

## Extending your Study Permit in Canada

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For more details visit: [www.kwantlen.ca/oiss/internationalstudents](http://www.kwantlen.ca/oiss/internationalstudents) and  
[www.cic.gc.ca/english/study/study-extend.asp](http://www.cic.gc.ca/english/study/study-extend.asp)

### What is a Study Permit?

This is the official document issued by a Citizenship and Immigration Canada officer that allows a person who is not a Canadian citizen or a permanent resident to study in Canada. Generally, if you are **not** a Canadian citizen or a permanent resident of Canada you must obtain a study permit in order to study in Canada. Check out the CIC website for more details: [www.cic.gc.ca/english/study/study.asp](http://www.cic.gc.ca/english/study/study.asp).

### This process applies only to students who are:

- **Not** in their first semester of study at Kwantlen
- Have a valid study permit, which has not expired (if your permit has expired, see an Advisor immediately)
- Students who are currently in Canada

### Things to know before applying:

- Renew your study permit 3 - 4 months (90 - 120 days) before it expires
- Ensure your passport is valid (your application cannot be processed if your passport has expired, or will be expiring within 31 days of submitting your application.)
- Pay your Kwantlen registration deposit (\$250) for the upcoming term
- Ensure Kwantlen has a record of your current study permit

### Tips for renewing your study permit:

- You can apply online (recommended) or by mailing your application
- Review the application and read the application instructions
- Have your passport and study permit handy when completing your application
- Plan to spend (about) an hour completing your application
- Print and retain a copy of your application for your records
- You may choose to pay your application fee at the bank. To pay at a bank, pick up a receipt form at the Office of International Students and Scholars (OISS) and scan and upload a copy of the bank receipt as part of your online application, or mail copy 2 of the bank receipt as part of your paper application.
- You must submit your application for study permit extension within 60 days of beginning the online application

### Not sure of your answers?

Complete the application. Save your answers. Print the summary page and bring the page to meet with an International Educational Advisor.

See our *“How to Extend your Study Permit Online in Canada”* guidebook available at [www.kwantlen.ca/oiss](http://www.kwantlen.ca/oiss) for a full guide (with screenshots) on how to complete an application online!

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### Step 1: (Getting the necessary documents ready)

- Complete the Study Permit Renewal Letter request form (yellow) and submit to OISS office (Surrey campus: Cedar 2005; Richmond campus 1565)
- Go to the bank and obtain an official bank statement showing sufficient financial support for your stay in Canada
- Order a transcript (only required for paper applications)

### Step 2: (Preparing for the application)

- Check that your passport to ensure it is valid
- Decide if you want to submit the application online or by mail (Generally online applications are processed quicker)
- Review the application and read the application instructions
- After receiving an email, pick up your official Kwantlen school letter from the OISS office with your picture ID

### Step 3: (Applying online)

Go online and submit your application at: <http://www.cic.gc.ca/english/e-services/study.asp>

Scan and save the following documents: *Note: Each document group listed below should be saved into ONE file*

- ✓ Official Kwantlen school letter
- ✓ Your passport (including all stamped pages in your passport), current study permit and work permit
- ✓ Official bank statement showing proof of financial support
- ✓ Copy of the fee receipt for \$125 IMM5401 (if you're not paying online with a credit card)

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### Step 3: (Applying with paper)

Mail the following documents: (it is recommended that you keep copies of all the documents)

- ✓ Official Kwantlen school letter
- ✓ Copies of your passport (including plus all stamps made in your passport for entries to Canada), current study permit and work permit
- ✓ Official bank statement showing proof of financial support
- ✓ Official Kwantlen transcript (do not open your transcript) and transcripts from other institutions you have attended
- ✓ Copy of the fee receipt for \$125 IMM5401
- ✓ A completed Application to Change Conditions, Extend My Stay, or Remain in Canada (IMM 1249)
- ✓ A completed Document Checklist (IMM 5555)
- ✓ Mail the completed forms, supporting documents and fee payment receipt by Xpresspost™, available through Canada Post. This way you will be able to track your shipment online.
- ✓ Address an envelope as follows: **Citizenship and Immigration – Study Permit, Case Processing Centre, 6212 – 55<sup>th</sup> Avenue, Unit 101, Vegreville AB T9C 1X5**

**Any questions? Come see us!**

Office of International Students and Scholars  
Richmond 1565, Surrey Cedar Building 2005

T: 604.599.2566; [www.kwantlen.ca/oiss](http://www.kwantlen.ca/oiss); [oiss@kwantlen.ca](mailto:oiss@kwantlen.ca); [facebook.com/kpu.oiss](https://www.facebook.com/kpu.oiss)