Guide - Applying for a Study Permit Extension

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Important Note to Readers

Follow the instructions in a step-by-step manner, as shown below:

- Step 1: Carefully read the following Frequently Asked Questions (FAQs)
- Step 2: Know about the documents and funds you need to collect/prepare
- Step 3: Official Transcript and Verification of Enrolment Letter
- Step 4: Obtain your 'Personal Reference Code' using the 'Come to Canada Tool' and download the application form, IMM 5709
- Step 5: If you do not already have an IRCC account, follow the below instructions to create a IRCC account
- Step 6: Enter your 'personal reference code' in your IRCC account
- Step 7: Fill out the application form IMM 5709
- Step 8: Upload the Documents in your online IRCC account

NOTE: The instructions in this Guide only apply if you currently an Okanagan College student on a valid study permit and you're applying for your study permit extension while you're physically inside Canada.

Acronyms and Abbreviations

OC	Okanagan College
IRCC	Immigration, Refugees and Citizenship Canada
SP	Study Permit
VoE	Verification of Enrolment Letter (from OC)
LOA	Letter of Acceptance (from OC)

Guide - Applying for a Study Permit Extension

Step 1: Carefully read the following Frequently Asked Questions (FAQs):

Who should submit Study Permit ("SP") extension application?

You should submit a SP extension application if: a. Your SP expires in the next 3 months **and** b. Your study program shall not be completed before your SP's expiration date.

When should I submit my SP extension application?

You may start preparing your application about 4.5 months before the expiration date of your SP and it is recommended to submit it at least 90 days before SP expiry date; this '90 days' is not a deadline, only a recommendation. Make sure you submit your SP extension application **before** the expiry date indicated on your study permit.

Can I submit my temporary resident visa (also known as entry/visitor visa) application along with my SP extension application?

No. You must FIRST apply for and on potential approval, obtain the copy of your extended/renewed SP. Once you have received the physical copy of this study permit, you will need to include its scanned copy as part of your temporary resident visa (visitor/entry visa) application. It's recommended to apply for your temporary resident visa, if applicable, as soon as you receive your renewed SP.

Can I travel outside/leave Canada after I have submitted my study permit extension application?

If you submitted your study permit extension application before the expiration date of your current study permit **and** your current study permit has already expired (or will expire before you return to Canada), it's very important that you do not leave/travel outside Canada. In such situations, please be sure to discuss with an Advisor before you plan to leave/travel 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. You and/or your family member(s) will need to complete the application for the additional permit and submit it at the same time.

My study permit expired LESS than 90 days ago. Can I still apply to renew it?

If your study permit expired less than 90 days ago, you need to apply for restoration of your student status – learn about this application's eligibility requirements. For this restoration application, you must apply within 90 days of having lost your status. In this case, please consult with an Advisor.

If your study permit has expired and you did not submit a study permit extension application before the expiry date of your most recent study permit, you have lost your student status and so you may not continue to work or attend school until your status has been restored and a new study permit has been issued.

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My study permit expired MORE than 90 days ago. What do I do now?

In general, if your study permit expired more than 90 days ago, you are now out-of-status and you should leave Canada. You may apply for a new study permit from outside Canada.

Step 2: Know about the documents and funds you need to collect/prepare

NOTE:

1. ALL documents that you submit for your SP extension application must be in English or French. If you need a document translated, please be sure to refer to information stated in **Annex A**.

2. ALL scanned documents must be easily readable (i.e. good legibility).

3. Wherever possible, documents should be dated as recent as possible (and at least within the past 2 months of your SP extension application submission date). These documents also includes the following:

- Verification of Enrolment Letter ("VoE") from Okanagan College ("OC")
- Official Transcript from OC
- Letter of financial support from your financial supporter (*if applicable*)

4. Except for the document which mentions "**only if applicable**" below, all other documents are mandatory. **However, if a document is applicable to your circumstances, it must be included in your application.**

5. If you completed your pre-requisite English Language (ESL/EAP) study program and need to do study permit extension, please consult an Advisor.

The documents you need to prepare/collect are as follows:

DOCUMENT YOU NEED TO PREPARE/COLLECT	HOW TO PREPARE/COLLECT THIS DOCUMENT	IMPORTANT NOTE
Verification of Enrolment ('VoE') Letter	You need to fill out and submit the 'Verification of Enrolment Letter Request' web form online, available at the link HERE.	After you submit it online, you shall receive your Verification of Enrolment Letter on your MyOkanagan email ID and it may take 10 to 20 business days.
Official Transcript from OC	Login to your MyOkanagan account at myOkanagan.bc.ca and on the left side of screen, look for and click the "Order Official Transcript" link. Follow the steps to submit your Order/Request. There's a $10	- As you need to scan your Official Transcript and submit online, it's OK to open up the sealed envelope of Transcript. - Your transcript shall be mailed to you. It's not possible to pick it up

	fee for transcript.	on the campus.
Digital photograph	You may print the photograph specification at the link HERE and bring it with you to the photographer.	- Your photo must meet the requirements explained at the IRCC webpage link HERE. - If an existing photo is being scanned, the minimum resolution must be 600 pixels per inch. - The file may be submitted in JPEG format. - The final size of the image should ideally be 240 kB (kilobytes), but not less than 60 kB. - Image size: at least 420 x 540 pixels. -The image must be in colour (24 bits per pixel) in RGB colour space, which is the common output for most digital cameras.
Valid passport with more than 6 months' validity	You need to scan and combine the biodata page (i.e., the page which has your name, photo, passport/travel document no., issue date, etc.) and ALL stamped/marked/visa pages of passport into a single PDF file	- You may be able to use campus/library scanner to scan and generate a single PDF file. - Make sure the total file size of the single PDF file is less than 4 MB.
Valid study permit and any other Canadian immigration documents (such as past/expired Co-Op Work Permit, study permit, etc.)	--- (You have these documents)	- You may be able use campus/library scanner to scan these documents.
Marriage certificate/license (only if applicable)	--- (You have this document)	---
Flight itinerary or air ticket for your *most recent/latest entry* into Canada (only if applicable)	You may have the flight itinerary/air ticket in your emails.	- Check your passport to see if you have a Canadian entry stamp for your most recent/latest entry into Canada. If there's a stamp, you do NOT need to include flight itinerary/air ticket document. If

		there's no stamp, include a copy of your flight itinerary or air ticket for your most recent/latest entry into Canada. -If you drove by car on your most recent entry into Canada, you will not have a flight itinerary. If so, include an explanation of the same in your Explanation Letter.
Proof of funds documents, as follows: **- Most recent 4 months' bank statements of yourself and/or your financial supporter (e.g., parents, sibling, close relative)** **- Signed and dated letter from your financial supporter (*if you have a financial supporter*)** **- Government-issued valid photo identity document of your financial supporter (e.g., driver's license, passport biographical page) (*if you have a financial supporter*)** **- Any document to show your relationship to your financial supporter (e.g. your birth certificate, if your financial supporter are your parents)** **- Your financial supporter's employment letter or**	-Your most recent 4 months' bank statements (if applicable): You may be able to download these statements from your online bank account. Also, you may go to your bank in-person to obtain these. -Your financial supporter's most recent 4 months' bank statements (if applicable): Your financial supporter can obtain their bank statements in their *home country* or in Canada. Then, they may scan and email you these documents. -Signed and dated letter from your financial supporter, and their identity document (if applicable) – Please see Annex B for a sample/template letter. Your financial supporter can scan and email you these documents. -Relationship document: E.g., If parents are your supporters, then your birth certificate. Else, any other document that shows relationship.	-Bank statements should state full name of the account holder and the account number. -Bank statements must be on the official letterhead of the bank. Google "official letterhead" to learn more. -If you go in-person to your bank branch in Canada and obtain bank statements, be sure to ask the Bank Personnel to stamp every page. This stamp typically has the bank name, address, and date. -Combine ALL the 'Proof of funds' documents into a single PDF file. You may be able to use campus/library scanner to scan and combine documents.

evidence of other sources of income (if applicable) **- IF you already paid tuition fees for upcoming term, include proof of the same (if applicable)**	-Your financial supporter's employment letter or evidence of other sources of income: Your financial supporter can scan and email you these documents.	
Explanation Letter (only if applicable)	Please see Annex D for a template.	-If you changed your study program within OC **or** if you changed your educational institution in Canada, then include an explanation of this in an Explanation Letter, along with your reason for the change. -If you need to explain anything about your immigration-related matters to the IRCC, you may include it in this Letter.
Official Transcript from your previous Canadian educational institution (only if applicable)	By contacting your previous Canadian educational institution	Only if you transferred to OC from another Canadian educational institution (i.e., changed your educational institution within Canada), you should obtain and include your Official Transcript from your previous Canadian educational institution.
Note: **If you have completed one *academic/vocational* study program at OC and are planning to start another *academic/vocational* study program at OC, obtain and include the below documents for your SP extension application:**		
Unconditional, valid LOA from OC for your new study program	*To learn about requesting this:* You may email the International Office at inted@okanagan.bc.ca, write your student number and full name, and request it to be directed to a Recruitment Specialist.	- Review section "25. Conditions of acceptance" of LOA; an unconditional LOA would not have any conditions of acceptance. - LOA normally has an expiration date, stated in the section "27. Expiration of letter of acceptance"; ensure your LOA is

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		valid when you submit your SP extension application.
Program Completion Letter (for the study program you completed)	You need to fill out and submit the Application for Graduation form, available at the link HERE. Deadline to submit the form is available at the link HERE.	Program Completion Letter will normally be automatically emailed out to students, who meet their graduation requirements, in the weeks following submission of final grades via the students' preferred email addresses specified in their MyOkanagan account.
Study Plan	For this, please discuss with an Advisor.	

Additional tips on preparing/collecting documents:

- It's suggested to have all your documents in the PDF format, except your digital photograph, which may be in JPEG format.
- Each final file to be uploaded, in PDF or JPEG format, should be less than 4 MB size. To reduce file size, you may scan documents at a lower resolution (250 dpi) or use Adobe Acrobat Pro DC software.
- It's suggested to use a scanner instead of phone to obtain good quality scanned copy of documents. You may be able to use campus/library scanner.

How much funds (C$) should be shown for SP extension application?

The amount of funds to show depends on duration for which you need to extend your SP. This duration is the difference between the expiration date of your current SP and the 'Estimated Completion Date' stated on your VoE Letter. **Note**: If you need to extend your study permit for more than 12 months, then you need to show the funds only for 12 months duration (i.e., as if, the duration for which you need to extend your SP is 12 months).

If the duration for which you need to extend your SP is 12 months, then the minimum funds to show would be as follows;

CATEGORIES	**FUNDS (IN C$)**
Room and board/living expenses	10,000
Tuition fees	One year's worth of college tuition fees, which depends on your particular study program
Other/Extra	2,000
First family member, e.g., spouse or child (**if applicable**)	4,000

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Every additional accompanying family member (**if applicable**)	3,000
Total Minimum Funds for 12 months	**12,000 + One year's worth of college tuition fees + funds for your family members, if applicable**

Note that the above-mentioned 'Total Minimum Funds' is the minimum amount. The more funds you can show, the better it is.

If you need to extend your study permit for a duration of less than 12 months, then the funds to show for 'Room and board/living expenses' and 'Tuition fees' would be adjusted proportionally. For example, if you need to extend your study permit for only 6 months, then the 'Room and board/living expenses' amount would be C$5,000 and the 'Tuition fees' amount would be your fees for the remaining courses you need to take to finish your study program.

