

Extending Your Study Permit Online

This is not a legal document and information may change without notice. Always refer to <http://www.cic.gc.ca> for the most up-to-date information, or visit International Education Centres for assistance.

To apply online for a study permit extension, you need to prepare required documents in an acceptable format (PDF, WORD or JPEG) and upload them from your MyCIC account.

Application Form and Supporting Documents (additional documents may be requested):

- **IMM5709** (Application to Change Conditions, Extend my Stay or Remain in Canada as a Student)
- **Letter of Enrollment (LOE)** issued by Centennial College:
 - Request your letter by completing an online letter request form available at <https://www.centennialcollege.ca/programs-courses/international-education/international-and-exchange-student-services/confirmation-of-enrolment-letter-request/online-letter-request-form/>
- **Proof of means of financial support** (such as bank statements, proof of education loans, proof of tuition payment, pay stubs from your part-time employer. All documents - merged in 1 PDF file)
- **Copy of Passport** (Scanned copy of your photo page and all other pages with stamps and visas. Also include a copy of your current study permit. All documents - merged in 1 PDF file).
- **Digital Photo** (Click [here](#) for photo specifications)
- **Proof of medical exam** (if applicable):
 - A medical exam may be required depending on your country of residence from the past 12 months and your program of study. Your medical exam results are valid for 12 months once it is done. [Learn more](#). Do you want to work in a medical profession or with the at risk population (children, the elderly etc.)? A medical is required and should be valid;
- **Biometrics** (if you have not had your biometrics previously completed, you will be required to pay an addition \$85 and will be requested to have them completed, shortly after you submit your SP extension request).

Please note: Temporarily the Biometrics are not required due to Covid 19 IRCC update.

Log in (sign up) for your IRCC account and proceed to section [Start Application](#)

Scroll down to start an application and click on **Apply to come to Canada**, as seen below.

Start an application

[Apply to come to Canada](#)

Includes applications for visitor visas, work and study permits, Express Entry and International Experience Canada. You will need your personal reference code if you have one.

[Refugees: Apply for temporary health care benefits](#)

Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.

[Citizenship: Apply for a search or proof of citizenship](#)

Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.

Next: Scroll down

Click on **determine your eligibility and apply online**:
Click on **Visitor visa, study and/or work permit** as seen below.

Determine your eligibility and apply online:

[Visitor visa, study and/or work permit](#)

[Express Entry \(EE\)](#)

[International Experience Canada \(IEC\)](#)

Tips on completing the questionnaire

You will need to answer a series of questions before you are able to upload your required documents.

<p>What would you like to do in Canada?</p> <p>Study</p>
<p>How long are you planning to stay in Canada?</p> <p>Temporarily - more than 6 months</p>
<p>Select the code that matches the one on your passport</p> <p>BRA (Brazil)</p> <p>Select Canada if you currently live in Canada.</p>
<p>What is your current country/territory of residence? If you are presently in Canada, you should select Canada.</p> <p>Canada</p>
<p>Do you have a <u>family member</u> who is a Canadian <u>citizen</u> or <u>permanent resident</u> and is 18 years or older?</p> <p>No</p>
<p>What is your date of birth?</p> <p>October 16, 2004</p>

Continue to answer questions about your situation as they relate to you.

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

No



What is your current immigration status in Canada?

Student



What is your marital status?

Married



What is your province of destination? If visiting multiple provinces, select the one in which you will be spending most of your time.

Ontario

Are you currently, or will you be living in Canada with a parent or legal guardian for the entire period of your stay?

No



You will be provided two options. You should select Study Permit as you are applying to extend your Study Permit, once your study permit has been approved, you can apply to extend your visitor visa.

Your results

Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.

Study Permit (in Canada)

You may be eligible to extend your stay in Canada as a student

Continue



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

No



Do you also want to apply for a work permit?

Yes, I wish to apply for a CoOp Work Permit



When does your status in Canada expire?

Date

August 17, 2021



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

Yes



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

No



Medical Exam:

If you have not had a medical done within the last 12 months but would like to work in an occupation related to health services, child care or primary or secondary education or you want to work in Canada for more than six months, and you have lived in a designated country or territory for six consecutive months during the year right before the date you intend to enter Canada, you will need to have it completed by an IRCC panel physician.

Panel Physicians:

For a complete list of panel physicians across Canada, please go to <https://secure.cic.gc.ca/pp-md/pp-list.aspx>

Adding a family member:

If you are in Canada with your children and spouse and they also have a permit that will be expiring, it is recommended you add them to your application so all applications are processed and done together.

Are you giving someone access to your application? **(required)**

- Yes, I will be appointing a representative to apply on my behalf
- Yes, grant authorization for IRCC to release your application information to another person.
- Yes, both appoint a representative and grant authorization to IRCC to release information to another person.
- No

If you are hiring a legal representative to complete your application you would say **YES**.

