

How to Amend or Correct a Study Permit

If you have a mistake on your study permit such as an incorrect spelling of your name OR if you were admitted to Okanagan College as an academic student (non-ESL) and would like Immigration Refugees and Citizenship Canada (IRCC) to include employment authorization on your study permit, you can request an amendment to your study permit. **If you are an ESL/EAP student who has completed your ESL studies and have been admitted into an academic program BUT your study permit does not authorize work, you must apply for a new study permit.**

Before you begin:

To amend your study permit, you will need to request the following documents:

- ☐ Confirmation of Enrolment Letter from Okanagan College – request from International Education Office (E110), may take up to 10 business days
- ☐ Official Okanagan College transcript (order online through your myOkanagan account for \$10)

Requesting an Amendment for Employment Authorization

If your study permit has the words “*This permit does not permit the holder to engage in off campus employment in Canada*” printed on it, you can apply to change the conditions of your study permit to include the employment authorization. **Please note that if your current study permit was used for ESL/EAP studies, you cannot use this application. You must apply for a new study permit.**

To amend your study permit:

1. Request a Confirmation of Enrolment Letter using the webpage: https://www.okanagan.bc.ca/Programs/Areas_of_Study/International_Education/Student_Support/Confirmation_of_Enrolment_Letter_Request.html, OR using the Okanagan College iCent app, available for FREE download on ‘Google Play’ or ‘App Store’ – may take up to 10 business days processing time.
2. Order your official Okanagan College transcript through your myOkanagan account.
3. Visit the Immigration Refugees and Citizenship Canada (IRCC) website to amend/change the conditions on your study permit: <http://www.cic.gc.ca/english/information/applications/amend.asp> (IMM 1436). Download and complete the application. Read the Instruction Guide (IMM 5218) to properly fill out IMM 1436 form. Make sure that you include all the supporting documents;
 - Copy of your Letter of Acceptance from Okanagan College, which you originally used to apply for your study permit
 - Confirmation of Enrolment Letter from Okanagan College
 - Copy of bio-data page of your passport. This passport should be the one you used when you applied for your study permit
 - Copy of government-issued ID such as your driver’s license, National Identity Card, birth certificate, marriage certificate (if applicable), etc.
 - Official Okanagan College transcript
 - Original study permit (**note:** for your own records, keep a clear photocopy of your study permit)



Please note: you may be required to provide additional supporting documents, and all documents must be in English or French.

4. There is no fee for this service.
5. Mail the application and supporting document to IRCC address stated in the Instruction Guide (IMM 5218). It is recommended that you buy a Canada Post Xpresspost envelope so that you can track your package to ensure that it reaches the IRCC office. IRCC will send you your new study permit.

Apply for Social Insurance Number (SIN)

Once you have obtained your amended study permit, you can apply for a Social Insurance Number at Service Canada location indicated below:

471 Queensway Ave (Suite 106)
Kelowna, BC
V1Y 6S5
1-800-622-6232

A valid Social Insurance Number is required to be able to work in Canada.

Requesting a Correction to Fix an Error e.g. incorrect name or date of birth

If you have a study permit that has an error on it, you can follow the instructions indicated above. You will need to provide documentation that shows the correct information e.g. a copy of your passport etc.

