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# Guide 5552 - Applying to Change Conditions or Extend Your Stay in Canada - Student

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**This is not a legal document.** For legal information, refer to the *Immigration and Refugee Protection Act and Regulations* or the *Citizenship Act and Regulations*, as applicable.

This publication is available in alternative formats upon request.

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## Overview

### Application package

This application package has:

- an instruction guide, **and**
- the forms you need to fill out.

The **instruction guide**:

- has information you must know before you submit your application **and**

- explains how to fill out the forms and gather your supporting documents.

Read the instruction guide completely and then fill out each of the applicable forms.

The **forms** are designed with questions that will help the processing of your application.

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## Symbols used in this guide

This guide uses these symbols to draw your attention to important information:



What you **must** do to have your application processed.



Important information that you need to know to avoid delays or other problems.



Where to get more information.

### **Note:**

Tips that will help you with this application.

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## Before you apply

### Who may use this application guide?

This application guide is designed for temporary residents already in Canada who want to:

- Extend their stay as students;
- Request an initial study permit;
- Restore their status as students.

The following sections provide information you need to know before submitting a complete application.

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## Status in Canada

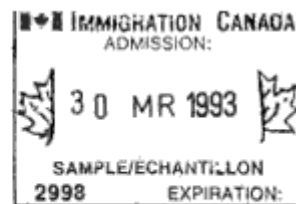
### Who receives temporary resident status?

All persons coming to Canada who are **not** Canadian citizens or permanent residents can request to enter as visitor, student or worker. When they enter Canada they are given temporary resident status for a limited period of time.

### How do I know the expiry date of my temporary resident status?

#### Temporary residents travelling with passports:

When you arrived in Canada and gave your passport to the officer, they authorized your stay by placing a stamp in your passport and/or issuing an additional document. Check your passport. If you find a stamp, it should look like one of these.



*June 30, 1993*

For example, if the officer specified a date as shown in the above illustration, your temporary resident status would expire on June 30th, 1993.

If there is no stamp, a handwritten date or document in your passport, your temporary resident status will expire **six months** from the day you arrived in Canada.

If you were given a visitor record, study or work permit, the expiry date is marked on the document.

When applying to change conditions or extend your stay in Canada, you are required to submit photocopies of passport pages clearly showing the stamp made by Canadian authorities on your most recent entry to Canada.

#### **i** Note:

- **For applicants who require a Temporary Resident Visa (TRV) to enter Canada:** The renewal of a study permit does not affect your TRV. It is your responsibility to ensure your TRV remains valid if you wish to **leave and re-enter Canada**. If you currently reside in Canada and would like to obtain a new TRV, you must apply to the Case Processing Centre – Ottawa before leaving. If you decide to leave, you must apply for and obtain a TRV abroad by applying to a Canadian visa office (see Application for a Temporary Resident Visa).
- **For applicants who require an Electronic Travel Authorization (eTA) to enter Canada:** As of May 1, 2017, an eTA is automatically issued to you with the renewal of

your study permit. However, if you plan to leave and return to Canada by air before renewing your permit, you must apply for an eTA separately.

- **As of May 1, 2017**, eligible citizens of select visa-required countries will receive an eTA when they renew their study permit. The eTA may be used to travel to Canada by air only. Visit [Electronic Travel Authorization](#) for more information.

### Travelling outside Canada:

**If you have applied to extend your study permit and plan to travel outside Canada while your application is in process**, you can leave and come back. However, one of two things will happen when you return to Canada:

- You may be allowed to come back to Canada **as a visitor**, if we have not yet made a decision on your study permit application. **If this is the case, you cannot study until you get your new study permit.** The officer at the port of entry may ask you to prove you have enough money to support yourself in Canada.
- You may be allowed to come back to Canada as a student, if the officer at the port of entry determines that IRCC issued your study permit while you were away.

#### **Note:**

It is possible that you will not be able to enter Canada. The final decision is always made by the officer at the port of entry.

Citizens of the United States (U.S.) do not require passports or travel documents to enter or return to Canada. Lawful permanent residents of the U.S. require an eTA if they are travelling to Canada by **air**, including if they are entering Canada from the U.S. or St. Pierre and Miquelon. Both U.S. citizens and lawful permanent residents of the U.S. must provide documentary proof of citizenship or permanent residence such as a national identity card or an alien registration card.

## What is a study permit?

A study permit is a written authorization issued by an officer that allows international students to study in Canada.

#### Important information:

A study permit becomes invalid 90 days after your study program has been completed. Your program is considered complete when you receive a notification of program completion from your school.

## Do I need a study permit?

Foreign nationals must obtain a study permit to study in Canada, unless you are:

- family members or private staff accompanying a foreign representative accredited by Global Affairs Canada; or
  - members of the armed forces of a country designated for the purposes of the *Visiting Forces Act*.
- 

## Are there activities for which a study permit is not required?

Yes, there are courses that do not require a study permit. Generally, a study permit is not required for:

- attending preschool;
  - completing a distance learning program;
  - following audit courses (where a student is permitted to attend an academic course without obtaining credits);
  - taking courses included in tour packages as a secondary activity for tourists;
  - taking a course which is not academic, professional or vocational in nature that is of general interest and can be completed within the period authorized upon entry to Canada;
  - taking a course or a program of study which is six months or less that can be completed within the period authorized upon entry into Canada.
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## Who may apply for a study permit from within Canada?

The following persons may apply **from within Canada**:

- Holders of valid work or study permits and their family members;
- Persons studying at pre-school, primary or secondary level;
- Visiting or exchange students studying at a Designated Learning Institution (DLI);
- Persons who have completed a short-term course or program of study that is a prerequisite to their enrolling at a DLI;
- Holders of temporary resident permits (TRPs) valid for a minimum of six months and their family members;
- Refugee claimants and persons subject to an unenforceable removal order;
- In-Canada permanent resident applicants and their family members who are determined eligible for permanent residents (PR) status in one of the following classes: live-in caregiver, spouse or common-law partner, protected persons, and humanitarian and compassionate considerations (H&C);
- Persons whose study permits were authorized by a visa office abroad, where the permit was not issued at a port of entry;
- Family members of athletes on a Canadian-based team, media representatives, members of the clergy, or military personnel assigned to Canada.

