



IMMIGRATION Canada

Applying to Change Conditions or Extend Your Stay in Canada - Students

- Study Permit
- Restoration of Temporary Resident Status (student)



Table of Contents

Overview 3
 Status in Canada 5
 Studying in Canada 7
 Restoration of Status 11
 Completing the Forms 12
 Paying the Fees 17
 Mailing Your Application 20
 What Happens Next? 20

Forms:

- Application to Change Conditions, Extend my Stay or Remain in Canada (IMM 1249)
- Statutory Declaration of Common-law Union (IMM 5409)
- Use of a Representative (IMM 5476)
- Document Checklist (IMM 5555)
- Receipt (IMM 5401)

This application is made available free by Citizenship and Immigration Canada and is not to be sold to applicants.

Cette trousse est également disponible en français

Contact Information

Web site

For more information on the programs offered by Citizenship and Immigration Canada, visit our Web site at www.cic.gc.ca. For some types of applications you can inform us of a change of address and find out what is happening with your application through [on-line services](#) on the Web site.

Within Canada

If you are in Canada, you can also phone our **Call Centre**. An automated telephone service is available seven days a week, 24 hours a day and is easy to use if you have a touch-tone phone. You can listen to pre-recorded information on many programs, order application forms, and for some types of applications the automated service can even update you on the status of your case.

When you call, have a pen and paper ready to record the information you need. Listen carefully to the instructions and press the number for the selection you want. At any time during your call, you may press * (the star key) to repeat a message, **9** to return to the main menu, **0** to speak to an agent, or **8** to end your call. If you have a rotary phone, wait for an agent to answer your call.

If you need to speak to an agent, you must call Monday to Friday between 8 a.m. and 4 p.m. local time.

From anywhere in Canada, call

1-888-242-2100 (toll-free)

Using a text telephone?

Call our TTY service from Monday to Friday between 8 a.m. and 4 p.m. local time at: **1-888-576-8502** (toll-free).

Outside Canada

If you are outside Canada, you can contact a Canadian embassy, high commission or consulate. Consult our [Web site](#) for addresses, phone numbers and Web site addresses of our visa offices.



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.

Overview

This guide is designed to help you determine if you are eligible to apply for an extension of your study permit or change conditions of your stay in Canada, including applying for an initial study permit (see the section [Who may apply for a study permit from within Canada?](#)). It provides all the necessary information, instructions and application forms for you to complete and submit.

Determining Eligibility

Students are a class of temporary residents who are legally authorized to enter Canada temporarily to study. They are restricted in **length of stay** and are subject to various other **conditions**.

This application guide is for temporary residents who are already in Canada and wish to:

- extend their stay as a student;
- change conditions of their stay as a student;
- change their class; or
- correct problems in their status.

If your current temporary resident status is still **valid** you can apply for an extension of your stay providing you apply at least 30 days before the expiry date of your current status. Your original temporary status as a student continues under the same conditions until your application is finalized and you have been notified of the decision.

Note: The validity of your study permit cannot exceed the validity of your passport. Therefore, you should ensure that your passport will be valid for at least the same amount of time as your requested extension.

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

Each member of your immediate family (spouse or common-law partner, dependent children) who wishes to remain longer, study or work in Canada must apply for permission to do so. If you all apply at the same time for an extension, each person will not have to submit a separate application form. Instead, fill in one form including your details and those of your immediate family. All appropriate documentation and the required fee for each person must also be included.

If you are a post-secondary student with a valid study permit, you can transfer between programs of study and institutions, without applying to Citizenship and Immigration Canada for a change to the conditions of your study permit. For more information, visit our [Web site](#).

If your status has expired or if you did not respect one of the conditions of your permit or you have worked or 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. If your temporary resident status has expired, **do not** apply for an extension as you are not eligible. However, if you wish to stay in Canada after your status has expired you may apply for restoration of status within 90 days of your permit expiry date or leave Canada. If you wish to apply for restoration, complete the enclosed application providing full details of how you came to commit the offence. There is no guarantee that your application will be accepted. See the section [Restoration of Status](#).

