

How to Amend or Correct a Study Permit

If you have a mistake on your study permit such as an incorrect spelling of your name OR if you were admitted to Okanagan College (OC) as an academic student (non-ESL) and would like the Immigration Refugees and Citizenship Canada (IRCC) to include employment authorization on your study permit, you may request an amendment to your study permit. **If you are an English as a Second Language (ESL)/English for Academic Purposes (EAP) student who has completed your ESL/EAP studies and have been admitted into an academic program but your study permit does not authorize work, you must apply for a renewed study permit.**

Before you begin:

To amend your study permit, you will need to first request the following:

- Verification of Enrolment from OC, which can be requested using the webpage: <https://forms.office.com/r/WKsGHEA6HH>, OR using the OC [iCent app](#), available for free download on 'Google Play' or 'App Store' – may take 10-15 business days processing time.

Note: Verification of Enrolment cannot be issued before the start date of your study program; in this case, you may request Verification of Enrolment once you've started your study program.

Requesting an Amendment for Employment Authorization

If your study permit has the words “*This permit does not permit the holder to engage in off campus employment in Canada*” printed on it or if your study permit does not mention any employment-related condition, you can apply to change the conditions of your study permit to include the employment authorization. **Please note that if your current study permit was used for ESL/EAP studies, you cannot use this application. You must apply for a new/renewed study permit.**

To amend your study permit:

1. Request a Verification of Enrolment (see above for instructions).
2. Visit the Immigration Refugees and Citizenship Canada (IRCC) webpage [LINK](#) to amend/change the conditions on your study permit, or Google search 'IRCC Request to Amend Valid Temporary Resident Documents or Information Contained in the Confirmation of Permanent Residence' for this link (ensure you're visiting <https://www.canada.ca/> domain).
3. Download and complete the application form IMM 1436 (Request to Amend Valid Temporary Resident Documents or Information Contained in the Confirmation of Permanent Residence form). Read the Instruction Guide 5218 to properly fill out IMM 1436 form. Make sure that you include all the supporting documents:
 - Photocopy of Verification of Enrolment from OC
 - Photocopy of your Letter of Acceptance from OC, which you originally used to apply for your study permit
 - Photocopy of biodata page (i.e., page stating your name, date of birth, passport number, photo, passport issue and expiry date, etc.) of your valid passport. This passport should be the one you used to enter Canada.



- Photocopy of valid government-issued identification from outside Canada before your entry to Canada such as national identity card, birth certificate, or marriage certificate (if applicable).
- Photocopy of your valid study permit.

Note: You may be required to provide additional supporting documents, and all documents must be in English or French.

4. There is no fee for this service.
5. Mail the completed application form and all required supporting documents to the IRCC address stated in the Instruction Guide 5218. It is recommended you use a postal or courier service with tracking so you can track your package to ensure it reaches the IRCC Office.
6. If your application is approved, the IRCC will send you your amended study permit. If your application is refused, you will receive a letter from the IRCC with the reason(s) for the decision.

Apply for Social Insurance Number (SIN)

Once you have obtained your amended study permit, you may apply for a SIN. Please see the Government of Canada webpage Social Insurance Number – Apply at <https://www.canada.ca/en/employment-social-development/services/sin/apply.html> to learn more.

A valid Social Insurance Number is required to be able to work in Canada.

Requesting a Correction to Fix an Error e.g. incorrect name or date of birth

If you have a study permit that has an error on it, you may follow the instructions indicated above. You will need to provide documentation that shows the correct information, e.g., photocopy of biodata page of your valid passport.