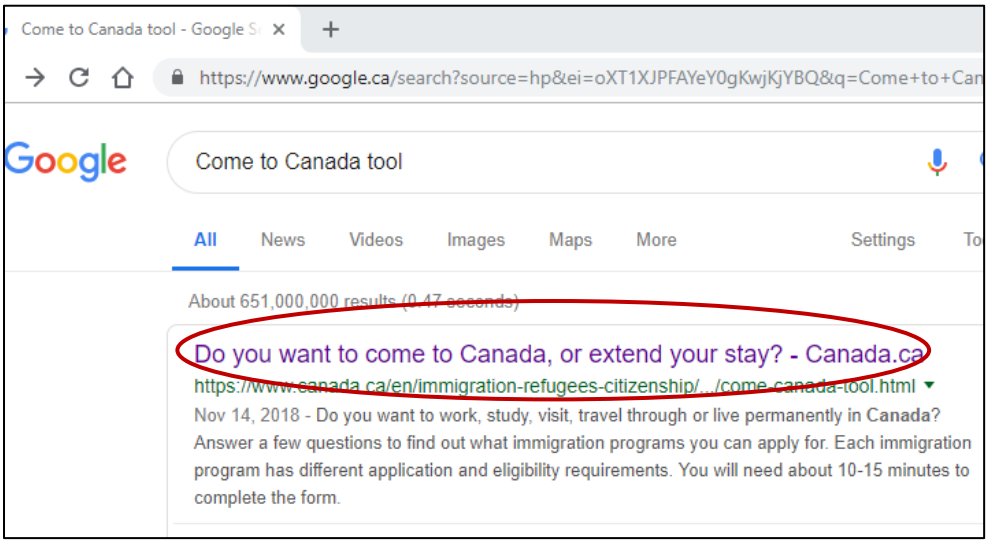
Step 3: Official Transcript and Verification of Enrolment Letter

Order/request your Official Transcript and Verification of Enrolment Letter from OC, as per the instructions stated in Step 2. Also, if applicable, order your Official Transcript from your previous Canadian educational institution.

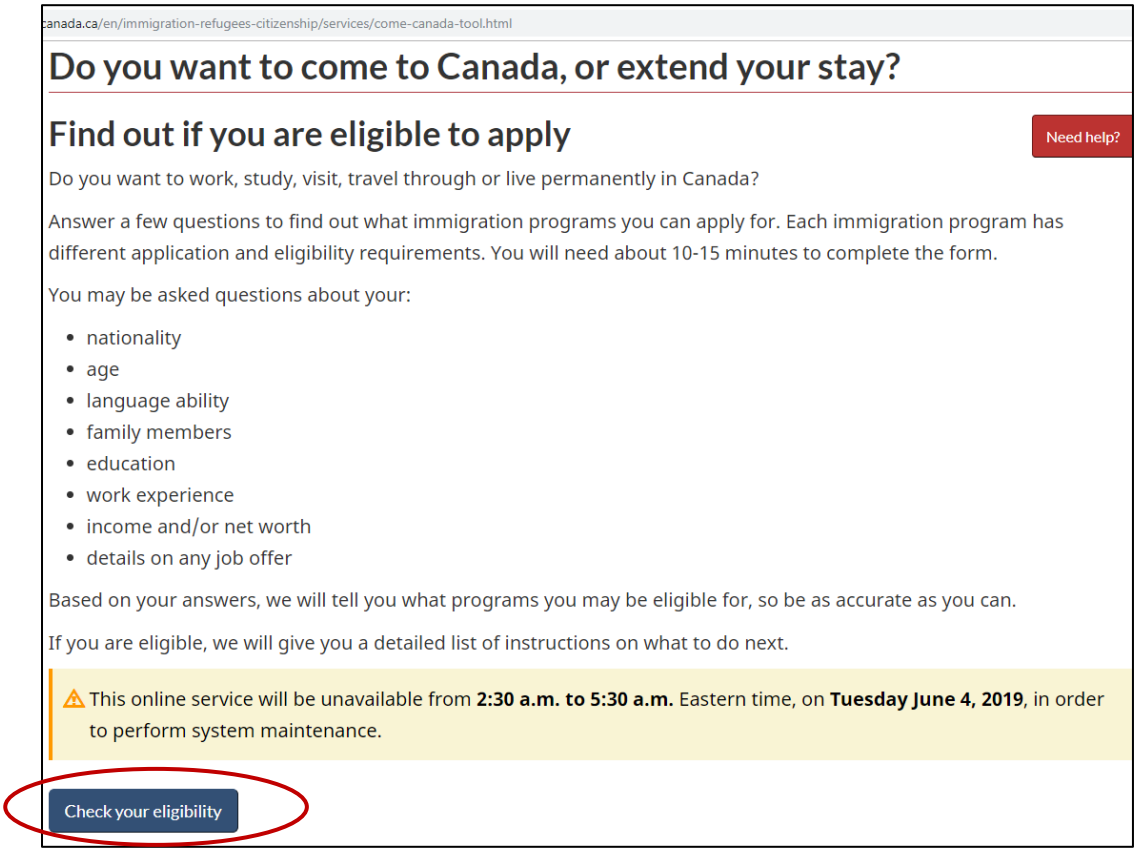
Step 4: Obtain your 'Personal Reference Code' using the 'Come to Canada Tool' and download the application form, IMM 5709

Follow the instructions explained below;

1: Open a web browser. Go to www.google.ca and Google Search "Come to Canada tool". Click the webpage titled "Do you want to come to Canada, or extend your stay?" at https://www.canada.ca/



2: Click the "Check your eligibility" link on the webpage "Do you want to come to Canada, or extend your stay?"



3: Select the answers to the questions stated on the webpage "Find out if you're eligible to apply".

Note: Click the icon next to Question to see the 'Help' instructions. Below are the sample answers. Please be sure to use your own/personal information (NOT the 'sample' answers).

The Questions you may encounter are:

QUESTION	ANSWER
What would you like to do in Canada?	Study
How long are you planning to stay in Canada?	This answer depends on the Estimated Completion Date stated on your Verification of Enrolment letter from OC. So, considering your Estimated Completion Date, if you need to extend your study permit for a duration of more than 6 months, then select the option "Temporarily – more than 6

	months". Else, select "Temporarily – less than 6 months" option. Do NOT select "Permanently" option.
Select the code that matches the one on your passport.	Find this code on your passport information page - see the field named "Code", "Issuing country", "Authority" or "Country code". Select as appropriate.
What is your current country/territory of residence? If you are presently in Canada, you should select Canada.	If you're physically inside Canada, select "Canada".
Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older?	Here, 'family member' refers to a spouse, common-law partner, dependent child or grandchild of someone who is still dependent on their parent. Answer "Yes" or "No" as applicable.
What is your date of birth?	Select as stated in your passport.

Once done, click the "**Next**" button.

4: Keep answering the subsequent Questions. The Questions you may encounter are:

QUESTION	ANSWER
Are you a lawful permanent resident of the United States with a valid alien registration card (Green Card)?	Only if you are lawfully admitted to the United States for permanent residence and are in possession of your alien registration card (Green Card) or can provide other evidence of permanent residence, then select "Yes" option. If not, select "No" option.
What is your current immigration status in Canada?	If you have a valid Study Permit, select the option "Student".
What is your marital status?	Select the option from the Drop-Down list, as applicable.
What is your province of destination? If visiting multiple provinces, select the one in which you will be spending most of your time.	Select "British Columbia" option (since BC is the province in which you will be residing while in Canada).

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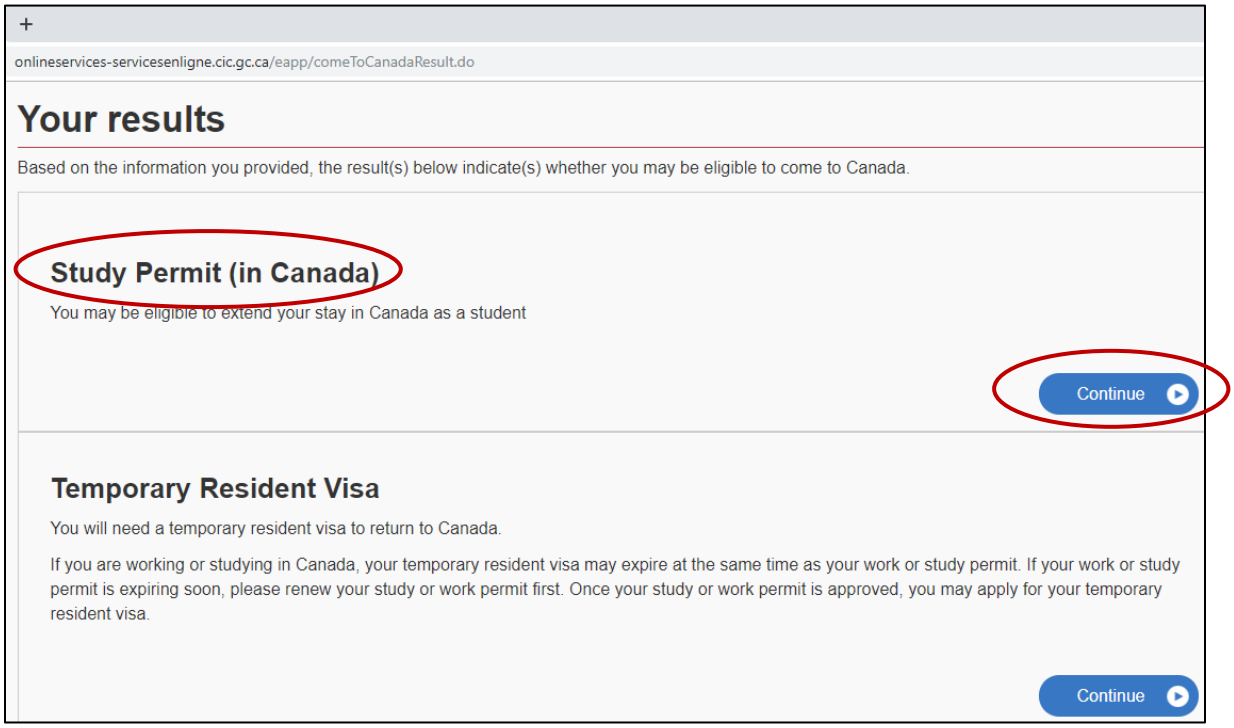
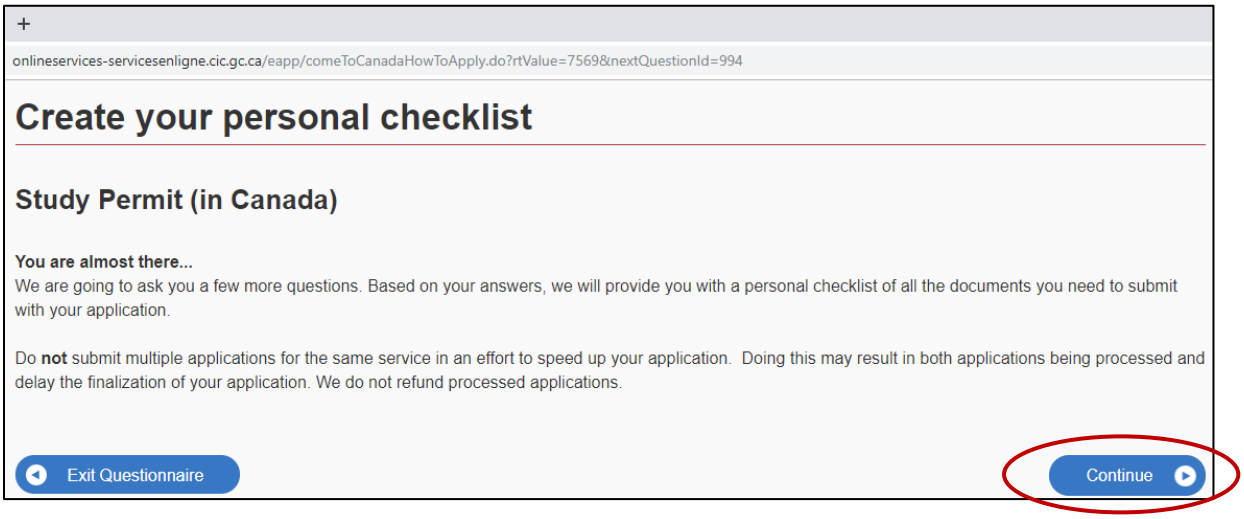
5: Click the "Continue" button for the "Study Permit (in Canada)" option shown in the "Your results" webpage.

