2025, students renewing their study permits must show they have sufficient funds for one year of tuition plus at least \$22,895 for living expenses for a single student without relying on money from working in Canada. Students with accompanying family members need additional funds as per [IRCC website information](#) on financial requirements.

If you are unable to show the required amount for living expenses, you may be able to apply with documentation about your actual living costs in Canada. IRCC will assess whether you have enough money to continue to support yourself.

2. Study Permit Renewal Checklist

Part One: Plan Ahead

1. Know when your study permit expires. Carleton University does not have this information. It is your responsibility.
2. Know when your passport expires. If you need a new passport, learn where and how where to get it, and how long it will take. The process is different for each country. Many countries have embassies or high commissions in Ottawa where you can get this information. IRCC will not process your study permit application without a valid passport.
3. Make reminders for yourself about when you should apply for a new passport, if needed and when you should start working on your application.
4. Set yourself a deadline and make a reminder for submitting the application on time.

You must apply to renew before your current study permit expires.

The IRCC website advises you to submit your renewal application 30 days before the expiry date. That is a suggestion and not a rule. The GO-ISSO recommends that most students apply about 3-4 months before their permit expires. You might apply even earlier if you plan to travel and will also need a new

visa before leaving Canada. [IRCC processing times](#) are not a service guarantee, and often not even a good indication of how long it will be before you have a new study permit.

Your temporary resident status will remain valid if you submit your renewal application before your current study permit expires. If you submit your application on the same day that your current study permit expires, you should know that the IRCC online system uses UTC time, which is 4-5 hours ahead of Ottawa time. If you submit in the evening on the day your permit expires, your application may be marked as received on the following calendar day, and you will be out of status.

Part Two: Apply Online for a Study Permit

Step 1: Gather your documents. These must be in digital format: PDF or photo files.

You need these documents:

1. Carleton documents to show:

- You are currently enrolled — This is a current [Certificate of Enrolment](#), which you may order from Carleton Central. Select option #3. You can [watch a video](#) to learn how to order a Certificate of Enrolment.

AND

- The date when you will complete your program of study — This will be one of the following:
 - For undergraduates who are not in the co-op program: A *Statement of Student Progress* from the Registrar's Office states when you will complete your program, based on the academic credits you still need to earn. *Contact the GO-ISSO first for a referral note.*
 - For students approved for co-op: *Confirmation of Student Enrollment Letter* in mySuccess. Learn more [here](#). You don't need a referral letter from the GO-ISSO.
 - For Graduate Students: A letter from the Office of Graduate Studies that states your expected program completion date. Request the letter from graduate.studies@carleton.ca.

Administrative fees for documents: There is no charge for a Certificate of Enrolment. A \$20 + HST non-refundable fee may apply to requests for updated program completion dates. See Carleton [Miscellaneous Administrative Charges](#).

2. Provincial Attestation Letter or Proof of PAL Exception

Please read information about PALs in the section titled "It's Important to Know". Questions about whether a PAL is needed may be directed to the GO-ISSO. If you don't need a PAL, you can use this template letter to claim the exception.

Date

Dear Immigration Officer,

I am applying for a study permit extension so that I may complete my ongoing studies in [program name] at Carleton University.

According to information on the [IRCC website](#), this application does not require a Provincial Attestation Letter. Specifically, my situation is this:

- I have entered Canada, and I am applying for a study permit extension at the same DLI and level of study as my current study permit.

I trust that the Carleton documentation I have provided with this application verify my claim for the exception. I hope you will contact me if you require further information to process my application.

[signature]

3. Your Passport

- Include all pages that have your personal information, valid visas, or entry and exit stamps.
- If you recently got a new passport, include the information page from the new passport. If your old passport still has any valid visas in it, then also include the information page and the valid visas from the older passport. You don't need expired visas or travel stamps from the older passport.

4. Financial documents that show enough money is available for at least your next year of study (tuition and living expenses), *for example*:

- Letter from your parent or another person who supports your education and 3-4 months of their bank statements (or an employment letter, or other proof of funds)
- Scholarship letter
- Proof of prepayment of tuition

[Other financial documents may also be accepted.](#)

IRCC specifies a minimum amount for living expenses: \$22,895 per year, plus additional amounts for each accompanying family member. Full details are on the [IRCC website](#).

5. Digital photo, like a passport photo. Check the technical specifications in the application information.

Some students will include these documents as well:

6. Medical exam receipt — This may be from the immigration medical exam you did before coming to Canada, if the exam took place within the last twelve months.

Most students don't need new medical exam results after arriving in Canada, unless they want to do [certain kinds of work](#). Normally immigration medical exam results are valid for one year. But as a temporary policy, applicants in Canada may use their IME results from within the past five years, provided they posed no risk to public health or safety and were not reported to public health authorities for monitoring. Learn more about this temporary policy at the [IRCC website](#).

