

Applying for a Study Permit Extension

Before you begin:

Make sure that you have collected all the supporting documents:

- ☐ Verification of Enrolment from Okanagan College – request using the webform: <https://forms.office.com/r/WKsGHEA6HH> OR using the Okanagan College [iCent app](#), available for FREE download – may take 10 to 20 business days
- ☐ Passport with more than 6 months' validity
- ☐ If there is NO entry stamp in your passport on your most recent entry into Canada, include copy of your flight itinerary/air ticket/boarding pass for the most recent entry into Canada, and write and include a simple Explanation Letter explaining the reason for including your flight itinerary
- ☐ Copy of your valid study permit
- ☐ Copy of your marriage license or certificate (*if applicable*)
- ☐ Official transcript – this can be requested from your myOkanagan account (may involve CAD\$10.00 fee)
- ☐ Application fee (CAD \$150.00, and *if applicable*, biometrics fee of CAD \$85 – subject to change)
- ☐ Proof of funds for the duration of your remaining studies. Documents may include: most recent 4 months' bank statements, signed and dated letter from your financial supporter, your financial supporter's employment letter or evidence of other sources of income, financial supporter's identity document (e.g. scanned copy of biodata page of their passport), any document to show your relationship with financial supporter (e.g. birth certificate)
- ☐ Digital photo meeting the requirements explained here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/temporary-resident-visa-application-photograph-specifications.html>

Please note: you may be required to provide additional supporting documents, and all documents must be in English or French.

When should I submit my study permit extension application?

[IRCC processing times](#) are subject to change. It is recommended to submit your application in advance, taking into account the current IRCC processing times. For instance, if the IRCC website indicates a 4-month processing time, you may aim to apply approximately 5 months before your study permit expires. When applying early, it is advisable to include a brief explanation letter stating that you are applying in advance due to current IRCC processing times.

Important: You must submit your study permit extension application **before** the expiry date of your current study permit.

Do I need a provincial attestation letter (PAL) to apply for a study permit extension?

Beginning January 22, 2025, if you are in Canada and you are applying for a study permit extension at the same DLI **and** level of study as your current study permit, you **DO NOT** need a PAL. If you are moving to a different level of study, changing institutions, or have changed institutions in the past and did not inform IRCC of this change, you may need a PAL. In this case, please contact us at intedimmigration@okanagan.bc.ca.

What do I upload in my account to show proof of my provincial attestation letter (PAL) exemption?

Please find a Template for a Provincial Attestation Letter (PAL) Exemption Explanation Letter in the 'Guide Applying for Study Permit Extension (detailed)' (see page 39 of Guide) at <https://www.okanagan.bc.ca/international/international-supports#immigration>.

My study permit expired LESS than 90 days ago

If your study permit has expired and you did not apply for its extension before your most recent study permit's expiration, you have lost your status in Canada. If your study permit expired less than 90 days ago, you may apply for restoration of status within the 90 days following your loss of status. In this case, please email intedimmigration@okanagan.bc.ca

My study permit expired MORE than 90 days ago

In general, if your study permit expired more than 90 days ago, you are out of status and you must leave Canada. You may apply for a new study permit from outside Canada.

Can I renew a co-op work permit/spousal work permit/dependent permits at the same time as my study permit?

Yes, you may be able to do so. You/your family members will need to complete the application for the additional/respective permit and submit it at the same time.

Can I apply for my temporary resident visa (TRV, aka entry visa) and study permit extension at the same time?

No. You must first apply for study permit extension. If it's approved, then you can apply for TRV from inside Canada.

I have changed post-secondary schools, and I transferred to Okanagan College. What do I need to do?

You can no longer change your DLI in your IRCC account. You must apply for a new study permit with a named DLI if you are changing schools. For more information, please contact us.

Applying Online

Step 1: Request your Verification of Enrolment and order your Transcript

Complete and submit your Verification of Enrolment request using the webform: <https://forms.office.com/r/WKsGHEA6HH>. You can order your official transcript directly from your MyOkanagan account.

Step 2: Create your IRCC account (if you don't have one already)

You can create a free GCKey (Government of Canada) account here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/register.html>. Keep your security questions in a safe place,

Step 3: Scan and attach all supporting documents

Upon logging into your IRCC account, click “**Start an application**”, and then “**I do not have a personal reference code**”. You must now answer the series of questions, and once completed, a personal documents checklist will be generated to upload the documents to your account.

Save your documents to your computer and upload them to your online application. The overall size of each file to upload must be less than 4 MB. You may use Adobe Acrobat to reduce file size, or alternatively, you may use a PDF compression website.

In the optional “Client Information” upload field, create a simple explanation letter, explaining why you need to extend your study permit, and including your current study permit underneath.

Step 4: Pay the application fee and submit your application. Monitor your online IRCC account

IRCC may send any correspondence message/letter through your online IRCC account or any e-mail ID that you specified in your application, including a final decision letter. Review common IRCC email practices <https://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=1205&top=31>

Step 5: Check your mail for your extended study permit

Your new document will be sent to you by mail (Canada Post), to the address you provided in your application.

NOTE: i) Learn about [temporary Medical Services Plan \(MSP\) coverage](#) if/when on a [maintained status](#)

ii) Update your status with MSP, and renew your Social Insurance Number (SIN)

Once your extended study permit arrives, be sure to update your status with MSP (can be done by ‘Request MSP Account Change’ using the instructions specified: <https://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp/bc-residents/managing-your-msp-account/renewing-your-work-permit>), and your SIN.