



Columbia College  
Vancouver, Canada

STUDY PERMIT EXTENSION

# APPLICATION GUIDE

Property of Columbia College Student Services Department

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## I. HOW TO CREATE A MYCIC ACCOUNT

1. Google “IRCC Account” or go to the link below:

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

### Sign in to your IRCC secure account

Your account lets you start an application, submit and pay for your application, get messages related to your application, check the status of your application and update your information.

**Need help signing in  
or applying online?**

⚠ This online service will be unavailable from **1:00 a.m. to 6:00 a.m.** Eastern time, on **Tuesday February 11, 2020**, in order to perform system maintenance.

⚠ As of November 8, 2019, you can't use **CHOICE Rewards MasterCard** to sign in. [Find out what to do to regain access to your application](#) if your Sign-In Partner was removed.

#### Option 1: GCKey

Sign in with your GCKey user ID and password.

Sign in with GCKey

#### Option 2: Sign-In Partner

Sign in with your online Canadian banking information if you have an existing account with 1 of our partners.

Sign in with Sign-In Partner

[View the full list of Sign-In Partners](#)

2. Register for the account. Decide which option you would like to take. Both options will lead you to the same account.

#### OPTION 1: REGISTER WITH GCKEY

- Click Register with a GCKey.
- Click Sign Up.
- Read the Terms and Conditions of Use and click I Accept.
- Create a username. Click Continue.
- Create a password. Click Continue.
- Create your security questions and responses. Click Continue.
- Click Continue to get to the Sign Up Complete page.
- Read the Terms and Conditions. Click I Accept.
- Enter your information and follow the steps to create your account.

#### OPTION 2: REGISTER WITH A SIGN-IN PARTNER

- Click Register with a Partner Sign-In.
- Choose your financial institution.
- If you don't see your financial institution listed, you need to register with GCKey.
- Enter your banking sign-in information and click Continue.
- Read the Terms and Conditions of Use and click I Accept.
- Enter your information and follow the steps to create your account.



## I. HOW TO FILL-UP THE ONLINE QUESTIONNAIRE

1. Once you have logged into your IRCC Account, scroll down on the dashboard and click on “Apply to come to Canada”.

### View the applications you submitted

Review, check the status or read messages about your submitted application.

Search:  Showing 0 to 0 of 0 entries | Show 5 entries

Application type ↑↓	Application number ↑↓	Applicant name ↑↓	Date submitted ↓	Current status ↑↓	Messages ↑↓	Action
No data available in table						

Did you apply on paper or don't see your online application in your account? [Add \(link\) your application to your account](#) to access it and check your status online.

### Continue an application you haven't submitted

Continue working on an application or profile you haven't submitted or delete it from your account.

Search:  Showing 0 to 0 of 0 entries | Show 5 entries

Application type ↑↓	Date Created ↓	Days left to submit ↑↓	Date last saved ↑↓	Action
No data available in table				

### Start an application

**Apply to come to Canada**

Includes applications for visitor visas, work and study permits, Express Entry and International Experience Canada. You will need your personal reference code if you have one.

**Students: Transfer schools**

For approved study permit holders only. Tell us if you are changing designated learning institutions. You will need your application number.

**Refugees: Apply for temporary health care benefits**

Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.

**Citizenship: Apply for a search or proof of citizenship**

Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.

2. If you do not have a Personal Reference Code, click on “Visitor visa, study and/or work permit”.



## Personal checklist

### Personal Reference Code

If you have already completed the Come to Canada or the Express Entry wizard, you would have received a document checklist and/or a personal reference code, based on the answers you provided.

\* Please enter your personal reference code to begin your application. *(required)*



Continue

Cancel

### I do not have a Personal Reference Code

If you do not have a personal reference code, you may answer a series of questions to find out if you are eligible to apply for a visa and/or permit, apply for Express Entry, and begin an online application.

If you begin your application **after you have logged into your account**, you will not receive a personal reference code, as the system will save your document checklist right into your account.

