

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 Carleton program, 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.

It's important to know:

- If your passport is about to expire, getting a new one is the first step.
- 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.
- 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 to receive a new study permit. You will lose maintained status if you leave Canada.
- If you allow your study permit to expire without applying for a new study permit, then you must stop studying and working immediately. There is a 90 day of eligibility for restoration of status — but this is a more expensive, more complicated, and riskier application than renewal. You do not have maintained status while applying to restore status.
- 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.
- The 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
Hours: Monday to Friday, 8:30 a.m. to 4:30 p.m.

Table of Contents

1. Study Permit Renewal Checklist	2
2. Eligibility Questionnaire	5
3. Answers to Selected Questions on Application Form IMM 5709	8
4. Information at the Immigration, Refugees and Citizenship (IRCC) Website (www.Canada.ca).....	11

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 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. If there is a delay in getting your passport, don't let your study permit expire because of it! Contact the ISSO for advice in this situation.
4. Make a reminder for yourself about when you should start working on your application.
5. Set yourself a deadline and make a reminder for submitting the application.

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 ISSO recommends that most students apply about 3 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. Please note that [IRCC processing times](#) are not always accurate.

If you submit your application on the day your current study permit expires, note that the IRCC online system uses UTC time, which is 4-5 hours ahead of Ottawa time. If you submit late in the evening, your application will be marked as received on the following calendar day.

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 current Certificate of Enrolment, which you may order 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.
 - *Please note* that if you are currently doing a co-op term or will do one soon, the Registrar won't be able to prepare a Statement of Student Progress that accurately shows your program completion date. In this case, you can request a Confirmation of Student Enrollment Letter in *mySuccess*. Learn more [here](#). You don't need a referral letter from the ISSO.
- [For graduates] A letter from your department or the FGPA that states your expected program completion date. Request the letter from graduate.studies@carleton.ca.

2. 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. But 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.

3. 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.](#)

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

Some students will include these documents as well:

- 5. 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 until October 6, 2024 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](#).

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. The Co-op Office’s Confirmation of Student Enrollment Letter obtained from MySuccess is your co-op 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.
 - Important note: You may see a message at the IRCC website about using the IRCC Portal and a link to the Portal. DO NOT use the IRCC Portal if you are applying for a study permit renewal in Canada. Use only the IRCC Secure Account for in-Canada renewals of status. Your application list should include application form IMM 5709.
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

If you have not already given biometrics (fingerprints and photo) within the last 10 years, 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”, 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 an 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](#).

2. Eligibility Questionnaire

Online applications begin with a questionnaire. Your answers instruct the system about which forms and documents should be included in your application list.

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 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. Do you have a provincial attestation letter?

A. No

Q. Do you qualify for an exception?

A. Yes

Q. Which exception do you qualify for?

A. I am an applicant applying from within Canada as described under section 215(1) of the IRPR

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 should be Yes if you want 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]

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?

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.

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. 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

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 = 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.

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 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>