



Amendment Application

International students can use the amendment application to fix errors that were made by Canadian immigration officials. For example, the employer name on your co-op work permit is not "University of Windsor"; or any typos on your study permit/co-op work permit.

If any of your personal information has changed after the immigration documents were issued to you, you can't amend your documents. You must submit a new application for assessment. For example, you can't use amendment application to change employment remarks on study permit after completed the ELIP program.

In certain circumstances, you may qualify for urgent processing.

Amendment is a **free** application.

Checklist

- ☐ Original [Application Form \(IMM1436\)](#) completed and signed
- ☐ Photocopy of passport information page that contains passport number, date of issue and expiry, photo, name, date, and place of birth
- ☐ Photocopy of another identification document (driver's license, birth certificate, or marriage license, etc)
- ☐ **Original** immigration document that needs to be corrected
- ☐ Proof of acceptance or enrollment:
 - o Enrollment Letter from ask.uwindsor.ca (request an enrollment certificate with the program completion date written on it). Transcript download-able from your UWinsite Student Portal OR
 - o Enrollment Letter and Transcript from CELD for ELIP students
- ☐ Proof of urgency, if applicable
- ☐ Letter of Explanation

Application Guide

Please use the [Application Guide](#) to complete the application.

Submit the Application

- ☐ Mail the completed application package to [Operations Support Centre \(OSC\) – Ottawa](#)
- ☐ Xpresspost from Canada Post is recommended
- ☐ Mark "Urgent" on the envelope (only if applicable)

Urgent Application

In certain circumstances, you may qualify for urgent processing. If you meet one of the criteria, you must clearly mark "**URGENT**" on your mailing envelope. You must include supporting documents and explanation letter to support your request for urgent processing.

The criteria for urgent processing are as follows:

- ☐ You face immediate loss of employment, or an employment opportunity, because you are not in possession of proof of your immigration information.
- ☐ You are unable to receive urgent services from other government departments as a result of the error that was made on your document.
- ☐ Your application was seriously delayed due to an administrative error on the part of Canadian immigration officials.

Contact Information

Amal Jammali, RCIC
Romi Saraswat, RISIA
International Student Advisor
University of Windsor
E: intladvisors@uwindsor.ca



University
of Windsor