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.

Important: Applying for more than one service at the same time

You will need to indicate, on the top of your application form (IMM 1249), which services you are applying for and pay a processing fee for each service. Details and instruction on how to apply for other services, such as a work permit from within Canada may be obtained by visiting our [Web site](#). For further details refer to the guide *Applying to Change Conditions or Extend Your Stay in Canada - Worker (IMM 5553)* or contact the Call Centre.

After reading this guide, if you believe you are eligible to apply then you should proceed as instructed below:

- 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.
- Fill in the forms carefully and completely.
- Sign and date your forms.
- Mail your application to the Case Processing Centre-Vegreville

Processing Times for your Application

The Case Processing Centre-Vegreville (CPC-Vegreville) will review your application to determine if it is complete. If your application is not signed or if the required fee is missing, your application will be returned to you and you will have to re-apply. If other information is missing, your application may be returned or refused.

CPC-Vegreville will send you either:

- a letter refusing your application; or
- notification that your application has been referred to a local Canada Immigration Centre for further assessment.

CPC-Vegreville completes most of the applications it receives, however, a small number are referred to a local office for further clarification. If your application is referred to a local office, they will contact you to obtain additional information or clarification. It may take up to three months for them to contact you.

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. Contact the Call Centre at 1-888-242-2100 or click on the link below for current processing times.

Current processing times are updated weekly on our Web site at:

www.cic.gc.ca/english/information/times/canada/process-in.asp.

Once they receive the additional information or clarification, the local office will complete the final stages of processing and if required, invite you to an interview. Once processing is complete, the local office will notify you by mail of their decision.

Status in Canada

Who receives temporary resident status?

All persons authorized to enter Canada who are **not** Canadian citizens or permanent residents are authorized to enter as temporary residents in one of the three classes: visitor, student or worker. When they enter Canada they are also given temporary resident status for a certain period of time.

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

1. 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, student or work permit, the expiry date is marked on the document.

Note: For applicants who require a temporary resident visa (TRV) to enter Canada: A 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**. After leaving Canada, you **must** apply for and obtain a TRV **abroad** by applying to a Canadian visa office. (see [Application for a Temporary Resident Visa to Visit Canada - IMM 5256](#))

2. Temporary Residents travelling without passports:

If you did not require a passport to enter Canada, your temporary resident status will expire **six months** from the day you entered Canada **unless you were given a visitor record, study or work permit**. If you were given a document, the expiry date is marked on it.

What information do I need to apply for a renewed or initial study permit?

1. Full details of the studies;
2. Proof of identity;

3. Proof of current status in Canada;
4. Evidence of how you will support yourself or be supported in Canada and how you will pay for transportation to leave Canada; such as,
 - Guarantor's letter;
 - Bank statement indicating name of account holder and account number; or
 - Details of how you intend to leave Canada including the date, time and type of transportation.

May I leave Canada before my request for a renewed or initial study permit has been finalized?

Yes. However, if you leave temporarily and you do not have your new document before you seek to re-enter Canada, you will have to re-apply (either at the port of entry if you have the right to do so, or at a visa office outside Canada) and pay another processing fee.

May I leave, then re-enter Canada?

In order to return to Canada, you must be in possession of a valid passport or travel document. You also need to hold a valid study or work permit if you are returning to study or work in Canada.

If you are a citizen of a country that requires a temporary resident visa (TRV) to travel to Canada, you will also need to be in possession of a valid entry visa to return, unless:

- you are returning to Canada following a visit only to the United States or St-Pierre and Miquelon; and
- you return before the expiry of the period initially authorized for your entry or any extension to it, either as a visitor, student or worker.

Possession of these documents does not guarantee re-entry. All persons must establish that they meet all of the requirements of *The Immigration and Refugee Protection Act and Regulations* before being authorized to enter or re-enter Canada.

Note: Citizens of the U.S. do not require passports or travel documents to enter or return to Canada. Permanent residents of the U.S. do not require passports or travel documents if they are entering or returning to Canada from the U.S. or St. Pierre and Miquelon. However, both must provide documentary proof of citizenship or permanent residence such as a national identity card or an alien registration card.

