



# Study Permit Extension Application

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University of Windsor

# Documents



## Passports

- Must be valid at all times
- Visas/Permits are never issued beyond the expiry date of your passport
- This is almost always the first document that you need to renew before renewing your study permit, work permit or visitor visa.

# Documents

## Study Permits (SP)

- Issued at the POE
- Must remain valid the entire duration of your studies + 90 days
- Must be kept safe → make a digital copy for your records
- \*\*\*Renewed 4-6 months before expiry

**CANADA**

**SPECIMEN**

**CANADA**

**STUDY PERMIT/PERMIS D'ETUDES**

**CLIENT INFORMATION/INFORMATION DU CLIENT**

Family Name/Nom de Famille: [REDACTED]  
Given Name/Prénoms: [REDACTED]  
Date of Birth/Date de naissance: [REDACTED]  
Sex/Sexe: FEMALE  
Country of Birth/Pays de naissance: CHINA, PEOPLE'S REPUBLIC OF  
Country of Citizenship/Citoyenneté: CHINA, PEOPLE'S REPUBLIC OF  
Travel Doc No./N° du document de voyage: PASSPORT

**ADDITIONAL INFORMATION/INFORMATION SUPPLEMENTAIRE**

Date issued/Déposé le: 2015/05/07  
Study Period/Durée d'étude: 2015/05/07 to 2015/05/07  
Field of Study/Champs d'études: OTHER UNIVERSITY ONT.  
In Force From/En vigueur le: 2015/05/07

**Conditions:**  
1. MAY ACCEPT EMPLOYMENT ON THE CAMPUS OF THE INSTITUTION AT WHICH REGISTERED IN FULL-TIME STUDIES.  
2. MUST LEAVE CANADA BY:



# Documents

## Temporary Resident Visa (TRV)

- A counterfoil document that is placed in your passport before your arrival to Canada
- Valid TRV only required to be admitted into Canada on a temporary basis, not remain.
- You do not need this to be valid to say in Canada
- TRV renewed after passport and SP/Post-Graduate Work Permit





# Documents

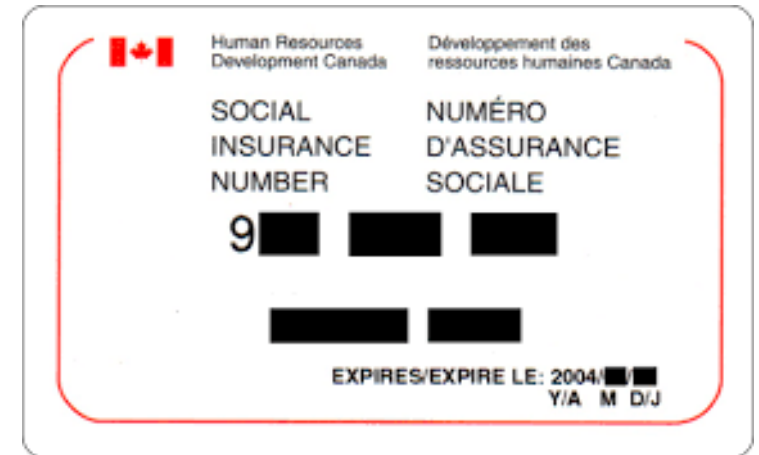
## Social Insurance Number (SIN)

- SIN is required to work and get paid in Canada
- When you arrive to Canada you will be eligible to apply for a SIN number, provided you have the remarks on your study permit that you can accept employment on/off campus.

To apply:

- Online Application (20 business days)
- Service Canada Centers, students can apply for SIN in person at any Service Canada location.

\*You must renew your SIN after you have renewed your study permit



# STUDY IN CANADA

- In order to meet requirements for study permit extension, you should be making reasonable progress on your studies.
- As long as you apply before your permit expires, you can continue your studies in Canada until a decision is made even if the original permit expires
- You should apply to extend your study permit if you plan to travel outside Canada and your permit will expire while you're travelling.
- Make sure your passport doesn't expire at the same time. You can't extend your study permit beyond your passport's expiry date.



# Study Permit Conditions

- Show your actively pursuing your studies by:
  - Being enrolled full-time or \*part-time during each academic semester
  - Making progress towards completing your program's course, and
  - Not taking authorized leaves longer than 150 days from your study program
- Follow other specific conditions listed on your study permit including those related to work both on and off campus.
- When you apply to renew, you are on maintained status until a decision is made. You can continue to work and study.



