STUDY PERMIT EXTENSION – INSTRUCTION GUIDE

VCC International
ieservices@vcc.ca
vcc.ca/international

Apply for a Study Permit extension (online) – Step by Step Instructions

1. Create or Sign-in to your account.

- Create or Sign-in to your IRCC Secure Account online.
- If you don't know how to create an account, review the file "How to Create your IRCC Secure Account".

2. Inside your IRCC Secure Account

- On the "Start an application" section, click on "Apply to come to Canada" (even if you are in Canada)
- This includes applications for visitor visas, work permits, and study permits
- You will have the option to enter your personal reference code or answer a series of questions to determine your eligibility and create your Document Checklist right away. Both options will take you to the application.

Personal checklist options:

1. **Personal Reference Code:** create your code in advance by using the Come to Canada tool
2. **Do not have a Personal Reference Code:** To start the process, click on "Visitor visa, study and/or work permit". By choosing this option, the system will save your Document Checklist right into your account

➔ **Please review: Tips on how to answer the questions for a Study Permit extension application**

3. Completing the questionnaire wizard or entering the personal reference code

- After completing the questionnaire wizard or entering the personal reference code, the system will provide your results. You must **select 'Study Permit (in Canada)'** by clicking "Continue"
- The system will ask you a few more questions. Based on your answers, you will be provided with a personal checklist of all the documents you need to submit with your application.

4. Review your answers

- Review your answers (recommended to save a copy) and click "Continue".

5. Page: Submitting your application

- At the 'Submitting your application' page, review all the required steps and click "Continue".

6. Your Document Checklist

- The system will generate a list of documents you must submit to apply
- You will only be able to proceed once you upload each file
- You can select the question mark button under "Instructions" to learn more about each document
- You may apply to extend your study permit and apply for a Co-op Work Permit at the same time if your program requires practicum work experience.

➔ **Please review: Tips on how to fill out the IMM5709 form for a Study Permit extension application**

7. Submit your application

- After submitting your SP extension application, you will receive a 'Submission Confirmation' pdf letter.
- Applicants are responsible for providing legitimate and correct documentation. Immigration, Refugees and Citizenship Canada (IRCC) will assess your application based on the information you provide.

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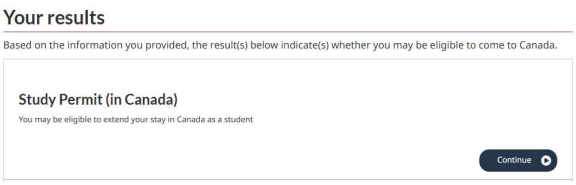
Tips on how to answer the questions for a Study Permit Extension Online Application (in Canada)

1. Open the Come to Canada tool to find out if you are eligible to apply.

- Click on "Check your eligibility"

Question	**Select**
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.	*Answer based on your situation*
What is your current country/territory of residence?	**Canada**
Do you have a family member who is a Canadian Citizen or…?	*Answer based on your situation*
What is your date of birth?	*Answer based on your situation*
Do you have a provincial or territorial attestation letter or meet an exception from submitting a provincial or territorial attestation letter?	• **Yes, I have a provincial or territorial attestation letter** • **Yes, I meet an exception for submitting a provincial or territorial attestation letter** *Please answer based on your situation. However, note that most current VCC students do not require a Provincial Attestation Letter (PAL) when extending their study permit, as they are typically applying for an extension at the same Designated Learning Institution (DLI) and level of study as their existing study permit.*
Are you a lawful permanent resident of the United States with a valid U.S. Citizenship…?	*Answer based on your situation*
What is your current immigration status in Canada	**Student** *Please answer based on your situation. However, please note that this guide is designed to international students who are extending their study permit in Canada.*
Are you a student residing in Canada who is changing your designated learning institution?	Select **"No"** if you are extending your VCC study permit. Select **"Yes"** only if this is your first VCC study permit application and you are applying to change your Designated Learning Institution (DLI) with your VCC Letter of Acceptance (LOA) and Provincial Attestation Letter (PAL) in Canada.
What is your marital status?	*Answer based on your situation*
What is your province or territory of destination?	**British Columbia**

2. Your results should show 'Study Permit (in Canada)' as an option. Click "Continue".



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3. Create your personal checklist

- Click "Continue"
- Based on your answers, you will be provided with a personal checklist of all the documents you need to submit with your application.
- Please note that IRCC has implemented a temporary policy that may exempt certain students from submitting a new medical exam. If you completed an Immigration Medical Examination (IME) within 5 years of submitting your new application, you may include your previous IME number (or the unique medical identifier number) in your current application. For more details please visit Medical exams – Immigration.