Note: If the "Study Permit (in Canada)" option does not show up, it's possible that you have made an error in answering the previous questions. Please review/modify your answers again; this can also be done by clicking the "Modify my Answers" button on the upper side of the webpage.



6: In the "Create your personal checklist" webpage, click the "Continue" button.



7: Keep answering the subsequent Questions. The Questions you may encounter are:

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

Answer: Here, 'family member' refers to a spouse, common-law partner, dependent child or grandchild of someone who is still dependent on their parent. And 'accompanying a family member' means you will be staying with a family member who is already in Canada as a visitor, worker or student.

If the above applies to you, then select "Yes" option. If not, select "No" option.

Question: **Do you also want to apply for a work permit?**

Answer: If you're approved to take an Okanagan College co-op work term, internship or practicum, and you plan to apply for Co-Op Work Permit, along with your study permit extension application, then select "Yes, I wish to apply for a CoOp Work Permit". Else, select "No".

Question: **When does your status in Canada expire?**

Answer: This is the expiration date of your study permit (see the field 'Expiry Date' in your study permit). Enter this expiration date here.

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

Answer: Here, the 'medical exam' refers specifically to an immigration medical exam conducted by an IRCC appointed medical doctor.

In the past 12 months from the date you plan to submit your study permit extension application, did you take an immigration medical exam? If you did, select "Yes". Else, select "No".

Question: **Have you lived in a designated country or territory for more than six months in the last year?**

Answer: Click the icon next to Question to see the list of designated countries and territories. If you lived in any one of these designated countries or territories for more than six months in the last 12 months from your anticipated date of submitting your SP extension application, then select "Yes". Else, select "No".

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

Answer: Here, 'family member' is defined as a spouse or common-law partner, dependent children, and their dependent children. If you have a family member already in Canada who needs to extend their stay in Canada and you wish to submit an immigration application for your family member, then select "Yes". Else, select "No".

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Question: **Are you giving someone access to your application?**

Answer: Select "No" option since you're preparing and submitting your study permit extension application yourself.

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

Answer: **IF** you've given your fingerprints and photo (biometrics) for an application to come to Canada in the past 10 years, select "Yes" option.

IF you've NOT given your fingerprints and photo (biometrics) in the past 10 years, select "No" option.

You may also use the IRCC online tool 'Find out if your biometrics are still valid' at https://onlineservices-servicesenligne.cic.gc.ca/extapp/bioStatusQuery as a reference.

FYI: If you selected "No" option, you shall be required to pay Biometrics Fee of C$85 at the time you submit your final application, online.

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

Answer: Select "Yes, I will be paying my application fees." option. If you think you're exempt from paying application fees, please consult with an Advisor.

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

Answer: Select "Yes" option.

Question: **Will you be paying your application fees online?**

Answer: Select "Yes" option.

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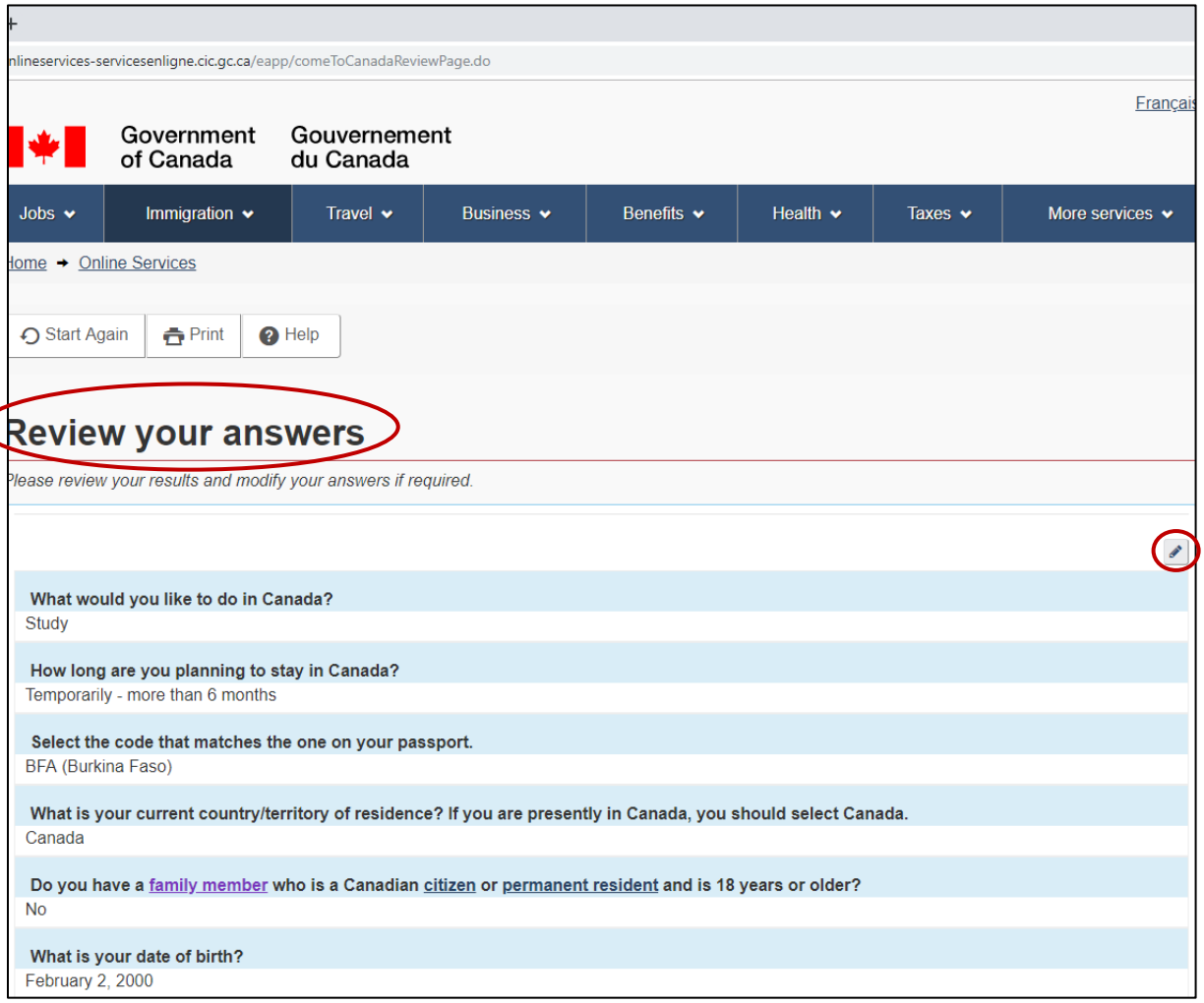
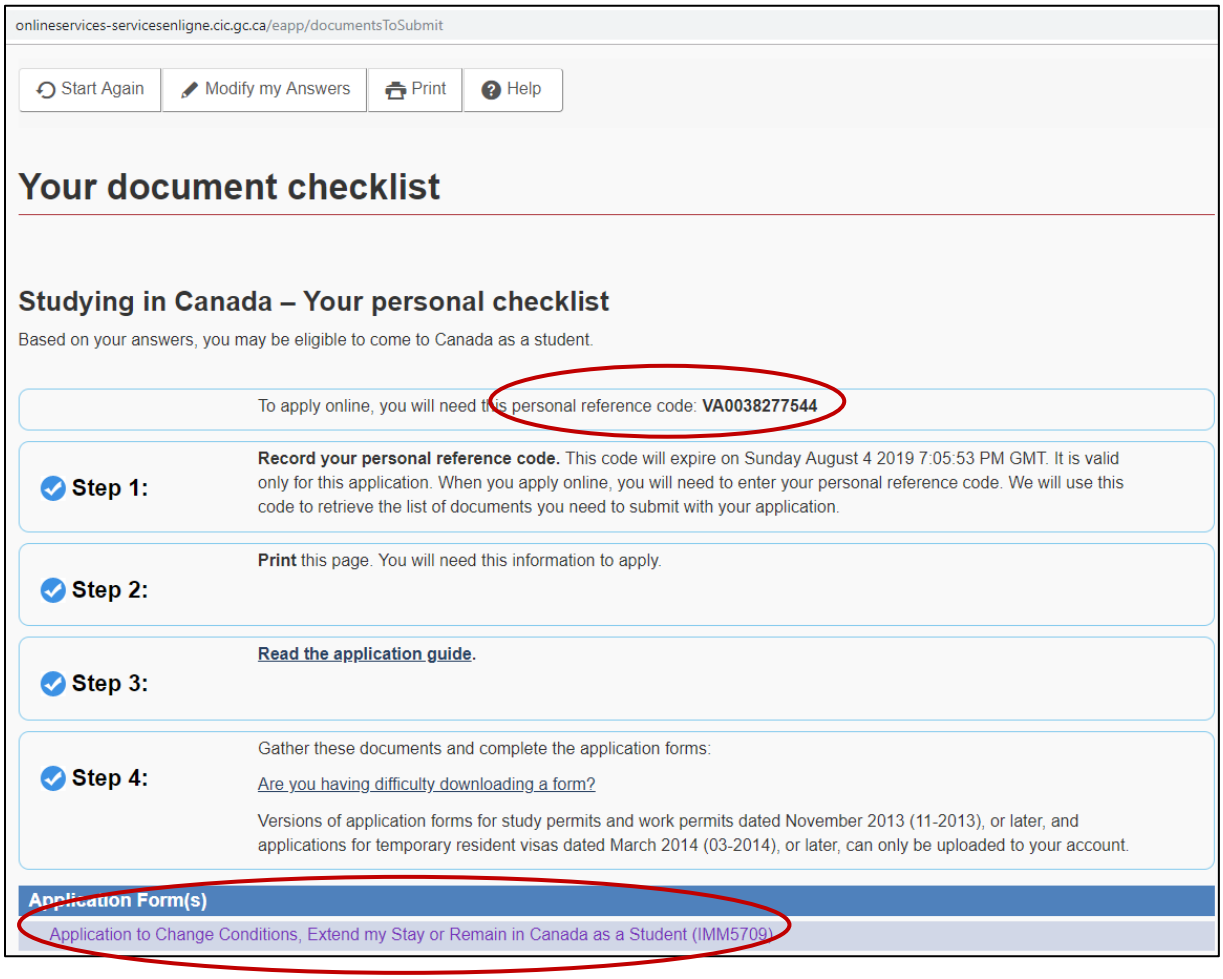
8. In the webpage "Review your answers", review your answers carefully to ensure they are accurate. If needed, modify your answers by clicking "✎" icon shown on the right side of screen. Finally, click "Continue" button on the bottom side of screen.



9. In the "Your document checklist" webpage, your 'personal reference code' will appear. Be sure to save this reference code. Be aware about the expiration date of this code which is stated on the same webpage against the "Step 1" option.

Important: Also, under the "Application Form(s)" heading, click the link "Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM 5709)" and download it on your computer. You will need to fill out this IMM 5709 form (guidance on filling out this form is at Step 7).