Determine your eligibility and apply online:

Visitor visa, study and/or work permit

Express Entry (EE)

International Experience Canada (IEC)

3. Start filling up the online questionnaire by following the tips below:

## Find out if you're eligible to apply

What would you like to do in Canada? *(required)*

Study

How long are you planning to stay in Canada? *(required)*

Please make a selection

Select the code that matches the one on your passport. *(required)*

Please make a selection

What is your current country/territory of residence? If you are presently in Canada, you should select Canada. *(required)*

Canada

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? *(required)*

Please make a selection

What is your date of birth? *(required)*

Select year

Select month

Select day

Save and Exit Questionnaire

Next

**Always** select "Temporarily more than 6 months" (even if you are applying just for one more semester)

"Family member" is defined as a spouse or common-law partner, dependent children, and their dependent children only. You parents, siblings, aunts, cousins etc are not considered your family members.



4. Click "Next". You will have to answer more questions to finish the questionnaire. Some of the tricky questions are answered below. **NOTE:** Read all the questions carefully. Not all students will have the same questions.

Are you accompanying a family member who has status in Canada? *(required)* ?

Please make a selection

Accompanying you means that this person intends to come to Canada at the same time as you or is currently in Canada with you.

Do you also want to apply for a work permit? *(required)*

Please make a selection

Please make a selection  
Yes, I wish to apply for a CoOp Work Permit  
No

Since Columbia College does not have a Co-Op Program, you should select "No".

Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months? *(required)* ?

Please make a selection

Please make a selection  
Yes  
No

If you have been in Canada for more than 10 months, then the answer is most likely to be "No".

**NOTE:** Not all family doctors are IRCC authorized panel physicians.

**TIP:** Click the blue question mark beside it to see the list of physicians.

Have you lived in a designated country or territory for more than six months in the last year? *(required)* ?

Please make a selection

Please make a selection  
Yes  
No

Canada is not a designated country. If you have been in Canada for at least 6 months now, then the answer is most likely to be "No".

**TIP:** Click the blue question mark beside it to see a list of designated country.



In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada?

Please make a selection

Please make a selection

Yes

No

It is only asking for immigration applications to come to Canada. This is different from fingerprints to go to the USA or any employment requirements. If you are not sure if your biometrics are still valid, go to: <https://onlineservices-servicesenligne.cic.gc.ca/extapp/bioStatusQuery>

- Once you have completed the questionnaire, you will be directed to the “Review your answers” page. **NOTE:** You can modify any of your answers by selecting the pencil icon on the right.

## Review your answers

Please review your results and modify your answers if required.

What would you like to do in Canada?  
Study

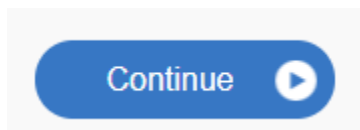
How long are you planning to stay in Canada?  
Temporarily - more than 6 months

Select the code that matches the one on your passport.  
IND (India)

What is your current country/territory of residence? If you are presently in Canada, you should select Canada.  
Canada

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older?  
No

- Scroll down and click “Continue”. Do the same on the next page.





7. You will be redirected to your Document Checklist page.

**TIP:** Click the blue question mark under Instructions column to know more information on what is being asked.

### Application Form(s)

Application Form(s)			
Details	Document Name	Instructions	Options
Not Provided	1 Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709) (required)	?	Upload File

### Supporting Documents

Supporting Documents			
Details	Document Name	Instructions	Options
Not Provided	2 Passport (required)	?	Upload File
Not Provided	3 Letter of Acceptance (required)	?	Upload File
Not Provided	4 Proof of Means of Financial Support (required)	?	Upload File
Not Provided	5 Digital photo (required)	?	Upload File

### Optional Documents

Optional Documents			
Details	Document Name	Instructions	Options
Not Provided	6 Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	Upload File
Not Provided	7 Client Information	?	Upload File

1. If you cannot see the form through the webpage, download the Application Form and save it to your computer. Open it from the file location where you saved it, **not** through the webpage.

2. Combine in one single PDF file: first page of passport (page with picture and personal details), all pages with visas and stamps (including the Canadian ones), and your study permit.

3. Please do NOT upload your original Letter of Acceptance. Your Letter of Acceptance is outdated and expired. Instead, you should upload your **Study Permit Extension Letter** issued by a Student Services Counsellor/Academic Adviser. You may request it here: <https://www.columbiacollege.ca/letter-request-form/>

4. Provide the last 4 months of your Canadian bank statements. You may also provide the last 4 months of your parents' bank statements, however, you must merge them into one PDF file in order to successfully upload it.