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

No



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

Yes, I will be paying my application fees.



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

Yes



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 debit card (Visa Debit, Debit MasterCard or Interac).

Yes



Tips in Completing the IMM5709 Form

You need to complete the form and validate it before uploading. Please see below for frequently asked questions for a standard study permit extension application. If your study permit has already expired and you need to apply for a restoration, please contact your International Student Advisor immediately for further assistance.

Questions	Answers/Hints
Page 1	
1. UCI	8 digit number located on your study permit. Indicated as Client ID or UCI.
3. I'm applying for one or more of the following	An Initial study permit or extension of study permit
PERSONAL DETAILS	
1. Full Name (as listed on the passport) and previous names (if applicable)	<ul style="list-style-type: none">• Have you changed your name? (i.e. married from maiden name)
3. Birthday date information	Canada
7. Current Country of Residence <ul style="list-style-type: none">• Status• From• To	<ul style="list-style-type: none">• Student• The date you arrived in Canada to study• The date your current study permit expires
8. Previous countries of residence	Any place you lived or travelled to for more than 6 months, apart from Canada and your country of citizenship.
9. Marital Status	Enter the date listed on your marriage license or if common-law the date listed on your common-law declaration (if you have not completed a common-law declaration, you will need to do so).
Page 2	
PERSONAL DETAILS CONTINUED	

10. Have you previously been married or in a common-law relationship.	If yes, you must enter the individual's details.
LANGUAGES	English or both if you can speak both national languages
PASSPORT	Remember your study permit cannot be issued longer than the duration of your passport.
NATIONAL IDENTITY DOCUMENT	A document that is NOT your passport. ID card from home or a second form of government issued ID in Canada
US PR CARD	Only if applicable
CONTACT INFORMATION	This is the address where your permit will be mailed. Make sure to enter a valid address where your documents will not be lost. Ensure you also enter at least one phone number and email.

Page 3

COMING INTO CANADA

1. Date and place of your original entry to Canada.	The date you first arrived in Canada and the first Canadian city you arrive (including Port of Entry)
3. Date and place of your most recent entry to Canada (if not the same as original entry)	If you travelled outside of Canada since you first arrived, enter the most recent date and place of your entry to Canada.
4. If applicable, provide the document number of most recent Visitor Record, Study Permit, Work Permit.....	Found on top right corner of your study permit. Starts with a letter followed by 9 digit numbers (For example, F123456789)

DETAILS OF INTENDED STUDY IN CANADA

2. Designated Learning Institution #	Centennial DLI# is <u>O19394700003</u> (Letter O followed by 11 digit numbers)
3. Duration of expected study	From: The date when you submit this application To: End of expected completion (date indicated on a school letter) + 90 days (You are eligible for an additional 90 days so you can maintain a legal status in Canada while preparing for a PGWP application, although this is not a guarantee and up to the discretion of the visa issuing officer)
4. Tuition	We recommend you are able to demonstrate access to at least \$3000 dollars (for a single individual), this could be by presenting a Canadian bank statement or parents bank statement although in addition to this, it is helpful to demonstrate proof of tuition payment, pay stubs if working and students loans if applicable. <ul style="list-style-type: none"> • The amount recommended is not a legal policy as such, if you are able to demonstrate more, it is always best to show more than less.

	<ul style="list-style-type: none"> • The decision to approve a permit is always up to the discretion of the visa issuing officer who is reviewing your file.
6. In addition to a study permit, are you also applying for a work permit?	Click YES only if you require a Coop Work Permit. Coop Work Permit is required for all students who have a coop, placement and internship.
EDUCATION	
1. Have you had any post-secondary education (including college...)?	Click NO if you enter Centennial directly from a high school. Click YES if you attended a post-secondary education in or outside of Canada before coming to Centennial. Enter the highest level of education.
EMPLOYMENT	
1. Current occupation/activities <ul style="list-style-type: none"> • Company/employer/Facility name • City, Province, Country 	Student or you may state your part-time job in Canada <ul style="list-style-type: none"> • Centennial College or your employer's name • Enter Centennial or your employer's information
Page 4	
BACKGROUND INFORMATION	
2 (c). Have you previously applied to enter or remain in Canada?	Click YES and provide details on what you've applied for in the past. (E.g. I applied for my initial study permit in December 2014 and a Coop Work Permit in May 2015.)
Page 5	
SIGNATURE	Do not print the form to sign as it will create an error for uploading. You may simply type your name and enter the date instead.
VALIDATE	You must validate the form at the end to obtain a barcode page. If you see error messages in red, modify your answers and validate until a barcode page is created. Save the form for uploading.