

## STEP-BY-STEP GUIDE: HOW TO EXTEND YOUR STUDY PERMIT (SP)<sup>1</sup> WITHIN CANADA<sup>2</sup>

<b>How to apply:</b>	Sign in to your <a href="#">IRCC secure account</a>
<b>When to apply:</b>	3 months before your current SP expires
<b>Cost: Processing</b>	\$150 CAD
<b>Time:</b>	Check the <a href="#">IRCC processing time website</a>
<b>Application Form:</b>	<a href="#">IMM5709</a> (Change conditions, Extend my stay or Remain in Canada as a student form)

Please remember that this information may change, and this guide is not a legal document. It is reviewed and updated by MacEwan International's Regulated Canadian Immigration Consultants (RCICs) and Regulated International Student Immigration Advisors (RISIAs) in compliance with the Immigration and Refugee Protection Act and the Regulations (IRPA & IRPR). Always refer to [Immigration, Refugees and Citizenship Canada \(IRCC\)](#) for the most up-to-date information.

### Gather your required documents:

Please note:

- Documents should be issued within 30 days of submitting your application
- If you are required to provide several documents in one section, you must scan all of them as one PDF document (the size limit is 4 MB)
- Your documents must be in English or French, if not, provide the English or French translation by a certified translator, or if a translation cannot be provided by a certified translator, it must be accompanied by an affidavit.

### Documents that are required for all students:

- Study Permit extension letter (request from [international@macewan.ca](mailto:international@macewan.ca), by emailing an [international general request form](#). **Allow 5 business days for processing**).
- Proof of means of financial support (an official bank statement for the past 4 months, a letter from your parents stating that they will financially support you, etc.)
- Passport (a copy of the page with your name, date of birth, passport number, expiry date and a copy of every page that has stamps, visas, markings or signatures from Canada or other countries)
- [Digital passport-sized photo](#)
- Verification of enrolment
  - a) Credit programs: Download [verification of enrollment](#) from myStudentSystem
  - b) PD Certificate: [Complete a form](#)
- Request [official transcripts](#)

[1] <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit.html>

[2] <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/apply.html>

## Additional documents you might need:

- [Provincial Attestation Letter](#) (PAL) if required
- Immigration [Medical Exam](#)
- Family Information Form (IMM5707)
- Biometrics
- Client Information Letter (a letter of explanation where you list all additional information you need an immigration officer to know about you)

## STEP

### ONE

Create or sign in with your GCKey or Sign-in Partner account on the [IRCC website](#).

## STEP

### TWO

Click on “Apply to come to Canada” and on “Visitor visa, study and/or work permit. Then answer the questions to generate a checklist of required application forms and documents.

## 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.

If you're applying for a study permit, we encourage you to [apply using the IRCC Portal](#).

Note: You **must** apply through this portal (IRCC secure account) if you're applying with a family member who needs a work permit.

### [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.

## STEP (Continued)

# TWO

### Personal checklist

#### Personal Reference Code

If you have already completed the Come to Canada or the Express Entry wizard, you would have received a document checklist and/or a personal reference code, based on the answers you provided.

\* Please enter your personal reference code to begin your application. *(required)*

[?](#)

[Continue](#) [Cancel](#)

#### I do not have a Personal Reference Code

If you do not have a personal reference code, you may answer a series of questions to find out if you are eligible to apply for a visa and/or permit, apply for Express Entry, and begin an online application.

If you begin your application **after** you have logged into your account, you will not receive a personal reference code, as the system will save your document checklist right into your account.

**Determine your eligibility and apply online:**

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

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

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

## STEP

Answer the questions.

# THREE

### Find out if you're eligible to apply

What would you like to do in Canada? *(required)* [?](#)

Study

How long are you planning to stay in Canada? *(required)*

Temporarily - more than 6 months

Select the code that matches the one on your passport. *(required)* [?](#)

Please make a selection

What is your current country/territory of residence? If you are presently in Canada, you should select Canada. *(required)* [?](#)

Canada

Do you have a [family member](#) who is a [Canadian citizen](#) or [permanent resident](#) and is 18 years or older? *(required)*

Please make a selection

What is your date of birth? *(required)* [?](#)

Select year Select month Select day

[Save and Exit Questionnaire](#) [Next](#)

Important: This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. [Read the full notice](#)

Keep in mind how IRCC defines Family Member:

## Glossary

### Family Member

An applicant's closest relatives, in the context of an application to IRCC. It is defined as a spouse or common-law partner, dependent children, and their dependent children.