# RENEWAL PROCESS

1st

- **Valid Passport with appropriate length**

2<sup>nd</sup>

- **Study / Work Permit**

3rd

- **Temporary Resident Visa**



# Application Process

## **1. 3 months in advance**

- Gather all required documents
- Create an IRCC secure account (if you don't already have one)
- Prepare your application forms using the template (ISC blackboard)
- Scan all required documents
- Opt to have your application reviewed
- Submit the application and pay your fees online



# Application Process

## 2. Check your status

- Refer to processing time on IRCC website
- Refer to your IRCC account for application status information
- IF approve, a new study permit will be mailed within 2-4 weeks
- If refused, contact me or the ISC staff immediately

## 3. Follow-up

- Once your permit is received, send a copy to [isc@uwindsor.ca](mailto:isc@uwindsor.ca) to update your files
- Begin renewal of TRV- if needed



# Document Checklist

## 1. Fees

- \$150 CAD per person
- \$85 CAD Biometrics fee (if required)

## 2. Proof of Student Status

- Letter of acceptance
- Enrollment certificate \*
- Transcripts \*
- ELIP enrollment letter (if applicable)
- ELIP confirmation of enrollment (if applicable)
- Other transcripts from Canadian Institutions (if applicable)
- Co-op letter (only for co-op students)



# Document Checklist

## **3. Proof of Identity & Travel History**

- Valid passport information page containing name, DOB, number, dates of issue, and expiry
- Passport signature page
- Scan ALL other marked pages in passport
- Canadian entry stamps
- Valid Study permit \*ensure permit is still valid

## **4. Proof of Financial Support**

- Canadian bank summary in your name
- Proof of 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



# Document Checklist

## 5. **Photograph**

- Visa application photograph (35mmX45mm) current within the last 6 months

## 6. **Medical Examination**

- E-medical receipt (if applicable)

## 7. **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 a new program/institution
- Completed prerequisite programs (e.g. ELIP)
- Need to change employment remarks or personal information on current study permit
- Need to apply for co-op work permit at same time





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MENU

Canada.ca > Immigration and citizenship > My immigration or citizenship application

## Sign in to your IRCC secure account

Your account lets you start an application, submit and pay for your application, get messages related to your application, check the status of your application and update your information.

**Due to the impacts of COVID-19**

- we can't process applications normally
  - We're prioritizing applications from people who are exempt from travel restrictions.
- depending on your application type, you may not have heard from us or seen changes in your application status
  - If you've had a medical exam or given biometrics, they won't show in your account **until we process them**.
  - We currently have a backlog of medical exams to process, but when we do process them, **you'll see them in your account**.

If you've already applied, [learn how we're processing applications during the pandemic](#). **New**

**This online service will be unavailable from 12:00 a.m. to 5:00 a.m. Eastern time, on Tuesday March 23, 2021, in order to perform system maintenance.**

### Option 1: GCKey

Sign in with your GCKey user ID and password.

[Sign in with GCKey](#)

### Option 2: Sign-In Partner

Sign in with your online Canadian banking information if you have an existing account with 1 of our partners.

[Sign in with Sign-In Partner](#)

### Don't have an account?

[Register](#)

### Need Help?

[How to sign in or apply online](#)

Please take a few moments to [rate your experience](#) with the Sign In page.

[Report a problem or mistake on this page](#) [Share this page](#)

To start your application, log in or create your IRCC account with two options; GCKey or with via a banking partner.



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[Home](#) → Identity Validation

Signed in as L Sample

[Help](#) | [Logout](#)

## Identity Validation

For security reasons, additional identification is required to access your account.

Please answer the following secret question:

\*"Street of Childhood Home" (*required*)

[Continue](#)

[Logout](#)

[Report a problem or mistake on this page](#)

You may need to answer security question to access your account.

## L Sample's account

### View the applications you submitted

Review, check the status or read messages about your submitted application.

Search:  Showing 0 to 0 of 0 entries | Show  entries

Application type ↑↓	Application number ↑↓	Applicant name ↑↓	Date submitted ↓	Current status ↑↓	Messages ↑↓	Action
No data available in table						

Did you apply on paper or don't see your online application in your account? [Add \(link\) your application to your account](#) to access it and check your status online.

### Continue an application you haven't submitted

Continue working on an application or profile you haven't submitted or delete it from your account.

Search:  Showing 0 to 0 of 0 entries | Show  entries

Application type ↑↓	Date Created ↓	Days left to submit ↑↓	Date last saved ↑↓	Action
No data available in table				

### 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.

#### [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.

On this initial page, you can review the status of previous applications you have submitted.

You can continue with uncompleted applications that have been previously saved for up to 60 days.

Click here to start a new application.

## 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

You do not need a personal reference code for this application. Leave this blank.

### 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)

From this selection, you will be asked a series of questions to determine your eligibility.

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## 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

Select the country that matches the one on your passport.

Family member is defined as spouse, common-law partner, dependent children, and their dependent children.

Date of Birth should match your information on your passport.

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](#)





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## 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



Cancel



Update Information



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Answer based on your situation.



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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



Select appropriate option based on your situation.

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

Ontario



Your response will likely be Ontario.

