

**[Today's date]**

**Immigration, Refugees and Citizenship Canada**

Dear Officer,

My name is..... and I am a full-time student at Okanagan College, studying the ..... program. I am applying to extend my study permit because as per my Verification of Enrolment, my study program will finish on ....., and my study permit expires on ....., therefore I need an extra ..... Months/semesters to complete my program.

*(if applicable, include a short explanation of why your program is taking longer than expected, e.g. you changed programs, deferred your start date, transferred from another college...)*

In relation to this study permit extension application, I have included the following documents:

- Official transcript
- Study permit
- Co-op work permit (if applicable)
- Additional employment for IMM5709
- Verification of Enrolment
- Passport
- Proof of Funds
- Digital Photo
- Proof of PAL exemption (if applicable)

Please feel free to contact me at [phone number.....] or [email.....] should you have any questions.

Yours sincerely,

[name]