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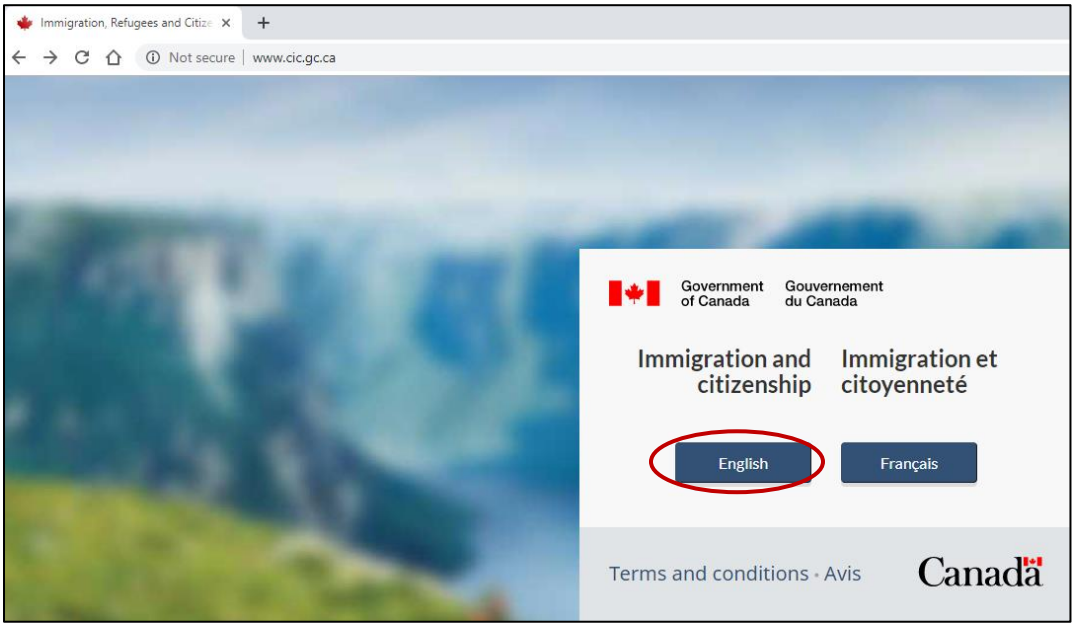
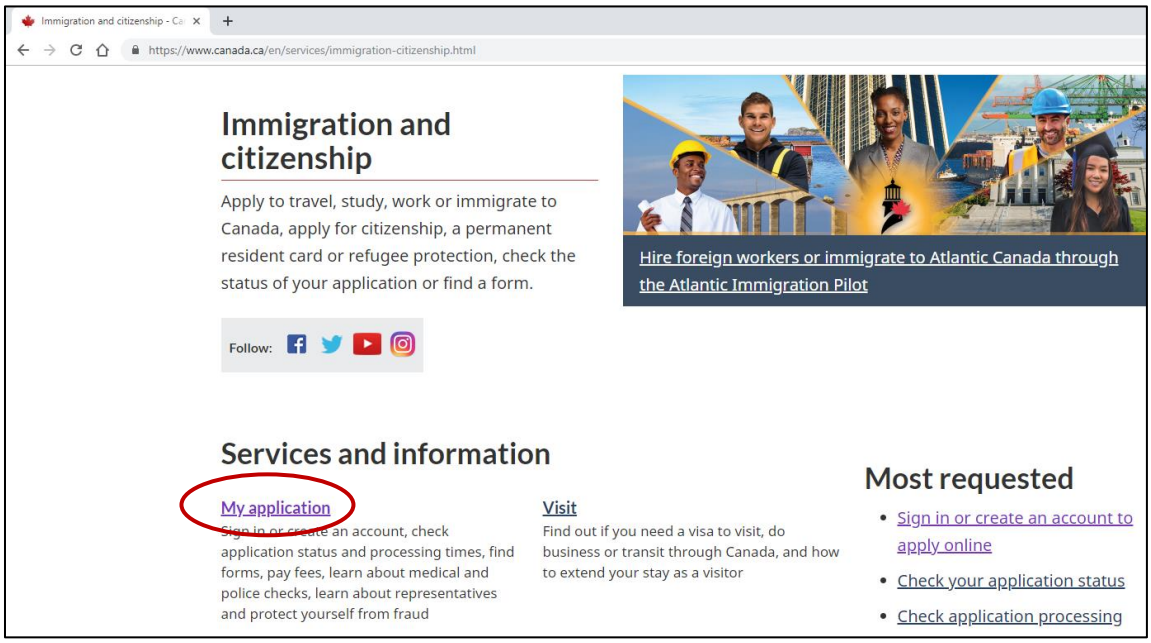
Step 5: If you do not already have an IRCC account, follow the below instructions to create an IRCC account

If you already have an IRCC account, skip to Step 6.

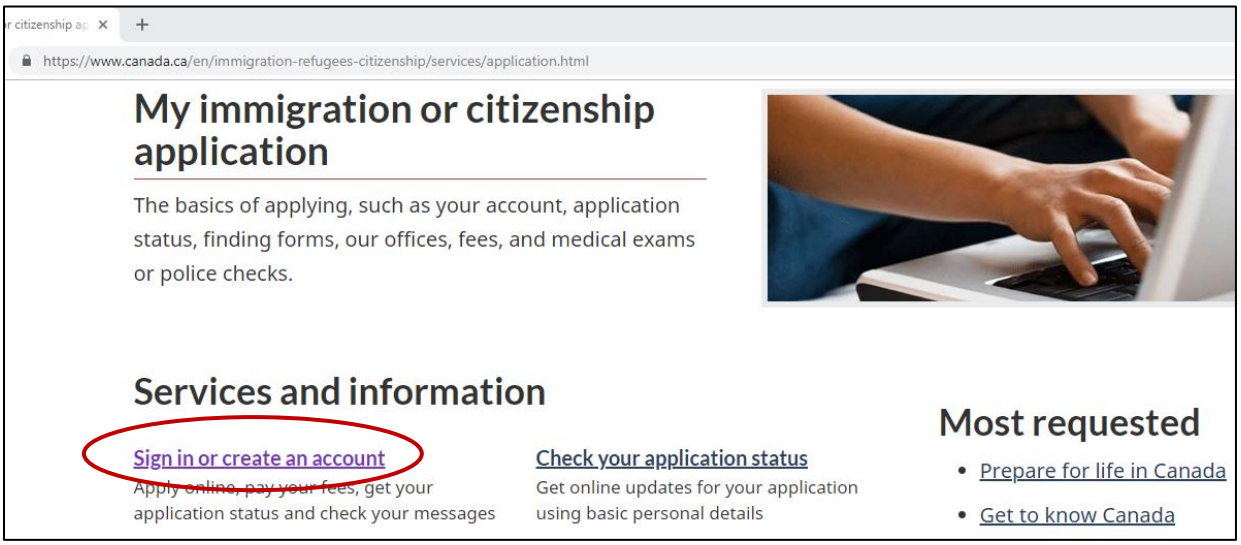
1. Open a web browser and go to website: www.cic.gc.ca. Then, click “English” button.



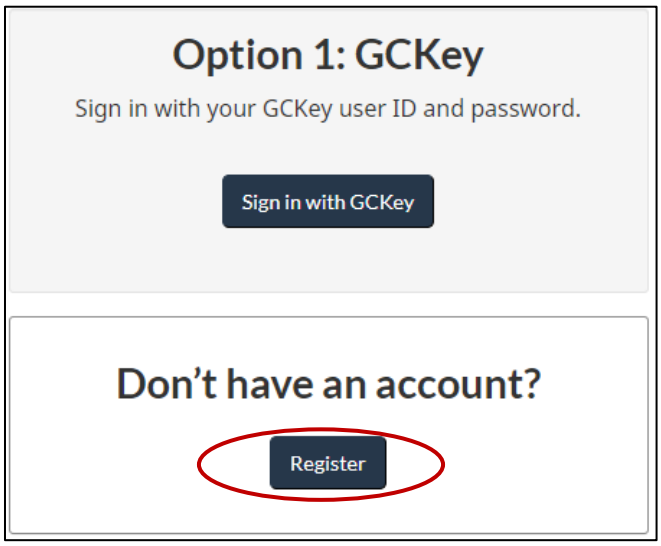
2. On the next webpage, click “My application” link under “Services and information”:



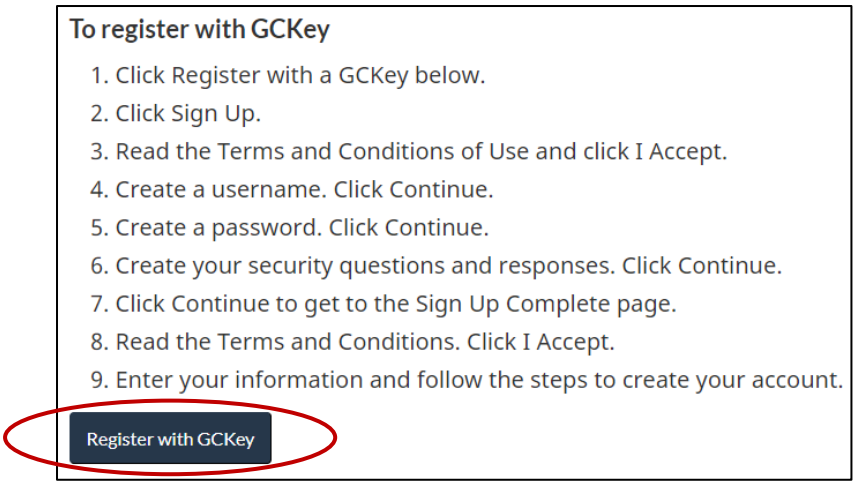
3. Click “Sign in or create an account” link on the next webpage:



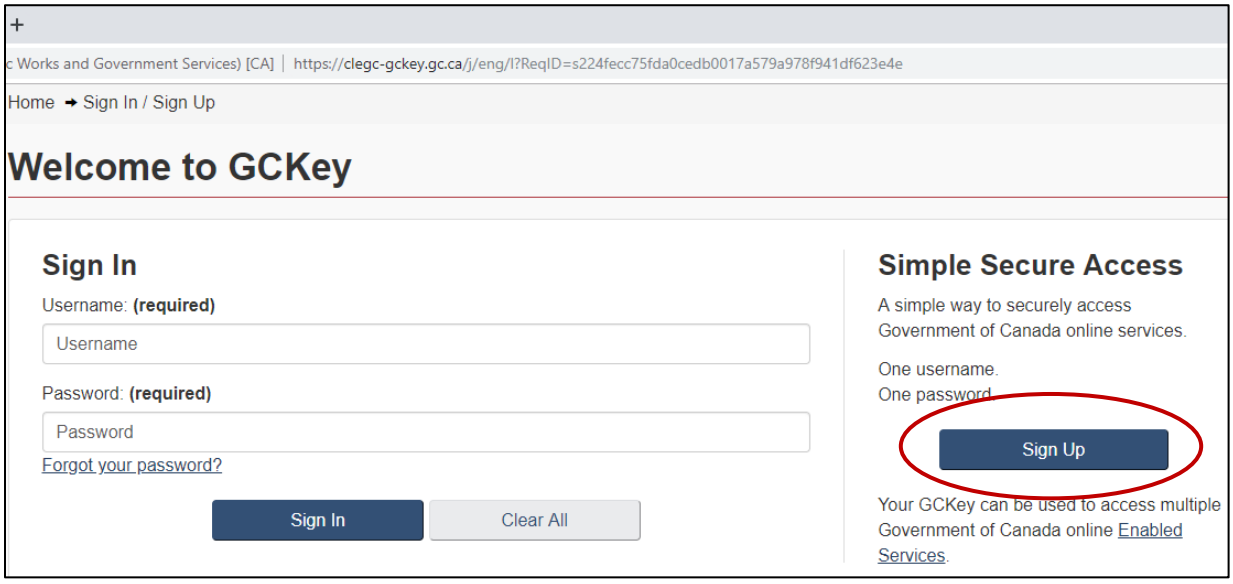
4. Click “Register” link on the next webpage:



