STUDY PERMIT EXTENSION

➢ As an international student in an academic, professional or language program with a length of 6+ months, a valid study permit is a requirement to study.

➢ If you need to remain in Canada to continue your studies beyond the expiry date on your permit, you will need to apply for an extension.

➢ Applications should be completed at least 3 months before the expiry date on your study permit.

IRCC Processing Times:
https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html

APPLICATION PROCESS

1. 3-6 months in advance
- Attend a Study Permit Extension Workshop

2. 3 months in advance
- Gather all required documents
- Create an **IRCC** secure account
- Prepare your application forms using the template
- Scan all required documents
- Opt to have your application reviewed
- Submit the application and pay fees online

3. Check your status
- Refer to processing time on **IRCC**
- Refer to your **IRCC** account for application status information
- If approved, a new study permit will be mailed within 2-4 weeks
- If refused, contact ISC or EISO immediately

4. Follow-up
- Once your permit is received, send a copy to **ISC@uwindsor.ca**
- Begin renewal of Temporary Resident Visa (TRV) - if needed

APPLICATION TEMPLATE AND TUTORIAL

1. Visit the UWindsor Brightspace
2. Select "Organization"
3. Select "International Student Centre"
4. Click "Immigration and Visas"
5. Select "Study Permit Extension"

BOOK APPOINTMENTS FOR APPLICATION REVIEW
mySuccess ->
Eng. Student Support Services
(Virtual or In-Person)

DROP-IN HOURS:
In-person CEI Room 2214 Tues. 1-2pm
Virtual Wed. 10-11am through Teams
Teams Link
Join anytime during that designated hour.

Contact Information:

Laura Ducharme, MA, RISIA
International Student Advisor
Engineering International Student Support Office
University of Windsor

enginternational@uwindsor.ca

STUDY PERMIT EXTENSION DOCUMENT CHECKLIST

Fees
- ✓ $150 CAD per person
- ✓ $85 CAD Biometrics Fee (if required)

Proof of Student Status
- ✓ Letter of Acceptance
- ✓ Enrollment Certificate*
- ✓ Transcript*
- ✓ ELIP Enrollment Letter (if applicable)
- ✓ ELIP Confirmation of Enrollment (if applicable)
- ✓ ELIP Transcript (if applicable)
- ✓ Other transcripts from Canadian institutions (if applicable)
- ✓ Co-op Letter (only for Co-op students) **

** Co-op Letter can be accessed through the UWinsite Student Portal (Academics->Self Service Letters)

* If you are enrolled in an undergraduate or graduate program, your enrollment letter can be requested through **ask.uwindsor.ca**.
Ensure that you request an enrollment certificate with program completion date included.
(**DO NOT** use the enrollment certificate from UWinsite)
The transcript CAN be downloaded from the UWinsite Student Portal.

Proof of Identity & Travel History
- ✓ Valid passport information page containing name, Date of birth, number, dates of issue, and expiry (your permit cannot be extended beyond passport expiry)
- ✓ Passport signature page
- ✓ Scan ALL other marked pages in passport
- ✓ Canadian entry stamps
- ✓ Valid Study permit (ensure permit is still valid)
- ✓ Temporary Resident Visa (if applicable)

Proof of Financial Support
- ✓ Canadian bank summary in your name
- ✓ Proof of a student/education loan from a financial institution
- ✓ Your bank statements for the past four months
- ✓ A bank draft in convertible currency
- ✓ Proof of payment of tuition and accommodation fees
- ✓ A letter of financial support from a person or institution
- ✓ Proof of scholarship funding paid from within Canada

Photograph
- ✓ Visa application **photograph** (35mm x 45mm) current within the last 6 months

Medical Examination
- ✓ E-Medical Receipt (if applicable)

Letter of Explanation
Should be included under *Client Information* for the following reasons:

- ✓ Attended multiple programs/DLI institutions
- ✓ Had authorized/unauthorized leaves
- ✓ Previous application was rejected/refused
- ✓ Plan to start new program/institution
- ✓ Completed prerequisite programs (ELIP, PPP)
- ✓ Need to change employment remarks or personal information on current study permit
- ✓ Need to apply for co-op work permit at same time