

# How to apply for your: Study Permit Extension (with optional co-op wp)

## For EAP/ESL students

**Before beginning** please check your passport and current study permit expiry dates, as well as the [IRCC processing times](#) to make sure you give yourself enough time to complete the application process.

To ensure that you receive your new document before the old one expires, you should submit your application AT LEAST 30 DAYS BEFORE the expiry date of your status.

If you wish to extend your stay in Canada as a student you MUST apply before your study permit expires. <https://bit.ly/2MH7R5W>

**1** Fill out the [letter request form](#) and submit to the Registrar's Office to receive two letters: Recent enrollment letter (EAP to postsecondary) and Final Acceptance letter to the postsecondary program.

- If your postsecondary program includes a work component (co-op/internship/field placement, etc.), make sure you also check "co-op" on the letter request form
- Complete all personal identification, print, sign and date
- Submit to the Office of Registrar directly
- You must be a registered student
- Letters will not be issued if there are outstanding fees on your account

**2** Gather all the supporting documents and information:

- Your current study permit
- Recent enrollment letter (with work component if applicable) and Final Acceptance letter from the Registrar's Office (see step 1)
- Recent proof of financial support
  - o A recently dated official bank statement that has been stamped or signed by your Canadian bank showing a balance and indicating full name/date/bank logo. This letter should not be more than 3 months old
- Passport
  - o You will need to submit digital copies of your passport, which includes:
    - Scanned copies of all your passport pages containing your photo and personal information + pages with stamps and VISA
    - Save all pages into **ONE PDF file**
  - o Passport must be valid for the duration of your expected length of stay in Canada
  - o Permits will not be issued beyond the passport's validity
- Digital picture
  - o It can be taken by a cellphone with a white background - similar to the passport photo
- Proof of medical exam – E-medical (if applicable)
  - o In some cases, you must complete a medical exam before you submit your application
  - o Please see "Medical exam overview" section IRCC website for more information
  - o If you need to proof of medical exam you must complete an Upfront Medical Exam
  - o Please see "Upfront medical instruction" section IRCC website for more information

**3** Create a MyCIC account on the [IRCC website](#)  
Watch the 'how to' video

**4** Once your account is created you can apply online for your study permit extension through your MyCIC account on the [IRCC website](#).  
View the [study permit extension guide](#) for assistance.

**5** Check application updates

- Continuously monitor the email you provided in the application
- IRCC will notify you if there is an update on your application
- Login and check your MyCIC account frequently
- You will find IRCC's correspondence in your MyCIC account
- Sometimes, IRCC will ask you to provide additional documents within a time limit
- You must follow the instructions given by the IRCC
- If you fail to comply with the instruction, your application may be refused

### You can find more information on the Student Portal

The information provided may change without notice. If there is conflicting information between the content and the Immigration and Refugee Protection Act, the Citizenship Act or their regulations, the Act and/or Regulations prevail. IRCC makes all final decisions. Please visit immigration website at [cic.gc.ca](http://cic.gc.ca) to ensure that you have the most current information.

If you do not feel competent that you have the knowledge and understanding of the process or the knowledge to provide all information and documents to submit the application. We recommend you to consult with a paid Regulated Canadian Immigration Consultant or an Immigration Lawyer regarding the case and the application.

To find a regulated immigration consultant visit the Immigration Consultants of Canada Regulatory Council website [icrc-crcic.info](http://icrc-crcic.info)