## How do I renew or apply for a study permit?

As an international student, if you want to renew your study permit, you should apply **at least 30 days** before the expiry date of your current status. Applying early allows you to remain in Canada under the same conditions of your current study permit until you receive a decision.

If you are applying for your first study permit to attend a post secondary institution, you must obtain a letter of acceptance from a [Designated Learning Institution](#). Once you have that acceptance letter, you can complete and submit an application to get a study permit from inside Canada.

 Important information:

The validity period of your study permit cannot exceed that of your passport. Therefore, you should ensure that your passport's validity exceeds the amount of time you are requesting on your application.

**i Note:** The Case Processing Centre receives large volumes of applications each year. Processing delays vary greatly. You may want to apply in advance of the recommended period. [Check our current processing times](#).

## How do I find out if my school is a Designated Learning Institution (DLI)?

For schools at the post-secondary level, you must consult the [Designated Learning Institution List](#).

**If the institution loses its status as a DLI** after you have already been issued a study permit:

- you will be able to pursue the program of study that you are enrolled in for the duration of your current permit; and
- you will be able to renew your study permit in order to complete your program, but not beyond June 1, 2017.

If you want to apply for an initial study permit and the post-secondary school you want to attend is not in the DLI List, you cannot submit an application for a study permit.

 Important information:

All primary and secondary institutions in Canada are automatically designated and do not appear on the DLI List.

## Are you studying in Quebec?

Whether you are renewing or applying for your initial study permit, international students in Quebec must obtain a *Certificat d'acceptation du Québec* (CAQ) issued by the **Ministère de l'Immigration, de la Diversité et de l'Inclusion (MIDI)**.

For more information, consult the [MIDI website](#).

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## Are there any conditions on my study permit?

You must remain enrolled at a DLI and make reasonable and timely progress towards completing your program. Failing to do so may lead to your removal from Canada. For post-secondary study permit holders, the DLI will report your continued academic enrolment and status to us.

An officer may also impose, vary or cancel conditions on a study permit. These may include one or more of the following:

- the type of studies or course you may take;
  - the educational institution you may attend;
  - the location of your studies;
  - the time and period of your studies;
  - the times and place at which you shall report for medical examination or observation;
  - the times and place at which you shall report for the presentation of evidence of compliance with applicable conditions;
  - the work conditions attached to your study permit;
  - the prohibition of engaging in employment; or
  - the duration of your stay in Canada.
- 

## What must I do if I want to change school or institution?

You must notify us via [your account](#) when you are transferring from one DLI to another, even if it is at the same level of study. You must make sure that the school you want to transfer to is on the [DLI List](#).

You need to ensure that you continue to meet conditions of your study permit, as well as the conditions that allow you to work, if applicable.

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## May my children attend school?

Your children may attend school in Canada. You must apply for their study permit at the same time as your own. If they intend to join you at a later date, they must also apply for a study permit before coming to Canada.

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## What about minors studying alone?

Minors studying in Canada should hold a valid study permit and be in the care of a custodian. Normally, they should have applied for a study permit before coming to Canada.

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## Custodians

Children **17 years of age or less** coming to Canada to study without an accompanying parent or a legal guardian must still be in the care of a responsible adult in Canada. This person is the **custodian**. The parents or legal guardians in the country of origin and the custodian in Canada **must** complete a notarized [Custodianship Declaration \(IMM 5646\) \(PDF \(Portable Document Format\), 1.02MB \(Megabyte\)\)](#). Pages 1 and 2 of the form are required when submitting the application.

Minor children between 17 years of age and the age of majority in the province or territory (18 or 19 years old) where they intend to study, may need a custodian at the discretion of an immigration officer.

**Note:** **Custodian** must reside in Canada and be a Canadian citizen or permanent resident 19 years of age or older.

Obtain more information about [Minors studying in Canada](#).

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## May I work while I am studying?

As an international student you may work provided that you meet certain eligibility requirements. In most cases, you need a work permit.

There are some restrictions on the jobs you can take based on the following medical factors:

- If you have already passed a medical exam, you may work in any type of job;
- If you intend to work in an occupation in which the protection of public health is essential, you must pass a medical exam.
- If you want to work in agricultural occupations and you have visited or lived in a designated country for more than six months during the past year, you must pass a medical exam.

For more information, consult [our website](#) .

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## May I work on campus without a work permit?



As long as you have a valid study permit and are a full-time student enrolled at a post-secondary DLI (university, community college, *collège d'enseignement général et professionnel* (CÉGEP), publicly funded trade or technical school, or private institutions authorized by provincial statute to confer degrees), you may work on campus. The employer may be either the school or private contractor operating on campus.

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## May I work off campus without a work permit?

You are allowed to work off campus without a work permit for up to 20 hours a week during a regular academic session and full time during regularly scheduled breaks, provided that:

- you hold a valid study permit;
- you are a full-time student enrolled at a designated learning institution;
- the program in which you are enrolled is a post-secondary academic, vocational or professional training program, or a vocational training program at the secondary level offered in Quebec;
- the program of study is at least six months or more in duration and one that leads to a degree, diploma or certificate; and
- you continue to fulfill the terms and conditions of your study permit, as well as the conditions to engage in off campus work (e.g., work no more than 20 hours a week during a regular academic session).


For more information, consult the [List of participating institutions: Off campus work permit for international students](#).

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## May I work as part of a co-op or internship program?

International students may work as part of a co-op program only if work is an essential part of an academic, professional or vocational training program offered by a DLI.

To be able to work, you will need a co-op work permit.

 Important information:

If you are studying English or French as a second language (ESL or FSL) or participating in general interest or preparatory courses, you are not eligible for a co-op work permit.

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## May my spouse or common-law partner work in Canada while I study?