Question	**Select**
Are you accompanying a family member who has status in Canada?	**No** *You are the main applicant*
Do you also want to apply for a work permit?	**No:** If your program **doesn't** require practicum experience **Yes, I wish to apply for a CoOp Work Permit:** If your VCC program requires practicum experience *As of April 1, 2026, a separate co-op work permit is no longer required for eligible student work placements. However, when applying to extend your study permit, we recommend answering "Yes" if your program requires practicum experience. This helps ensure IRCC receives the relevant information about your academic program and can issue the appropriate documentation.*
When does your status in Canada expire?	**Enter your study permit expiry date**
Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months?	**No:** If you have **not** had a medical exam performed by an IRCC-authorized panel doctor within the last 12 months **Yes:** If you have had a medical exam performed by an IRCC-authorized panel doctor within the last 12 months *See the list of IRCC-authorized panel physicians*
A medical exam is needed before you submit your application in some cases. Do you fit into one of these categories?	**No:** If you **have not lived** in 1 or more designated countries or territories for more than 6 months in the past year **No:** If you **are not going** to work in any area listed **Yes:** If you **are going** to work in an area that is listed – for example health sciences or child-care field → You may be required to do Medical Exams.
Will you be getting a medical exam before submitting your application? Sending medical results, if required, as part of your application package will speed up the processing of your application.	**Yes:** If you are going to do the medical exam before submitting the application. **No:** If you are **not** going to do the medical exam before submitting the application. *We strongly recommend completing an immigration medical exam before submitting your study permit application, if one is required or if you intend to work in occupations that require it. This can help prevent your study permit from being issued with restrictions on working in health care settings, with young children, or in other occupations that require a medical exam.*

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Do you want to submit an application for a family member?	*Answer based on your situation* *Please note that the permit of your family members (if any) will usually have the same validity as your study permit.* *If you extend your study permit, you will likely need to extend your family permit(s) as well (if applicable).*
In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada?	**No:** If you have **not** given biometrics in the past or your biometrics are no longer valid) **Yes:** If you have given biometrics in the last 10 years) *You can check if your biometrics are still valid.*
Are you able to make a digital copy of your documents with a scanner or camera?	**Yes**

4. Review your answers.

- Review your answers (it is recommended to save a copy) and click "Continue"

5. Your Document Checklist

- The system will create your Document Checklist, detailing the list of documents you must submit in order to complete your application.
- On the following page, you can view a sample of the Document Checklist along with helpful tips
- Ensure your passport is valid for the length you are applying for.
- The system will only allow you to pay your application fees only after you upload all required files.
- IRCC charges a fee for a Study Permit application. Study Permit fee CAD$ 150.
- Depending on your occupation and answers, you may be required to undergo a medical exam.
- If you need to submit your Biometrics, a fee of $85 will apply.
- For the Digital Photo Requirements check Temporary Resident Visa application photograph specifications.
- For further clarification, you can always click on the **question mark button** under the instructions to get more information on what is being asked.

6. Provincial Attestation Letter (PAL) Exception

Most VCC students **do not** need a Provincial Attestation Letter (PAL) when extending their study permit, as they are applying at the same **DLI (VCC)** and for the **same level of study** from their previous study permit.
If that applies to you:

- The system will ask you "if you meet an exception for a Provincial Attestation Letter (PAL)"
- Answer "Yes, I meet an exception from submitting a provincial or territorial attestation letter."
- The system will then ask you to provide **Proof of PAL Exception**, which requires submitting a Letter of Explanation to IRCC, including:
    1. A clear statement supporting your study permit extension application
    2. A reference to the PAL exception, based on information from IRCC's website.