Studying in Canada

What is a study permit?

This is the official document issued by an officer that allows foreign persons to study in Canada.

Do I require a study permit to study in Canada?

If you are **not** a Canadian citizen, a permanent resident of Canada, a family member of a foreign representative accredited to Canada or a member of the armed forces of a country that is a designated state for the purpose of the *Visiting Forces Act*, you must obtain a study permit to study in Canada. The Protocol Division of Foreign Affairs approves the passports of everyone who has diplomatic, consular, or official status in Canada. If you have this approval, you do not need a study permit to take courses in Canada.

What courses do not require a study permit?

A study permit is not required and will not be issued for:

- nursery schools or kindergartens;
- courses included in tour packages as a secondary activity for tourists;
- distance learning courses (distance learning can be tele-learning, correspondence or internet courses);
- courses that are not academic, professional or vocational in nature that can be completed within the period authorized upon entry into Canada.

Program of study of six months or less

A study permit is not required for any program of study of six months or less that can be completed within the period authorized upon entry into Canada. However, you may apply for a study permit and your application will be considered. Having a study permit will allow you to apply for a work permit if your course includes a practicum/coop component. Having a study permit also allows you apply for new study from within Canada if you anticipate further studies.

Minor Child

A study permit is not required for primary or secondary level courses if you are a minor child in Canada, except if you are accompanying your parents who are visitors in Canada (in this case you do require a study permit). Although it is not required, if you are studying, you should apply for a study permit (or to renew an existing one). CIC recommends that you extend your temporary resident status as a student (by applying for a study permit) rather than as a visitor. Note that before coming to Canada, a minor child always requires a study permit to study.

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;
- 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 members of the following classes, determined eligible for permanent residents (PR) status:

- 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.

What information do I need to apply?

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

1. The documents specified below:

- a) For attendance at a university, college or other post-secondary institution:
 - i) a letter, registration paper or form from the education institution which shows:
 - confirmation of your acceptance and/or registration as a student;
 - the course of study;
 - how many courses you will be taking and/or 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 institution(s): letter from institutional registrar and/or 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 institution(s):
 - **for secondary school**, a letter from institutional registrar or guidance department and/or 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/or 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)]:
 - i) a copy of the Certificat d'acceptation du Québec (CAQ) issued by the Ministère des Relations avec les citoyens et de l'Immigration (MRCI).

Note: Certain persons do not require a CAQ. Visit the MRCI Web site at:

<http://www.immigration-quebec.gouv.qc.ca/en/index.asp> 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.)

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

Note: Family members of foreign students and temporary workers do not need to show proof of financial ability to pay in order to obtain a study permit to attend a primary or secondary school.

Are there any conditions on my study permit?

An officer may 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 places at which you shall report for medical examination or observation;
- the times and places at which you shall report for the presentation of evidence of compliance with applicable conditions;
- the prohibition of engaging in employment; or
- the duration of your stay in Canada

Do students need a work permit to work on campus?

A full-time student attending a university or college does not need a work permit when the employment offered is on the campus of the college or university where the student is registered full-time, for as long as the study permit is valid.

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

- If you have already passed an immigration medical examination, 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 an immigration medical examination. (Examples of these are workers in health services fields; teachers of primary or secondary schools or other workers coming into contact with small children; domestic workers or live-in caregivers; workers who give in-home care).
- If you intend to work as an agricultural worker and have resided or visited a designated country (for a list of designated countries, refer to our [Web site](#)) for more than six months within the last year preceding, you must pass a medical examination.
- To submit to a medical examination, you must make an appointment with a Designated Medical Practitioner (DMP). Visit our [Web site](#) for the list of DMPs or contact the Call Centre Agent to find the DMP nearest to you. Note that it may take up to four weeks for the DMP to provide Citizenship and Immigration with your results.

- For a complete list of occupations requiring immigration medical examinations, refer to our [Web site](#).

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

Generally, foreign students are not allowed to work while studying in Canada.