Spouses and common-law partners of full-time students enrolled and pursuing studies at a post-secondary DLI may apply for a generic (open) work permit. However, they must complete their own work permit application.

You may submit your applications together online or at a Visa Application Centre (VAC) and use one payment receipt for the total amount.

Find out more about [spouses or common-law partners of international students working in Canada](#).

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## May I apply for more than one service?

It is possible to apply for more than one service (e.g. work permit) using the application form IMM 5709. You will need to indicate under “Details of intended study in Canada” the type of work permit you wish to obtain. You must remember to pay the processing fees and include the proof of payment in your application. Details and instructions on how to apply for a work permit from within Canada may be obtained by visiting our web pages [Applying to Change Conditions or Extend Your Stay in Canada as a Worker](#) and [Application to Apply for a Work Permit – Student Guide](#).

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## What must I do if I want to apply for more than one service?

If you believe you are eligible to apply then you should proceed as instructed below:

- Fill out the IMM 5709;
- Gather all the necessary documents. They are listed on the *Document Checklist*.
- Calculate and pay the fees.
- Photocopy the blank forms and use one as a working copy. Keep it for your records.
- Complete, sign and date your forms.
- Sign and date your forms.
- Submit your application, required fees and all supporting documents online or by mail.

## May I leave Canada before my request for a study permit is finalized?

Yes. However, you may not resume studying in Canada until your application for renewal is approved. If you wish to go back to school immediately upon your return, you may re-apply (either at the port of entry if you have the right to do so or at a visa office) and pay another processing fee to receive a decision.

### **i** Note:

- **For applicants who require a Temporary Resident Visa (TRV) to enter Canada:** The renewal of a study permit does not affect your TRV. It is your responsibility to ensure your TRV remains valid if you wish to **re-enter Canada**. If you currently reside in Canada and

would like to obtain a new TRV, you must apply to the [Case Processing Centre – Ottawa](#). After leaving, you must apply for and obtain a TRV abroad by applying to a Canadian visa office (see [Application for a Temporary Resident Visa](#)).

- **For applicants who require an Electronic Travel Authorization (eTA) to enter Canada:** As of May 1, 2017, an eTA is automatically issued to you with the renewal of your study permit. However, if you plan to leave and return to Canada by air before renewing your permit, you must apply for an eTA separately. Visit [Electronic Travel Authorization](#) for more information.
- **As of May 1, 2017**, eligible citizens of [select visa-required countries](#) will receive an eTA when they renew their study permit. The eTA may be used to travel to Canada by air only.

## May I leave, then re-enter Canada?

Yes. However, you must ensure that you have the right travel documents to return to Canada.

A study permit isn't a travel document. It doesn't give you the right to travel to Canada. Along with your permit, you need either:

- a temporary resident visa **or**
- an [Electronic Travel Authorization \(eTA\)](#)

Having an eTA or a visa, along with your study permit, doesn't guarantee that we will let you back into Canada. You must show the [border services officer](#) that you meet all the [requirements](#) before we will let you re-enter.

### If you're from a visa-exempt country

Along with your study permit, you need:

- a valid passport and
- an [Electronic Travel Authorization](#) (if you plan to travel to Canada by air)

If you received your initial study permit **before August 1, 2015**, you need to [apply for an eTA](#) if you don't already have one.

If you received your initial study permit **on or after August 1, 2015**, you already have an eTA. We automatically issued it to you when we approved your initial study permit. It's valid for 5 years or until your passport expires. See your letter of introduction for details.

### Renewing your study permit

If your application for a study permit renewal is approved **on or after May 1, 2017**, we will automatically issue you an eTA.

If your study permit was approved **before May 1, 2017** and you don't already have an eTA, you will need to get one before you return to Canada by air.

## If you're from a visa-required country

You'll need a valid visa and a valid study permit to return to Canada to study. You don't need a valid visa if you return directly from a visit only to the United States or St. Pierre and Miquelon. You must re-apply for a visitor visa if your visa:

- has expired or
- was only valid for a single entry to Canada

Starting May 1, 2017, eligible citizens of select visa-required countries will receive an eTA when they renew their study permit. The eTA is electronically linked to the passport you used to renew your permit and is valid for five years or until your passport expires. You can only use the eTA when you fly to, or transit through, Canada by air. You will receive a letter from us with information about your eTA number and expiration date.

### Note:

If you already have a valid visitor visa, you can use it to travel to Canada until it expires. A visitor visa will let you travel to Canada by plane, car, bus, train or boat.

### Note:

It is possible that you will not be able to enter Canada. The final decision is always made by the officer at the port of entry.

Citizens of the United States (U.S.) do not require passports or travel documents to enter or return to Canada. Lawful permanent residents of the U.S. require an eTA if they are travelling to Canada by **air**, including if they are entering Canada from the U.S. or St. Pierre and Miquelon. Both U.S. citizens and lawful permanent residents from the U.S. must provide documentary proof of citizenship or permanent residence such as a national identity card or an alien registration card.

## What happens if my study permit has expired?

If your study permit has expired and you have not applied for an extension, or if you did not respect one of the conditions on your permit or you have studied without a required permit, you have committed an offence under the *Immigration and Refugee Protection Act*. You may be subject to an admissibility hearing that could lead to removal from Canada.

However, if you wish to stay in Canada after your status has expired you may apply for restoration of status within the **90 days** following your loss of status. If not, you have to leave Canada.

**i** It is illegal to remain in Canada beyond the validity of your status in Canada.

**It is illegal to work without a required work permit.**

**It is illegal to study without a required study permit.**

## Restoration of status

You may be able to restore your status as a visitor, student or worker within **90 days** of losing it, if you lost it because:

- you stayed in Canada longer than the period authorized for your stay (but not longer than 90 days).
- you changed employers, location of employment, or type of work (occupation or level of responsibility) before obtaining a new work permit.
- you changed the type of studies, educational institution, location of studies, or times and periods of studies without applying to change these conditions on your study permit if they were specified on your study permit.