Cancel



Update Information



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## 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

**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 obtain through this questionnaire. Read the full notice.

Always renew your Study Permit **BEFORE** renewing your Temporary Resident Visa.

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## 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](#)

**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](#)

Continue to complete eligibility requirements.





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## Find out if you're eligible to apply

Are you accompanying a family member who has status in Canada? *(required)* [?](#)

Please make a selection

Cancel

Update Information

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You are considered an accompanying family member only if you are staying with a family member who is in Canada as a visitor, student, or worker.



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## 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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Only answer 'YES' here if you are a current co-op or internship student who has received their co-op letter and need to apply for a co-op work permit.



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## 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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This is your study  
permit expiry date.



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## 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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This is not a routine family doctor exam. You would have needed to complete this medical exam when you applied for the initial study permit outside Canada.

Answer 'NO' if:

You have never had this type of exam

OR

You completed the exam over 12 months ago and have not been in Canada for at least 6 months in the last 12 months.



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## Find out if you're eligible to apply

Have you lived in a designated country or territory for more than six months in the last year? *(required)* [?](#)

Please make a selection



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Canada is not a designated country. If you lived or travelled for more than 6 months in certain countries or territories within the past year, you may need a medical exam. The list of designated countries can be found here:

[DESIGNATED COUNTRIES](#)





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## Find out if you're eligible to apply

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

Please make a selection



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Select 'YES' only if you want to submit an application for your spouse, common-law partner, dependent children, or grandchildren. You can renew study, work, and visitor records of your family members in this same application



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## 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

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Select the correct response to indicate if you are granting access to someone else. If you are completing this application on your own, select 'NO'.



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## Find out if you're eligible to apply

In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada? *(required)*

Please make a selection



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You are likely to have completed Biometrics prior to coming to Canada. If so, select, 'YES'.  
If you still require mandatory Biometrics, select 'NO'.  
You will need to complete Biometrics with an additional fee of \$85.



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## Find out if you're eligible to apply

There are fees associated with this application. Will you be paying your fees or are you fee exempt? *(required)* ?

Yes, I will be paying my application fees. ▾

Cancel



Update Information



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You will select 'YES, I will be paying my application fees'.



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## Find out if you're eligible to apply

Are you able to make a digital copy of your documents with a scanner or camera? *(required)* ?

Yes

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You will select 'YES'.



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## Find out if you're eligible to apply

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)* ?

Yes

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Contact information

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You will select 'YES'.

## Review your answers

Please review your results and modify your answers if required.

What would you like to do in Canada?

Study

How long are you planning to stay in Canada?

Temporarily - more than 6 months

Select the code that matches the one on your passport.

IND (India)

What is your current country/territory of residence? If you are presently in Canada, you should select Canada.

Canada

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older?

No

What is your date of birth?

December 31, 1999

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

No

What is your current immigration status in Canada?

Student

What is your marital status?

Never Married Single

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

Ontario

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

No

Do you also want to apply for a work permit?

No

When does your status in Canada expire?

Date

July 31, 2021

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

No

The application system allows you to review your answers. If answers need to be edited, select the pencil icon to the right of the answers.

Have you lived in a designated country or territory for more than six months in the last year?

No

Do you want to submit an application for a family member?

No

Are you giving someone access to your application?

No

In the past 10 years, have you given your fingerprint and photo (biometric) for an application to come to Canada?

Yes

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.

Are you able to make a digital copy of your documents with a scanner or camera?

Yes

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).

Yes

Continue

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 answers you obtain through this questionnaire. Read the full notice.

# Submitting your application

---

On the screen, you will be asked to upload the documents for your application. Please do not use your browser's navigation buttons, "Back" and "Forward", as they will not work properly within this application.

You must be logged into your own account to submit an application. You cannot use another person's account.

## ✓ Step 1: Use your account

If you select the exit button, your information will be saved and you will return to your account home page.

## ✓ Step 2: Save your application

You can continue your application at any time by logging into your account and selecting the e-Application link under the In-Progress section.

Please note that you have 60 days to submit your online application. The number of days remaining to submit your application appears in your account home page. If your application is not submitted within 60 days, it will automatically be deleted.

You will be provided with some instructions to submit your application.



### ✓ Step 3: Upload your documents

Here are some guidelines for your documents:

- Your form(s) and document(s) must be in an electronic format.
- You do not need to sign your application form by hand if you submit your application form online. You will be asked to provide a digital signature once you are ready to transmit your documents.
- One file will be allowed per document type. For example, if you are asked to provide multiple pages of your passport, you must scan and save all pages as one file.
- You will be required to upload every requested form and document. You will not be able to proceed to the next steps until you upload every form/document.
- A "help" feature provides you with more information about each form/document. The help text will appear below the list of documents.
- The maximum size for each file is 4 MB (four megabytes). We accept these file formats:
  - PDF (Portable Document)
  - JPG, TIFF, or PNG (Image)
  - DOC or DOCX (Microsoft Word Document).