If you are unsure whether you qualify for a PAL exception, contact the IE office at ieservices@vcc.ca.

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YOUR DOCUMENT CHECKLIST SAMPLE

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

① Open or Download the **Application to Change Conditions, Extend my Stay or Remain in Canada as a Student** (IMM5709) form. If you have technical issues, follow the instructions on the page on "How to download, save and open this form". Ensure to use Adobe Acrobat Reader.

Supporting documents

Supporting documents

Details	Document name	Instructions	Options
Not provided	② Proof of Provincial or Territorial Attestation Letter (PAL or TAL) Exception (required)	?	Upload file
Not provided	③ Family Information Form (IMM5707) (required)	?	Upload file
Not provided	④ Co-op Letter (required)	?	Upload file
Not provided	⑤ Letter of Acceptance or Letter of Enrollment / Registration (required)	?	Upload file
Not provided	Passport (required)	?	Upload file
Not provided	⑥ Proof of Means of Financial Support (required)	?	Upload file
Not provided	Digital photo (required)	?	Upload file
Not provided	⑦ Proof of upfront medical exam (required)	?	Upload file

② If you meet the PAL Exception you will need to add your own Letter of Explanation to IRCC, including:

1. A clear statement supporting your study permit extension application
2. A reference to the PAL exception, based on information from IRCC's website.

Continue the next page.

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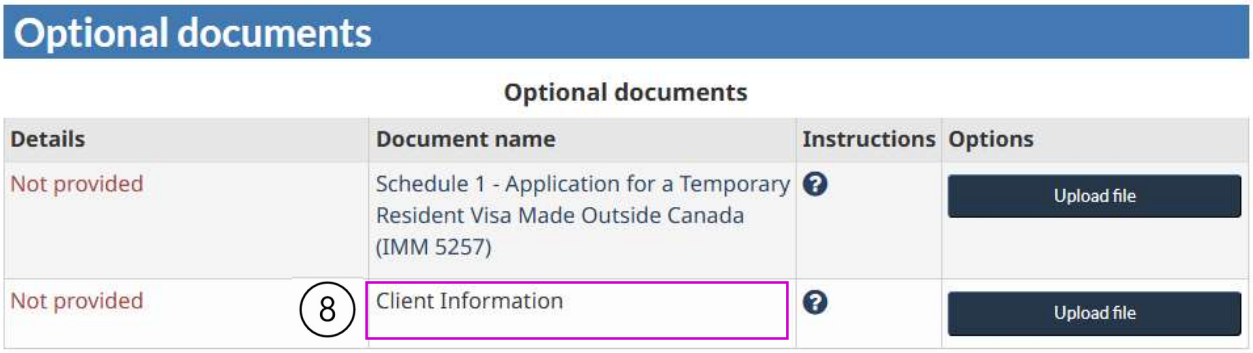
3 This form will be required or not based on your nationality

4 This field will only show up if you select "Yes, I wish to apply for a CoOp Work Permit" during the questionnaire wizard. Please add your **VCC Study Permit Extension Letter** (if applicable). Your VCC Study Permit Extension Letter will indicate if your program has a Practicum and Work Placement. You will upload this letter twice.

5 **If you are a current VCC student:** Add the **Study Permit Extension Letter** - usually, no Provincial Attestation Letter (PAL) required. → Please fill out the Study Permit Extension Letter to submit a letter request.
If you are a new VCC student: This option ONLY applies if you are extending your study permit to transfer from another DLI to study at VCC, meaning, you will be a new student at VCC. In this case add your VCC LOA (Letter of Acceptance) - Provincial Attestation Letter (PAL) required.

6 You must prove that you can support yourself, and the family members who come with you, while you are in Canada.

7 Based on your responses in the questionnaire wizard, you may receive a request for "Proof of upfront medical exam." If this appears, you will need to upload your Immigration Medical Examination (IME) in the designated section.



8 The 'Client Information' is an optional document, meaning you don't need to include it. However, if you would like to provide more details about your particular situation, you may include a Letter of Explanation.