You may still be eligible for restoration if you continue to meet the initial requirements for your stay and have not failed to comply with other conditions imposed.

If you wish to obtain a new study or work permit and restore your temporary resident status, you must.

- submit your application within 90 days of losing your status
- explain all of the facts and circumstances that prevented you from complying with the conditions of your permit
- keep meeting the requirements for your stay
- meet all the remaining conditions listed on your permit, and
- pay your fees
  - for a new study permit (\$350)
    - restoration (\$200) and
    - study permit (\$150)
  - for a new study permit and a work permit (\$505 - \$605)
    - restoration (\$200)
    - study permit (\$150)
    - work permit (\$155) and if applicable
    - open work permit holder (\$100)

Restoration applies to each family member who has lost his or her status. There is no guarantee that we will approve your application.

## When is a medical examination required?

If you are requesting a work permit to allow you to work in a designated occupation, such as the field of health services or with children, you must complete and pass a medical exam before you submit your application for a work permit. Examples of designated occupations include hospital staff, clinical laboratory workers, patient attendants in nursing and geriatric homes, and medical students admitted to attend Canadian universities. Find out more by checking the [Medical examination requirements for temporary residents](#).

If you want to work in agricultural occupations, a medical examination will be needed if you have visited or lived in a designated country for more than six months during the past year. Check the [list of designated countries](#).

**i Note:** When medical results are submitted up-front, routine cases benefit from faster processing since we do not have to request them at a later date. This is done at your own cost and does not influence the final decision on your application. If you choose to have an upfront medical exam, you must submit proof that you completed the medical examination with your application. Failure to do so may result in processing delays.

### Medical instructions

You may either:

- undergo an upfront medical examination by contacting a [Panel Physician](#); or
- wait until your application is reviewed and medical instructions are provided to you by the Case Processing Centre.

Get the [instructions](#) to complete the medical examination.

**i Note:** When medical results are submitted up-front, routine cases benefit from faster processing since we do not have to request them at a later date. If you choose to have an upfront medical exam, you must submit proof that you completed the medical examination with your application. Failure to do so may result in processing delays.

## Step 1. Gather documents

### What documents are required?

Use the [Document Checklist \(IMM 5555\) \(PDF, \(Portable Document Format\), 296.52KB \(Kilobyte\)\)](#) to assist you in gathering the supporting documents to submit with your application.

 Important information:

If you do not submit a complete application, your application could be rejected and this will delay the processing of your application.

## What information do I need to apply?

In addition to the requirements for all temporary residents, you must provide:

### 1. Proof of acceptance at a Designated Learning Institution:

- a. For attendance at a post-secondary designated learning institution :
  - Current letter, registration paper or form from the educational institution which shows:
  - confirmation of your acceptance and registration as a student;
  - the course of study;
  - how many courses you will be taking and how many hours you will attend each week (not required if you are attending a university or college);
  - intended start date and when you expect to finish the academic program;
  - any condition related to your acceptance or registration (When there is a condition related to your registration, you may have to satisfy us that you have met the condition before a study permit can be issued); and
  - proof of academic standing at institutions: letter from institutional registrar and photocopies of transcripts from your last two periods of study, if you have studied for two consecutive periods (trimesters, semester etc.) prior to your application for renewal of your study permit.
- b. For attendance at a primary or secondary school:
  - i. a letter from the school, school board, district or division responsible for the school you will be attending, showing the level of study and the date you are expected to finish your studies.
  - ii. proof of academic standing at institutions:
    - **for secondary school**, a letter from institutional registrar or guidance department and photocopies of transcripts from your last two periods of study, if you have studied for two consecutive periods (trimesters, semester, etc.) prior to your application for renewal of your study permit.
    - **for primary school**, a letter from the school office and photocopies of the final report card or transcripts from the most recent academic year.
- c. For attendance at an **educational institution in Québec** [in addition to the requirements listed in a) or b)]:
  - a copy of the letter of approval issued by the Ministère de l'Immigration, de la Diversité et de l'Inclusion (MIDI) or your Certificat d'acceptation du Québec (CAQ) application.

**Note:** Certain persons do not require a "CAQ". Visit the [MIDI website](#) for a complete list of persons who do not require a CAQ.

## 2. Proof of financial support while you study in Canada:

You must prove you have enough money (in Canadian funds) to support yourself while you study in Canada. This can include:

- i. a bank statement or a letter from a Canadian bank showing how much money you have in your bank account (must indicate your name and the account number);
- ii. a copy of the letter giving the details about your scholarship or Canadian-funded educational program (such as a CIDA program);
- iii. a letter from a person (describe the relationship to you) who is giving you financial help, explaining the arrangements made for your expenses. (This information is protected under the *Privacy Act* and cannot be released to a third party without your sponsor's consent.)

Persons and their family members whose refugee claim has been sent to the Refugee Division do not have to give proof of financial support.

Family members of foreign students and temporary workers who need a study permit to attend primary or secondary school, do not need to show proof of financial support.


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## Step 2. Complete the Application

### Filling out the application

The following are the forms that must be filled out and submitted:

- [Application to Change Conditions, Extend my stay or Remain in Canada as a Student \(IMM 5709\)](#) (PDF (Portable Document Format), 488.83KB (Kilobyte))
- [Document Checklist \(IMM 5555\)](#) (PDF (Portable Document Format), 296.52KB (Kilobyte)), if applicable
- [Custodian Declaration - Custodian for Minors Studying in Canada \(IMM 5406\)](#) (PDF (Portable Document Format), 1.02MB (Megabyte)), if applicable
- [Use of a Representative \(IMM 5476\)](#) (PDF (Portable Document Format), 648.31KB (Kilobyte)), if applicable
- [Authority to release personal information to a designated individual \(IMM 5476\)](#) (PDF (Portable Document Format), 593.57KB (Kilobyte)), if applicable

 Important information:

It is a serious offence to give false or misleading information on these forms. The information you provide on your application may be subject to verification.