## Find out if you're eligible to apply

Do you have a provincial or territorial attestation letter or meet an exception from submitting a provincial or territorial attestation letter? **(required)** ?

Please make a selection

Save and Exit Questionnaire

Next

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If you have a PAL:

[Français](#)



Government  
of Canada

Gouvernement  
du Canada

MENU

[Home](#) > [Online Services](#)

Start Again

Modify my Answers

Print

Report a Technical Issue

Help

## Find out if you're eligible to apply

Which province or territory is your provincial attestation letter from? **(required)** ?

Alberta

Save and Exit Questionnaire

Next

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If you [meet the exception](#) please create a word document following the template below.

#### Confirmation of PAL Exception

DATE

Name:	
Date of Birth:	
Passport Number:	
UCI:	

Dear IRCC Officer,

I am writing to confirm that I am eligible for the PAL exception, as outlined on the [IRCC website](#).

[Include the exception that applies to your case.]

If you need to extend your study permit:

I am in the process of extending my study permit to continue studying at the same program level and designated learning institution (DLI) where I was initially admitted.

|

Sincerely,

NAME

EMAIL

ADDRESS

Phone Number

### Find out if you're eligible to apply

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

Please make a selection

Save and Exit Questionnaire

Next

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### Find out if you're eligible to apply

What is your current immigration status in Canada? *(required)* ?

Student

Save and Exit Questionnaire

Next

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### Find out if you're eligible to apply

What is your marital status? *(required)* ?

Please make a selection

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

Alberta

Save and Exit Questionnaire

Next

## 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

### Temporary Resident Visa

You will need a temporary resident visa to return to Canada.

If you are working or studying in Canada, your temporary resident visa may expire at the same time as your work or study permit. If your work or study permit is expiring soon, please renew your study or work permit first. Once your study or work permit is approved, you may apply for your temporary resident visa.

Continue

Exit Questionnaire

## Create your personal checklist

### Study Permit (in Canada)

You are almost there...

We are going to ask you a few more questions. Based on your answers, we will provide you with a personal checklist of all the documents you need to submit with your application.

Do **not** submit multiple applications for the same service in an effort to speed up your application. Doing this may result in both applications being processed and delay the finalization of your application. We do not refund processed applications.

Exit Questionnaire

Continue

## Find out if you're eligible to apply

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

Please make a selection

Save and Exit Questionnaire

Next

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If you are in one of the programs below, you will need to reply to the below question “yes, I wish to apply for a Co-op Work Permit.” You will need to email [international@macewan.ca](mailto:international@macewan.ca) and request a Co-op Work Permit (extension) letter.

Acupuncture Diploma	Library and Information Technology Diploma
Arts and Cultural Management (Diploma and bachelor's degree)	Massage Therapy Diploma
Bachelor of Commerce (Co-op majors)	Office Assistant Program Massage Therapy Diploma
Bachelor of Communication Studies	Paralegal Studies Diploma
Bachelor of Early Childhood Curriculum Studies	Police and Investigations Diploma
Bachelor of Fine Arts – Music Theatre Performance Major	Psychiatric Nursing Diploma
Bachelor of Psychiatric Nursing	Physical Therapist Assistant & Occupational Therapist Assistant Diploma
Bachelor of Science in Nursing	Public Relations
Bachelor of Social Work	Social Work (Diploma and bachelor's degree)
Child and Youth Care (Diploma and bachelor's degree)	Special Needs Educational Assistant Certificate
Correctional Services Diploma	Speech Language Pathologist Assistant Diploma
Diploma Emergency Communications and Response Certificate	Travel Diploma



**Find out if you're eligible to apply**

Do you also want to apply for a work permit? *(required)*

Please make a selection

Save and Exit Questionnaire

Next

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Check your current study permit expiry date.

**Find out if you're eligible to apply**

When does your status in Canada expire? [?](#)

Date *(required)*

Select year Select month Select day

Save and Exit Questionnaire

Next

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If you never had a medical exam or it has already expired (12 months), and you intend to work in one of the listed jobs, and/or you are in a program which has a work-integrated component which requires you to work with vulnerable populations, you need a medical exam.

**Find out if you're eligible to apply**

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

Please make a selection

Save and Exit Questionnaire

Next

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## Find out if you're eligible to apply

A medical exam is needed before you submit your application for foreign nationals who:

- want to stay in Canada for more than 6 months and have lived in one or more [designated countries or territories](#) for more than six months in the past year or;
- intend to work in one of the following jobs:
  - health sciences worker
  - clinical laboratory worker
  - patient attendant in nursing or geriatric homes
  - medical student admitted to Canada to attend university
  - medical elective and physician on short term assignment
  - teacher of primary or secondary schools or other teachers of small children
  - domestics worker, someone who gives in-home care to children, the elderly and the disabled
  - day nursery worker

Do you fit into one of these categories? (required) ?