However, there are some exceptions for full-time students or their spouse or common-law partner, at publicly funded or degree granting institutions who may apply for work permits. A full-time student is a person whose program of study is normally at least 15 hours of instruction per week, leading to a diploma or certificate, unless otherwise defined by an educational institution. (**Note:** The definition of a full time student varies from one educational institution to another and you should refer to the guidelines of your educational institution to ensure you are considered a full-time student.)

For more information, see “Work Opportunities for Foreign Students” at: www.cic.gc.ca/english/study/work.asp.

A work permit may be issued if it is established that:

- the intended employment is an essential and integral part of your course of study (*this does not apply to medical interns or medical residents*); or
- the intended employment is related to an approved research or training program; or
- you hold a study permit and have become temporarily destitute through circumstances beyond your control or beyond the control of any person whom you are dependent on for financial support to complete your term of study. **You must show proof that you are not able to obtain the money needed for daily expenses and that it is a temporary situation.**
- you have successfully graduated from a program at a Canadian university, community, college, CÉGEP, or publicly funded trade/technical school (or from a Canadian private institution authorized by provincial statute to confer degrees) and wish to work for a maximum of one or two years in employment related to your course of study. The maximum length will depend on the length and location of your studies, and the location of your employer. You must submit your application for a work permit within **90** days of the issuance of your final marks. Your study permit must be valid upon submission of your application for a work permit. For further details refer to the Foreign Workers Manual (see post-graduation employment) located on our [Web site](#) or contact the Call Centre listed under the [Contact Information](#) section.

Note: Spouses and common-law partners of full-time students in a program at a university, community, college, CÉGEP, or publicly funded trade/technical school in Canada can apply for a generic (open) work permit. For further details refer to the Foreign Workers Manual (see Open Work Permits) located on our [Web site](#) or contact the Call Centre listed under the [Contact Information](#) section.

Note: Some study permits are arranged with the Canadian International Development Agency (CIDA). These students must obtain an approval letter from CIDA to be eligible for a work permit related to their course of study.

Note: If you are currently a full-time student at certain public post-secondary institutions, you may be eligible to apply for a work permit that allows you to work off-campus. This will depend on whether your province and institution have signed agreements to implement the program. Currently, off-campus work permits are available in **Manitoba, New Brunswick or some regions of Quebec**. Contact your international student advisor to get more information about the program, the number of hours you can work and the application process, or refer to the CIC [Web site](#).

Restoration of Status

You may seek restoration within **90** days after your status as a student has been lost, if you have only failed to comply with one or more of the following conditions:

- You lost status because you remained in Canada longer than the period authorized for your stay (but not longer than 90 days)
- 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 changed employers, type of work, or location of work without applying to change these conditions if they were specified on your work permit.
- You continue to meet the initial requirements for your stay and have not failed to comply with any other conditions imposed.

You have committed an offence under the *Immigration and Refugee Protection Act* if you have not abided by the conditions that were imposed when your entry was authorized or when your work or study permit was issued. You may voluntarily leave Canada or you may be subject to an admissibility hearing that could lead to removal from Canada. Your temporary resident status in Canada will have been lost, and (if applicable) your student and/or work permit will have ceased to be valid.

You may wish to complete an application to apply for restoration of temporary resident status and for a new study permit. There is no guarantee that your application will be accepted. On your application you must provide full details of all the facts and circumstances that resulted in you committing the offence.

If you apply 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.

An officer will evaluate your request for restoration of status and if approved will process your application for a study permit. You will then be advised of any further action to be taken.

Completing the Forms

The documentation you provide will be used to establish that your authorization to remain in Canada would not be contrary to the *Act*. **You must provide truthful, accurate information.** The information provided may be verified. Processing will stop immediately if you give false or misleading information. **It is an offence under section 127 of the *Immigration and Refugee Protection Act* to knowingly make a false statement on this form.**

Application to Change Conditions, Extend My Stay or Remain in Canada (IMM 1249)

As most of the form is self-explanatory we have only provided supplementary instructions where required. If you need more space, attach a separate sheet of paper and indicate the letter and/or number of the question you are answering. **Your application may be returned or refused if it is not properly completed, or if all of the necessary documents have not been submitted.** Type or print clearly in black or blue ink. If you know your client ID number print it in the space provided.