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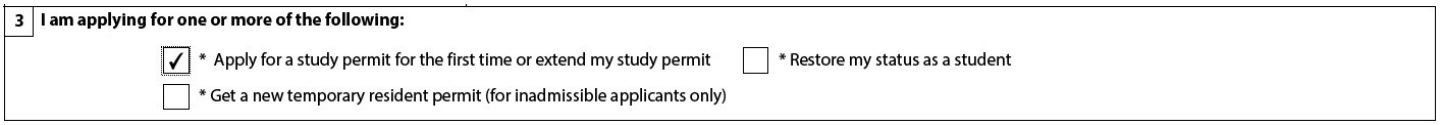
Tips on how to fill out the IMM5709 form for a Study Permit application (in Canada)



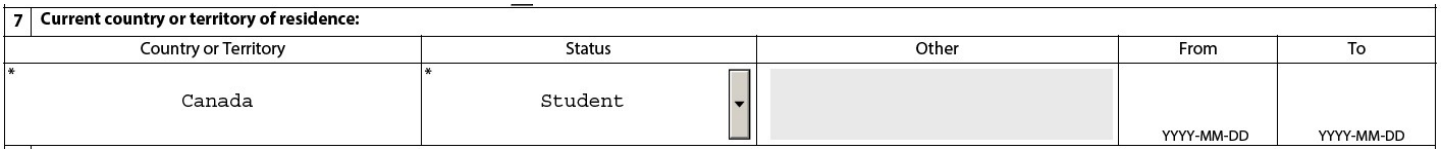
Download the form: **Application to Change Conditions, Extend my Stay or Remain in Canada as a Student** (IMM 5709) form. If you have technical issues, follow the instructions on the page on "How to download, save and open this form". Ensure to use Adobe Acrobat Reader.



The UCI (Unique Client Identifier) it is located on your study permit (8 or 10-digit number). Do not include hyphens.

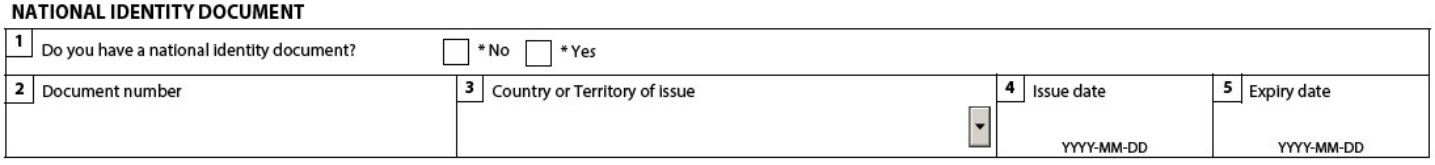


Select "Apply for a study permit for the first time or extend my study permit".



Indicate your "Status" as "Student" (if applicable).

- At "From" please indicate your study permit issue date.
- At "To" please indicate your study permit expiry date.



Not all countries have a National ID. If your country does, provide the information including issue and expiry date. Do not include your passport, BCID or Canadian Driving License details.

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CONTACT INFORMATION

If submitting your application by mail:
- All correspondence will go to this address unless you indicate your e-mail address below.
- Indicating an e-mail address will authorize all correspondence, including file and personal information, to be sent to the e-mail address you specify.
- If you wish to authorize the release of information from your application to a representative, indicate their e-mail and mailing address(es) in this section and on the IMM5476 form.

1 Current mailing address

P.O. box	Apt/Unit	Street no.	* Street name

* City/Town	* Country or Territory	* Province	* Postal code	
	Canada			

2 Residential address Same as mailing address? ☐ * No ☐ * Yes

Apt/Unit	Street no.	Street name

City/Town	* Country or Territory	Province	Postal code	
	Canada			

1. Please ensure to have your correct and complete mailing address, as this is the address to where **IRCC will mail your new Study Permit**. If you do not have a P.O. box number, leave it blank. If you do not live in an Apartment/Condo, leave the 'Apt/Unit' section blank. The Street no. is your house or building number.
2. If your Residential address is the same, please click "yes" to this second part.