5. Click the blue question mark to know the specific dimensions.

6. Please ignore this form – it is only for applicants from outside of Canada. It does not apply to you.

7. It is an "optional document", meaning it is not mandatory for you to submit anything here. However, if you would like to provide more information about your application that you have not already provided, you can attach a letter of explanation to your application. You can also attach any medical documentation or Authorized Leave approval letters here.





**8. Once you have uploaded all the files, submit and pay for the fees.**

## II. HOW TO FILL-UP THE GOVERNMENT APPLICATION FORM

1. Click on the “Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709)”.

**Your document checklist**

**Your documents**

This is the list of documents you need to submit in order to apply. You cannot proceed until each file has been uploaded. Select the question mark button to learn more about each document.

[Are you having difficulty downloading a form?](#)

Versions of application forms for study permits and work permits dated November 2013 (11-2013), or later, and applications for temporary resident visas dated March 2014 (03-2014), or later, can only be uploaded to the IRCC Portal.

**Note:** You are responsible for ensuring that the documents you submit are correct. Carefully review the documents you have attached to this application. A decision concerning your application will be made based upon the information you submit. You will not be able to make changes to your application once it has been submitted. Please ensure that you scan and attach all relevant documents to your online submission. Any documents received by mail related to this application will not be considered.

**Application Form(s)**

Application Form(s)			
Details	Document Name	Instructions	Options
Not Provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709) (required)	?	Upload File

2. If you cannot see the form through the webpage, download the Application Form and save it to your computer. Open it from the file location where you saved it, **not** through the webpage.

For more information, please click “Are you having difficulty downloading a form?”.

[Are you having difficulty downloading a form?](#)

3. Fill-up the application form by following the tips provided in the next pages.

For more information, please read the instruction guide available here:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5552-applying-change-conditions-extend-your-stay-canada-student.html#step1>



**APPLICATION TO CHANGE CONDITIONS,  
EXTEND MY STAY OR REMAIN IN CANADA AS A STUDENT**

If you need more space for any section, print out an additional page containing the appropriate section, complete and submit it with your application.

Validate

Clear Form

1 UCI	2 * I want service in English	OFFICE USE ONLY Validated
3 I am applying for one or more of the following: <input checked="" type="checkbox"/> * Apply for a study permit for the first time or extend my study permit <input type="checkbox"/> * Restore my status as a student <input type="checkbox"/> * Get a new temporary resident permit (for inadmissible applicants only)		
<b>PERSONAL DETAILS</b>		
1 Full name * Family name (as shown on your passport or travel document)		
		Given name(s) (as shown on your passport or travel document)
2 a) Have you ever used any other name (e.g. Nickname, maiden name, alias, etc.)? <input type="checkbox"/> * No <input type="checkbox"/> * Yes b) If you answered "yes" to question 2a), please provide the name (e.g. Nickname, maiden name, alias, etc.) Family name Given name(s)		
*3 Sex	4 Date of birth * YYYY * MM * DD	5 Place of birth * City/Town * Country or Territory

Unique Client Identifier (UCI) is written on your Study Permit. It is typically an 8 or 10 digit number. Do not include hyphens.

**Full name**

Type your **family name (surname)** as it appears on your passport or travel document (even if the name is misspelled). Do not use initials.

**Note:** If you do not have a family name on your passport or travel document, enter all your given names here and leave the given name field blank.

Type all of your **given names (first, second, or more)** as they appear on your passport or travel document (even if the name is misspelled). Do not use initials.

**Note:** If you do not have a given name on your passport or travel document, leave this field blank. Do not enter "\*", "Not applicable" or "NA".

7 Current country or territory of residence:				
Country or Territory	Status	Other	From	To
* Canada	* Student		* YYYY-MM-DD	* YYYY-MM-DD
8 a) Previous countries or territories of residence: During the past five years have you lived in any country or territory other than your country of citizenship or your current country or territory of residence (indicated above) for more than six months? <input type="checkbox"/> * No <input type="checkbox"/> * Yes b) If you answered "yes" to question 8a), please provide details				
Country or Territory	Status	Other	From	To
			YYYY-MM-DD	YYYY-MM-DD
			YYYY-MM-DD	YYYY-MM-DD

Fill this up **only** if:

- You lived in **other** countries other than your country of citizenship and current country of residence, **and**
- You lived there more for more than 6 months during the past 5 years.

