



International Student Guide: Renew your Study Permit

You must renew your study permit if your permit expires before you complete your program of study at NSCC. Please make sure you apply for your study and co-op work permit renewal **before** the current permits expire to continue your study and work placements.

Visit [Temporary residents: Maintained status during processing \(previously called implied status\)](#)

*You don't need a **Provincial Attestation Letter (PAL)** when renewing your study permit if you've entered Canada and you're applying for a study permit extension at the same Designated Learning Institution (DLI) and level of study as your current study permit. For more information, please visit the [IRCC website](#), or ask your Student Services Advisor – International Supports.*

Please note the following:

- **If your passport will expire soon**, apply for a new passport **before** applying for your study permit.
- If you intend to work in Canada after you graduate, you will need a valid study permit when you apply for your post-graduate work permit (PGWP). Ensure you have 3 extra months after your studies officially end.
- **You may be required to submit biometrics for this application, if you have not done so already in a previous application.** There is a fee of \$85 for this process, and instructions will be provided.

If you plan to travel:

Ensure you have a valid travel visa that will allow you to enter Canada if you need to leave and return. Your study permit is NOT a travel document. You must have a valid visa that allows you to enter Canada. [You can see more about travel documentation here](#). Be sure to get the travel visa when you are in Canada, as processing times may be longer outside Canada.

If you are renewing your study permit because you are **changing institutions**, you must include:

- A letter explaining why you're changing schools
- Documents that prove that you meet the criteria below and if you believe you meet the criteria to begin studying at the new DLI while your new application is in progress

- You stayed in Canada since you received your letter of acceptance (LOA) from the new DLI **and**,
- You continue to meet the conditions of your previous study permit **and**,
- Before you completed your course or program of study, you find yourself in one of the following situations with the previous DLI:
 - it closed
 - it discontinued the course or program of study
 - it was placed on the suspension list or
 - it lost its designated status

If you are renewing your study permit because you are moving from high school or language school to NSCC:

- You need to get a new study permit by applying to extend your current study permit to attend a post-secondary school. You also need a Provincial Attestation Letter (PAL).
- **Important:** If you graduate from high school early, your study permit will no longer be valid 90 days after you graduate, regardless of the expiration date on your study permit.

If you are PAL-exempt (you are not changing schools):

- You need to upload a PAL exemption letter, which you must write yourself. **You do not need a PAL exemption letter from the college.**

A template letter is included at the end of this guide. Personalize this letter with your own information, and in the document checklist.

Follow these steps to apply to renew your study permit online:

1. Create/Login to your IRCC account

If you are a new user, you will need to create your IRCC account here:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>

. Your Client ID (8- or 11-digit number from your study permit) is required to complete the registration. DO NOT use your passport number to register.

Complete the questionnaire

Scroll down to “**Start an Application**” and choose “**Apply to come to Canada**”. You should not have a personal reference code at this time, so scroll down to “**I do not have a Personal Reference Code**”, and click on:

Visitor, study and/or work permit

Answer the questions according to your situation – the first are mostly personal information.

Please note – not all questions are listed below. Answer questions based on what is true for you.

Determine your Eligibility	Answers
What would you like to do in Canada?	Study
How long are you planning to stay in Canada?	Temporarily – more than 6 months
What is your current country of residence?	Canada
Do you have a provincial attestation letter or meet an exception from submitting a provincial attestation letter?	Yes, I meet an exception from submitting a provincial attestation letter.
What is your current immigration status in Canada?	Student
You should now see "Your results – Study Permit (in-Canada)" Click "Continue" to proceed with the application	
Do you also want to apply for a work permit?	If you are renewing your co-op work permit, choose "Yes, I wish to apply for a Co-op Work Permit"
When does your status in Canada expire?	Your study permit expiry date
Have you had a medical exam performed by a CIC authorized panel physician (doctor) within the last 12 months?	Depending on your situation – if "yes", you must supply the UMI number.
Have lived in one or more <u>designated countries or territories</u> for more than 6 months in the last year?	No
Do you want to submit an application for a family member?	No (unless you are renewing permits for family members – if so, you can do this together with this application)
Are you giving someone access to your application?	No
There are fees associated with this application. Will you be paying your fees or are you fee exempt?	Yes, I will be paying my application fees.
Do you have the ability to create a digital image of your documents (through scanning or taking a picture) and will you pay your application fees online using a visa, MasterCard or American Express?	Yes. If you don't have a credit card, you can purchase a pre-paid visa.

You should now see your **Document Checklist**.

Application Form(s)

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)		<input type="button" value="Upload file"/>

Click on the link to the form IMM5709 to ensure you are using the most current version.

Supporting documents

Supporting documents

Details	Document name	Instructions	Options
Not provided	Proof of Provincial or Territorial Attestation Letter (PAL or TAL) Exception (required)	?	<input type="button" value="Upload file"/>
Not provided	Co-op Letter (required)	?	<input type="button" value="Upload file"/>
Not provided	Letter of Acceptance or Letter of Enrollment / Registration (required)	?	<input type="button" value="Upload file"/>
Not provided	Passport (required)	?	<input type="button" value="Upload file"/>
Not provided	Proof of Means of Financial Support (required)	?	<input type="button" value="Upload file"/>
Not provided	Digital photo (required)	?	<input type="button" value="Upload file"/>

These are the **required** documents for your application. You cannot submit the application if any of these are missing. Double-check each before uploading, to ensure you are choosing the right file.