Each member of your immediate family (spouse or common-law partner, dependent children) who wishes to remain longer, study or work in Canada must apply for permission to do so. If you all apply at the same time for an extension, each person will **not** have to submit separate application form. Instead, fill in one form including your details and those of your immediate family. All appropriate documentation and the required fee for each person must also be included.

“I am applying for”:

If you require only one service, tick the box that corresponds to the service you are requesting. For example, tick box “B” if you are applying for a renewal of your study permit. If you require more than one service and you are using only one application, tick the boxes that correspond to each of the services you require. For example, if you are applying for a renewal of your study permit and for a new work permit, tick boxes “B” and “C” and include the required documentation and fees.

A – Personal Information

Surname (Family name) and given name(s)

Print all names as they appear on your passport or identity document. Do not use initials.

Other names

Print all names you have ever used, including different spellings of your name. Explain what these names are, e.g., ‘Maggie’ (nickname), ‘Smith’ (birth name/maiden name), ‘Leroux’ (former married name).

Citizenship

If you are a citizen of more than one country, enter the names of all countries.

Passport number

If you did not use a passport to enter Canada, indicate the type and number of other travel or identity documents you used to enter Canada. **Passports and travel documents must be valid for the duration of your stay.**

Country of last permanent residence

Regardless of the time you may have resided in a country, if your status was of a temporary nature (foreign student, guest worker, etc.) it is not your country of last permanent residence.

If your country of last permanent residence is the country where you were born, put an “x” in the box “since birth”. Otherwise put an “x” in “since” and print the year that you moved to that country.

Addresses

Provide your current mailing address in Canada. All correspondence will be sent to this address.

Note: If you wish to authorize a Canadian representative to receive correspondence concerning your application, indicate their address in this box and on the form

Use of a Representative (IMM 5476)

Telephone number for messages

If you have access to a telephone where a message can be left for you, print the number here.

B – My Family Members

You must give information about your family members. Family members are your spouse or common-law partner, your own dependent children or those of your spouse or common-law partner and the dependent children of dependent children. A common-law partner is a person of the opposite or same sex who is currently cohabiting and has cohabited in a conjugal relationship with you for a period of at least one year.

Your family member will be considered your dependent child if that child:

- A. is under the age of 22 and single, i.e. not married and not in a common-law relationship; **or**
 - B. married or entered into a common-law relationship before the age of 22 and, since becoming a spouse or a common-law partner, has
 - been continuously enrolled and in attendance as a full-time student in a post-secondary institution accredited by the relevant government authority **and**
 - depended substantially on the financial support of a parent; **or**
- is 22 years of age or older and, since before the age of 22, has
- been continuously enrolled and in attendance as a full-time student in a post-secondary institution accredited by the relevant government authority **and**
 - depended substantially on the financial support of a parent; **or**
- C. is 22 years of age or older, has depended substantially on the financial support of a parent since before the age of 22 and is unable to provide for him/herself due to a medical condition.

Children included in the application must meet the definition of “dependent children” both at the time the application is made and, without taking into account whether they have attained 22 years of age, at the time the visa is issued to them.

Include them on your application by providing their names and other information in the appropriate space on the application form. Indicate if your family members are currently in Canada.

Important: In order to benefit from provisions outlined in the *Immigration and Refugee Protection Act and Regulations* for spouses or common-law partners of workers or students, you must provide proof of your relationship and status in Canada. You must provide a marriage certificate and birth certificates for any accompanying family members. If you are in a common-law relationship and your common-law spouse will accompany you to Canada, you must complete the enclosed form, *Statutory Declaration of Common-Law Union (IMM 5409)*. Also provide evidence outlined on the form to support your relationship.

For each family member print:

Surname (Family name) and given name(s)

Print all names as they appear on the passport or identity document. Do not use initials.