If your file is bigger than 4 MB, you should reduce the size. Here are some tips for making reducing your file size.

#### PDF format

- Recreate the PDF with Adobe Distiller set to "lowest file size."
- Ensure that all images in the PDF are set to 96 DPI (dots per inch).
- Remove all unnecessary images.

#### JPG format

- Scan your document at a lower DPI (dots per inch).
- Remove all empty space around the image.
- Shrink the image.
- Reduce the JPG image quality.

#### TIFF and PNG format

- Scan your document at a lower DPI (dots per inch).
- Crop the image to remove any empty space around the image.
- Shrink the image.
- Save the file as a JPG format instead.

#### DOC and DOCX format

- Remove unnecessary images, formatting and macros. Save the file as a recent Word version.
- Reduce the file size of the images before they are inserted in the document.
- If it is still too large, save the file as a PDF format.

## ✓ Step 4: Pay your fees

After you have electronically signed your application, you will be asked to pay your fees. Your fees must be made with a credit card. You will be required to provide credit card information to complete your payment. We accept Visa, MasterCard, American Express and certain prepaid credit cards.

Once you have paid your fee, you will receive a payment confirmation page. When your payment has completed processing you will receive a message with your confirmation number and a link to your payment receipt. You should print this page for your records.

Continue



**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](#)

# Your document checklist

## Your documents


This is the list of documents you need to submit in order to apply. You cannot proceed until each file has been uploaded. Select the question mark button to learn more about each document.

[Are you having difficulty downloading a form?](#)

Versions of application forms for study permits and work permits dated November 2013 (11-2013), or later, and applications for temporary resident visas dated March 2014 (03-2014), or later, can only be uploaded to the IRCC Portal.

**Note:** You are responsible for ensuring that the documents you submit are correct. Carefully review the documents you have attached to this application. A decision concerning your application will be made based upon the information you submit. You will not be able to make changes to your application once it has been submitted. Please ensure that you scan and attach all relevant documents to your online submission. Any documents received by mail related to this application will not be considered.

### 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)		<button>Upload File</button>

You will need to download and complete this form to your computer using Acrobat Reader.



## APPLICATION TO CHANGE CONDITIONS, EXTEND MY STAY OR REMAIN IN CANADA AS A STUDENT

If you need more space for any section, print out an additional page containing the appropriate section, complete and submit it with your application.

Validate

Clear Form

<b>1</b> UCI UCI can be found on your permits and TRV	<b>2</b> * I want service in English	<b>OFFICE USE ONLY</b> Validated
<b>3</b> I am applying for one or more of the following: <input checked="" type="checkbox"/> * Apply for a study permit for the first time or extend my study permit <input type="checkbox"/> * Restore my status as a student <input type="checkbox"/> * Get a new temporary resident permit (for inadmissible applicants only)		
<b>PERSONAL DETAILS</b>		
<b>1</b> Full name * Family name (as shown on your passport or travel document) Given name(s) (as shown on your passport or travel document)		
<b>2</b> a) Have you ever used any other name (e.g. Nickname, maiden name, alias, etc.) ? b) If you answered "yes" to question 2a), please provide the name (e.g. Nickname, maiden name, alias, etc.) Family name Given name(s)		

List names as listed on your passport. If you do not have a last (family) name on your passport, then list your first (given) name in the family name field and leave the given name section blank.



*3 Sex	4 Date of birth * YYYY * MM * DD		5 Place of birth * City/Town		* Country or Territory
6 * Citizenship					
7 Current country or territory of residence:					
Country or Territory		Status	Other	From	To
* Canada		Student		First day in Canada YYYY-MM-DD	Study permit expiry date YYYY-MM-DD
8 a) Previous countries or territories of residence: During the past five years have you lived in any country or territory other than your country of citizenship or your current country or territory of residence (indicated above) for more than six months?					
				<input type="checkbox"/> * No	<input type="checkbox"/> * Yes
b) If you answered "yes" to question 8a), please provide details					
Country or Territory		Status	Other	From	To
				YYYY-MM-DD	YYYY-MM-DD
				YYYY-MM-DD	YYYY-MM-DD
9 * a) Your current marital status		b) (If you are married or in a common-law relationship) Provide the date on which you were married or entered into the common-law relationship		Date	
				YYYY-MM-DD	
c) Provide the name of your current Spouse/Common-law partner					
Family name			Given name(s)		
d) If you are married or in a common-law relationship, is your spouse or common-law partner a Canadian citizen or permanent resident?					
				<input type="checkbox"/> No	<input type="checkbox"/> Yes

FOR OFFICE USE ONLY - DO NOT WRITE IN THIS SPACE

If you have dual citizenship, select the country that issued the passport you will be using for the application.