(*You can use the same document for "Co-op Letter" and "Letter of Enrollment")

Optional documents

Optional documents

Details	Document name	Instructions	Options
Not provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	<input type="button" value="Upload file"/>
Not provided	Client Information	?	<input type="button" value="Upload file"/>

These documents are optional – if there is anything you would like to explain about your particular situation, or any further information you would like a visa officer to know, you can upload in a Word or PDF document under "*Client Information*".

Fees

Fees

Application	Quantity	Price (CAD) per unit	Total (CAD)
Study Permit	1	\$150.00	\$150.00

The fee shown is an estimate based on the fees in effect on the day that this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission.

Total price (CAD) \$150.00

Note the fee required - \$150.00 CAD. If you are also applying to renew a TRV or restore status, the additional fees will be reflected.

2. Fill in the online application form and gather supporting documentation

Completing the application (IMM5709) Form:

1. UCI	Client ID (8- or 10-digit number listed in the box directly above the expiry date of your study or work permit)
3. I'm applying for one or more of the following:	Apply for a study permit for the first time or extend my study permit
Personal Details	
7. Current Country of Residence – Canada <ul style="list-style-type: none"> Status From (YYYY-MM-DD) To (YYYY-MM-DD) 	<ul style="list-style-type: none"> Student The very first day you arrived in Canada (your first study permit issuance date) Your study permit expiry date
Contact Information	
1. Current mailing address	The address where your document will be mailed – it can be the same or different from your resident address
2. Resident address, same as mailing address?	If your mailing address is where you live, answer 'Yes'.
Coming into Canada	
1. Date & place of your original entry to Canada	Date & place of your very first entry to Canada
2. The original purpose of coming to Canada	Study
3. Date & place of your most recent entry to Canada (if not the same as original entry)	If you have recently travelled outside of Canada, this is the date and place of your most recent return to Canada.
4. If applicable, provide the document number...	Black number starting with only one letter listed under the large red number at the top right of your study permit
Details of Intended Study in Canada	
2. Designated Learning Institution (DLI) #	O19091820452

3. My program and level of study will be:	Diploma of xxx program or Certificate of xxx program
4. Duration of expected study <ul style="list-style-type: none"> From (YYYY-MM-DD) To (YYYY-MM-DD) 	<ul style="list-style-type: none"> Date of completing the application Estimated date of program completion: your request should be 90 days after your graduation
5. The cost of my studies will be: Tuition Room & board Other	Indicate the fees for one year only* \$11,690 \$24,000 \$5000 <i>*These numbers have come from the 2022 NSCC Cost of Living Survey. As of Jan 1, 2024, the minimum cost-of-living financial requirement is \$20,635. The cost-of-living amount will be adjusted each year based on Statistics Canada's low-income cut-off.</i>
6. Funds available for my stay (CAD)	The amount indicated should be the same amount, or less, as the proof of funds provided with your application.
7. a) In addition to a study permit, are you also applying for a work permit?	Depending on your situation – if you are applying for a co-op work permit, choose “yes”
Education	
Have you had any post-secondary education (including university, college or apprenticeship training)?	Answer ‘Yes’ if you are a transfer student or have gone to college/university Answer ‘No’ if you came to NSCC directly from high school.
Employment	
‘Current occupation/Activity’	Your current activity is “Student”. Enter information first, then include past employment. <i>Please note: It is not necessary to enter your part-time work on or off campus.</i>
Background Information	
a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada? b) Have you ever refused any kind of visa, admission, or been ordered to leave Canada or any other country?	a) If you have studied or worked without a valid study or work permit, you will need to provide details and explanation. b) If you were ever refused any visa, admission to Canada or any other country please indicate and briefly explain.
Signature	You don't need to print and sign the form – instead, click “Validate” and then save this version (the last page should be a bar code). This is the version that you will upload online.

3. Upload the IMM 5709 form and supporting documents.

4. Pay the application fee (\$150.00) with a credit card (VISA, MasterCard, American Express), and submit the application.

Make sure you see the official receipt on the screen.

Sample letter for Provincial Attestation Letter (PAL) Exemption Request

insert date – mm/dd/yyyy

TO: Immigration, Refugees and Citizenship Canada (IRCC)

RE: Provincial Attestation Letter (PAL) Exemption Request

To whom it may concern,

I am writing to formally request an exemption from the Proof of Acceptance Letter (PAL) requirement as part of my study permit extension application.

I currently hold a valid study permit and will continue my studies at the same institution and at the same level of study for which my current study permit was issued. According to the “Who doesn’t need a PAL/TAL” section on the IRCC website (refer to the link provided below), students who remain enrolled at the same institution and level of study are eligible for this exemption.

I kindly request your consideration of my application under this exemption category.

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/get-documents/provincial-attestation-letter.html#exemptions>

Please find attached my current study permit and proof of my enrolment at Nova Scotia Community College. Thank you for your consideration.

Sincerely,

(insert your full name)

(insert your NSCC email address and W# Student ID)