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 and Place (Port of Entry) where you entered Canada for the first time
2. Original purpose for coming to Canada: Study (if applicable)
3. Date and place where you entered Canada for the last time (for example, if you travelled outside Canada, add the date of your return – last re-entry)
4. The "Document Number" is the black number starting with an "F" (for study permits) at the top right of your immigration document.

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DETAILS OF INTENDED STUDY IN CANADA

1	I have been accepted at the following educational institution		
	* a) Name of School: Vancouver Community College	* My level of study will be:	*My field of study will be:
	b) Complete address of school in Canada		
	* Province: BC	* City/Town: Vancouver	* Address: 250 W Pender St, Vancouver VC V6B 1S9
2	Designated Learning Institution # (O#): O19279717512	My Student ID # is:	3 Duration of expected study: * From (YYYY-MM-DD) * To (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? ☐ * No ☐ * Yes	b) What type of work permit are you applying for:	
7	If you have been issued a Quebec Acceptance Certifcate (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.		

1. 'Name of School': Vancouver Community College
   'My level of study will be': please select according to your program credential
   'My field of study will be': please select according to your program of studies
2. 'Designated Learning Institution': VCC's DLI number is O19279717512 (the first character is the letter 'O')
   'My Student ID is': please add your VCC student number
3. On 'Duration of expected study': "From" please add today's date and "To" please add the date according to your **VCC LOA (Letter of Acceptance)** if a new student or **Study Permit Extension Letter** if a current student at VCC.
4. At 'Tuition' please add the cost according to your VCC program of studies
5. For "Funds available for my stay (CAD)' please refer to Proof of financial support.
6. Select "Yes" only if you are also applying for a work permit. Please visit the list of VCC Programs with Practicum Experience to understand if your program has a mandatory practicum component.
   If you select "Yes", please also select "Co-op Work Permit"

EDUCATION

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

- Please complete this section with your highest level of post secondary education.
- For example, if you completed both a bachelor's and a master's degree in your home country, include the details of your master's degree in this section, as it represents your highest level of education.
- If you have never graduated from a College or University, you can add the details of your future studies at Vancouver Community College (VCC): in the "Field and Level of Study" section, include your program name and credential, and under "School Name," write "Vancouver Community College." Don't forget to add your program start and end dates (month and year).

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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)

	From (* YYYY * MM)	* Current Activity/Occupation	* Company/Employer/Facility name	
1		Student	Vancouver Community College	
	To (YYYY MM)	* City/Town	* Country or Territory	*Province/State
		Vancouver	Canada	BC

- For Study Permit applications, the information in this section is not required. However, you need to fill out the first part in order to validate the form, so you can include the information to indicate you were a VCC student if you never worked. You must add your program start date and you can leave "To" blank.
- Alternatively, you can also add information from previous or current employment (even if part-time). Start with your most recent employment information. For each job, include relevant details such as job title, employer name, and dates of employment.
- If you require additional space to list more work experience, you can write the details on a blank piece of paper and include it as part of your Client Information" section of the "Document Checklist."

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 a valid study permit that was issued on Month day, Year, and it is valid until Month day, Year. I also have a TRV that is valid until Month day, Year.

a) If you were not compliant with your study permit and/or work permit conditions. Provide details and explanation.
b) If you were ever refused a visa, admission to Canada or any other country please indicate and briefly explain.
c) Answer "Yes" to this question as you are currently in Canada. Please provide details of your current or previous immigration documents (example above).

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SIGNATURE

Immigration, Refugees and Citizenship Canada (IRCC), or an organization at IRCC' request, may want to contact you in the future to ask you about any services you received from IRCC prior to the application process (such as participation in an information forum), during the application process (including the application process itself as well as orientation or accreditation services), and services received after arriving in Canada (including settlement, integration and citizenship). IRCC will use this information, along with the information provided by other individuals, for research, performance measurement or evaluation purposes. IRCC will not use this information to make any decisions about you personally.

