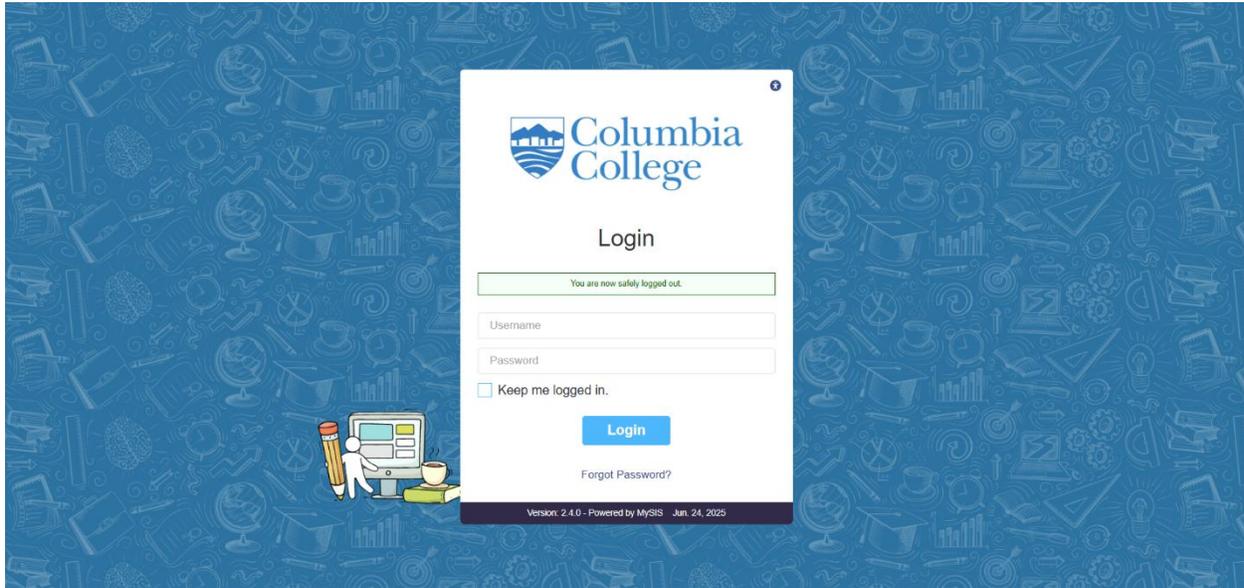
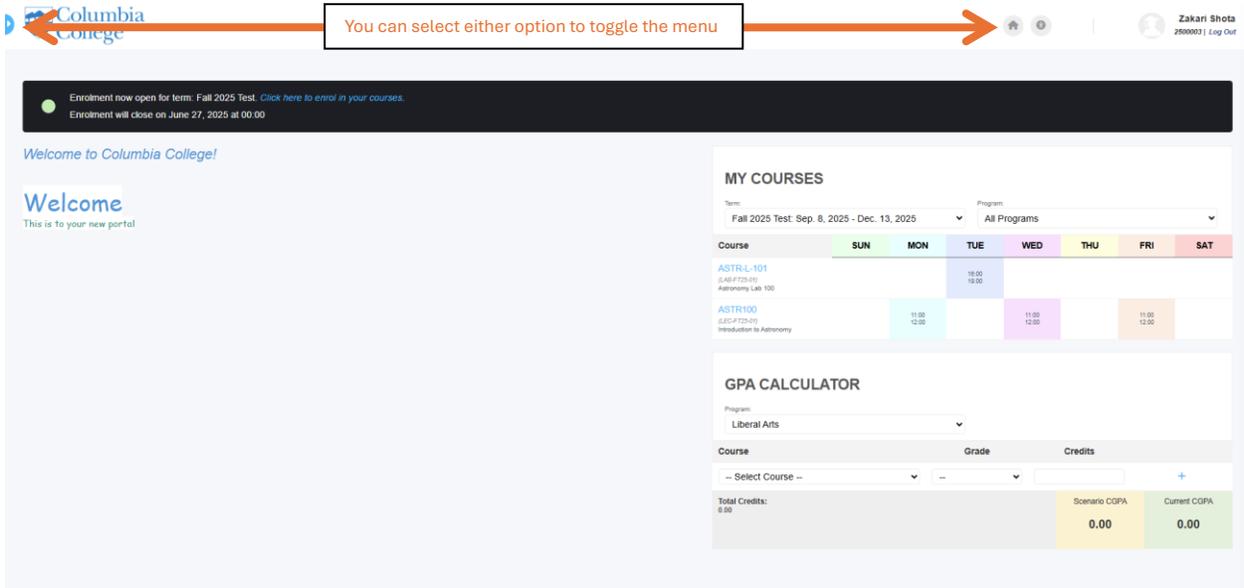


