

Study Permit Extension/Change Conditions



Extending a study permit is a common application for international students in Canada who need to extend their study permit for the duration of studies (plus 90 days).

Extend at least 60 days before your study permit expires. You should add **an additional 90 days** to your study permit extension application. See more about extending your study permit at this website:

canada.ca/en/immigration-refugees-citizenship/services/study-canada/extend-study-permit.html

If you need to **change the conditions** of your study permit, the process is the same as extending the study permit.

What should I do if my study permit is expired?

You will need to **restore your study permit** within 90 days of the expiry date. More about restoring your study permit is found here:

canada.ca/en/immigration-refugees-citizenship/services/study-canada/extend-study-permit/expired-permit.html

You cannot study until your study permit is restored.

What you will need from Algonquin College to support the study permit extension application:

Proof of Enrolment Letter - You can download your own Proof of Enrolment letter and save the letter in a PDF from your ACSIS account. You will need to know the expected graduation date of your academic program when requesting your letter. If you are not sure, check with your program coordinator, and make sure to add two months, to allow you to attend your convocation ceremony. For example, if you are in your final semester and complete your final exams in:

April - choose June as your expected graduation date

August - choose October as your expected graduation date

December - choose February as your expected graduation date

Letter of Acceptance (LOA) if your program includes a work requirement (paid or unpaid)

International Education Centre (IEC)

The IEC is located in room C021. On-campus services are limited due to the pandemic.

The **IEC Support Team** can help answer some of your questions. Current international students can email iecsupport@algonquincollege.com for assistance. Be sure to include your AC student number in your email. IEC Support work hours are from Monday to Friday from 8:30 am to 4:45 pm excluding holidays—unless otherwise specified.

Co-op/Internship Work Permit – include this with your study permit extension if your letter of acceptance indicates that your program includes a work requirement. Use a letter of enrolment from ACSIS to support the study permit extension and the letter of acceptance (if the letter indicates that your program has a work requirement) to support the Co-op/Internship Work Permit.

Fees for most immigration applications are found here:

cic.gc.ca/english/information/fees/fees.asp?_ga=2.37157027.2074302452.1515416797-106144711.1511556226

Processing Times - See the processing times for IRCC applications at this website:

canada.ca/en/immigration-refugees-citizenship/services/application/account.html

Maintain status (formerly known as implied status)

If you apply to extend your permit, and your study permit expires while you are waiting for a decision, you still have temporary resident (student) status. See more about **maintained status** at this website:

canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/visitors/implied-status-extending-stay.html



Most Up-to-Date Information

For the most up-to-date information about Immigration, Refugee and Citizenship Canada (IRCC), please refer to the IRCC web site at: canada.ca/immigration or call them at **1-888-242-2100**. It is the international student's responsibility to know the rules and regulations that apply. See the conditions of a study permit holder here:

canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/prepare-arrival/study-permit-conditions.html

Work Hours

Monday-Friday, 8:30 a.m.-4:45 p.m.

General Contact

iecsupport@algonquincollege.com

Algonquin College of Applied Arts and Technology
1385 Woodroffe Avenue
Ottawa, ON K2G 1V8
Canada

APPLY ON-LINE

The IEC recommends that you use the latest version of Internet Explorer if using a PC or Safari for MAC

Step 1: Create or sign-in to your IRCC Secure Account here:

canada.ca/en/immigration-refugees-citizenship/services/application/account.html

Step 2: Choose the visit, study or work option and answer the questions to get to the application and documents required.

Step 3: Upload the required documents, pay with a credit card and submit your application. You will receive a confirmation email from IRCC letting you know that they have received your application.

Note – if you need to include a co-op/internship work permit with your study permit extension application, you can use the letter of acceptance (LOA) to support this permit. Be sure to answer “yes” to the question about if your program includes a work requirement – if your letter of acceptance . More about the co-op/internship work permit is found here:

canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html

IMPORTANT

- You may be eligible to work on or off-campus while you study. See more about working as an international student here:

canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/campus-work.html

- According to IRCC, a study permit becomes invalid 90 days following the completion of studies. **If you'll finish your studies earlier than you expected** - Your study permit will expire on the date marked on the permit or 90 days after the day you complete your studies, **whichever comes first**. More about this is found here:

canada.ca/en/immigration-refugees-citizenship/services/study-canada/extend-study-permit/when-to-apply.html