Do you consent to be contacted by IRCC, or an organization at IRCC's request, in the future? (Y/N) ☐ No ☐ Yes

I consent to the release to Immigration, Refugees and Citizenship Canada (IRCC) and Canada Border Services Agency (CBSA) of all records and information for the purpose of processing my request that any government authority, including police, judicial and state authorities in all countries in which I have lived may possess about me. This information will be used to evaluate my suitability for admission to Canada or to remain in Canada pursuant to Canadian legislation.

I declare that I have answered all questions in this application fully and truthfully.

Signature of Applicant or Parent/Legal Guardian's for a person under 18 years of age.

Date: YYYY-MM-DD

IMPORTANT NOTE:
This application must be signed and dated before it is submitted by mail.
Do not forget to include photos, fees (if applicable) and any other documents required. Review the application guide for more information and verify that you have completed and provided all of the required documents as per the document checklist.

PRIVACY NOTICE

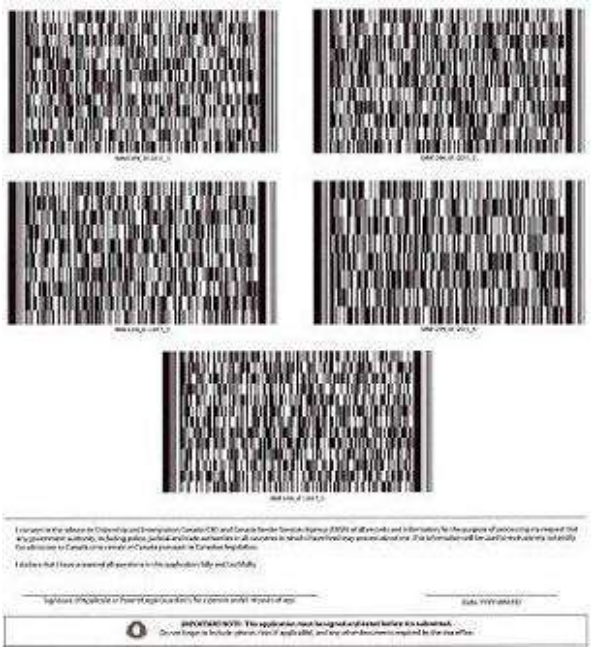
Personal information provided on this form is collected and will be used, disclosed, and retained by Immigration, Refugees and Citizenship Canada (IRCC) under the authority of the Immigration and Refugee Protection Act (IRPA). The personal information provided will be used for the purpose of processing applications. The personal information provided may be disclosed to other federal government institutions and third parties including law enforcement bodies, provincial/territorial governments and/or foreign governments for the purpose of validating identity, eligibility and admissibility.

The personal information collected on an application, and other information collected in support of an application, may be used for computer analytics to support processing of applications and decision making, including your application. Personal information, including from advanced analytics, automation, and other technologies, may also be used for purposes including research, statistics, program and policy evaluation, internal audit, compliance, risk management, strategy development and reporting.

Where biometrics are provided in support of an application, the fingerprints collected will be stored and shared with the RCMP. The fingerprint record may also be disclosed to law enforcement agencies in Canada in accordance with subsection 13.11(1) of the Immigration and Refugee Protection Regulations. The information may be used to establish or verify the identity of a person in order to prevent, investigate, or prosecute an offence under any law of Canada or a Province. This information may also be used to establish or verify the identity of an individual whose identity cannot reasonably be otherwise established or verified because of physical or mental condition. Canada may also share immigration information related to biometric records with foreign governments with whom Canada has an agreement or arrangement.

Failure to complete the form in full may result in a delay or the application not being processed. The Privacy Act gives individuals the right of access to, protection, and correction of their personal information. Further details are available in Info Source. If you are not satisfied with the manner in which IRCC handles your personal information, you may exercise your right to file a complaint to the Office of the Privacy Commissioner of Canada. The collection, use, disclosure and retention of your personal information is further described in IRCC's personal information bank - IRCC PPUs 054 and 068.

Validate



If you are applying online, you don't need to sign.
You can type your name and include today's date.
Click on "Validate" button and a bar code will be generated.
Save the form and upload it to your application on the Document Checklist.
For additional instructions, please visit the IRCC Help Centre.

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