



## Replacement Application

If your study permit or co-op work permit is stolen, destroyed or lost, you can use this application to replace your document.



*This application can't be used for passport, US Visa or Temporary Resident Visa (TRV) replacement.*

*If your passport is also stolen, destroyed or lost, you must renew your passport first before replacing the study/work permit. You should contact the local consulate/embassy of your home country in Canada or the US for passport replacement procedures.*

Once your study permit is replaced, you can:

- 1) submit a new application for Temporary Resident Visa (TRV)
- 2) replace your US visa through the US consulate/embassy in Canada

## Checklist

- ☐ Original [Application Form \(IMM5009\)](#) 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)
- ☐ Fee receipt
- ☐ Police report number, if applicable
- ☐ Proof of acceptance or enrollment:
  - o Enrollment Letter from [ask.uwindsor.ca](http://ask.uwindsor.ca) (request an enrollment certificate with the program completion date written on it). Transcript downloadable from your UWinsite Student Portal OR
  - o Enrollment Letter and Transcript from CELD for ELIP students
- ☐ Proof of urgency, if applicable
- ☐ Letter of Explanation

## Proof of Payment

- ☐ Cost: \$30 CAD
- ☐ Must use [Online Payment](#) and print the receipt

## 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. [You can find out the criteria from IRCC website.](#)

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.

## Contact Information

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