If you have lived in any country other than your country of citizenship and Canada for more than 6 months in the past five years, provide details here.

Answer information regarding your marital status truthfully according to your situation.



University of Windsor

Applicant Name	Date of Birth
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**PERSONAL DETAILS (CONTINUED)**

<b>10</b> a) Have you previously been married or in a common-law relationship? <input type="checkbox"/> * No <input type="checkbox"/> * Yes b) Provide the following details for your previous Spouse/Common-law partner:				
Family name	Given name(s)			
c) Type of relationship	d) From	To	e) Date of Birth	
▼	YYYY-MM-DD	YYYY-MM-DD	YYYY      MM      DD	

Indicate whether you have been previously married or in a common-law relationship and provide details required.

**LANGUAGE(S)**

<b>1</b> * a) Native language/Mother Tongue	*b) Are you able to communicate in English and/or French?	c) In which language are you most at ease?
▼	▼	▼
d) Have you taken a test from a designated testing agency to assess your proficiency in English or French? <input type="checkbox"/> * No <input type="checkbox"/> * Yes		

Check 'YES' if you have taken a language proficiencies test even if it is expired.

**PASSPORT**

<b>1</b> * Passport number	<b>2</b> * Country or territory of issue	<b>3</b> * Issue date	<b>4</b> * Expiry date
▼	▼	YYYY-MM-DD	YYYY-MM-DD
<b>5</b> * For this trip, will you use a passport issued by the Ministry of Foreign Affairs in Taiwan that includes your personal identification number? <input type="checkbox"/> * No <input type="checkbox"/> * Yes			
<b>6</b> * For this trip, will you use a National Israeli passport? <input type="checkbox"/> * No <input type="checkbox"/> * Yes			

Provide your valid passport information as it appears on your passport.



NATIONAL IDENTITY DOCUMENT				
1	Do you have a national identity document? <input type="checkbox"/> * No <input type="checkbox"/> * Yes			
2	Document number	3	Country or territory of issue	4
				Issue date
				YYYY-MM-DD
				5
				Expiry date
				YYYY-MM-DD

If you are from a country that issues a national identity document, indicate 'YES' and include the document number. You do not have to provide a copy of that document. Examples: Aadhaar Card (India) , Resident Identity Card (China)

US PR CARD	
1	Are you a lawful Permanent Resident of the United States with a valid alien registration card (green card)? <input type="checkbox"/> * No <input type="checkbox"/> * Yes
2	Document number
	3
	Expiry date
	YYYY-MM-DD

As above, answer 'YES' if you have a Green Card for US and indicate the document number. You do not have to provide a copy of that document.



**CONTACT INFORMATION****If submitting your application by mail:**

- All correspondence will go to this address unless you indicate your e-mail address below.
- Indicating an e-mail address will authorize all correspondence, including file and personal information, to be sent to the e-mail address you specify.
- If you wish to authorize the release of information from your application to a representative, indicate their e-mail and mailing address(es) in this section and on the IMM5476 form.

**1 Current mailing address**

P.O. box	Apt/Unit	Street no.	*Street name
*City/Town	*Country or Territory Canada	*Province ▼	*Postal code

**2 Residential address** Same as mailing address? ☐ \*No ☐ \*Yes

Apt/Unit	Street no.	Street name
City/Town	*Country or Territory Canada	Province ▼
	Postal code	

**3 Telephone no.** ☐ Canada/US ☐ Other

Type	Country Code ▼	No.	Ext.
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**4 Alternate Telephone no.** ☐ Canada/US ☐ Other

Type	Country Code ▼	No.	Ext.
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**5 Fax no.**

<input type="checkbox"/> Canada/US	Country Code	No.	Ext.
<input type="checkbox"/> Other			

**6 E-mail address**

--

Ensure all contact information is accurate and the Current Mailing Address will be valid for the next 2-3 months as this address will be used to mail out your new document. You can provide an alternate Current Mailing Address if your address may change. Include your current address in the Residential Address section.

Ensure that you provide a valid phone number and email address.

IMMIGRATION, REFUGEES AND CITIZENSHIP CANADA



University of Windsor



## COMING INTO CANADA

1	Date and place of your original entry to Canada	▶	* Date YYYY-MM-DD	←	* Place	←	Provide the date and Port of Entry location of your first entry into Canada (Toronto, Montreal).
2	* a) The original purpose for coming to Canada		Study	▼	b) Other		
3	Date and place of your most recent entry to Canada (if not the same as original entry)	▶	Date YYYY-MM-DD	←	Place	←	If you travelled outside of Canada after your initial arrival, indicate the date and Port of Entry here.
4	If applicable, provide the document number of the most recent Visitor Record, Study Permit, Work Permit or Temporary Resident Permit issued to you.	▶			Document Number		Document number can be found on your study permit.