Relationship

Print the person's relationship to you - husband, wife, son or daughter.

Passport and expiry date

If it was not a passport which was used to enter Canada, indicate the type and number of other travel or identity documents used. Passports and travel documents must be valid.

C – Coming Into Canada

This information will assist us in retrieving your previous records.

D – My Request

Box 10

You must explain why you wish an extension and/or a change conditions for yourself or your family members.

If you are a temporary resident permit (TRP) holder you must inform us of any change to your personal circumstances. You must also inform us if any of the reasons you were originally issued a permit change after it is issued. For example, if you applied unsuccessfully for an immigrant visa to live with a family member (sponsor) in Canada, are you still living with your sponsor? Or, have you been convicted of a new offence since you first received your permit?

If your temporary resident status has expired and you wish consideration for restoration, explain the reasons for this.

Box 11

Provide details of how you will support yourself and your family members while in Canada and how you will pay for transportation to leave Canada.

Provide specifics on 'Other' sources of support (employment income/employer).

If a relative or friend will provide support include their name, address and the relationship to you.

E – Additional Information

Box 12

If you or your family members remained beyond the validity of your status, attended school without permission or worked without permission, give **full details** and circumstances concerning the situation(s).

Box 13

Indicate if you or any of your family members in Canada have ever been convicted of, or charged with a crime or offence in any country. If convicted, indicate whether a pardon has been granted.

Box 14

Indicate if you or any of your family members have suffered from any serious mental or physical illness. If so, provide full details.

G – Declaration Of Applicant

You must sign and date the application. Failure to do so will result in it being returned to you.

We suggest that you retain photocopies of your application and supporting documentation for your records.

Use of a Representative (IMM 5476)

Complete this form if you are appointing a representative.

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

A **representative** is someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada. When you appoint a representative, you also authorize CIC to share information from your case file to this person.

You are not obliged to hire a representative. We treat everyone equally, whether they use the services of a representative or not. If you choose to hire a representative, your application will not be given special attention nor can you expect faster processing or a more favourable outcome.

The representative you appoint is authorized to represent you only on matters related to the application you submit with this form. You can appoint only **one** representative for each application you submit.

There are two types of representatives:

Unpaid representatives

- friends and family members who do not charge a fee for their advice and services;
- organizations that do not charge a fee for providing immigration advice or assistance (such as a non-governmental or religious organization);
- consultants, lawyers and Québec notaries who do not, and will not, charge a fee to represent you.

Paid representatives

If you want us to conduct business with a representative who is, or will be charging a fee to represent you, he or she must be authorized. Authorized representatives are:

- immigration consultants who are members in good standing of the Canadian Society of Immigration Consultants (CSIC);
- lawyers who are members in good standing of a Canadian provincial or territorial law society and students-at-law under their supervision;
- notaries who are members in good standing of the *Chambre des notaires du Québec* and students-at-law under their supervision.

If you appoint a paid representative who is not a member of one of these designated bodies, your application will be returned. **For more information** on using a representative, visit our [Web site](#).

Section B.

5. Your representative's full name

If your representative is a member of CSIC, a law society or the *Chambre des notaires du Québec*, print his or her name as it appears on the organization's membership list.

8. Your representative's declaration

Your representative must sign to accept responsibility for conducting business on your behalf.

Section D.

10. Your declaration

By signing, you authorize us to complete your request for yourself and your dependent children under 18 years of age. If your spouse or common-law partner is included in this request, he or she must sign in the box provided.

Release of information to other individuals

To authorize CIC to release information from your case file to someone other than a representative, you will need to complete the form *Authority to Release Personal Information to a Designated Individual* (IMM 5475) which is available on our Web site at www.cic.gc.ca/english/information/applications/release-info.asp and from Canadian embassies, high commissions and consulates abroad.

The person you designate will be able to obtain information on your case file, such as the status of your application. However, he or she will **not** be able to conduct business on your behalf with CIC.

You must notify us if your representative's contact information changes or if you cancel the appointment of a representative.

