

Renewing your Study Permit inside Canada (for transfer students)

This guide is for any student who is transferring to MSVU from another college/university or are upgrading their program to a higher level of study. This is also for high school students who are about to complete their final year of Grade 12 and are planning to study at MSVU. You first have to be accepted to MSVU and have received your Provincial Attestation Letter (PAL) before you can use this guide to extend your current study permit. NOTE: if your passport is expiring, you must apply for a new passport before applying for your study permit.

1. Log in to your online immigration account using GCkey or Sign-in Partner

*If you are a new user, you will need to create your account through GCKey or Sign-in Partner.

NOTE: Save your username and password. Consider taking a screenshot of all your security questions and answers to avoid getting locked out of your account. Once you are locked out of your account, you will never be able to access it ever again.

Click here: https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html

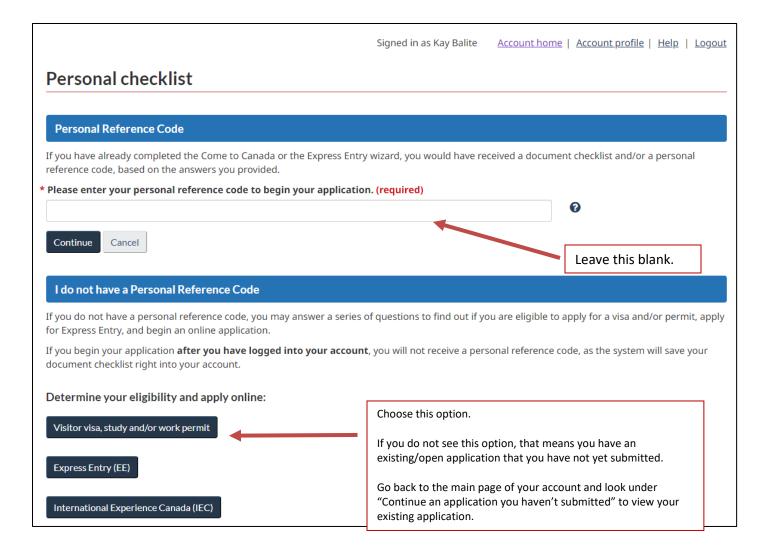
2. Under "Start Application" complete the 'Apply to come to Canada' questionnaire:

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Updated: January 2025

You have to Determine your eligibility to apply online for a Visitor/Study/Work Permit.



3. Complete online questionnaire

Questions	Answers
What would you like to do in Canada?	Study
How long are you planning to stay in Canada?	Temporarily - more than 6 months
What is your current country of residence?	Canada
Do you have a provincial or territorial attestation letter or meet an	Yes, I have a provincial or territorial
exception from submitting a provincial or territorial attestation	attestation letter
letter?	
Which province or territory is your provincial attestation letter	Nova Scotia
from?	
When does your status in Canada expire?	Your study permit expiry date



Have you had a medical exam performed by a CIC authorized panel physician (doctor) within the last 12 months?	Choose "yes" if you had a medical exam within the past 5 years, *this is a temporary policy until October 5, 2029. Read the section "Medical Exam" below.
Find out if you're eligible to apply Do you want to work in one of the following jobs? • health sciences worker • clinical laboratory worker • patient attendant in nursing or geriatric homes • medical student admitted to Canada to attend university • medical elective and physician on short term assignment • teacher of primary or secondary schools or other teachers of small children • domestics worker, someone who gives in-home care to children, the elderly and the disabled • day nursery worker (required) Please make a selection	If you intend to work in certain jobs, you may be required to undergo a medical exam – these jobs include any work that brings you in close contact with others (working with children, in healthcare services or labs) or agricultural work. The full list and more information is here: http://www.cic.gc.ca/english/information/medical/medexams-temp.asp
Do you want to submit an application for a family member?	If your family is with you, check to make sure if they also have to renew their permits.
Are you giving someone access to your application?	No
In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada?	If you gave your biometrics between 8-10 years ago, please contact immigration@msvu.ca for further advising.
There are fees associated with this application. Will you be paying your fees or are you fee exempt?	Yes, I will be paying my application fees.
Are you able to make a digital copy of your documents with a scanner or camera?	Yes.
Will you pay your application fees online using a Visa, Mastercard, Visa/Mastercard debit?	Yes. If you don't have a credit card, you can purchase a pre-paid visa.

You should now see your **Document Checklist.**

INSTRUCTIONS: You need to download the Adobe Acrobat Reader software to your computer that runs Windows or Mac OS. Do not use a Chromebook, tablet, or phone.