## Be complete and accurate

Complete all sections. If a question or a section does not apply to you, write “Not Applicable” or “NA”, except for your name (last name and given names). Refer to questions 1 and 2 under Personal Details for more instructions. The application must be signed and dated.

If your application is incomplete it may be rejected and this will delay the processing of your application.

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

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## ***Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM 5709)***

### Who must fill out this application form?

This form must be completed by each person who wants to apply for an extension of their study permit or change conditions of their stay in Canada, including applying for an initial study permit

**i Note:** If you are **under 17 years old** and studying in Canada without being accompanied by a parent or legal guardian, you **must complete** a notarized *Custodianship Declaration* (IMM 5646) and submit it with your application for study permit. You must submit pages 1 and 2 of the form.

### Completing the form



You must answer all the questions on this application form unless indicated otherwise.

Download and fill out the application form on a computer.

You also have the option of saving your form and completing it later.

**i Note:** Completing the form electronically is easier and reduces the risk of errors that can slow down the application process.

In order to help you fill out the application form, read and follow the steps below.

### Question 1

Type your universal client identification number (UCI).

**i Note:** The UCI or Client ID can be found on your study or work permit under the section “Country of Citizenship”.

## Question 2

From the list, select the language (English or French) in which you would like to receive your service.

## Question 3

Check the appropriate box or boxes to indicate if you are applying for:

- An initial or an extension of a study permit
- An initial or an extension of a temporary resident permit
- Restoration of your status as a student.

**i Note:** If you want to restore your status after your study permit has expired, check

- Restoration of temporary resident status as a student, **and**
- An initial study permit or extension of a study permit

## Personal details

### Question 1

#### 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.

**i 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.

**i 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”.

### Question 2

## Nick names/Alias

Check the box to indicate if you ever used any other name. This could include your birth name, maiden name, married name, nick name, etc.

If you checked “Yes”, type any other **family name** that you have ever used.

If you checked “Yes”, type any other **given name (first, second, or more)** that you have ever used.

## Question 3

From the list, select your sex (male, female or unknown).

## Question 4

Indicate your date of birth. If your complete date of birth is unknown, please use “\*” (star sign/asterisk) to fill in the spaces for the year, month or day, where applicable.

## Question 5

Type your city or town of birth.

From the list, select your country of birth.

## Question 6

From the list, select your country of citizenship. To be a citizen of a country means that you were either born in that country (in most cases) or have been granted citizenship by that country. If you have dual citizenship, select the country that issued the passport you will be using for this trip.

## Question 7

From the list, select the appropriate information to indicate your immigration status in Canada:

- Visitor
- Worker
- Student
- Protected Person
- Refugee Claimant
- Other

Other: This section must be completed if you selected “Other” as a status.

Provide the dates (From-To) to indicate how long you have had this status.

### For out-of-status applicants:

- Under “Status” select “Other”;
- Under “Other” type in “Out of status, restoration”;
- Leave the “From” and “To” boxes blank.

### Question 8

Check the box to indicate whether you have lived in any country other than your country of citizenship or your current country of residence for more than six (6) months in the past five (5) years.

If you checked “**Yes**”, from the list select the appropriate information to indicate the following:

- The name of the country you lived in,
- Your immigration status for the time you were in that country:
  - Citizen
  - Permanent resident
  - Visitor
  - Worker
  - Student
  - Other
  - Protected Person
  - Refugee Claimant
  - Foreign National
- Other: This section must be completed if you selected ‘Other’ as a status,
- The dates (From – To) you were living in that country.

### Question 9

1. From the list, choose your current marital status:
  - **Annulled Marriage:** This is a marriage that is legally declared invalid. An annulment can also be a declaration by the Catholic Church that the marital union did not have a binding force.
  - **Common-Law:** This means that you have lived continuously with your partner in a marital-type relationship for a minimum of one year.
  - **Divorced:** This means that you are officially separated and have legally ended your marriage.
  - **Legally Separated:** This means that you are married, but no longer living with your spouse.
  - **Married:** This means that you and your spouse have had a ceremony that legally binds you to each other. Your marriage must be legally recognized in the country where it was performed and in Canada.
  - **Single:** This means that you have never been married and are not in a common-law relationship.
  - **Widowed:** This means that your spouse has died and that you have not re-married or entered into a common-law relationship.
2. Enter the date (year, month and day) you were married or you entered into your current common-law relationship.
3. Type the family name and given names of your current spouse or common-law partner.

4. Check “**Yes**” or “**No**” to indicate if your spouse or common-law partner is a Canadian citizen or a permanent resident.

**i Note:** If you are in a common-law union, you **must** also complete the *Statutory Declaration of Common-law Union* (IMM 5409) form and include it with your application. If you are married, you **must** provide a photocopy of your Marriage license or certificate with your application.

### Question 10

Check the box to indicate whether you have previously been married or in a common-law relationship. If you checked “**Yes**”, provide the:

- Family name(s),
- Given names,
- Type of relationship:
  - Common-law, **or**
  - Married.
- Dates (From – To) for which you were in the relationship with your previous spouse or common-law partner,
- Date of birth.

## Language

### Question 1

- a. From the list, select your first (native) language. This is the language that you learned at home during your childhood and which you still understand.

**i Note:** If your native language does not appear in this list, select “other”.

- b. If your native language is not English or French, select from the list which one you use mostly:
- Both
  - English
  - French
  - Neither

### Question 2

From the list, select English, French or both as your language of communication:

- English
- French

- Both
- Neither

### Question 3

Check **Yes** or **No** to indicate if you have taken a test from a designated testing agency to assess your proficiency in English or French.

**Note:** You are not required to provide evidence of language proficiency to submit your application. However, language testing may be requested at a later date to further assess your application.

---

## Passport

### Question 1

Type your valid passport or travel document number exactly as indicated on your passport. Make sure there is no space between each number or letter.

### Question 2

From the list, select the name of the country that issued your passport or travel document.

### Question 3

Enter the date your passport or travel document was issued.

### Question 4

Enter the date your passport or travel document will expire.