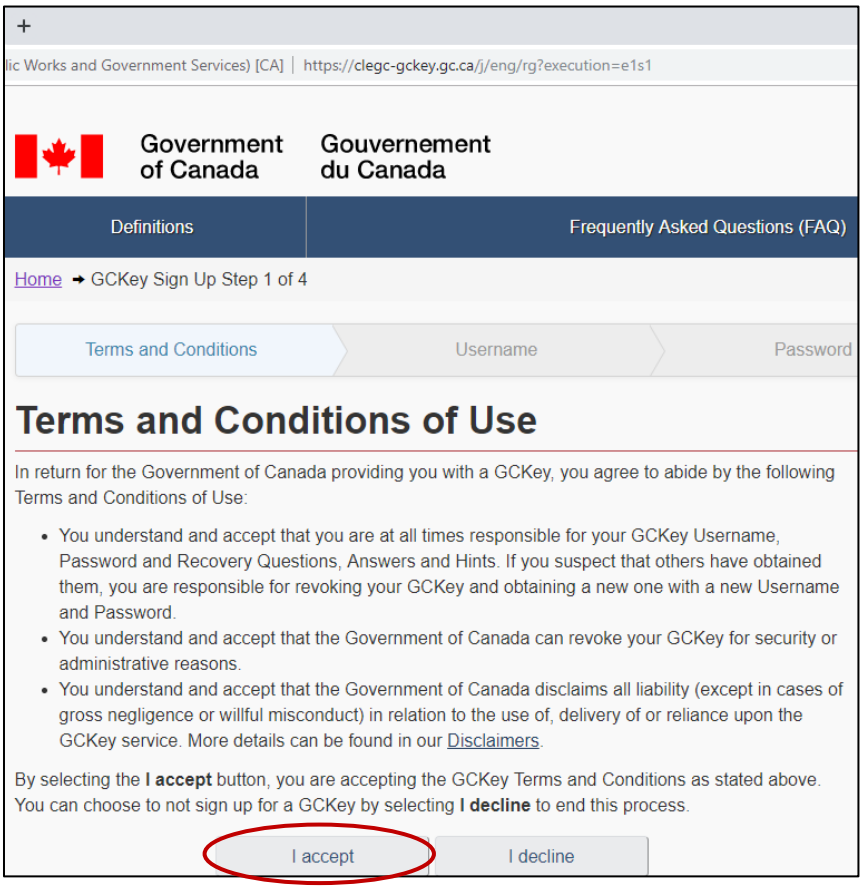
5. It's suggested to use/click "Register with GCKey" link on the next webpage.



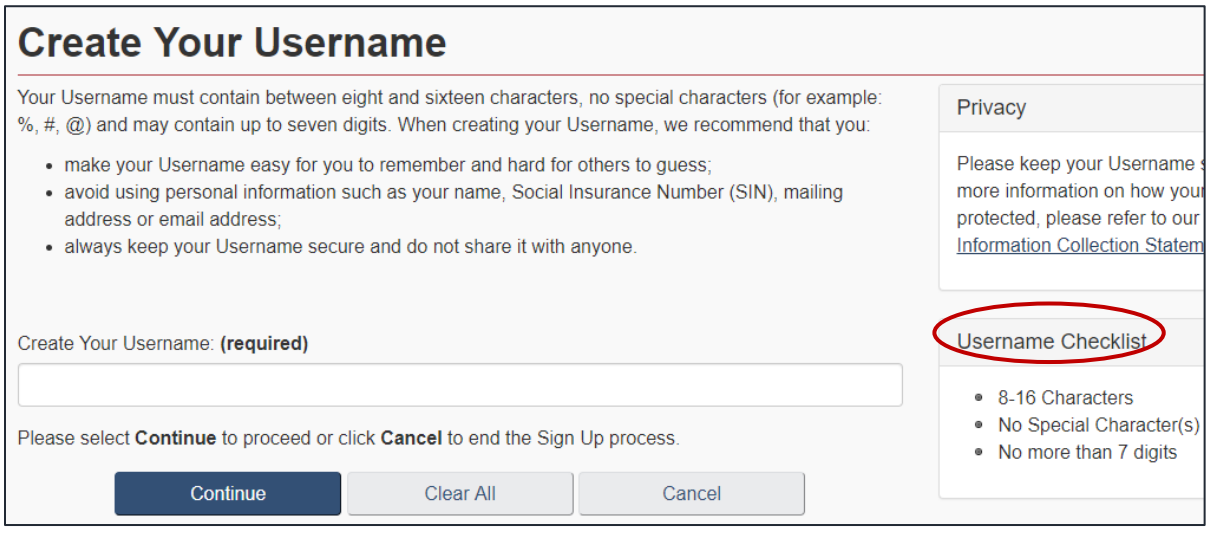
6. Click "Sign Up" button on the next webpage:



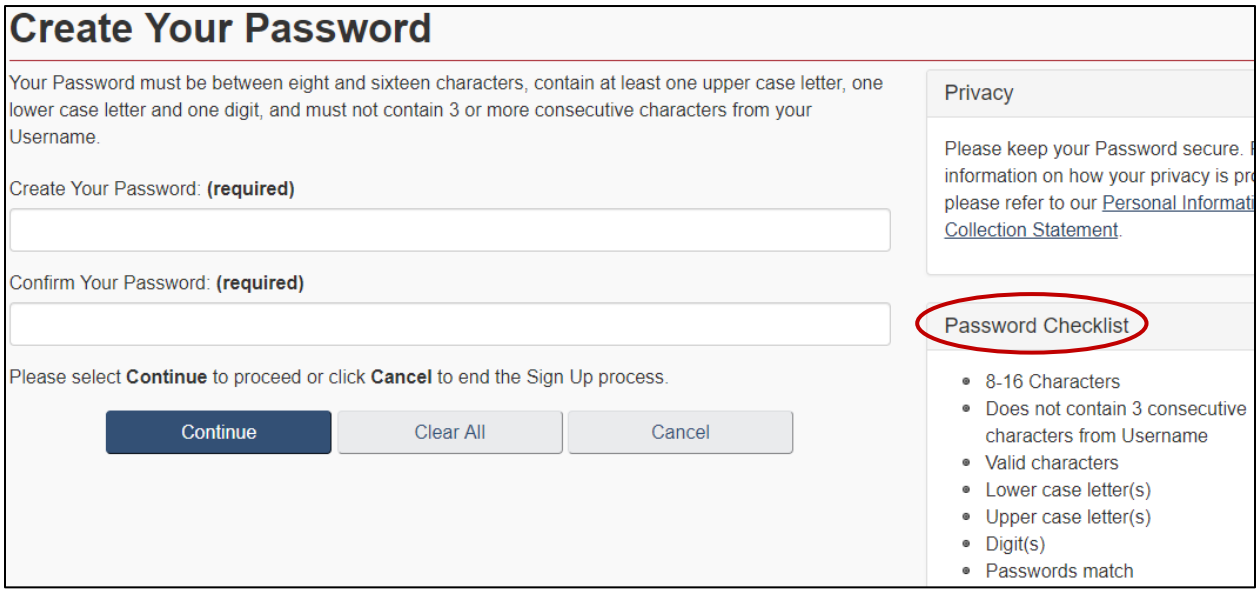
7. Click “I accept” link on the ‘Terms and Conditions of Use’ webpage:



8. Create your username as per the ‘Username Checklist’ instructions on the next webpage:



9. Create your password while referring to the 'Password Checklist' instructions on the webpage:



10. Create your Recovery Questions, Answers and Hints, as requested by the online system. Keep following the next prompts to finish creating your IRCC account.

Important: Be sure to commit to memory or save, in a secure location, your login details to your IRCC account. You may use the same login details for your other immigration applications in the future.

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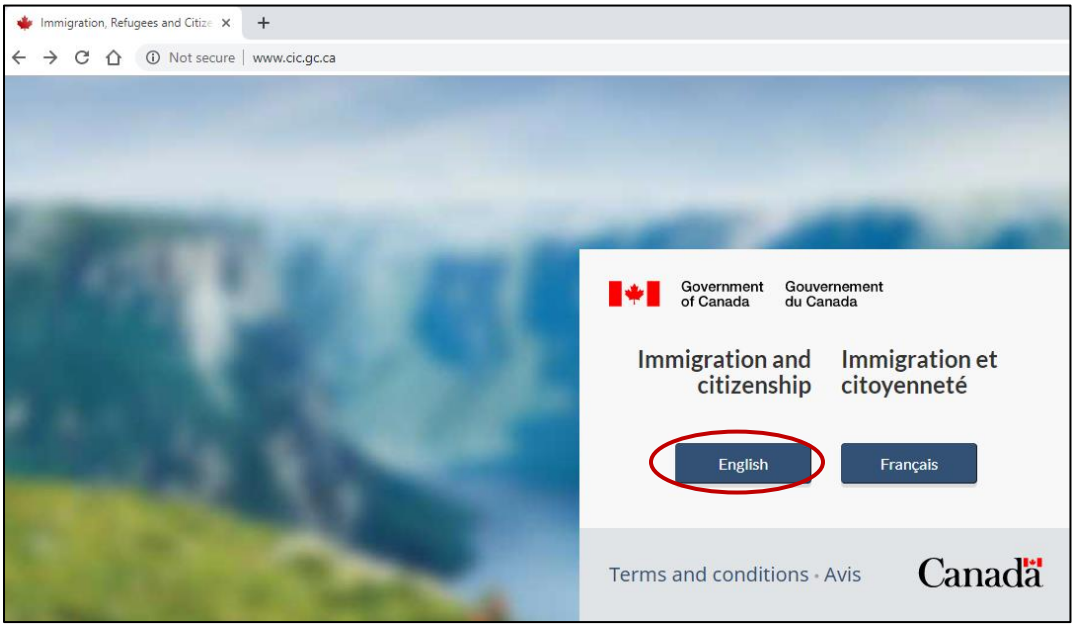
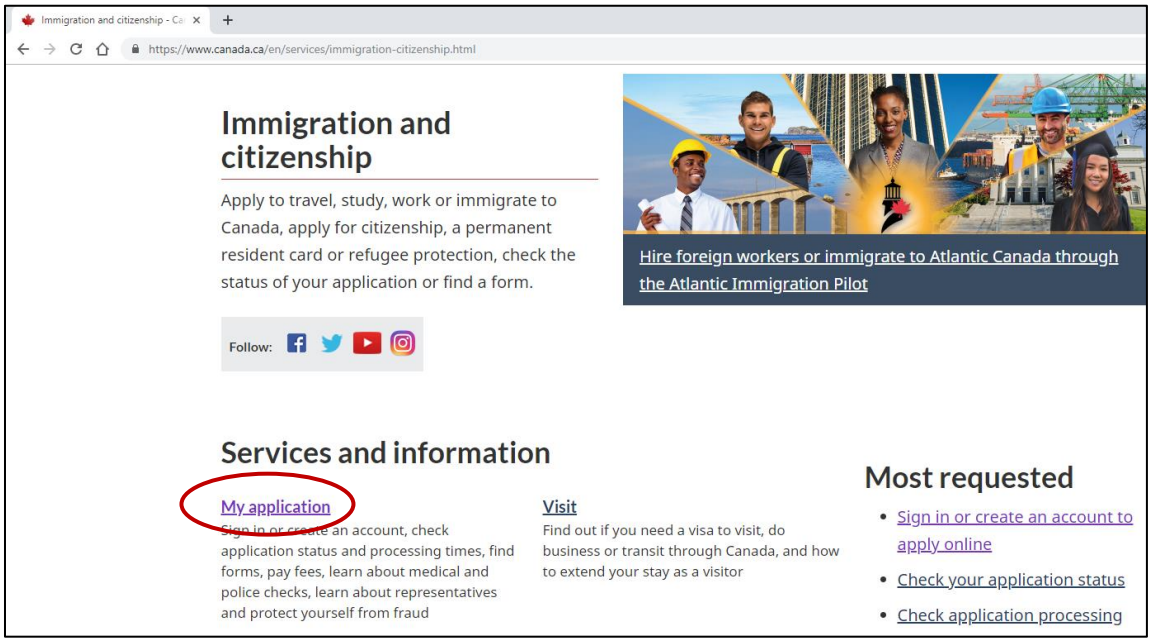
Step 6: Enter your 'personal reference code' in your IRCC account