Please make a selection

Cancel

Update information

If you completed an IME within 5 years of submitting your new application, include the IME you have had and [merge it with an explanation that you meet current exemption policy](#)

## Find out if you're eligible to apply

Do you want to submit an application for a [family member](#)? (required) ?

Please make a selection

Save and Exit Questionnaire

Next

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“An applicant’s closest relatives, in the context of an application to [IRCC](#). It is defined as a spouse or common-law partner, dependent children, and their dependent children.”

## Find out if you're eligible to apply

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

Save and Exit Questionnaire

Next

Please check if your biometrics are valid [here](#).

If your biometrics are expiring soon, please talk to an International Student Specialist.

The image displays four sequential screenshots of a web-based questionnaire titled "Find out if you're eligible to apply".

- First Screenshot:** The question is "In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada? (required)". The dropdown menu is set to "Please make a selection". Below the question is a blue box with important information: "Important: This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. Read the full notice".
- Second Screenshot:** The question is "There are fees associated with this application. Will you be paying your fees or are you fee exempt? (required)". The dropdown menu is set to "Yes, I will be paying my application fees.".
- Third Screenshot:** The question is "Are you able to make a digital copy of your documents with a scanner or camera? (required)". The dropdown menu is set to "Yes".
- Fourth Screenshot:** The question is "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). (required)". The dropdown menu is set to "Yes".

Each screenshot includes a "Save and Exit Questionnaire" button on the left and a "Next" button on the right.

Review your answers. If you have questions, book an appointment with an International Student Specialist at MacEwan International - [international@macewan.ca](mailto:international@macewan.ca).

## STEP FOUR

Review your document checklist

Application Form(s)			
Details	Document name	Instructions	Options
Not provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709) (required)	?	<a href="#">Upload file</a>

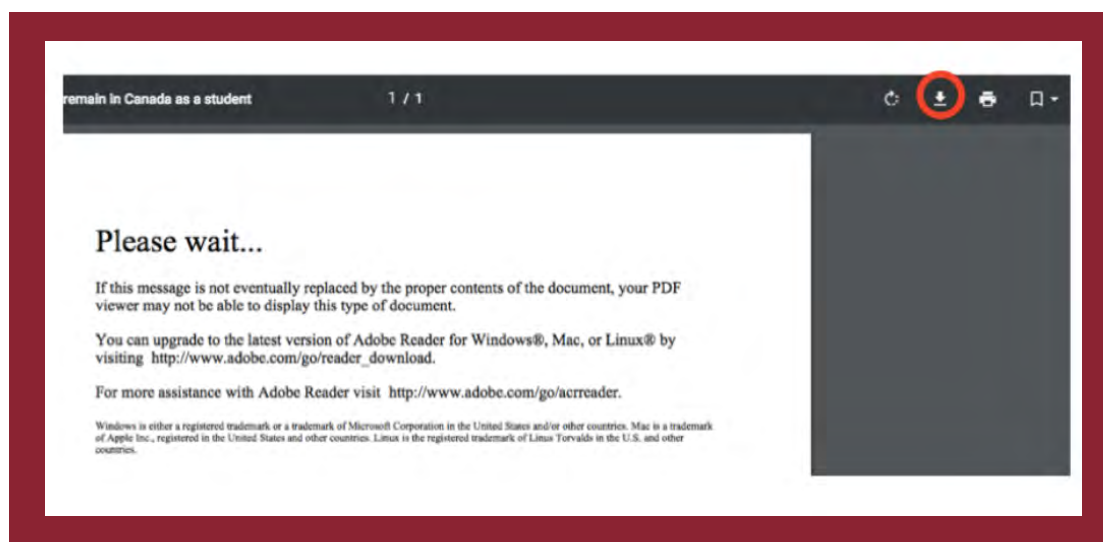
Supporting documents			
Details	Document name	Instructions	Options
Not provided	Co-op Letter (required)	?	<a href="#">Upload file</a>
Not provided	Passport (required)	?	<a href="#">Upload file</a>
Not provided	Letter of Acceptance or Letter of Enrollment / Registration (required)	?	<a href="#">Upload file</a>
Not provided	Provincial or Territorial Attestation Letter (PAL or TAL) (required)	?	<a href="#">Upload file</a>
Not provided	Proof of Means of Financial Support (required)	?	<a href="#">Upload file</a>
Not provided	Digital photo (required)	?	<a href="#">Upload file</a>
Not provided	Proof of upfront medical exam (required)	?	<a href="#">Upload file</a>

## STEP FIVE

Download an application form and save it as a PDF file in the folder on your computer.