**FROM:** Issue date written on your current Study permit

**TO:** Expiry date written on your current Study permit



5	* For this trip, will you use a passport issued by the Ministry of Foreign Affairs in Taiwan that includes your personal identification number?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
6	* For this trip, will you use a National Israeli passport?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

**NATIONAL IDENTITY DOCUMENT**

1	Do you have a national identity document?			<input type="checkbox"/> * No	<input type="checkbox"/> * Yes	
2	Document number	3	Country or territory of issue	4	Issue date	
				YYYY-MM-DD	5	Expiry date
					YYYY-MM-DD	

5. Only Taiwanese nationals will answer this question.  
6. Only Israeli nationals will answer this question.  
If the boxes are color grey, this means that Questions 5 & 6 are not applicable to you since they are not clickable.

Only certain countries have compulsory National Identity Documents. If your country does not have one, click 'NO'.

<b>1 Current mailing address</b>					
P.O. box	Apt/Unit	Street no.	* Street name		
* City/Town		* Country or Territory Canada		* Province	* Postal code
<b>2 Residential address</b> Same as mailing address? <input type="checkbox"/> * No <input type="checkbox"/> * Yes					
Apt/Unit	Street no.	Street name			
City/Town		* Country or Territory Canada		Province	Postal code

This is the address where your new Study Permit will be mailed. Ensure that it is correct.  
**NOTE:** PO boxes are locked compartments within a Post Office. If you do not have one, leave this box empty.

If your mailing address is also the address where you currently live, click 'YES'.

**COMING INTO CANADA**

1	Date and place of your original entry to Canada	* Date YYYY-MM-DD	* Place
2	* a) The original purpose for coming to Canada Study		b) Other
3	Date and place of your most recent entry to Canada (if not the same as original entry)	Date YYYY-MM-DD	Place
4	If applicable, provide the document number of the most recent Visitor Record, Study Permit, Work Permit or Temporary Resident Permit issued to you.		Document Number

**1. DATE:** The date when you first landed (arrived) in Canada.  
**PLACE:** The name of the Port of Entry where you first landed in Canada. (i.e Vancouver airport, Abbotsford land border crossing, etc)

**3. DATE:** If you left Canada since you first entered, indicate your most recent entry date.  
**PLACE:** The name of the Port of Entry where you entered in Canada. (i.e Vancouver airport, Abbotsford land border crossing, etc)

**4.** This is written on the top right corner of your Study Permit. It starts with the letter "F".



**DETAILS OF INTENDED STUDY IN CANADA**

1 I have been accepted at the following educational institution					
* a) Name of School Columbia College		My level of study will be: College - Diploma		*My field of study will be:	
b) Complete address of school in Canada					
* Province BC	* City/Town Vancouver	* Address 438 TERMINAL AVENUE			
2 Designated Learning Institution # (O#) O19279591302		My Student ID # is:		3 Duration of expected study	* From * To YYYY-MM-DD YYYY-MM-DD
4 The cost of my studies will be: * Tuition Room and board Other			5 a) Funds available for my stay(CAD) * b) My expenses in Canada will be paid by:		c) Other
6 a) In addition to a study permit, are you also applying for a work permit? <input checked="" type="checkbox"/> * No <input type="checkbox"/> * Yes			b) What type of work permit are you applying for:		
7 If you have been issued a Quebec Acceptance Certificate (CAQ), provide the:					
Certificate Number			Expiry Date		
If you are under the age of majority of the province/territory where you intend to study, you must fill out the Custodian Declaration [IMM5646] form.					

The DLI number is written on your Study Permit Extension Letter. It starts with letter "O".

**FROM:** Today's date or the date you're submitting the application.  
**TO:** This is written in your Study Permit Extension Letter

**TUITION:** The amount that is written on your Study Permit Letter.  
**ROOM & BOARD:** How much you are paying for rent

**FUNDS AVAILABLE:** Write the amount of tuition you still have to pay for the completion of your program plus \$10,000.00. (ie. if your still have \$12,000.00 left to pay for your program, the funds available will be: \$22,000.00)

**EDUCATION**

Have you had any <u>post secondary</u> education (including university, college or apprenticeship training)? <input type="checkbox"/> * No <input checked="" type="checkbox"/> * Yes			
If you answered "yes", give full details of your highest level of <u>post secondary</u> education.			
1 From *YYYY *MM		*Field and level of study	*School/Facility name
To YYYY MM		*City/Town	Country or Territory *Province/State
		VANCOUVER	Canada

**NOTE:** Post-secondary education means any level of education beyond high school/secondary. An example is College education.