7. Co-op letter — You need a letter from the Co-op Office if you are applying for a co-op work permit in addition to renewing your study permit. The Co-op Office's *Confirmation of Student Enrollment Letter*, obtained from MySuccess is your co-op letter. The GO-ISSO recommends that you upload this letter twice: once on the Letter of Acceptance line (merged with your Certificate of Enrolment) and again on the line for a Co-op Work Permit letter.

Step 2: Sign in and set up your online application

1. [Begin an online application](#) at the Government of Canada website. Use your Canadian bank sign-in information or a GC Key for an IRCC Secure Account.
2. Scroll past the references to a Personal Reference Code to look for “Start an Application”, then “Apply to Come to Canada”. Choose the option “Visitor visa, study or work permit”.
3. Answer the eligibility questionnaire (*see the next section for tips*).

After you finish the questionnaire, the system will create your document list. Once you start an application, you have 60 days to finish it. Your work is automatically saved each time you leave or sign out.

Step 3: Complete application form IMM 5709

1. Download IMM 5709 (the PDF application form) from the document list to your computer.
 - Open the file with *Adobe Acrobat Reader*.
 - Fill in the information on your computer. See Section 3: *Answers to Selected Questions on Application Form IMM 5709*.
2. When the form is complete, click the “Validate” button, then save the document on your computer.
3. Upload the form to your application.

Step 4: Upload supporting documents to your application.

- Each line accepts only one document. You may have to merge two or more documents before you upload them. [SmallPDF](#) is a website that can help you to merge multiple PDFs. On a Mac computer, you can drag and drop Preview thumbnail images to combine PDFs.
- One line of the application is called “Letter of Acceptance”. Upload your merged Carleton documents there.

Two application items are identified as optional:

- Schedule 1 IMM 5257. If you answered “No” to background questions #3-6 on IMM 5709, you probably don't need this form.
- Client Information – This is where you may upload a letter of explanation and any additional documents. These aren't needed for most renewal applications.

Step 5: Pay the fee and submit your application

When all your documents are uploaded, continue to sign the application electronically, pay the \$150 fee with a debit or credit card, and submit the application. If you must give biometrics, \$85 is added to your fees.

Step 6: Watch your email for messages from IRCC

Biometrics are valid for 10 years. If your biometrics will expire soon, you may want to re-do biometrics, since your new study permit can't be valid beyond biometrics expiry. After you pay the biometrics fee with your application, you will receive a biometrics instruction letter through your IRCC secure account. You must take this letter to a [biometrics collection centre](#), together with your passport.

Sometimes an immigration officer will ask for additional documents, such as a transcript. You must reply promptly, or your application will probably be refused. When the officer requests a new document, a line is added to your online application for you to upload it. In addition to uploading the document, it's very important to click on "next" and electronically re-sign the application or else the document will not be submitted.

If the officer requests a transcript, they are likely investigating your progress toward program completion. This could happen if you previously renewed your study permit or are taking a lot longer than expected to complete your program. *Please consult with a GO-ISSO immigration advisor before providing your transcript, if you are in this situation.*

You will be notified by email when a decision is made, and a new message appears in your account. This message includes the number of your new study permit and its expiry date. The actual study permit will be mailed to you at your Canadian address.

If you want to update information, such as your mailing address, after submitting your application, you can contact IRCC using the [Web Form](#).

3. Eligibility Questionnaire (Come to Canada Wizard)

Online applications begin with a questionnaire. Your answers instruct the system about which forms and documents should be included in your application list. The questionnaire is an assessment tool. Only your answers in the actual application will be considered by the immigration officer. Read more: https://www.canada.ca/en/immigration-refugees-citizenship/corporate/terms-conditions.html#ctc_wiz

You can click on the question mark icon to get details or definitions related to any question.

Below is the simplest version of the questionnaire for study permit renewal. Depending on your answers to some questions (for example, those about family members), you may see additional questions.

Q. What would you like to do in Canada?

A. Study

Q. How long are you planning to stay in Canada?

A. Temporarily – more than 6 months

Q. Select the Code the matches the one on your passport

A. [Pick the country from the pull-down menu]

Q. What is your current country of residence?

A. Canada

Q. Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older?

A. [Yes or No]

Q. What is your date of birth?

A. Year, month, day from the pull-downs. [This date should match what is on your passport.]

Q. Which of these responses describes your situation?

A. Pick one answer from pull-down:

I am a doctoral student in the USA applying to a DLI to pursue a doctoral degree

I am a student residing in Canada and am changing DLIs

None of the above

[This question allows IRCC to identify some applications for priority processing. Carleton students renewing their permits will pick “none of the above”.]