---

## Contact information

### Question 1

Indicate your current mailing address (where information should be mailed) by typing the following information:

- Post Office Box (P.O. Box) number, if applicable. If you do not indicate a post office box number, the Street number must be provided.
- Apartment (Apt.) or Unit, if applicable
- Street number (No.), if applicable. This must be provided if you did not type in a P.O. Box number
- Street name, if applicable. **Do not** abbreviate words (Street, Avenue, Boulevard, Drive etc.) except for directions (NW, SE, W, etc.)
- City or Town
- Province

- Postal code

**i Note:** All correspondence will go to this address unless you indicate your e-mail address.

If you wish to have a representative who can conduct business on your behalf, you **must** provide their email and mailing address in this section **and** on the *Use of a Representative* (IMM 5476) form.

## Question 2

Check the box to indicate whether your residential address (where you live) is the same as your mailing address. If “**No**”, type the following information:

- Apartment (Apt.) or Unit, if applicable
- Street Number (No.)
- Street Name. **Do not** abbreviate words (Street, Avenue, Boulevard, Drive etc.) except for directions (NW, SE, W, etc.)
- City or Town
- Country
- Province
- Postal Code

## Question 3

Check the appropriate box to indicate if the telephone number is from Canada, the United States (US) or Other (any other country).

From the list, select the type of telephone:

- Residence (home)
- Cellular (cell or mobile)
- Business (work)

Type your telephone number including the country code, area/regional codes, etc.

If you have an extension number, write it after your phone number under “Ext.”

## Question 4

Check the appropriate box to indicate if your additional telephone number is from Canada, the United States or Other (any other country).

From the list, select the type of telephone:

- Residence (home)
- Cellular (cell or mobile)
- Business (work)

Type your telephone number including the country code, area or regional codes, etc.

If you have an extension number, write it after your phone number under “Ext.”

### Question 5

Check the appropriate box to indicate if the facsimile (fax) number is from Canada and United States or Other (any other country).

If applicable, type your facsimile (fax) number, including country code, area or regional codes, etc.

### Question 6

If applicable, type your e-mail address using a format similar to the following: name@provider.net

**Note:** Please ensure this email address is checked regularly. Any emails sent to you by CIC will end in “@cic.gc.ca”, or “@canada.ca”, or “@international.gc.ca”. Please add these to your “safe senders” list in your email program and check the junk mail folder in case important emails get filtered. If CIC is advised that the email address you provided is not functional or no longer exists, we will communicate with you by mail. By indicating your e-mail address, you are hereby authorizing transmission of correspondence including file and personal information to be sent electronically to you at the address provided.

## Coming into Canada

### Question 1

Provide the date and the place where you first entered in Canada

### Question 2

1. Indicate the purpose of your original visit:
  - o Business
  - o Tourism
  - o Study
  - o Work
  - o Other (medical visit, transit, etc.)
2. If you choose “Other” in question 1a), provide details.

### Question 3

Provide the date and the place of your recent entry to Canada

### Question 4



Provide the document number of your most recent Visitor Record, study or work permit.

---

## Details of intended study in Canada

### Question 1

- a. Write the full name of the school or institution;
- b. From the list, select your level of study;
- c. From the list, select your field of study;
- d. Write the address of the school:
  - o Province or Territory
  - o City/town
  - o Address

### Question 2

- a. Write your Designated Learning Institution (DLI) number
- b. Write your student ID number.

### Question 3

Write the expected duration of studies using the From — To fields.

### Question 4

Provide details about the cost of your studies in the following sections:

- Tuition
- Room and board
- Other (e. g., books, transport, pocket money, etc.)

### Question 5

1. Write the amount of funds (money) in Canadian dollars that you have available for your studies in Canada.
2. From the list, select who will be responsible for your expenses in Canada:
  - o Myself
  - o Parents
  - o Other
3. If you choose “Other,” indicate who will cover your expenses (e.g., relative, a scholarship, a business, etc.).

### Question 6

1. Check Yes or No to indicate if you are also applying for a work permit
2. Indicate the type of work permit you want:

- o Co-op Work Permit
- o Open Work Permit
- o Post Graduation Work Permit

3. Refer to the [Document Check List for Students Applying for Work Permit](#) page to ensure you submit proper forms and documents for the processing of your application.

### Question 7

If you received a *Certificat d'acceptation du Quebec* (CAQ) provide:

- Certificate number
- Expiry date

---

## Education

Check the box to indicate if you have any post secondary education (including university, college or apprenticeship training).

The following table provides examples of post secondary education:

### Trade or Apprenticeship

Training completed in a specific trade, such as carpentry or auto mechanics.

### Non-university certificate or diploma

Training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).

### Bachelor's degree

Academic degree awarded by a college or university to those who completed an undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.

### Master's degree

Academic degree awarded by a graduate school of a college or university. You must have completed a Bachelor's degree before a Master's degree can be earned.

### PhD

Highest university degree, usually based on at least three years of graduate studies and a thesis. Normally, you must have completed a Master's degree before a PhD can be earned.

If you checked "Yes", provide full details of your highest level of post secondary education:

- Enter the dates (year and month) you attended the institution,

- Fields of study (mechanics, social sciences, medicine, etc.),
  - School or Facility name,
  - City or Town,
  - From the list, select the country, **and**
  - Province or State.
- 

## Employment (Work/Occupation)

Provide the following information about your employment for the last 10 years. If you are retired, provide the 10 years before your retirement.

### Question 1

#### Current Activity / Occupation

Provide details about your **current Activity / Occupation**:

- Enter the dates (year and month) you have been working at your occupation,
- The activity/occupation or a brief description of your position. If you do not work, describe what you are currently doing (retired, not working, going to school, etc.),
- Indicate the name of the company or employer or facility where you work,
- City or Town,
- Country,
- Province/State, if applicable.

### Question 2

#### Previous Activity / Occupation

Provide details of your **previous Activity / Occupation** for the past 10 years. If you are retired, provide the 10 years before your retirement:

**Note:** If you need more space, print out an additional page of the form, complete this section and submit it with your application.

