

# Process

## PLANNING (3-6 months in advance)

- Attend a study permit workshop

## PREPARATION (3 months in advance)

- Gather all your supporting documents
- Create a MYCIC account
- Use the template to prepare your application forms
- Scan all supporting documents
- Have your application reviewed (Recommended)

## APPLICATION STATUS

- Check application processing time on IRCC website
- Check your application status on MYCIC account
- If your application is approved, a new study permit will be mailed to you in 2-4 weeks
- If your application is refused, please contact the ISC immediately

## AFTER THE PERMIT IS RECEIVED

- Once your new study permit is received:
- Send a copy of your study permit to ISC@uwindsor.ca
- You can start renewing your Temporary Resident Visa (TRV)



## Application Template and Tutorial

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

## Application Review

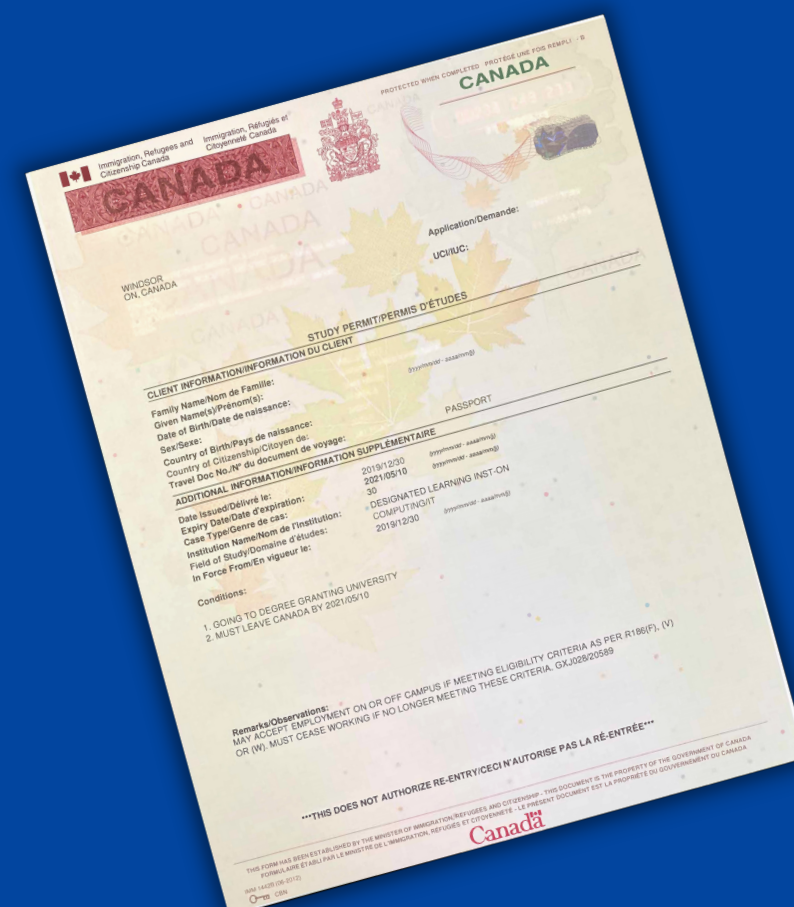
1. Visit mySuccess
2. Click "Student"
3. Login with your UWin ID and password
4. Select "International and Exchange"
5. Click "Appointments"
6. Select "Book by Appointment Provider"
7. Select "Amal Jammali" or "Romi Saraswat"
8. Choose the date and time you would like to meet

## Contact Information

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

# Study Permit Extension

A valid study permit is required for international students to study in an academic/professional program; or a language program for more than 6 month at the University of Windsor. It is important to know when your study permit expires. If your study requires you to remain in Canada beyond the expiry date of your study permit, you should apply for an extension 3 months prior to the expiry date.



University  
of Windsor



# Document Checklist

## PAYMENT

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

## PROOF OF STUDENT STATUS

- Enrollment certificate\*
- Transcript\*
- ELIP enrollment letter (if applicable)
- ELIP confirmation of enrollment (if applicable)
- ELIP transcript (if applicable)
- Letter of Acceptance (if you haven't started the academic program yet)
- Transcripts from other Canadian institutions (if applicable)
- Co-op Letter from UWinsite Student Portal (for co-op students ONLY) (Academics> Self Service Letters)

*\*If you are enrolled in an undergraduate or graduate program, you can obtain your enrollment certificate from [ask.uwindsor.ca](http://ask.uwindsor.ca). You must ask for an enrollment certificate with the program completion date written on it. **DO NOT** use the enrollment certificate from UWinsite. Your transcript can be downloaded from your UWinsite Student Portal.*

## PROOF OF IDENTITY AND TRAVEL HISTORY

- Passport information page\* that contains the passport number, the dates of issue and expiry, name and date of birth
- Passport signature page
- Study permit\*\*
- Temporary Resident Visa (if applicable)
- Canadian entry stamps
- Scan **ALL** other marked pages in passport

\* Make sure the passport is valid. Study permit will not be issued longer than the passport expiry date.

\*\*Make sure the study permit is valid when you apply for the extension.

## 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 from the person or institution providing you with money
- Proof of funding paid from within Canada if you have a scholarship



## PHOTOGRAPH

- A visa application photograph (35mm x 45mm) taken within the last 6 months

## MEDICAL EXAMINATION

- E-Medical Receipt (if applicable)

## LETTER OF EXPLANATION

It is highly recommended that you include a letter of explanation under the Client Information section for the following situations:

- If you need 3 extra months after your program completion to apply for PGWP
- Attended multiple programs/institutions
- Had authorized/unauthorized leaves
- Previous application was rejected or refused
- Want to start a new program/institution
- Had completed prerequisite courses/programs, eg ELIP or PPP
- Want to change the employment remarks or personal information on the current study permit
- Need to apply for a co-op work permit at the same time