Q. Do you have a provincial or territorial attestation letter or meet an exception from submitting a provincial or territorial attestation letter

A. Choose, either *Yes, I have a PAL* or *Yes, I meet an exception*. [Depending on your answer, your application will include a line for either the PAL, or proof of the exception.]

Q. Are you a permanent resident of the United States with a valid U.S. Citizenship and Immigration Services (USCIS) number?

A. [Yes or No]

Q. What is your current immigration status in Canada?

A. Student

Q. What is your marital status?

A. [Choose from the pull-down menu]

Q. What is your province of destination?

A. Ontario

At this point, you may see two options (depending on which country you are from):

- Study Permit
- Temporary Resident Visa

Click “Continue” beside Study Permit. If you need a new visa, you can apply for it after you get your new study permit.

Q. Are you accompanying a family member who has status in Canada?

A. [Yes or No]

Q. Do you also want to apply for a work permit?

A. [Yes or No.] Your answer can be Yes if you need a co-op work permit **and** you have a letter from Carleton that says the work is a required part of your program of study.

Q. When does your status in Canada expire?

A. [Enter the date that your study permit expires. If you enter a date in the past, but within the last 90 days, you will be asked if you want to apply to restore your status. If you answer Yes, you want to restore, restoration fees will be added to your application.

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

A. [Yes or No] If your answer is Yes, you will need to find your E-medical receipt from the exam you did within the past year. It has your photo and a barcode on it.

Q. A medical exam is needed before you submit your application for foreign nationals who:

- *Want to stay in Canada for more than 6 months and have lived in one of more designated countries or territories for more than six months in the past year, or*
- *Intend to work in one of the following jobs:*
 - *Health sciences worker, etc.*

Do you fit into one of these categories?

A. [Yes or No.] Designated countries are those where there is a heightened risk of contracting a dangerous disease. [Here is a link to the list of designated countries.](#)

Q. Do you want to submit an application for a family member?

A. [Yes or No]

Q. Are you giving someone access to your application?

A. No

Q. In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada?

A. [Yes or No] Note that your study permit can be valid only as long as your biometrics remain valid.

Q. There are fees associated with this application. Will you be paying your fees or are you fee exempt?

A. [Yes or No] For most students, the answer should be Yes. Refugee claimants don't pay a fee.

Q. Are you able to make a digital copy of your documents with a scanner or camera?

A. Yes

Q. Will you be paying your application fees online? To pay online, you can use a credit card (Visa, Mastercard, American Express, JCB, China Union Pay) or a Visa Debit or Debit Mastercard.

A. Yes

After completing the questionnaire, you will be able to review all your answers and make any changes. Click on "Continue" at the bottom of the review page to proceed to instructions and your application list.

4. Answers to Selected Questions on Application Form IMM 5709

General Notes

- Boxes that have an asterisk (*) must be completed. Other fields may be left blank, if they don't apply to you.
- IRCC updates this form from time to time. The date is found in the lower left-hand corner. You can only upload the latest version to your online application.

Page One

UCI = Unique Client Identifier

This is your identity number with IRCC. It remains the same for your lifetime. It is on your study permit.

I am applying for one or more of the following:

- **Apply for a study permit for the first time or extend my study permit** – select this answer
- Restore my status as a student – If you apply prior to the expiry date of your current study permit, you don't need to restore
- Get a new Temporary Resident Permit – Most students don't need this. It is not the same as a Temporary Resident Visa.

Current country of residence – Canada

- *Status* – Student

- *From:* (Issue date of your first study permit) to (Study Permit expiry date)

Page Two

Passport

Country of issue is your country of nationality, not the country where the passport was physically issued (such as Canada or the United States).

National Identity Document

Not all countries have a National ID. If yours does, provide the information.

Contact Information

- Mailing address in Canada — This is where you want IRCC to send the new study permit. this can be any place where your study permit can be safely mailed and held for you. Look at least 6 months into the future, in case IRCC processing is slow.
- Residential address — This is where you are living now. It must be a Canadian address.

Page Three

Date and place of your original entry to Canada

Dates and locations of entry should match stamps in your passport or your travel records, if you don't have a stamp.

Date of place of your most recent entry to Canada

When and where did you last come into Canada?

Document number of your current status document (Study Permit)

This number starts with an F and is printed in black ink near the top right of the Study Permit.

Details of Intended Study in Canada

Level of Study

[Choose one of the university options from the pull-down]

Field of Study

[Choose the best option from the pull-down]

Designated Learning Institution (DLI) Number

Carleton's number is: O19332687812. The first figure is a capital letter O, not a zero.

Duration of expected study

From [expiry date of your current study permit] to [date that you expect to finish your program]

Cost of studies

Estimate your costs for the next year in Canada.