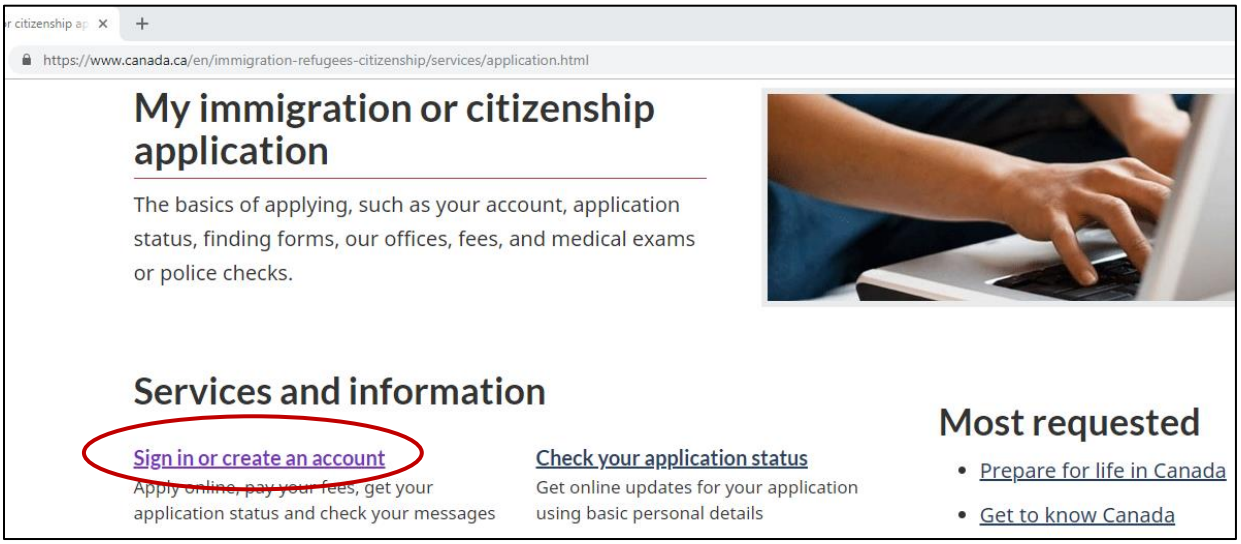
1. Open a web browser and go to website: www.cic.gc.ca. Then, click "English" button.



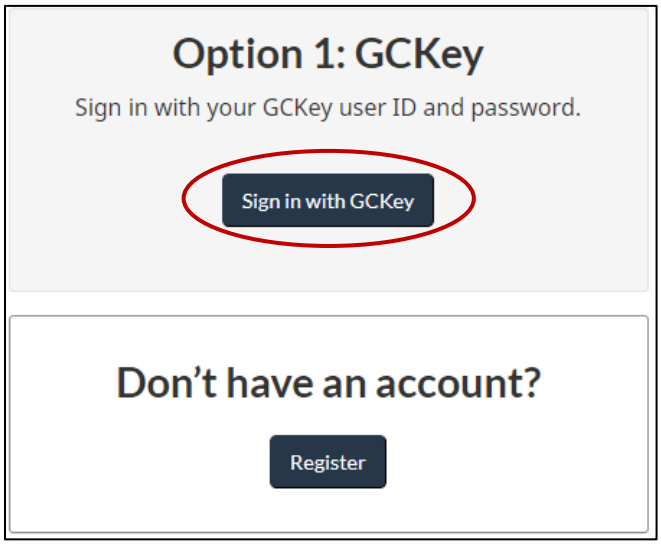
2. On the next webpage, click "My application" link under "Services and information":



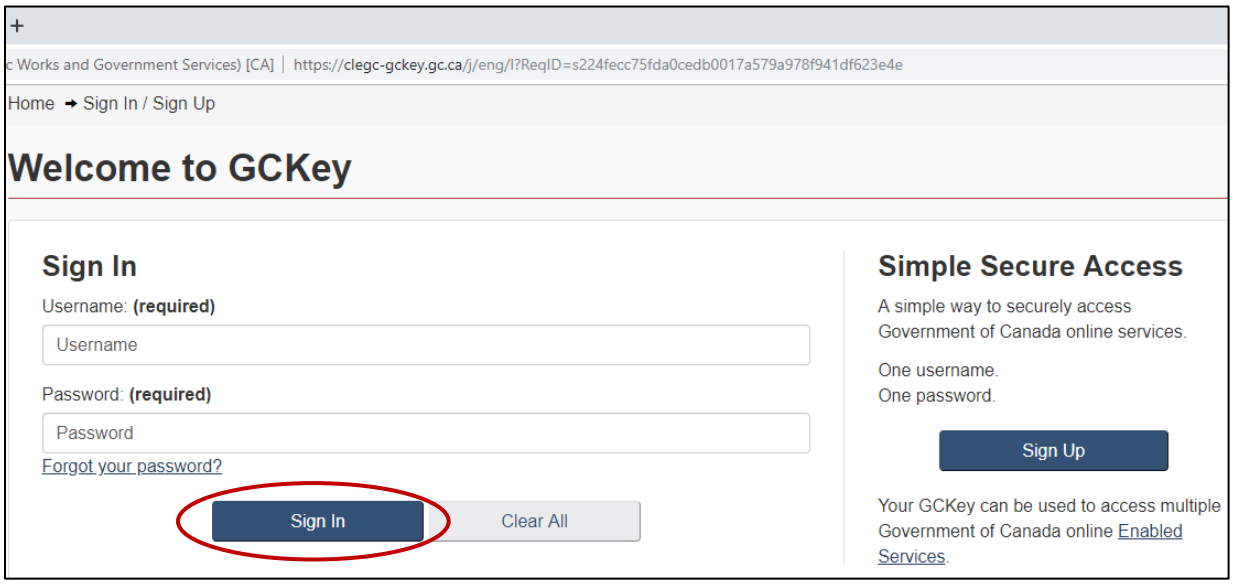
3. Click “Sign in or create an account” link on the next webpage:



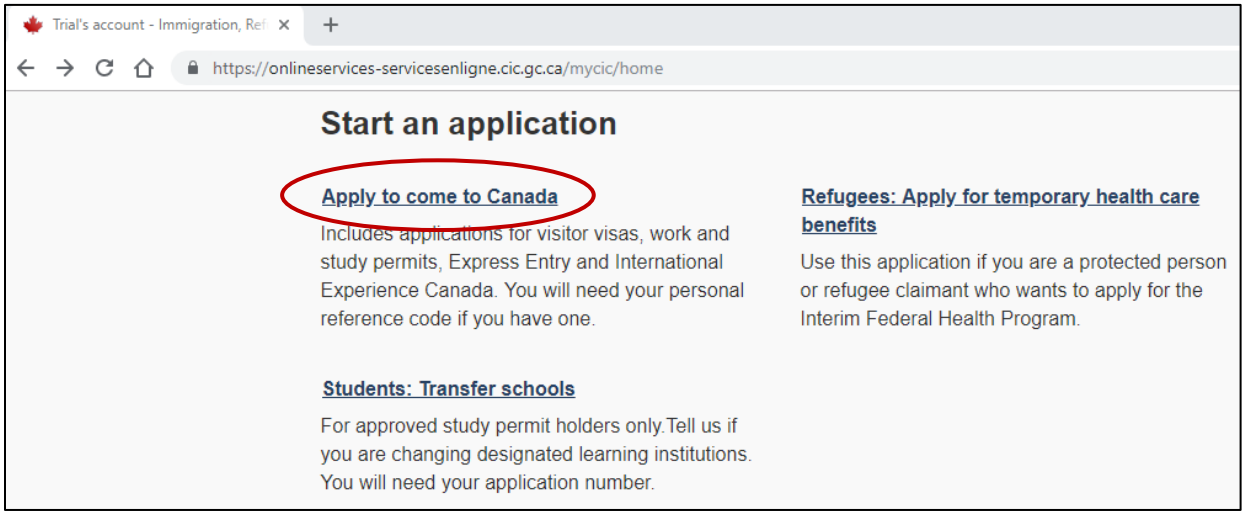
4. Click “Sign in with GCKey” link on the next webpage:



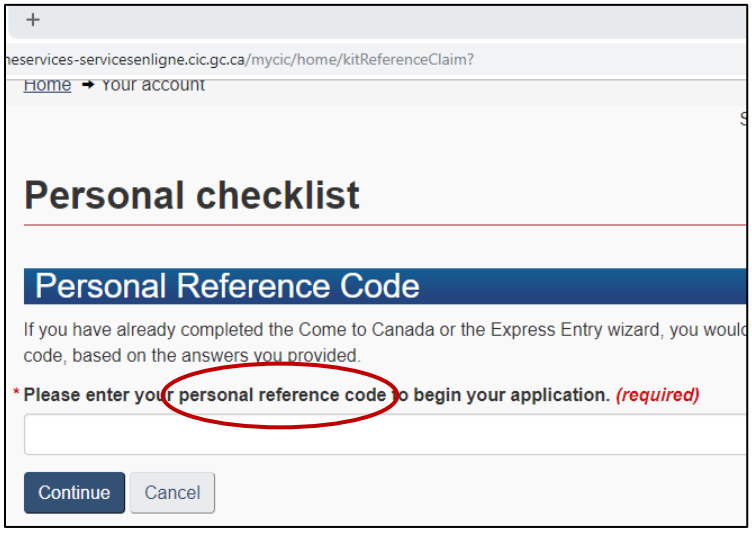
5. Enter your Username and Password, and click “Sign In”.



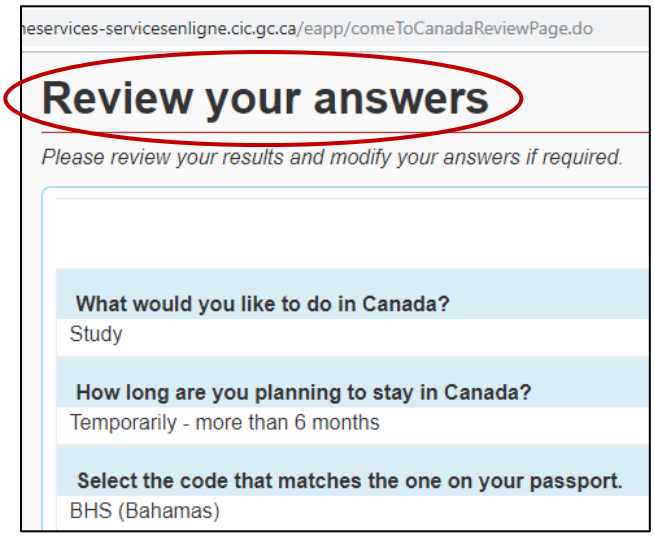
1. After logging in, look for and click the “Apply to Come to Canada” link under the “Start an application” heading.

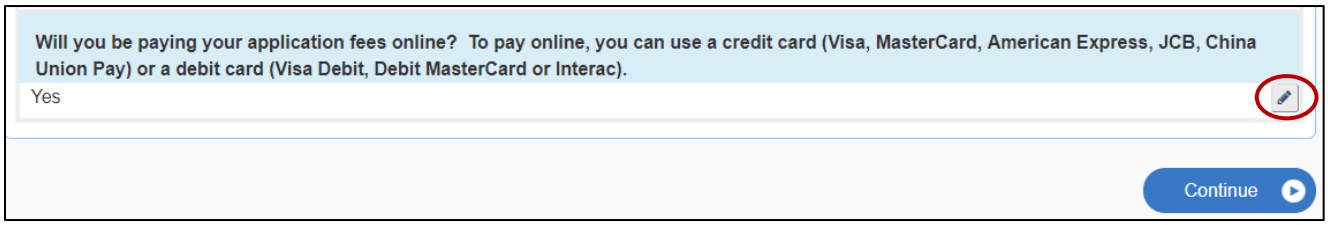


2. Enter your Personal Reference Code (which you obtained using Step 4) under the statement: "Please enter your personal reference code to begin your application.", and click the "Continue" button.