DETAILS OF INTENDED STUDY IN CANADA				
1 I have been accepted at the following educational institution				
* a) Name of School <b>University of Windsor</b>		* My level of study will be: <b>Your Level of Study</b>	My field of study will be: <b>Your Field of Study</b>	
b) Complete address of school in Canada				
* Province <b>ON</b>	* City/Town <b>Windsor</b>	* Address <b>401 Sunset Avenue</b>		
2 Designated Learning Institution # (O#) <b>019358946722</b>		My Student ID # is: <b>Your UWin ID</b>		3 Duration of expected study
				* From YYYY-MM-DD
				* To YYYY-MM-DD
4 The cost of my studies will be:		5 * a) Funds available for my stay(CAD) * b) My expenses in Canada will be paid by:		
* Tuition	Room and board	Other	c) Other	
6 a) In addition to a study permit, are you also applying for a work permit?		b) What type of work permit are you applying for:		
<input type="checkbox"/> * No <input type="checkbox"/> * Yes				
7 If you have been issued a Quebec Acceptance Certificate (CAQ), provide the:				
Certificate Number	Expiry Date			
If you are under the age of majority of the province/territory where you intend to study, you must fill out the Custodian Declaration [IMM5646] form.				

Date you complete the form.

Completion date expected of your program found on your enrollment certificate. This will be used to determine the length of your extension.

This is the estimated cost of the remaining tuition; living expenses.

Funds available is the total amount of money that you will have access to. It must exceed the estimated costs of tuition and living costs combined. Indicate the source of the funds. Based on your situation.

Indicate 'YES' and 'Co-op Work Permit' if you also want to apply for your co-op work permit here.



University of Windsor

EDUCATION

Have you had any post secondary education (including university, college or apprenticeship training)?				<input type="checkbox"/> * No	<input type="checkbox"/> * Yes
If you answered "yes", give full details of your highest level of post secondary education.					
1	From	Field and level of study	School/Facility name		
	YYYY MM				
	To	City/Town	Country or Territory	Province/State	
	YYYY MM				

Highest level of post secondary education. If you have not yet completed a post secondary degree (you still completing your undergrad), then select 'NO'.

- Do not include your UWindsor current program information here yet as this degree is not yet completed.
- If you are a grad student, then include your undergraduate education here.



## EMPLOYMENT

Give details of your employment for the past 10 years, including if you have held any government positions (such as civil servant, judge, police officer, mayor, member of parliament, hospital administrator)				
1	From *YYYY *MM	* Current Activity/Occupation Student	* Company/Employer/Facility name University of Windsor	
	To YYYY MM	* City/Town Windsor	Country or Territory Canada	*Province/State ON
2	From YYYY MM	Previous Activity/Occupation	Company/Employer/Facility name	
	To YYYY MM	City/Town	Country or Territory	Province/State

The first employment field is mandatory. If you are not working, you can claim your job as student with University of Windsor. If you are working part-time, you can list this position.

You are required to include your entire work history for the past 10 years including employment from outside Canada, full-time and part-time work, permanent and contract positions.



Applicant Name	Date of Birth
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**EMPLOYMENT (CONTINUED)**

<b>3</b>	From	Previous Activity/Occupation	Company/Employer/Facility name	
	YYYY      MM To YYYY      MM	City/Town	Country or Territory	Province/State

**BACKGROUND INFORMATION**

You must complete this section if you are 18 years of age or older.

Clear Section

<b>1</b>	a) Within the past two years, have you or a family member ever had tuberculosis of the lungs or been in close contact with a person with tuberculosis?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	b) Do you have any physical or mental disorder that would require social and/or health services, other than medication, during a stay in Canada?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	c) If you answered "yes" to question 1a) or 1b), please provide details.		
<div style="border: 2px solid green; padding: 10px; margin: auto; width: 80%;"> <p style="color: green; font-weight: bold; font-size: 1.2em;">Please make sure to answer all background questions truthfully. If you choose 'YES', please provide details.</p> </div>			



2

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

☐ No

☐ Yes

b) Have you ever been refused a visa or permit, denied entry or ordered to leave Canada or any other country or territory?

☐ No

☐ Yes

c) Have you previously applied to enter or remain in Canada?

☐ No

☒ Yes

d) If you answered "yes" to question 2a), 2b) or 2c), please provide details.

You should list all the Canadian permits and visa that you have applied for. For example:

I have applied for a study permit from India in 2019

I amended my study permit in 2019

I extended my study permit in 2020

I applied for TRV renewal in 2020

I applied for a Co-op Work Permit in 2021

You will likely answer 'NO' to most of the background questions except for 2c) which requires an answer due to your study permit application.



