

# HOW TO EXTEND YOUR STUDY PERMIT



## OVERVIEW

### WHEN TO APPLY

At least 30 days up to 90 days before your study permit expires

### HOW TO APPLY

**Online (recommended)** or by paper

### PROCESSING TIME

Check this website for weekly updates:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html>

### COST

Government Application Fee: CAD\$ 150

Biometrics (if applicable): CAD\$ 85



## CREATE YOUR DOCUMENT CHECKLIST.

### 1. CREATE A MYCIC ACCOUNT HERE:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>

### 2. COMPLETE THE ONLINE QUESTIONNAIRE

This will generate a personalized checklist for your study permit extension.



## GATHER YOUR DOCUMENTS.

### 1. FILL OUT THE APPLICATION FORM

- Note: Columbia College's Designated Learning Institution (DLI) Number is: **019279591302**

### 2. LETTER OF ACCEPTANCE

- Note: This is not your original admission offer letter.
- Make sure that you have at least CAD\$1,635 in your student account.
- Go to Student Services Office & fill up a **Study Permit Extension Letter Request Form**. You will receive a message in your College email once it is available for download from your Student Portal.

### 3. PASSPORT

### 4. DIGITAL PHOTO

- Click on the small blue icon (?) beside it to see the dimensions.

### 5. PROOF OF MEANS OF FINANCIAL SUPPORT

- Click on the small blue icon (?) beside it to see what documents you can include.

### 6. OTHER OPTIONAL DOCUMENTS

**TIP:** Click the small blue icon (?) in your checklist to see specific instructions.



## SUBMIT YOUR APPLICATION

### 1. ENSURE ALL YOUR DOCUMENTS ARE COMPLETE.

### 2. PAY THE FEE ONLINE.

### **IMPLIED STATUS**

If you submit your study permit extension application before your study permit expires, you may continue studying (and working, if eligible), as long as you meet the conditions of your study permit while you remain in Canada. However, if you left Canada while your application is in process, you may re-enter Canada (if you have a valid TRV or eTA) but cannot resume study and work until your application for extension is granted.



## AFTER YOU GET YOUR NEW STUDY PERMIT

- Submit a copy of your renewed Study Permit to Student Services office
- Extend your Medical Services Plan (MSP), if applicable
- Extend your Social Insurance Number (SIN), if applicable
- Renew your eTA or TRV, if planning to travel outside of Canada (See reverse page for instructions)

## NEED

## HELP?

You may contact our Immigration Advisors

- By phone: 604 683 8360
- Via email: [ssa@columbiacollege.ca](mailto:ssa@columbiacollege.ca) (Include your Student ID Number)
- In-person: Drop by the Student Services Office from M-F, 9:00AM-4:30PM

# HOW TO RENEW YOUR TEMPORARY RESIDENT VISA (TRV)



## OVERVIEW

### WHAT?

**TRV** is for visa-required countries. You need this to be able to re-enter Canada.

**Electronic Travel Authorization (ETA)** is for visa-exempt countries.

To know more, go to: <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/entry-requirements-country.html>

### WHEN?

At least 2 months before your planned departure from Canada

### HOW?

**Online (recommended)** or by paper

### PROCESSING TIME

Check this website for weekly updates: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html>

### COST

Government Application Fee: CAD\$ 100

Biometrics (if applicable): CAD\$ 85



## CREATE YOUR DOCUMENT CHECKLIST.

### 1. CREATE A MYCIC ACCOUNT HERE:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>

### 2. COMPLETE THE ONLINE QUESTIONNAIRE

This will generate a personalized checklist for your TRV application.



## GATHER YOUR DOCUMENTS.

### 1. FILL OUT THE APPLICATION FORM

### 2. PROOF OF NEXT TERMS ENROLLMENT

- Make sure that you have at least CAD\$1,635 in your student account.
- Go to Main Reception Office to fill up a **Confirmation of Enrollment Letter Request Form**.
- Regular service (2 business days) = free | Rush Service (within 2 hours) = CAD\$20. Cut-off is 3 PM.

### 3. RECENT EDUCATION TRANSCRIPT

- Go to Main Reception Office & fill up a **Transcript Request Form**.
- Regular service (2 business days) = free | Rush Service (within 2 hours) = CAD\$20. Cut-off is 3 PM.

### 4. PASSPORT

### 5. PROOF OF MEANS OF FINANCIAL SUPPORT

- Click on the small blue icon (?) beside it to see what documents you can include.

### 6. CURRENT STUDY PERMIT

### 7. DIGITAL PHOTO

- Click on the small blue icon (?) beside it to see the dimensions.

### 8. OTHER OPTIONAL DOCUMENTS

**TIP:** Click the small blue icon (?) in your checklist to see specific instructions.



## SUBMIT YOUR APPLICATION

### 1. ENSURE ALL YOUR DOCUMENTS ARE COMPLETE.

### 2. PAY THE FEE ONLINE.



## ELECTRONIC TRAVEL AUTHORIZATION (ETA)

- It is an entry requirement for visa-exempt foreign nationals travelling by air.

- Validity: 5 years | Government Fee: CAD\$ 7.00

- You can apply for eta renewal here:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta/about.html>

## NEED HELP?

You may contact our Immigration Advisors

- By phone: 604 683 8360

- Via email: [ssa@columbiacollege.ca](mailto:ssa@columbiacollege.ca) (Include your Student ID Number)

- In-person: Drop by the Student Services Office from M-F, 9:00Am-4:30PM