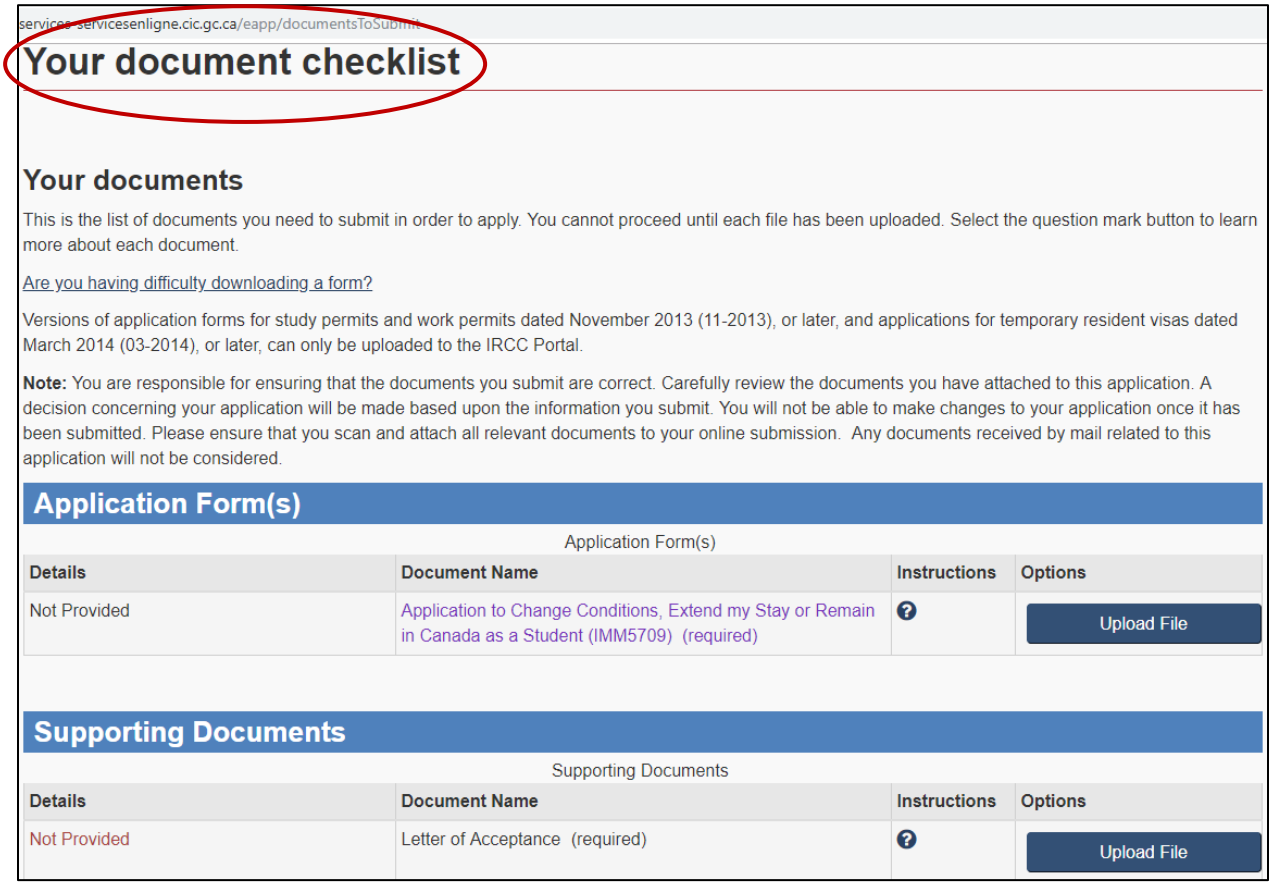


3. Review your answers carefully and if needed, modify them. To modify, click the " " button. Once you have reviewed all answers, click the "Continue" button at the bottom of page.





4. Read the next webpage and click “Continue” button.
5. The “Your document checklist” webpage will appear, as below:



6. To learn about uploading documents, refer to Step 8. For now, follow the next Step 7.

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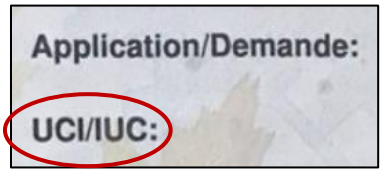
Step 7: Fill out the application form IMM 5709

Note: It's recommended to use Adobe Reader to open and fill out the IMM 5709 form.

Selected questions (which may need guidance in filling out) of IMM 5709 form are discussed below. You may review the IRCC Guide 5552's 'Step 2. Complete the Application' section for more guidance on filling out the IMM 5709 form.

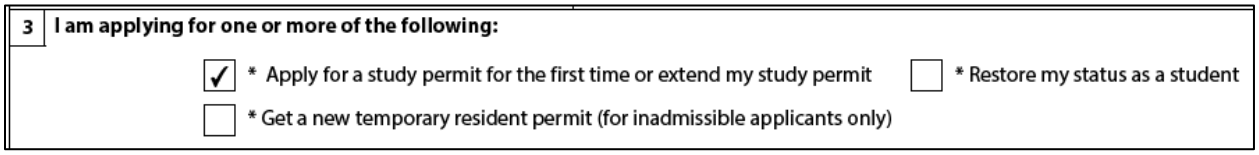
Q1: UCI

On the top, right-hand side of your valid study permit, look for "UCI/IUC". This "UCI/IUC" number is the answer to your question Q1.



Q3: I am applying for one or more of the following:

As long as you currently have a valid study permit, ONLY select option: "*Apply for a study permit for the first time or extend my study permit"



Q7: Current country or territory of residence:

While you're in Canada on a valid study permit, fill out as follows:

- **Status:** Student
- **From:** This is start date of your Student status
- **To:** This is 'Expiry Date' of your study permit

'COMING INTO CANADA' section (PAGE 3)

QUESTION	EXPLANATION
1. Date and place of your original entry to Canada	The 'place' is the first Canadian city (or name of US-Canada border crossing, if applicable) you ever entered.
3. Date and place of your most recent entry to Canada (if not the same as your original entry)	If you have not left Canada since your original entry, you can leave this blank. Else, fill out the details.
4. If applicable, provide the document number of the most	Look on the top right side of your study permit for your study permit's Document Number. This Document

recent Visitor Record, Study Permit, Work Permit or Temporary Resident Permit issued to you.	Number may start with one alphabet (it maybe 'F' or 'U') followed by 9-digits.

'DETAILS OF INTENDED STUDY IN CANADA' section (page 3)

QUESTION	EXPLANATION/ANSWER
1 a) Name of School	Okanagan College
1 b) Complete address of school in Canada	Look at your Verification of Enrolment Letter for this, under "Institution Information" section.
2. Designated Learning Institution # (O#)	O19395299488
3. Duration of expected study - *From	Write today's date
3. Duration of expected study - *To	This is based on the 'Estimated completion date' stated in your latest Verification of Enrolment Letter from Okanagan College.
4. The cost of my studies will be: Tuition Room and board Other	This depends on the time duration (i.e., months/year) for which you need to extend your study permit. If you need to extend your study permit for 12 months or more, then the amount shall be as follows: **Tuition**: estimate of your college tuition fee for 1 year **Room and board:** $10,000 **Other**: $1,500 If you need to extend your study permit for less than 12 months, then Tuition and Room and board amounts shall be adjusted proportionally. For example, if you need to extend your study permit for 6 months, the amount shall be as follows: **Tuition**: estimate of tuition fee for your remaining courses **Room and board**: $5,000 **Other**: $1,500
5 a) Funds available for my stay (CAD)	This amount should be **at least** equal to the sum of "Tuition, Room and board, and Other" required in the previous question 4. If you're showing more funds in your and/or your financial supporter's bank statements,

	then mention that funds amount here.
6 a) In addition to a study permit, are you also applying for a work permit?	If you've received a Co-op Letter from the OC Co-op Office and you're also applying for a Co-op Work Permit, then check off 'Yes'. Otherwise, check off 'No'. If you selected 'Yes', refer to the Document Check List for Students Applying for a Work Permit [IMM 5583] to ensure you submit proper forms and documents for the processing of your co-op work permit application.

'EDUCATION' section (page 3)

QUESTION	EXPLANATION/ANSWER
1 Have you had any post-secondary education (including university, college or apprenticeship training)?	'Post-secondary' education means education undertaken after grade 12 high school. This includes education at a university, college or apprenticeship training. If you have this education, check off 'Yes' and enter details. Otherwise, check off 'No'.

'EMPLOYMENT' section (page 3)

For the past 10 years' period:

- Include all time periods when you performed any of these activities: Student, Unemployed, or Job (for jobs, mention you specific job title); mention all your jobs, both inside and outside Canada.
- Do not leave any gaps in time; meaning, mention your activity for each month during the past 10 years;
- Start with your most recent activity and go chronologically back in time.

Above is illustrated in the following example:

If an applicant is submitting their application in May 2021, include all details from April 2011 onwards:

IMPORTANT: Be sure to use your own personal information for the below; do NOT copy the below information.

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1	From 2021 05 *YYYY *MM	Current activity/Occupation Unemployed	Company/Employer/Facility name N/A	
	To 2021 05 *YYYY *MM	City/Town Vernon	Country Canada	Province/State BC

2	From 2017 09 *YYYY *MM	Previous activity/Occupation Student	Company/Employer/Facility name Okanagan College	
	To 2021 04 *YYYY *MM	City/Town Vernon	Country Canada	Province/State BC

3	From 2021 01 *YYYY *MM	Previous activity/Occupation Receptionist	Company/Employer/Facility name **Write employer name here**	
	To 2021 04 *YYYY *MM	City/Town Vernon	Country Canada	Province/State BC

4	From 2017 07 *YYYY *MM	Previous activity/Occupation Unemployed	Company/Employer/Facility name N/A	
	To 2017 09 *YYYY *MM	City/Town Kingston	Country Jamaica	Province/State N/A

5	From 2011 04 *YYYY *MM	Previous activity/Occupation Student	Company/Employer/Facility name Write school name here	
	To 2017 07 *YYYY *MM	City/Town Kingston	Country Jamaica	Province/State N/A

Note: You may use the template 'Attachment - IMM5709 form' found in Annex C to fill out your information which you could not provide in the application form IMM 5709. This document, 'Attachment - IMM5709 form' is to be uploaded in 'Client Information' upload field of your online IRCC account. Step 8 provides more details in this regard.

'BACKGROUND INFORMATION' section (page 4)

Note: It's a must to read ALL of these questions carefully and answer them accurately.

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

Check off "Yes", and mention details. For example: I successfully applied for a study permit for Canada in [**write the year you applied in**].

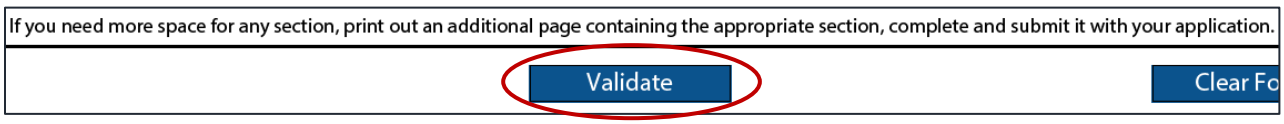
If you applied for any other documents such as a visitor visa, work permit, permanent residency, etc., mention them in the details too.