**FROM:** Month and date when you first attended classes in Columbia College.  
**TO:** Leave blank – as you are presently studying and have not yet completed your program.



**EMPLOYMENT**

Give details of your employment for the past 10 years, including if you have held any government positions (such as civil servant, judge, police officer, mayor, member of parliament, hospital administrator)				
1	From	* Current Activity/Occupation	* Company/Employer/Facility name	
	*YYYY To MM	* City/Town	Country or Territory	Province/State
2	From	Previous Activity/Occupation	Company/Employer/Facility name	
	YYYY To MM	City/Town	Country or Territory	Province/State
3	From	Previous Activity/Occupation	Company/Employer/Facility name	
	YYYY To MM	City/Town	Country or Territory	Province/State

IMM 5709 (06-2019) E  
APPLICATION TO CHANGE CONDITIONS,  
EXTEND MY STAY OR REMAIN IN CANADA AS A STUDENT

IMMIGRATION, REFUGEES AND CITIZENSHIP CANADA  
IMMIGRATION, REFUGÉS ET CITOYENNETÉ CANADA

PAGE 4 OF 5

Applicant Name	Date of Birth
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**EMPLOYMENT (CONTINUED)**

3	From	Previous Activity/Occupation	Company/Employer/Facility name	
	YYYY To MM	City/Town	Country or Territory	Province/State
3	From	Previous Activity/Occupation	Company/Employer/Facility name	
	YYYY To MM	City/Town	Country or Territory	Province/State

**NOTES:**

1. It is asking for your employment for the past TEN (10) years.
2. Start from your current employment.
3. If you have **not** worked, you write the following:
  - a. Current Activity/Occupation: Student
  - b. Company/Employer/Facility Name: (Name of school, ie. Columbia College)
  - c. From: You can put the current month and year, minus ten years.
  - d. To: You can leave this blank.
4. The fields under 2 and 3 are optional. If you have never worked before or if you only have had one or two jobs, you can leave 2 and 3 blank.



**BACKGROUND INFORMATION**

Clear Section

You must complete this section if you are 18 years of age or older.

**1**

a) Within the past two years, have you or a family member ever had tuberculosis of the lungs or been in close contact with a person with tuberculosis?  \*No  \*Yes

b) Do you have any physical or mental disorder that would require social and/or health services, other than medication, during a stay in Canada?  \*No  \*Yes

c) If you answered "yes" to question 1a) or 1b), please provide details.

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**2**

a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?  \*No  \*Yes

b) Have you ever been refused a visa or permit, denied entry or ordered to leave Canada or any other country or territory?  \*No  \*Yes

c) Have you previously applied to enter or remain in Canada?  No  Yes

\*d) If you answered "yes" to question 2a), 2b) or 2c), please provide details.

I HAVE INITIALLY APPLIED FOR A STUDY PERMIT TO COME TO CANADA AS AN INTERNATIONAL STUDENT. IT WAS APPROVED ON [DATE] .

Complete the Background Information Section.

If you had any previous visa refusals, click "YES" on **2(b)** and explain in the box below.

Click "YES" on **2(c)** and follow the template written on the box below.



**TO COMPLETE YOUR FORM**

1. If you are 18 years of age or older, you must type your full name under the signature box and add today's date.
2. If you are less than 18 years of age, your parent or guardian must type their full name under the signature box and add today's date.
3. Once the application is completed, click on the "Validate" button located at the top or bottom of the form. This will generate a page with several bar codes (page 5 of 5) - see image below.



**NOTE:** This application is **not** to be printed. You must fill it out and validate it on your computer.

4. By clicking on validate, you certify that you fully understand the questions asked, and that the information you have provided is complete, accurate, and truthful.

**NOTE:** Do **not** print out your application form to sign it.

5. **Save the completed form to your computer and UPLOAD it in your IRCC Account.**