Make sure you have [AdobeReader](#) installed on your computer. Click on the “Application to Change Conditions, Extend my Stay or remain in Canada as a Student (IMM5709) form. You will see a note “Opens a new window” and a small watch/curser will appear. Please wait, the form is being downloaded. If you receive a message “Please wait” when you are downloading a form:

- Click on the download arrow at the top right to save the file onto your computer
- If you do not see the arrow, move your cursor to the top of the screen and it will appear
- Go to the folder where you saved this form and right click the mouse to open it with Adobe Reader



**STEP****SIX**

Fill out your IMM5709 application form.

IMM5709: "Application to change conditions, extend my stay or remain in Canada as a student" form truthfully.

Help with commonly asked questions on the form:

What is a UCI?	Unique Client Identifier or Client ID. Has this format: 0000-0000 or 00-0000-0000
Where can I find a document number?	It appears on official immigration documents (TRV, Study Permit, etc). It starts with an F and followed by numbers
What is MacEwan's Designated Learning Institution (DLI) number?	O19092022262
Duration of expected study	From: date you will submit the application To: check your study permit extension letter
Funds available for my stay	The amount should match the total amount of funds you are showing as proof
Current country or territory of residence	Canada
Example of how to write an address	a) <b>Address: 10700 104 Avenue NW</b> <b>Street No.: 10700</b> <b>Street Name: 104 Avenue</b> b) <b>Address: App 2020, 10500 Jasper Avenue NW</b> <b>Apt/Unit: 2020</b> <b>Street No.: 10500</b> <b>Street Name: Jasper Avenue NW</b>
Have you every applied to remain in Canada	Say yes, and list the year of your first application submission and, if applicable, extension, refusal, denial, etc.
If you need help, please book an appointment with MacEwan international student specialist.	

The image shows a sample of a Canadian Study Permit (IMM5709) form. Red circles and arrows highlight specific fields, with yellow callout boxes providing additional information:

- Document number (F) UCI (xxxx-xxxx):** Points to the document number field at the top right, which contains "00166 487 276".
- KNOW YOUR EXPIRY DATE!:** Points to the expiry date field, which contains "2016/03/30".
- Statements needed to prove you can work to Service Canada:** Points to the "Remarks/Notes" section at the bottom, which contains the text: "1. MUST LEAVE CANADA BY 2016/03/30. 2. NOT VALID FOR EMPLOYMENT IN BUSINESSES RELATED TO THE SEX TRADE (SUCH AS STRIP CLUBS, MASSAGE PARLOURS OR RECRUIT SERVICES)".
- You may also require a valid entrance document:** Points to the "Remarks/Notes" section at the bottom, which contains the text: "REMARKS/NOTES: MUST ACTIVELY PURSUE STUDIES AT A DESIGNATED LEARNING INSTITUTION MAY ACCEPT EMPLOYMENT ON OR OFF CAMPUS IF MEETING ELIGIBILITY CRITERIA AS PER R186(1), (1) OR (16). MUST CEASE WORKING IF NO LONGER MEETING THESE CRITERIA."

**STEP****SEVEN**

Validate your application form IMM5709 and upload it.

**STEP****EIGHT**

Upload your application documents.

Make sure you merge all the pages of each required document into one PDF document and upload it.

**STEP****NINE**

Pay the applicable fees and submit your application.

Once you submit your application you will see a “Congratulations!” notice on the page. After that you will receive an “acknowledgement of receipt” email into your IRCC account.

**AFTER YOU APPLY**

If you apply for a study permit extension before the expiry date of your current study permit, you can continue to study in Canada under the original/current study permit conditions until IRCC makes a decision on your study permit extension application. Even if your current study permit expires before the decision is made on your study permit application, you can continue study and/or work under your current study permit conditions. This period is called “maintained status.” Remember: If you leave Canada during this time, you will lose this maintained status and after re-entering Canada, you cannot resume study or work until you have received your new study permit. You should monitor your email account for your application update or check your application status at: <https://www.canada.ca/en/immigrationrefugeescitizenship/services/application/check-status.html>