



Study Permit Renewal Guide

If your study permit will expire before you will finish your program, then you must apply for a new study permit. This is called an extension or renewal of student status. Most Carleton students make this application successfully with the information found in this guide.

It's important to know:

- If your passport is about to expire, getting a new one is the first step.
- If you apply for a new study permit before your current permit expires, you can 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 allow your study permit to expire without applying for a new study permit, then you must stop studying and working. You *may* be able to apply to restore your status. This is a more expensive and more complicated application.
- If you also need a new visa (Temporary Resident Visa or TRV), you must wait to have a new study permit before applying for the new TRV. If your TRV expires while you are in Canada, it isn't usually a problem. You need it only for travel to Canada.
- IRCC = *Immigration, Refugees and Citizenship Canada*, the government department that will decide on your application and issue your study permit.
- Carleton students may contact the ISSO for personal advice and support.

International Student Services Office (ISSO)

Carleton University, 128 University Centre

Phone: 613-520-6600

Email: immigration.advising@cunet.carleton.ca

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

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1. Study Permit Renewal Checklist

Part One: Plan Ahead

1. Know when your study permit expires.
2. Know when your passport expires.
3. If you need a new passport, learn where and how to get it, and how long it will take, which is different for each country. You must get your new passport before applying for the study permit.
4. Learn the [current processing times](#) for study permit renewals.
5. Make a reminder for yourself about when you should start working on your application.
6. Set yourself a deadline for submitting the application.

IRCC says to submit your renewal application 30 days before the expiry date. That is a suggestion and not a rule. The ISSO recommends that you double the current processing time and submit your application that much time before your study permit expires. You might apply even earlier if you plan to travel and will also need a new visa before leaving Canada. You can't apply for a new visa until after you receive your new study permit.

Part Two: Apply Online for a Study Permit

Step 1: Gather your documents. Scan them or take photos.

You need these documents:

1. Carleton documents that show:
 - You are currently enrolled, and
 - The date when you will complete your program of study.

These are:

- A Certificate of Enrolment, which is available from Carleton Central. Select option #3. You can [watch a video](#) about how to order a Certificate of Enrolment.
- [For undergraduates] A *Statement of Student Progress* from the Registrar's Office that states when you will complete your program, based on the credits you still need to earn. Contact the ISSO first for a referral note.
- [For graduates] A letter from your department or the FGPA stating your expected program completion date.

*As an alternative to the Statement of Student Progress or other letter from Carleton stating program completion date, you could use your Admissions document *Student Information for a Study Permit*, if you can find it in your own records and if you will complete your program within the timeframe indicated there.*

2. Your Passport

- Include all pages that have your personal information, valid visas, or entry and exit stamps.

3. Financial documents that show enough money is available for 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
- Offer letter showing TA or RA income
- Proof of prepayment of tuition

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

4. Photo of you. This is like a passport photo. Check the specifications in the application information.

Some students will include these documents as well:

5. Medical exam receipt — This will be from the immigration medical exam you did before coming to Canada, if it was within the last twelve months. Most students don't need to do a new medical exam after arriving in Canada, unless they want to to certain kinds of work.
6. 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 a study permit.

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 (Government of Canada 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 your 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 all your Carleton documents there.

Two application items are identified as optional:

- Schedule 1 IMM 5257. If you answered “No” to the background questions on IMM 5709, you probably don’t need this form.
- Client Information – This is where you upload your letter of explanation and any additional documents.

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

If you need to give biometrics (fingerprints and photo), an instruction letter will be sent to your account. You must take this letter to a biometrics collection centre, together with your passport. The closest collection centre to Carleton University is the Service Canada Centre and Passport Office at 885 Meadowlands Drive East.

Sometimes immigration officers ask you to provide additional documents. You must reply to them 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”, or else the document will not be submitted.

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.

Note about Temporary Resident Visas

If you need a TRV (also called an entry visa), then you can apply for it after your new study permit arrives in the mail.

There won’t be a problem if your TRV expires while you are waiting for your study permit, as long as you remain in Canada. If you have to leave Canada, you won’t be allowed to return unless you have a valid TRV.

2. Eligibility Questionnaire

Online applications begin with a questionnaire. Your answers tell the system which forms and documents to include in your application list.

This 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.

Questionnaire Part One

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 that 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? – day, month, year

A [This date should match what is on your passport.]

Q Are you a permanent resident of the United States and have your alien registration card (Green Card) or other proof of permanent residence?

A [Yes or No]

Q. What is your current immigration status in Canada?

A Student

Q What is your current 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.

Questionnaire Part Two

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 should be Yes if you want a co-op work permit and 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]

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. It has your photo and a barcode on it.

Q. Have you lived in a designated country or territory for more than six months in the last year?

A [Yes or No.] Designated countries are those where there is a risk of contracting a dangerous disease. [Here is a link to the list of designated countries.](#) If you have been in Canada for more than 6 months, the answer is No.

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

A [Yes or 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]

Q. Are you giving someone access to your application?

A No

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?

A Yes

3. 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 and 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 – *pick this answer*
- Restore my status as a student – if you apply on time, you don't need to restore
- Get a new temporary resident permit – most students don't need this. It isn't the same as a temporary resident visa.

Current country of residence – Canada

- *Status – Student*
- *From: (Date of start of studies) to (Date of Study Permit expiry)*

Page Two

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.
- Residential address — This is where you are living now.

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 = school + 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.

Most students answer “No” to most of these questions, but there should be at least one “Yes” answer in 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 and were not successful. Otherwise, say No.

(c) Have you previously applied to enter or remain in Canada?

Yes. Your explanation could be: “ I got 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.

Do you agree that officials in any country you have lived in can give information about you to IRCC/CBSA?

Answer Yes. If you say No, then you can’t apply.

Do you agree that IRCC and your school can share information about you, to determine whether you are meeting the conditions of your Study Permit?

Answer Yes. If you say No, then you can’t apply.

Declaration

You must declare that you have answered all questions fully and truthfully.

Type in your name and the 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. 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.

4. 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 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>

COVID-19 Information for Students (frequently updated in 2020)

– <https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/students.html>