---

## Background information

**All questions in this section must be answered or the application will be considered incomplete and will be returned.**

### Question 1

Check the box to indicate if:

- a. you or any of your family members have ever had tuberculosis of the lungs or been in close contact with a person with tuberculosis within the past two years.
- b. you have any physical or mental disorder that would require social or health services other than medication during your stay in Canada.
- c. If you checked “**Yes**” to any of the above questions, provide details and the name of the family member, if applicable.

## Question 2

Check the box to indicate if you have ever:

- a. remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada.
- b. been refused any visa or permit, denied entry or ordered to leave Canada or any other country.
- c. applied previously to enter or remain in Canada.
- d. If you checked “**Yes**” to one of the above questions, provide details.

## Question 3

- a. Check the box to indicate if you have ever:
  - a. committed,
  - b. been arrested for, **or**
  - c. been charged with or convicted of any criminal offence in any country.
- b. If you checked “**Yes**,” provide details.

## Question 4

- a. Check the box to indicate if you have ever served in any military, militia, civil defence unit, or serve in a security organization or police force (including non obligatory national service, reserve or voluntary units).
- b. If you checked “**Yes**,” provide your dates of service and the countries where you served.

## Question 5

Check “**Yes**” or “**No**” to indicate if you have ever been a member or associated with any political party, or other group or organization which has engaged in or advocated violence as means to achieving a political or religious objective, or which has been associated with criminal activity at any time.

## Question 6

Check “**Yes**” or “**No**” to indicate if you have ever witnessed or participated in the ill treatment of prisoners or civilians, looting or desecration of religious buildings.

## To complete your form:

1. Once the application is completed, click on the “Validate” button located at the top or bottom of the form. This will generate a **barcode page** (page 5 of 5) - see image below. If this application form is completed on a computer and printed, you must place the barcode page on the top of your application (or if applying as a group, each individual application package).



**Note:** This barcode page will not appear if you fill out your application by hand.

2. If you are **18 years of age or older**, you must sign and date in the boxes provided at the bottom of the page.  
If you are **less than 18 years** of age, your form must be signed by one of your parents or a legal guardian.

By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, accurate, and factual. If you do not sign and date the application form, it will be returned to you.

## Use of a Representative (IMM 5476)

### Who may use this form?

Fill out this form **only** if you:

- are appointing a representative;
- need to update contact information for your previously appointed representative; **or**
- are cancelling a representative’s appointment.

If you have dependent children aged 18 years or older, they must fill out their own copy of this form if a representative is also conducting business on their behalf.

### Who is a representative?

A **representative** is someone who:

- you have appointed by completing the IMM 5476 form;
- gives advice, consultation, or guidance to you at any stage of the application process; and

- has your consent to conduct business on your behalf with IRCC and the Canada Border Services Agency (CBSA).


You are not obliged to hire a representative. We treat everyone equally, whether they use the service of a representative or not.

For more information, see: [Use of a Representative](#).

## Step 3. Pay the Fees

### Fees

You must pay a Processing Fee for each service that you require and all fees must be submitted with your application. If you apply for more than one service on a single application you must add up the fees for each service and submit the total of the fees with your application.

 Important information:

If you are a Refugee Claimant **for whom no final decision** has been made, or you have found to be a Convention Refugee or a Protected Person, you do not need to pay the processing fee for work permits, study permits, or temporary resident permits.

If a decision has been made and you have not been found to be a Convention Refugee or a Protected Person but are awaiting an appeal in federal court, you are required to pay the processing fee.

Use this chart to calculate the fees required for the service you are requesting. If you or your family members are applying for other services, you can pay all the fees together.

**Note:** It is not necessary to make a separate application for an extension of temporary resident status when you apply for a work or study permit. The officer will issue all the necessary documentation with the one application.

Application	\$CAN
<b>Study permit (including extensions) – per person</b>	\$150
<b>Restore your status as a student</b> Restore your status (\$200) and a get a new study permit (\$150)	\$350

Make sure that you are eligible before you pay your fees and that you provide all the information requested before you submit the application. **The processing fee will not be refunded**, regardless of the final decision once the Case Processing Centre has started processing the application. For

example, if your study permit has expired and you incorrectly apply for an extension of study permit, no refund for the extension will be provided and you will be asked to provide a second fee for the restoration.

**i Note:** If you are out of status and you are applying for a study permit, you must pay the permit fee as well as the restoration fee when applying. Restoration applies to each member who has lost his or her status.

If we determine that you are not eligible, your application will be considered “processed” and your application fees will not be refunded. If you apply again, you will have to pay the application fees again.

## How to pay the fees for your application

To pay your fees for your application you'll need:

- a valid email address;
- access to a printer (you'll need to print the receipt), **and**
- a credit card or Canadian debit card.

Visit the link below and follow these instructions to pay:

- Go to [Online Payment](#).
- Follow the online instructions.
  - **At the end**, click on the button to print the IRCC official receipt with barcode. Print two copies.
- **Attach a copy** of this receipt to your completed application.
  - Keep the second copy of the receipt for your records.

 **Do not exit without printing the receipt! The printed receipt is your proof of payment!**

The only acceptable form of payment is online payment. If you send any other form of payment, IRCC will return your application.



You can submit an IMM 5401 payment receipt with your application **only** if it was date-stamped by a Canadian financial institution before April 1<sup>st</sup>, 2016. **Note**

## Incorrect fee payment

Incorrect fee payments may delay processing.

### ***Payment issue – No fee included***

We will return your application.

**Note:** We will start processing of your application after you return your application with the fees.

### ***Payment issue – Not enough fees included***

We will return your application and tell you of how much to pay.

**Note:** We will start processing your application once you return your application with the correct fees.

### ***Payment issue – Overpayment***

We will:

- start processing your application, and
- send you a refund.

**Note:** You do not have to ask for a refund, it will be done automatically.

### ***Payment issue – required biometric fee not included***

We will:

- tell you the fee amount and how to pay it.