- Tuition (school fees)
- Room and Board (rent and food)

Funds available for my stay

Enter an amount that is enough to cover total expenses = tuition + living expenses

My expenses will be paid by

Myself, parents, other (pick one answer)

In addition to a Study Permit, are you also applying for a work permit?

Answer “Yes” only if you have a co-op letter from Carleton.

If you have been issued a Quebec CAQ, provide the certificate number and expiry date

Leave blank.

Education - Have you had any post-secondary study?

Include your studies at Carleton.

Employment

You cannot leave the first line blank. Your current activity is “Student” at Carleton.

Page Four — Background Information (for students who are at least 18 years old)

Answer “Yes” or “No” to questions about:

- Your exposure to tuberculosis
- Any physical or mental disorder, if you might use services in Canada
- Your immigration history, especially in Canada
- Your criminal history
- Your history in the police or the military
- Your exposure to war crimes.

Read the questions very carefully and answer truthfully and fully. Your answers are your sworn statement to Immigration, Refugees and Citizenship Canada.

Note: All students should answer “Yes” to at least part of Question #2.

(a) Have you ever remained beyond the validity of your status, attended school or worked without authorization?

Answer “Yes” if you are applying for restoration, or if this was ever true in the past.

(b) Have you ever been refused a visa or permit, denied entry or ordered to leave Canada, or any other country?

Answer “Yes”, if you ever applied for a visa for any country and were not successful.

Have you previously applied to enter or remain in Canada?

“Yes”. Your explanation could be: “I applied for a study permit in [Year]”. But if you’ve come as a visitor before, or had a study permit extension before, include those things too.

Page Five

Do you agree to be contacted by IRCC or their representative?

Check “Yes” or “No”. If you answer “Yes”, you may get an email in the future from IRCC asking you to answer a survey.

Declaration

Read the information carefully about IRCC sharing information about you with the Canada Border Services Agency and with your school. Agree that you understand this, and that you have answered all application questions fully and truthfully by typing your name in the box for a signature and entering the current date.

Validation

When the application is completed, click the Validate button. If there are no errors and no blanks in mandatory fields, the form will validate, creating a new page of bar codes. Save the validated document on your computer. Then it is ready to upload to your online application.

If you make any changes to the form, re-validate and save it once more before uploading.

Difficulty Uploading Form 5709

This is a common problem. Try to resolve it with one of the following strategies.

- Ensure you are using only Adobe Acrobat Reader to fill and save the form
- Check you have the latest version of the form.
- Clear your browser history
- Use another browser
- Use a browser in private or incognito mode
- Download and complete a new copy of IMM 5709.

Selecting Canada or the United States as the “country of issue” of your passport can also cause an upload error.

5. Restoration of Status

If your study permit has expired, you are out of status in Canada and not authorized to study or work.

For 90 days after the expiry date of your study permit (or after the date of a refusal if you have been on maintained status), you may be eligible to apply for restoration of status and a new study permit. The application will require a Provincial Attestation Letter.

The application begins in the same way as a regular renewal application, and most of the application is the same. During the questionnaire, after you enter the expiration date of your study permit, the system will tell you that you are eligible for restoration. If you agree that you wish to restore your status, a \$239.75 restoration fee will be added.

On the application form, indicate that your current status is “other”, with the explanation, out of status, as of the expiry date of your study permit.

You should upload a letter of explanation and any supporting documentation to the line for “Client information”.

6. Information at the Immigration, Refugees and Citizenship (IRCC) Website (www.Canada.ca)

Extend your Study Permit: About the Process — <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/extend-study-permit.html>

Online Application: Sign in or Create an IRCC Secure Account — <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>

Online Application Guide (IMM 5552) — <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5552-applying-change-conditions-extend-your-stay-canada-student.html>

How to Give Biometrics: <https://www.canada.ca/en/immigration-refugees-citizenship/campaigns/biometrics/how-to-give-biometrics.html>

IRCC Web Form — <http://www.cic.gc.ca/english/contacts/web-form.asp>

Use this form to:

- Ask about an application that is taking longer than published processing time
- Update an application or add new information
- Change contact information
- Report a technical problem

IRCC Call Centre — 1-888-242-2100. Speak to an agent Monday to Friday, 8 a.m. to 4 p.m., in all Canadian time zones.

Check Application Processing Times — <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html>

IRCC Help Centre (Frequently Asked Questions) — <http://www.cic.gc.ca/english/helpcentre/index-featured-can.asp>

Study Permit Terms and Conditions

- *Basic Information:* <https://bit.ly/2DSYZUu>
- Detailed information about assessing conditions and taking a break from studies:
<https://bit.ly/2FkfXgL>