

# Applying for a Study Permit Extension

## Before you begin:

Make sure that you have collected all the supporting documents:

- Verification of Enrolment from Okanagan College – request using the webform: <https://forms.office.com/r/WKsGHEA6HH> OR using the Okanagan College [iCent app](#), available for FREE download on Google Play or App Store - may take 10 to 20 business days
- Passport with more than 6 months' validity
  - Combine scanned copies of biodata page (i.e., page stating your name, date of birth, passport number, passport issue and expiry date, etc.) and ALL marked/stamped/visa pages of passport in a single PDF file
- If there is NO entry stamp in your passport on your **most recent entry** into Canada, include copy of your flight itinerary/air ticket/boarding pass for the **most recent entry** into Canada, and write and include a simple Explanation Letter explaining the reason for including your flight itinerary
- 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 (may involve CAD\$10.00 fee)
- Application fee (CAD \$150.00, and *if applicable*, biometrics fee of CAD \$85 – subject to change)
- Credit card for the application fee
- Proof of funds for the duration of your remaining studies. Documents may include: most recent 4 months' bank statements, 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 biodata 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 should I submit my study permit extension application?

It is recommended to submit your application approximately 90 days prior to study permit expiry date; this '90 days' is not a deadline, only a recommendation. Make sure you submit your study permit extension application BEFORE the expiry date indicated on your study permit.

## My study permit expired LESS than 90 days ago

If your study permit has expired and you did not apply for its extension before your most recent study permit's expiration, you lost your status in Canada. If your study permit expired less than 90 days ago, you may apply for restoration of status within the 90 days following your loss of status. In this case, please email [intedimmigration@okanagan.bc.ca](mailto:intedimmigration@okanagan.bc.ca)

## My study permit expired MORE than 90 days ago

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

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

Yes, you may be able to do so. You/your family members will need to complete the application for the additional/respective permit and submit it at the same time.

## Can I apply for my temporary resident visa (TRV, aka entry visa) and study permit extension at the same time?

No. You must first apply for study permit extension. If it's approved, then you can apply for TRV from inside Canada.

*The information in this document has been reviewed and endorsed by a Regulated Canadian Immigration Consultant (RCIC) pursuant to the Immigration and Refugee Protection Act and Regulations. This is not a legal document. Information herein may change without notice. Always refer to <https://www.cic.gc.ca/> for the most updated information. This document was last updated on June 21, 2023.*



## I have changed post-secondary schools, and I transferred to Okanagan College. What do I need to do?

You must notify the IRCC that you have changed school. Please see the instructions specified at: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/change-schools/account.html>.

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

If your study permit is still valid and does not restrict you from moving between school levels or studying at post-secondary level, you don't need to change or apply for a new study permit if you're moving from high school to post-secondary. If your study permit will expire, you need to apply to extend it.

# Applying Online

## Step 1: Request your Verification of Enrolment and order your Transcript

Complete and submit your Verification of Enrolment request using the webform: <https://forms.office.com/r/WKsGHEA6HH>. 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 may 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.

Your application fee needs to be paid with a credit card.

## Step 5: Monitor your online IRCC account

IRCC may send any correspondence message/letter through your online IRCC account or any e-mail ID that you specified in your application, including a final decision letter. Review common IRCC email practices <https://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=1205&top=31>

## Step 5: Check your mail for your extended study permit

Your new document will be sent to you by mail (Canada Post), to the address you provided in your application.

**NOTE:** i) Learn about [temporary Medical Services Plan \(MSP\) coverage](#) if/when on a [maintained status](#)

ii) Update your status with MSP, and renew your Social Insurance Number (SIN)

Once your extended 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>), and your SIN.

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