**Note:** We will continue processing of your application after you send the missing fees.

---

## **Refunds**

To obtain a refund, you need to send a written request to withdraw your application to the [Case Processing Centre](#).

The **processing fee** is only refundable if we receive your request **before** processing has begun. Once we have started to process your application, there will be no refunds **regardless of the final decision**. We will issue the refund to the person indicated on the “Payer Information” section of the receipt. If there is no name indicated on the receipt, we will send the refund to you.

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## **Step 4. Submit the Application**

You can submit your application online or by mail.



## Online Instructions

To apply online, you must have:

- Access to a scanner or camera to create electronic copies of your documents to upload, and
- A valid credit card to pay with

You will be required to create a **MyCIC** profile and to register or log in using GCKey or Sign In Partner.

## Mailing instructions

- Put the completed forms, supporting documents and fee payment receipt in a 23 cm x 30.5 cm (9" x 12") envelope. **Do not include a prepaid envelope with your application.**

**Note:** If you are applying as a family, send all the documents to the Case Processing Centre address in Vegreville in one envelope.

- Address the envelope as follows:

**Immigration, Refugees and Citizenship Canada - Study Permit  
Case Processing Centre  
6212 - 55<sup>th</sup> Avenue, Unit 101  
Vegreville, AB (Alberta)  
T9C 1X5**

- Write your name and address at the top left-hand corner of the envelope.
- Have the post office weigh your envelope to ensure you put sufficient postage on it.
- Mail the envelope.

---

## Submit the document checklist

Make sure you complete the *Document Checklist* (IMM 5555) and include it with your application forms and supporting documents.

---



Note

## What happens next?

## Processing times for your application

The Case Processing Centre will review your application to determine if it is complete. If your application is not signed, if all mandatory sections are not completed, or if the required fee is missing, your application will be returned to you and you will have to re-apply.

**i Note:** If your application is rejected as “incomplete”, it is considered to have never been submitted and therefore you would not benefit from ‘implied status’. If you reapply after your current status has expired, you will need to apply for restoration of status. See the section Restoration of Status.

If your application is complete, the Case Processing Centre will send you either:

- a visitor record, a new work permit or a new study permit; or
- a letter refusing your application; or
- notification that your application has been referred to a local Canada Immigration Centre for further assessment.

If your application is referred to a local office, they will contact you to obtain additional information or clarification and if required, invite you to an interview. It may take up to three months for them to contact you.

Once they receive the additional information or clarification, the local office will complete the final stages of processing. The local office will notify you by mail of their decision.

**i Note:** The Case Processing Centre receives large volumes of applications in the temporary resident categories each year. It is recommended that you apply at least 30 days before the expiry of your current document. However, you may want to apply in advance of this recommended period since processing delays vary. Check our current processing times.

## Factors that can facilitate processing

There are certain things you can do to help ensure that your application is processed as fast as possible:

- ensure that all the documentation and information requested is **provided with your application**
- advise us via the change of address link of any change to your contact information, including:
  - mailing address
  - telephone numbers
  - facsimile number (fax)
  - e-mail address

## Factors that may delay processing

The following factors **may delay** the processing of your application:

- missing signature on application forms
- missing documentation
- incorrect fee payment
- unclear photocopies of documents
- documents not accompanied by a certified English or French translation
- verification of information and documents provided
- a medical condition that may require additional tests or consultations
- a criminal or security problem
- consultation is required with other offices in Canada and abroad

## Quality Assurance Program

Our quality assurance program randomly selects applications for a special review. If selected you will be asked to attend an interview with a IRCC official so that we can:

- verify the documentation you submitted is accurate,
- verify that your application has been completed properly.

**Note:** You will be notified in writing should your application be selected.

## Checking application status

You may [Contact Us](#) or go online to see the current status of your application:

1. Click on [Check application status](#), and
2. follow the instructions provided.

To obtain details on how to remove your application status information from the Internet, visit the "[Frequently Asked Questions](#)" (FAQ) section.

## Online services

For more information on the programs offered by IRCC, visit our [website](#).

## Appendix A

## "X" in the sex field on an immigration document

In the future, we will be introducing an "X" in the sex field. [Sign up for email updates on changing your sex to X \(unspecified\)](#). Until this becomes available, you may request a supporting document, free of charge that will state that your sex is unspecified.

You can request the supporting document once your application has been approved and you've received your immigration document.

[Find out how to request a supporting document with X.](#)

### **⚠ Important:**

**If your passport or travel document has a sex other than male (M) or female (F):**

- On your application forms, identify the sex you would like displayed (M or F) until the X can be issued.
- The sex chosen (M or F) on your application will be the sex printed on your document.

### How-to video



[Save Time: Send a Complete Application](#)

### Find out if you are eligible

# Come to Canada

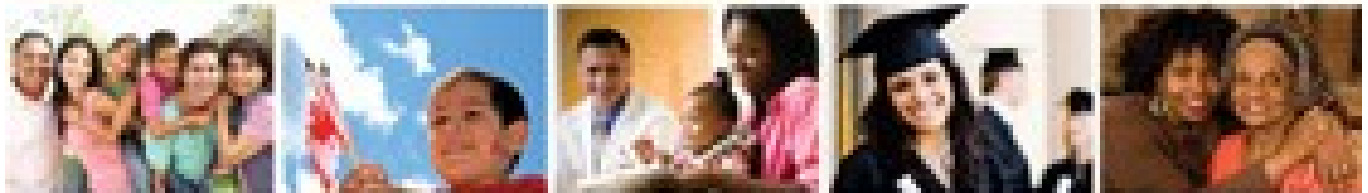


[Come to Canada](#)

## Living in Canada tool



# Living in Canada



[Learn about what it's like to live in Canada and which resources are available to you to help you settle here](#)

## Please select all that apply:

- Something is broken
- It has a spelling or grammar mistake
- The information is wrong
- The information is outdated
- I can't find what I'm looking for

**Date modified:**

2018-01-05