University of Windsor

3

a) Have you ever committed, been arrested for or been charged with or convicted of any criminal offence in any country or territory?

☐ No

☐ Yes

b) If you answered "yes" to question 3a), please provide details.

**You will likely answer 'NO' to these background questions.  
Answer truthfully.**

4

a) Did you serve in any military, militia, or civil defence unit or serve in a security organization or police force (including non obligatory national service, reserve or volunteer units)?

☐ No

☐ Yes

b) If you answered "yes" to question 4a), please provide dates of service and countries or territories where you served.

**You will likely answer 'NO' to these background questions.  
Answer truthfully.**



Applicant Name

Date of Birth

**BACKGROUND INFORMATION (CONTINUED)**

5	Are you, or have you ever been a member or associated with any political party, or other group or organization which has engaged in or advocated violence as a means to achieving a political or religious objective, or which has been associated with criminal activity at any time?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
6	Have you ever witnessed or participated in the ill treatment of prisoners or civilians, looting or desecration of religious buildings?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

You will likely answer 'NO' to these background questions. Answer truthfully.





## SIGNATURE

Citizenship and Immigration Canada (CIC), or an organization at CIC's request, may want to contact you in the future to ask you about any services you received from CIC prior to the application process (such as participation in an information forum), during the application process (including the application process itself as well as orientation or accreditation services), and services received after arriving in Canada (including settlement, integration and citizenship). CIC will use this information, along with the information provided by other individuals, for research, performance measurement or evaluation purposes. CIC will not use this information to make any decisions about you personally.

Do you consent to be contacted by CIC, or an organization at CIC's request, in the future? ☐ No ☒ Yes

I understand that CIC is collecting this personal information to assess whether I should be granted a study permit and will use this information to verify my eligibility for a study permit as well as my compliance with the conditions of my study permit. CIC may disclose my personal information to CBSA to enforce the requirements of the Immigration and Refugee Protection Act.

I also understand that CIC may disclose my personal information to my designated learning institution to inquire whether I am in compliance with the conditions of my study permit. I consent to the disclosure of my personal information by my designated learning institution to CIC for the purpose of determining whether I am in compliance with these conditions. Failure to provide such consent will result in a refusal to grant a study permit.

I declare that I have answered all questions in this application fully and truthfully.

Signature of Applicant or Parent/Legal Guardian's for a person under 18 years of age.

Date: YYYY-MM-DD

**Do not sign if applying online – Leave blank**

**Date of application**

**You need to select 'YES' to allow IRCC to contact you.**



### IMPORTANT NOTE:

**This application must be signed and dated before it is submitted by mail.**

Do not forget to include photos, fees (if applicable) and any other documents required. Review the application guide for more information and verify that you have completed and provided all of the required documents as per the document checklist.

DECLUSE



University of Windsor

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#### DISCLOSURE

Information provided to IRCC is collected under the authority of the Immigration and Refugee Protection Act (IRPA) to determine admissibility to Canada. Information provided may be shared with other Canadian government institutions such as, but not limited to, the Canada Border Services Agency (CBSA), the Royal Canadian Mounted Police (RCMP), the Canadian Security Intelligence Service (CSIS), the Department of Foreign Affairs, Trade and Development (DFATD), Employment and Social Development Canada (ESDC), the Canada Revenue Agency (CRA), provincial and territorial governments and foreign governments in accordance with subsection 8(2) of the Privacy Act. Information may be disclosed to or validated with foreign governments, law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation where such sharing of information may not put the individual and or his/her family at risk. Information may also be systematically validated by other Canadian government institutions for the purposes of validating status and identity to administer their programs.

Where biometrics are provided as part of an application, the fingerprints collected will be stored and shared with the RCMP. The fingerprint record may also be disclosed to law enforcement agencies in Canada in accordance with subsection 13.11(1) of the Immigration and Refugee Protection Regulations. The information may be used to establish or verify the identity of a person in order to prevent, investigate or prosecute an offence under any law of Canada or a province. This information may also be used to establish or verify the identity of an individual whose identity cannot reasonably be otherwise established or verified because of physical or mental condition. Canada may also share immigration information related to biometric records with foreign governments with whom Canada has an agreement or arrangement.

Depending on the type of application made, the information you provided will be stored in one or more Personal Information Banks (PIB) pursuant to section 10(1) of Canada's Privacy Act. Individuals also have a right to protection and access to their personal information stored in each corresponding PIB under the Access to Information Act. Further details on the PIBs pertaining to IRCC's line of business and services and the Government of Canada's access to information and privacy programs are available at the [Infosource website](#) and through the IRCC Call Centre. Info Source is also available at public libraries across Canada.

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Validate

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You need to select 'Validate' to save your form. This will generate a barcode. You can continue to make changes to the form and validate again. This saved form will be uploaded to the checklist before your application submission.