'SIGNATURE' section (page 5)

- Do **NOT** print out the immigration form to sign it (as you're applying online). When you submit your online application, the online system will automatically ask you to electronically sign. This is further explained HERE.

IMPORTANT: Validating the IMM 5709 form:

- It's a must to click "Validate" button AFTER you've filled out all information in the form IMM 5709.

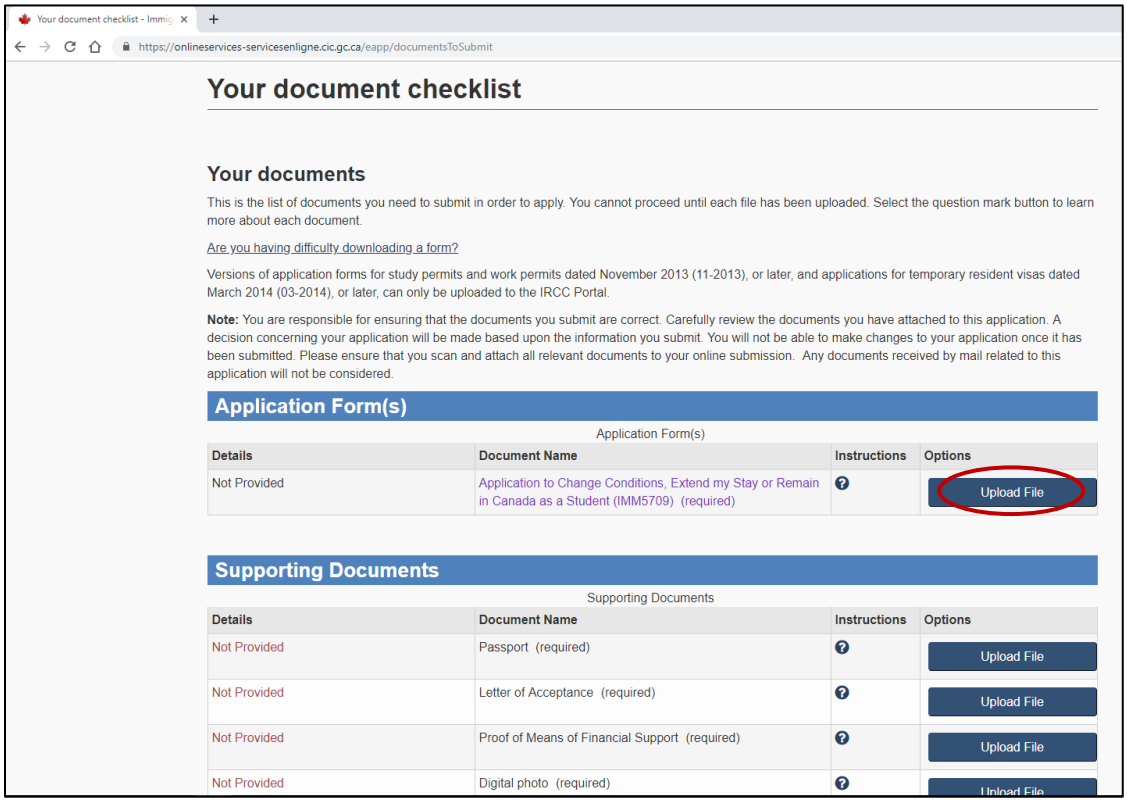


- After you click "Validate" button, check to ensure PAGE 1, top right side, states: "Yes" under "Validated", as shown below, and also that a barcode page is generated as the last page. If it does not, fill out the remaining information and click "Validate" button again until it states "Yes".

- Once form is validated, save the file.
- If you make **any** change in your form at any time, click "Validate" button again and save the file.

Step 8: Upload the Documents in your online IRCC account

To upload your documents, click the "Upload File" button next to each document, as shown in the 'Your document checklist' webpage below.



You may upload your documents in the following manner;

Upload File field in your "Your document checklist" webpage	**Documents to upload**
"Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709) (required)"	Upload your application form, IMM 5709, here. Upload the application form - as it is; meaning, do not print or scan the form.
"Passport (required)"	Scan and combine the biodata page (i.e., the page which states name, photo, passport/travel document no., issue date, expiration date, etc.) and

	ALL stamped/visa/marked pages of your valid passport into a single PDF file and upload here
Letter of Acceptance (required)	Upload your Verification of Enrolment Letter here, unless below 'Note' applies. **Note**: If you've finished one study program and are applying to extend study permit to start another/new study program in near future, then upload your valid Letter of Acceptance here (in this case, you will not have a Verification of Enrolment Letter).
"Proof of Means of Financial Support (required)"	Scan and combine ALL your funds-related documents into a single PDF file, and upload here. These documents are: - Your bank statements or sponsorship agreement - Signed and dated letter from your financial supporter (if applicable) - Your financial supporter's government-issued valid photo identification (if applicable) - Your financial supporter's bank statements (if applicable) - Any document to show your relationship to your financial supporter (e.g. your birth certificate, if your financial supporter are your parents) (if applicable) - Your financial supporter's employment letter or evidence of other sources of income (if applicable)
"Digital photo (required)"	Upload your digital photo *only* (in JPEG format)
"Marriage Certificate or License"	If applicable
"Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)"	As long as you're residing inside Canada when submitting this application, ignore this Upload File. Do not upload anything here
"Client Information"	Scan and combine the following documents (as applicable) into a single PDF file, and upload here. - Explanation Letter (see template HERE) - Valid study permit **(mandatory document - must be submitted with your application)** - Official Transcript **(mandatory document - must be submitted with your application)** - Flight itinerary

This is not a legal document. Information herein may change without notice. Always refer to www.cic.gc.ca for the most updated information. The Information in this document has been reviewed by a Regulated Canadian Immigration Consultant (RCIC) pursuant to Section 91 of the Immigration and Refugee Protection Act. This document was last updated on December 30, 2022.

	- Attachment to IMM 5709 form (see template HERE)
"Statutory Declaration of Common-law Union (IMM 5409)"	**Note**: Only if you are in a common-law relationship, you need to submit this completed form

After uploading the documents, click the "Next" button which will automatically show up at the bottom of webpage. Follow the next self-explanatory prompts to finish submitting the application.

Troubleshooting common issues:

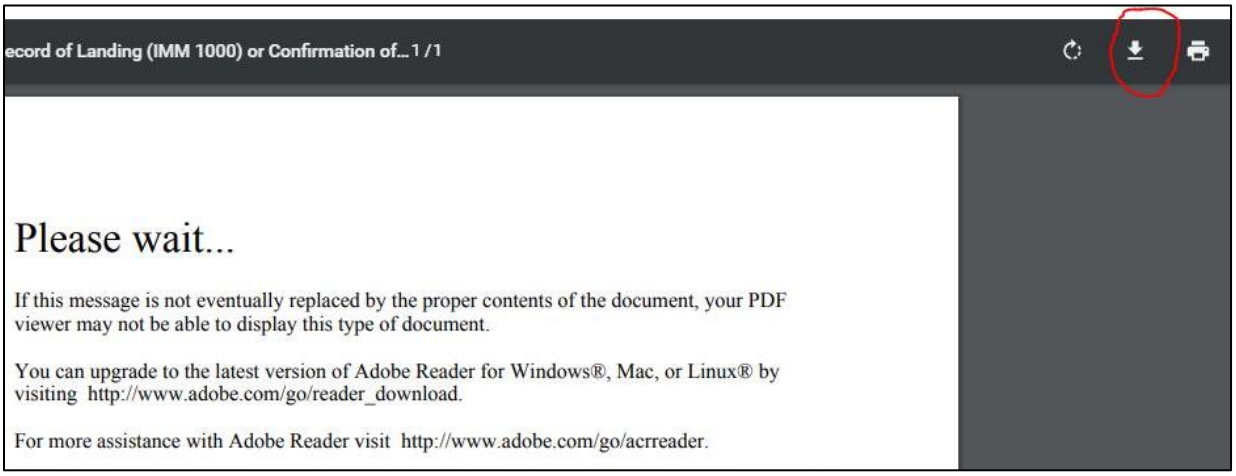
1. While creating or logging into the IRCC account, it unexpectedly returns to www.cic.gc.ca. What do I do?

Delete the browser cache files, close the web browser and re-open it (you may Google Search 'how to delete browser cache files in Google Chrome' to learn about deleting cache files). Try resuming your activity now. If it still occurs, try again after some time.

2. I am unable to view the application form IMM 5709 on the IRCC website?

Application forms (such as the IMM 5709) may not display in your Internet Browser. To view them, follow the below steps:

1. Use your computer (not phone) and download the form by clicking the Download button (shown in Red circle below)



2. Save the form in a location where you can remember.
3. Use Adobe Reader to open the form (not the Internet Browser).
4. Be sure to take a backup (e.g., by emailing yourself) of the form.

Annex A – Regarding Document Translation

If one of your documents is in a language other than English or French, you must also upload:

- an English or French translation
- a certified photocopy of the original document
- an affidavit from the person who completed the translation (if they're not a certified translator)

If a certified translator completed your translation:

- the document must be stamped with the translator's certification or registration number
- you can indicate that you're **not** providing an affidavit because a certified translator completed the translation (write a letter and scan it with your translated document)

This is not a legal document. Information herein may change without notice. Always refer to www.cic.gc.ca for the most updated information. The Information in this document has been reviewed by a Regulated Canadian Immigration Consultant (RCIC) pursuant to Section 91 of the Immigration and Refugee Protection Act. This document was last updated on December 30, 2022.

Annex B - Template for 'Signed and dated letter from your financial supporter'

[**Today's date**]

Immigration, Refugees and Citizenship Canada

Dear Officer:

I, [**financial supporter's full name and Date of Birth (DOB)**], confirm that I shall be providing full financial support to my [**relationship, e.g., son, daughter, brother, etc**.], [**your full name and DOB**], for the entire remaining duration of her/his studies in Canada. [**Your name**] is currently studying [**name of study program**] program at Okanagan College. The full financial support shall also include living expenses, tuition fees, recreational cost, and so on. Please find attached the copy of my [**passport bio-page / any other government-issued photo ID**] as my identity.

[**If a close relative is your financial supporter, include: 1. Reason they are providing you support, 2. Explain the relationship between you and financial supporter**]

Please feel free to contact me at [**phone #**] or [**email ID**] should you have any questions.

Yours sincerely,

[**Hand-written signature of your financial supporter**]

[**Full name of your financial supporter**]

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Annex C – Attachment - IMM5709 form

Attachment – IMM5709 - Application to Change Conditions or Extend Your Stay in Canada as a Student
Name: [write your full name here]

EMPLOYMENT

Give details of your employment for the past 10 years, including if you have held any government positions (such as civil servant, judge, police officer, mayor, Member of Parliament, hospital administration)

4	From *YYYY *MM	Previous activity/Occupation	Company/Employer/Facility name	
	To *YYYY *MM	City/Town	Country	Province/State

5	From *YYYY *MM	Previous activity/Occupation	Company/Employer/Facility name	
	To *YYYY *MM	City/Town	Country	Province/State

6	From *YYYY *MM	Previous activity/Occupation	Company/Employer/Facility name	
	To *YYYY *MM	City/Town	Country	Province/State

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Annex D – Template for an Explanation Letter

[**Today's date**]

Immigration, Refugees and Citizenship Canada

Dear Officer:

In relation to this study permit extension application, I would like to mention the following;

Attached documents:

Please find attached the scanned copies of my following documents for your records;

- Official transcript
- Study permit
- Co-op work permit [**if applicable**]
- Flight itinerary/ticket which shows my most recent entry into Canada (attached herewith since there is no Canadian entry stamp in my passport for this entry [**if applicable**]
- Attachment to IMM 5709 form [**if applicable**]

Please feel free to contact me at [**phone #**] or [**email ID**] should you have any questions.

Yours sincerely,

[Your Hand-written signature]

[Your Full name]