## How to Request Study Permit Extension Letter

1. Login with your Student Portal/ Moodle credentials on MySIS



2. Click “🏠” OR “▶”



### 3. Select “Request Forms”

The screenshot shows the Columbia College student portal. The left sidebar contains a menu with the following items: My Profile / Settings, My Courses, My Records, Workshops, Request Forms, and Library Resources. The 'Request Forms' item is highlighted with an orange arrow. The main content area displays a welcome message and a 'MY COURSES' section with a table of courses. The GPA CALCULATOR section is also visible.

Course	SUN	MON	TUE	WED	THU	FRI	SAT
ASTR-L-101 (LAB F725-01) Astronomy Lab 100			10:00 10:00				
ASTR100 (JEGP F725-01) Introduction to Astronomy		11:00 12:00		11:00 12:00		11:00 12:00	

Course	Grade	Credits
-- Select Course --	--	+
Total Credits:	Scenario CGPA	Current CGPA
0.00	0.00	0.00

### 4. Under “Request Forms”, select Immigration Letter Request.

The screenshot shows the Columbia College student portal with the 'Request Forms' dropdown menu expanded. The 'Immigration Letter Request' option is highlighted with an orange arrow. The rest of the page content is identical to the previous screenshot.

- Associate Degree Document Request Form
- Course Outline Request Form
- Extended Leave of Absence
- High School to UT Application
- Immigration Letter Request
- Readmission Application
- Request Refund
- Term Leave of Absence
- Transcript Request Form
- Tuition Installment Plan Request
- Update Address Information
- Update Social Insurance Number (SIN)

5. Complete all the necessary fields, double-check your address on Google to avoid any mistakes, and then select “Update Request”

**Columbia College**

Home > Immigration Letter Request

### IMMIGRATION LETTER REQUEST

EDIT REQUEST

Study Permit Extension Letters: to extend the validity of your current Study Permit. It is recommended for you to apply for your Study Permit Extension at least 30-120 days before the expiry.  
Study Permit Amendment Letters: if there are any mistakes on your current Study Permit and you would like it to be amended.  
Letter to Change Conditions on Study Permit: if you have switched from University Transfer to Associate Degree and would like to work off-campus.  
High School and UPREP students should contact the front desk team at [ncj@columbiacollege.ca](mailto:ncj@columbiacollege.ca) for information about their Study Permit Extension Letter.

\* Which immigration letter are you asking for?

\* What is your family name that is shown on your passport? (if you do not have a family name, write "N/A");

What is/are your given name(s) that is/are shown on your passport?

\* Date of Birth  --Month--  --Da--  --Yea--

\* What is your Columbia College Student Number

\* What is your phone number?

**WHAT IS YOUR COMPLETE ADDRESS? (INCLUDE HOUSE/APARTMENT NUMBER, STREET NUMBER, CITY AND POSTAL CODE)**

\* Apartment/House Number

\* Street Address   
eg. 1234 Street

\* Country  -- Select Country --

\* Province / State  -- Select Province / State --

\* What is your phone number?

**WHAT IS YOUR COMPLETE ADDRESS? (INCLUDE HOUSE/APARTMENT NUMBER, STREET NUMBER, CITY AND POSTAL CODE)**

\* Apartment/House Number

\* Street Address   
eg. 1234 Street

\* Country  -- Select Country --

\* Province / State  -- Select Province / State --

\* Postal Code

\* When is the expiry of your current Study Permit?  --Month--  --Da--  --Yea--

\* What is your program of study?

\* For University Transfer and Associate Degree students only: What is your intended program major (area of study)?

Acknowledgment: I declare that all information provided above is true and accurate.

Version: 2.4.0 - Powered by MySIS Jun. 25, 2025