



# International Student Guide: Renew your Study Permit

You may have to renew your study permit if your permit will expire before you will complete your program of study at NSCC. **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. Please make sure you apply for your study and co-op work permit renewal within the current permits expiry date in order to continue your study and work placements.

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

**You may be required to submit biometrics for this application, if you have not done so already in a previous application.** This question will be asked in the questionnaire – answer “yes” or “no” based on your situation. There is a fee of \$85 for this process, and instructions will be provided.

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

## 1. Create your MyCIC account using GCKey or Sign-in Partner/Log into MyCIC

If you are a new user, you will need to create your MyCIC account through GCKey or Sign-in Partner at [www.cic.gc.ca/english/e-services/mycic.asp](http://www.cic.gc.ca/english/e-services/mycic.asp). Your Client ID (8-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 all 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

What is your current immigration status in Canada?	Student
<b>You should now see "Your results – Study Permit (in-Canada) Click "Continue" to proceed with the application</b>	
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 all in one 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**. Your personal reference code is at the top of the page – you will need to input this to continue your application online.

## 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)	?	<a href="#">Upload File</a>

## Supporting Documents

### Supporting Documents

Details	Document Name	Instructions	Options
Not Provided	Family Information Form (IMM5707) (required)	?	<a href="#">Upload File</a>
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 (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>

## Optional Documents

### Optional Documents

Details	Document Name	Instructions	Options
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	<a href="#">Upload File</a>
Not Provided	Client Information	?	<a href="#">Upload File</a>

## Fees

### Fees

Application	Quantity	Price (CAD) per unit	Total (CAD)
Study Permit	1	\$150	\$150

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**

Note the documents required, and the fee (\$150).

## 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
<b>Personal Details</b>	
7. Current Country of Residence – Canada <ul style="list-style-type: none"> <li>• Status</li> <li>• From (YYYY-MM-DD)</li> <li>• To (YYYY-MM-DD)</li> </ul>	<ul style="list-style-type: none"> <li>• Student</li> <li>• The very first day you arrived in Canada (your first study permit issuance date)</li> <li>• Your study permit expiry date</li> </ul>
<b>Contact Information</b>	
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'.
<b>Coming into Canada</b>	
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
<b>Details of Intended Study in Canada</b>	
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"> <li>• From (YYYY-MM-DD)</li> <li>• To (YYYY-MM-DD)</li> </ul>	<ul style="list-style-type: none"> <li>• Date of completing the application</li> <li>• Estimated date of program completion: your request should be 90 days after your graduation</li> </ul>
5. The cost of my studies will be: <ul style="list-style-type: none"> <li>Tuition</li> <li>Room &amp; board</li> <li>Other</li> </ul>	Indicate the fees for one year only
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"
<b>Education</b>	
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.  
*Please note: It is not necessary to enter your part-time work on or off campus.*

## Background Information

- a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?
- b) 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.

### Scan these supporting documents:

- digital photo (420x540 pixels)
- passport pages (all pages with stamps, visas, photos) saved as one single PDF document
- confirmation of enrolment letter from NSCC Registrar's Office – this letter also works as confirmation of your work term/co-op requirement
- proof of financial support (statement of balance from your bank)
- "*Client Information*" – this is where you can upload a letter of explanation, if there is any extra information you would like to share with IRCC

### 3. Upload the IMM 5709 form and supporting documents.

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

Please make sure you see the official receipt on the screen.

### Submit the application.

Once your application has been successfully transmitted, you will see a confirmation of application submission under "My Messages".