

# Applying for a New Study Permit (Extension)

## Before you begin:

Make sure that you have collected all the supporting documents:

- Confirmation of Enrolment Letter from Okanagan College – request using the webpage: [www.okanagan.bc.ca/intedconfirmation](http://www.okanagan.bc.ca/intedconfirmation), OR using the Okanagan College iCent app, available for FREE download on 'Google Play' or 'App Store' - may take up to 10 business days
- Passport with more than 6 months' validity
- Copy of your valid study permit
- Copy of your marriage license or certificate (if applicable)
- Official transcript – this can be requested from your myOkanagan account (involves CAD \$10.00 fee)
- Application fee (CAD \$150.00 – subject to change)
- Credit card or debit card for the application fee
- Proof of funds for the duration of your studies. Documents may include: most recent 6 months' bank statements or sponsorship agreement, signed and dated letter from your financial supporter, your financial supporter's employment letter or evidence of other sources of income, financial supporter's identity document (e.g. scanned copy of bio-page of their passport), any document to show your relationship with financial supporter (e.g. birth certificate)
- Digital photo meeting the requirements explained here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/temporary-resident-visa-application-photograph-specifications.html>

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

## When can I renew my study permit?

You can renew your study permit 90 days before your study permit expires. Make sure that you apply to extend your document BEFORE the expiry date indicated on your study permit.

## My study permit expired LESS than 90 days ago

If your study permit expired less than 90 days ago you can still renew it from within Canada but you will have to pay a Restoration of Status fee plus the cost of your study permit.

## My study permit expired MORE than 90 days ago

If your study permit expired more than 90 days ago you are now out of status and you must leave Canada. You will have to apply for a new study permit from outside Canada.

## Can I renew my co-op work permit/spousal work permit/dependent permits at the same time as my study permit?

Yes. You may be able to do. You will need to complete the application for the additional permit and submit it at the same time.

## Can I apply for my TRV (visitor/entry visa) and study permit at the same time?

No. You must FIRST apply for and obtain the copy of your extended/new study permit. Once you have received the physical copy of this study permit, you will need to include its photocopy as part of your TRV (visitor/entry visa) application.

## I have changed post-secondary schools, and I transferred to Okanagan College. Do I need to apply for another study permit?

If your study permit was issued AFTER June 1, 2014 you must notify IRCC that you have transferred schools. Create a MyCIC account and following the instructions specified: <http://www.cic.gc.ca/english/e-services/mycic.asp#login>.

If your study permit was issued BEFORE June 1, 2014 you do not need to notify IRCC that you have changed schools.

*The information in this document has been reviewed and endorsed by a Regulated Canadian Immigration Consultant (RCIC) pursuant to Section 91 of the Immigration and Refugee Protection Act. This is not a legal document. Information herein may change without notice. Always refer to [www.cic.gc.ca](http://www.cic.gc.ca) for the most updated information. This document was last updated on November 7, 2018.*



## **I am a high school student with a study permit. Do I need to apply for another study permit?**

If your study permit specifies that you are in secondary school you must apply for a post-secondary study permit using your Letter of Acceptance. You must receive the new study permit before you begin your studies at Okanagan College. International students with high school study permits are not allowed to study in post-secondary institutions.

## **Applying Online**

### **Step 1: Request your Confirmation of Enrolment Letter and order your Transcript**

Complete and submit your Confirmation of Enrolment Letter request from the International Education Office (E110). You can order your official transcript directly from your MyOkanagan account.

### **Step 2: Create your personal checklist using IRCC online services**

Visit the IRCC website and complete the Come to Canada wizard: <http://www.cic.gc.ca/ctc-vac/getting-started.asp>. After you finish answering all questions, the system will generate 'personal reference code' along with several steps. Read and follow these steps carefully.

### **Step 3: Scan and attach all supporting documents**

Scan your documents to your computer and attach them to your online application. If you do not have a scanner you can use the scanner in the Library. The overall size of each file to upload needs to be less than four (4) MB. You may use Adobe Acrobat to reduce file size. Alternatively, you may print out the documents and scan them at a lower resolution (not below 250 dpi).

### **Step 4: Pay the application fee and submit your application.**

You can pay the application online fee using your Canadian credit card or debit card (Interac).

### **Step 5: Check your mail for your new study permit**

Your new document will be sent to you by mail (Canada Post). IRCC may send you an email confirming whether your document has been issued.

### **IMPORTANT NOTE:**

#### **Update your status with Medical Services Plan (MSP)**

Once your extended/new study permit arrives, be sure to update your status with MSP (can be done by 'Request MSP Account Change' using the instructions specified: <https://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp/bc-residents/managing-your-msp-account/renewing-your-work-permit>).

### **IMPORTANT NOTE:**

#### **Renew your Social Insurance Number (SIN)**

Generally, your SIN would expire at the same time as your study permit. Therefore, please be sure to renew your SIN once you receive your extended/new study permit.

