How to Request Study Permit Extension Letter

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

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Columbia College	
Login	
You are now safely logged out.	
Usemane	
Password Reep me logged in.	
Login	
Forgot Password?	
Version 2.4.0 - Powered by MySIS Jun 24, 2025	

2. Click " • " OR ")"

D	Columbia	You can select either option to toggle the men	u				→	A 0			Zakari Shota 2500003 Log Out
	Enrolment now open for term: Fail 2025 Test. Click here to enror Enrolment will close on June 27, 2025 at 00 00	ol in your courses.									
	Welcome to Columbia College!		MY CO	DURSES			Program				
	This is to your new portal		Fall 2025	5 Test: Sep. 8, 2025 -	Dec. 13,	2025	✓ All F	rograms			~
			Course ASTR-L-101 (LAB-F725-01) Astronomy Lab 10		SUN	MON	18:00 19:00	WED	THU	FRI	SAT
			ASTR100 (LEC-FT25-01) Introduction to Ast	stronomy		11:00 12:00		11:00 12:00		11:00 12:00	
			GPA C Program: Liberal A		र		~				
			Course				Grade		Credits		
			- Select C	Course		•		•	Output CODA	0	+
			0.00						0.00	cu	0.00

3. Select "Request Forms"

Columbia College					•	0		Z 250	akari Shota 20003 Log Out		
My Profile / Settings >											
📫 My Courses >	Enrolment now open for term: Fail 2025 Test. Click here to enrol in your courses.										
My Records >	Entolinght will Lose of June 27, 2023 at 00.00										
🗗 Workshops >	Welcome to Columbia College!		_								
a Request Forms	Welcome	MY COURSES	5		Program						
E Library Resources	This is to your new portal Fal 2025 Test. Sep. 8, 2025 - Dec. 13, 2025						Programs V				
		Course	SUN	MON	TUE	WED	THU	FRI	SAT		
		ASTR-L-101 (LAB-F725-01) Astronomy Lab 100			18:00 19:00						
		ASTR100 (LEC-F725-01) Introduction to Astronomy		11:00 12:00		11:00 12:00		11:00 12:00			
		GPA CALCUL Program: Liberal Arts	ATOR		•						
		Course			Grade		Credits				
		Select Course		• -		•			+		
		Total Credits: 0.00				S	0.00	Curre 0	nt CGPA		

4. Under "Request Forms", select Immigration Letter Request.

Columbia College)				•	0		Z 250	akari Shota 10003 Log Out
My Profile / Settings >									
My Courses >	Enrolment now open for term: Fall 2025 Test. Click here to enrol in your courses.								
My Records >									
f [®] Workshops >	Welcome to Columbia College!	MY COURSES	2						
🖢 Request Forms 🔍 🗸	Walcomo								
Associate Degree Document Request	This is to your new portal	Fall 2025 Test: Sep.	8, 2025 - Dec	. 13, 2025	✓ All F	Programs			•
Course Outline Request Form		Course	SUN	MON	TUE	WED	THU	FRI	SAT
Extended Leave of Absence		ASTRJ -101		_					_
High School to UT Application		(LAB-FT25-01)			16:00 19:00				
Immigration Letter Request		Astronomy Lab 100							
Readmission Application		ASTR100		11:00		11:00		11:00	
Request Refund		Introduction to Astronomy		12.00		12.00		12.00	
Term Leave of Absence									
Tuition Instalment Dian Dequest									
Lindate Address Information		GPA CALCUL	ATOR						
Update Social Insurance Number		Program							
(ŚIN)		Liberal Arts			~				
Library Resources		Course			Grade		Credits		
		Select Course		¥ -		•			+
		Total Credits:				Sc	enario CGPA	Currer	nt CGPA
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5. Complete all the necessary fields, double-check your address on Google to avoid any mistakes, and then select "Update Request"

Columbia College			A C Zakari Shota
My Profile / Settings >	Home Immigration Letter Req	aest I	
effo My Courses >			
My Records >	EDIT REQUEST	TER REQUEST	
🗗 Workshops >	Study Permit Extension Letters: to Study Permit Amendment Letters: Letter to Change Conditions on St	estend 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, (here are any mittalias on your current Study Permit and you would like it to be amended, of Permit. If you have workched from University Transfer to Ascande Degree and vouduil like is work off-campus.	
Request Forms	High School and UPREP students	should contact the front desk team at nca@columbiacollege ca for information about their Study Permit Extension Letter.	
Form Course Outline Request Form	* Which immigration letter are you asking for?	×	
Extended Leave of Absence	* What is your family name		
High School to UT Application Immigration Letter Request	that is shown on your passport? (If you do not have a family name, write "NIA"):		
Readmission Application Request Refund	What is/are your given		
Term Leave of Absence	name(s) that is/are shown on your passport?		
Transcript Request Form Tuition Instalment Plan Request	* Date of Birth	- Month • - Da • - Yea •	
Update Address Information Update Social Insurance Number	* What is your Columbia College Student Number		
	* What is your phone number?		
Library Resources >	WHAT IS YOUR COMPLETE AD	RESS? (INCLUDE HOUSE/APARTMENT NUMBER, STREET NUMBER, CITY AND POSTAL CODE)	
	* Apartment/House Number		
	* Street Address		
		eg 152A Street	
	* Country	- Select Country -	
	* Province / State	Salart Province / State	
(SIN)	* What is your phone		
Library Resources	WHAT IS YOUR COMPLETE ADD	RESS2 (INC) LIDE HOUSELABARTIMENT WIMMER: STREET WIMMER: CITY AND POSTAL CODE)	
	* Apartment/House Number		
	* Street Address	- 2013 Paul	
	* Country	- Select Country -	
	* Province / State	- Select Province / State - V	
	* 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.	
		Cancel Update Update Request	>←
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