

# RENEW YOUR STUDY PERMIT

Renewing online is easier than you think!



# RENEW YOUR STUDY PERMIT

## WHEN TO APPLY TO EXTEND YOUR STUDY PERMIT

Apply to renew your study permit <sup>1</sup>a minimum of 90 days before it expires <sup>2</sup>. We recommend applying as soon as you have all the required documentation.

You can apply to update the expiry date on your Social Insurance Number (SIN) record after your study permit has been delivered to you.

The length of a study permit cannot go past your passport expiry date, and if you apply before the study permit expires, then conditions on the old study permit still apply (maintained status) as long as you remain in Canada.

Visit the [IRCC website](#) to sign into your account. Then scroll down and click on **Signin GCKey**, or **Register for an Account**.

Follow the instructions to gain access to the portal. Once you are in, scroll down to **Apply to come to Canada**. Next, scroll down to **I don't have a personal reference code** and click on **Visitor, Study or Work Permit**.

Note: you may need to upload a Provincial Attestation Letter (PAL) with your application. For the most up-to-date information, please visit: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/get-documents/provincial-attestation-letter.html>

## HOW MUCH DOES IT COST?

\$150 (processing fee). If you are required to submit biometrics, you must pay an additional \$85.

## WHAT DOCUMENTS DO YOU NEED?

- Form IMM 5709 Application to change conditions, extend my stay or remain in Canada as a student – available in the checklist in your IRCC secure account.
- Scanned copies of all marked pages of your passport.
- Copy of your study permit.
- Proof of enough money to support yourself for the time you need to extend your study permit. This can include, for example, tuition fee receipt, pay stubs, bank statements, letters of financial support from family, etc.
- Verification of Enrolment letter (available on MyDC) or Letter of Acceptance (LOA). You can use the LOA to extend your study permit if you have been accepted into a subsequent program.
- Digital photo.
- Medical exam (if applicable).
- Co-op letter if you have a co-op/placement/internship in your program. You can request a letter from the International Education office (<https://durhamcollege.ca/info-for/international/contact-us>). You should apply for your co-op work permit within the same application as your study permit.
- PAL or proof of exemption.

We have videos on our YouTube channel that can help you with this process:

<https://www.youtube.com/@durhamcollegeinternational2297/videos>

<sup>1</sup> Please note: You must keep track of your study permit/passport expiry dates to maintain your immigration status. It is your responsibility to ensure your documents remain valid during your studies in Canada.

<sup>2</sup> This is not a legal document and information is subject to change without notice. We recommend that you refer to [www.canada.ca](http://www.canada.ca) for the most up-to-date information.