# Your document checklist

## Your documents

This is the list of documents you need to submit in order to apply. You cannot proceed until each file has been uploaded. Select the question mark button to learn more about each document.

[Are you having difficulty downloading a form?](#)

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### 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)	?	<button>Upload File</button>

You will need to upload the saved and completed form from your computer.

## Supporting Documents

### Supporting Documents

Details	Document Name	Instructions	Options
Not Provided	Letter of Acceptance (required)	?	Upload File
Not Provided	Passport (required)	?	Upload File
Not Provided	Proof of Means of Financial Support (required)	?	Upload File
Not Provided	Digital photo (required)	?	Upload File

Scan photo or digital photo can be uploaded here

Letter of Acceptance + Enrollment Certificate + Transcript\*  
OR  
ELIP Enrollment Letter/Transcript + Letter of Acceptance  
for Academic Program

All passport pages, visa pages, and stamped pages and  
valid study permit scanned into one document.

Tuition statement, bank summary, education loan,  
sponsorship letters, bank statements from parents all  
scanned together in one document and uploaded here.

## Optional Documents

### Optional Documents

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

Optional documents are not required but a Letter of  
Explanation is suggested if you have been taking much  
longer to complete your degree or a previous application  
has been refused.  
It can be uploaded under Client Information.

Your application may display additional tabs to upload files:

- If you need to provide proof of a medical exam
- If you need to supply your Co-op Letter if also applying to the Co-op Work Permit
- If you need to submit applications for other family members

- The fee for a study permit extension is \$150
- You may also have the additional Biometrics fee of \$85
- The Co-op Work Permit application if included is free of charge

## 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

[Can I save my application and return to complete it later?](#)

[How do I upload my documents?](#)

[My documents are too large to upload. How do I reduce the file size?](#)



Exit Questionnaire

**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](#)

# Your document checklist

## Your documents

This is the list of documents you need to submit in order to apply. You cannot proceed until each file has been uploaded. Select the question mark button to learn more about each document.

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

Supporting Documents			
Supporting Documents			
Details	Document Name	Instructions	Options
Not Provided	Letter of Acceptance (required)	<a href="#">?</a>	<a href="#">Upload File</a>
Not Provided	Passport (required)	<a href="#">?</a>	<a href="#">Upload File</a>
Not Provided	Proof of Means of Financial Support (required)	<a href="#">?</a>	<a href="#">Upload File</a>
Not Provided	Digital photo (required)	<a href="#">?</a>	<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="#">?</a>	<a href="#">Upload File</a>
Not Provided	Client Information	<a href="#">?</a>	<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

[Can I save my application and return to complete it later?](#)

[How do I upload my documents?](#)

[My documents are too large to upload. How do I reduce the file size?](#)

[Exit Questionnaire](#)

Saved IMM 5709 form is uploaded to this section.

Upload all other supporting documents.

Once all documents are uploaded, you can submit the application.



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Signed in as L Sample

[Account home](#)

[Account profile](#)

[Help](#)

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## L Sample's account

### View the applications you submitted

Review, check the status or read messages about your submitted application.

Search:  Showing 0 to 0 of 0 entries | Show  entries

Application type ↑↓	Application number ↑↓	Applicant name ↑↓	Date submitted ↓	Current status ↑↓	Messages ↑↓	Action
Submitted application will appear here						

Did you apply on paper or don't see your online application in your account? [Add \(link\) your application to your account](#) to access it and check your status online.

### Continue an application you haven't submitted

Continue working on an application or profile you haven't submitted or delete it from your account.

Search:  Showing 1 to 1 of 1 entries | Show  entries

Application type ↑↓	Date Created ↓	Days left to submit ↑↓	Date last saved ↑↓	Action
Online Application	March 19, 2021	54	March 23, 2021	<a href="#">Continue application</a> <a href="#">Delete application</a>

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Once all fees are paid, you will see the confirmation of application submission on your IRCC account page.

This is where you can check the status and see the approval. Once approved, it may take additional time to have your permit mailed out to you.



# Temporary Resident Visa (TRV)

- Once your study permit is approved, you can apply for your TRV if needed
- Every family member must submit their own TRV application
- You will need the same documents as the study permit extension
- Once the application is approved, the passport must be submitted within 30 days to finalize the application process



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Questions?  
Email:  
[enginternational@uwindsor.ca](mailto:enginternational@uwindsor.ca)

**To book an appointment for permit application review or international student advising:**

- Log in to [mySuccess](#) using your UWin username and password.
- Click on **ENGINEERING STUDENT SUPPORT SERVICES**
- Click on Appointments.
- Choose Immigration Advising from 'Type' **OR** Choose Laura Ducharme from 'Provider'.
- Select appointment and complete booking.
- You will receive a Teams invite with link to join virtual call prior to your appointment.



Thank you



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