Paying the Fees

Required 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. For information including eligibility, fees and required documents for working in Canada, refer to the guide [Applying to Change Conditions or Extend Your Stay in Canada - Worker](#) (IMM 5553) or contact the Call Centre.

You may submit an application for any of, or a combination of the following services:

- To extend your stay in Canada as a student
- To request an initial study permit
- To restore your status as student (restoration of temporary resident status due to loss of status)

Note: 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 need not 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 as a decision has been made on your initial application.

Use this chart to calculate the fees required for the service(s) you are applying for.

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.

	SERVICES	Number of Persons	Amount per person	Amount Due
	Renewed or Initial Study Permit		x \$125	
	Restoration of Temporary Resident Status (due to loss of status as a student)		x \$200	
	Other service - you - specify:			
	Other service - family members (work or study permit) - specify:			
Total				\$

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.

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.

A determination that you are not eligible is considered as “processing” and the fee will not be refunded. If you apply again, you will have to pay another processing fee.

How to pay your fees

You have the option of paying your fees on our Web site or at a financial institution.

Option 1. Payment of fees on our Web site

To use this option, you need:

- a credit card;
- access to a computer with a printer;
- a valid email address; and
- follow these steps below.

Step	Action
1	Log on to our Web site at www.cic.gc.ca .
2	Select " <i>I Need To...</i> " on the right hand side of the page.
3	Click on <i>Pay My Application Fees</i> .
4	Click on <i>Pay fees online</i> .

Once you have paid the fees you must:

- print the official receipt;
- fill out by hand the "Payer Information" section;
- attach the bottom portion (copy 2) of this receipt to your completed application.

Option 2. Payment of fees at a financial institution

STEP 1. Fill in the total

Enter the "Amount payable" you have calculated at the bottom of the *Receipt* (IMM 5401).

Photocopies of the receipt are not accepted. If you need an original receipt, you can order it from our [Web site](#) or contact the Call Centre.

STEP 2. Complete the "Payer Information" sections on the back of the receipt

If you already know the Client ID assigned to you, enter the number in the box provided. If you do not know your Client ID, leave that box empty.

STEP 3. Go to a financial institution and make the payment

Bring the receipt with you. A financial institution representative will tell you which forms of payment are acceptable. There is no charge for the service.

STEP 4. Send your receipt

Attach the middle portion (Copy 2) of the receipt to your completed application. Keep the top portion (Copy 1) for your files.

Do not include any other type of payment with your application.

If there is no local financial institution which will accept payment, you may pay the fees by mail. Contact the Call Centre agent for instructions.

Note: Do **not** present your application to the financial institution, only your receipt.

Incorrect payments

If you have sent insufficient fees or incorrect form of payment, we will return your application with instructions. You must then pay the additional fees and mail everything back to us. This will delay the processing of your application. If you have overpaid, we will refund the overpayment. We will issue a cheque as soon as possible.

Refunds

To obtain a refund, you need to send a written request to withdraw your application to the processing centre at CPC Vegreville, 6212 - 55th Avenue, Vegreville AB T9C 1W5.

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.

Mailing Your Application

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: When a family is applying for documents send all the applications to the Case Processing Centre address in Vegreville, that is applicable to the primary applicant.

- Address the envelope as follows:

**Citizenship and Immigration - Study Permit
Case Processing Centre
6212 - 55th Avenue, Unit 101
Vegreville AB
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.

What Happens Next?

You will receive a letter regarding your case and you will be informed if you need to take any further action.

If your temporary resident status extension has been granted or the application for a study permit has been approved, an immigration document will be sent to you. If your application is refused, you can only stay in Canada until the expiry date of your current temporary resident status.

If you applied for restoration of temporary resident status you will receive a letter advising you of the decision and instructions to follow.

If your application has been referred to a local office, you will be notified of this and will subsequently be contacted by this office.

If you move before your application has been processed, you must advise us of your new address by contacting the [Call Centre](#).

Advise the Call Centre if you change your telephone or fax numbers, or if you want to change the school you want to attend, or the employment you wish to take after you have mailed your application.