Under <u>Application Form(s)</u>. Click on the document "Application to Change Conditions...". After clicking it, a new webpage will open up. Download the file and save the PDF file on your laptop. Go to the folder where you saved the file. Right click on the file and choose "Open with Adobe Acrobat" PDF Reader. Fill it out using a computer and not by hand/print.

Application Form(s)

Application Form(s)

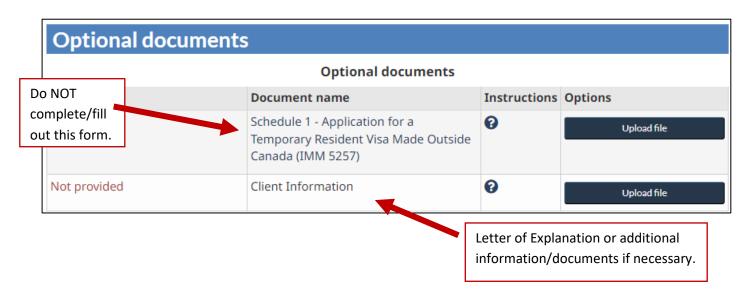
Details	Document name	Instructions	Options
Not provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709) (required)	•	Upload file



Supporting documents

Supporting documents

Details		Document name	Instructions	Options
Submit your MSVU Letter of Acceptance.	-	Letter of Acceptance or Letter of Enrollment / Registration (required)	•	Upload file
p. oaa		Passport (required)	8	Upload file
Not provided		Provincial or Territorial Attestation Letter (PAL or TAL) (required)	•	Upload file
Not provided		Proof of Means of Financial Support (required)	8	Upload file
Not provided		Proof of upfront medical exam (required)	?	Upload file
Not provided		Digital photo (required)	3	Upload file



4. Complete the imm5709e application form.

Questions	Answers		
1. UCI	Look for "UCI" on your Study Permit. It's an 8 or 10-digit number listed on the top right side of your Study Permit.		
3. I'm applying for one or more of the following:	Apply for a study permit for the first time or extend my study permit		



Personal Details				
7. Country/Residence	 Canada Student The very first day you arrived in Canada (your first study permit issuance date) Your Study Permit expiry date 			
Contact Information				
1. Current mailing address				
a) Apt/Unit	a) This is your room number OR apartment number inside your apartment building.			
b) Street number	b) This is the number of your house/building. Please only write the number here. This number is listed directly before your street name.			
c) Street name	c) Do not abbreviate words (Street, Avenue, Boulevard, Drive, etc.)			
2. Resident address, same as mailing address?	If your mailing address is where you live, answer 'Yes'.			
Comi	ng into Canada			
1. Date & place of your original entry to Canada	Date & place of your very first entry to Canada. Place is the city where you first landed when you entered Canada (ex. Toronto, Montreal, Vancouver, Halifax, etc.)			
2. The original purpose of coming to Canada	Study			
3. Date & place of your most recent entry to Canada (if not the same as original entry)	If you have ever travelled outside of Canada, this is the date and place of your most recent return to Canada. Place is the city where you first landed when you entered Canada (ex. Toronto, Montreal, Vancouver, Halifax, etc.) Leave it blank if you have not left Canada since your first entry.			
4. Document number	Black numbers starting with only one letter listed under the large red number at the top right of your study permit. It usually starts with a letter F or U.			
Details of Intended Study in Canada				
My program and level of study will be:	Enter program of study details. If you are studying a Diploma or Certificate program, please choose 'University – Other Studies'			
2. Designated Learning Institution # (DLI #)	019301947442 (first letter is capital "0" not zero)			
3. Duration of expected studyFrom (YYYY-MM-DD)To (YYYY-MM-DD)	 Date of completing the application Estimated date of program completion: your request should be 90 days after your expected program completion 			

4. The cost of my studies will be: a) Tuition b) Room & board c) Other 5. Funds available for my stay (CAD)	 (for one year only) a) \$17,000 - check your MSVU Letter of Acceptance for your first-year tuition fee. b) How much is your rent + cost of food for 1 year c) \$3,000 for books, pocket money, clothes, etc. How much is in your Canadian bank account. Recommended minimum amount is \$5,000. If not meeting this amount, provide other sources of funds (ex. Parents, scholarships, etc.). If you have family member(s) with you, 		
6. a) In addition to a study permit, are you also applying for a work permit?	additional money is required.		
	ducation		
Have you had any post-secondary education (including university, college or apprenticeship training)?	Answer 'Yes" if you have a previous degree, diploma, certificate or apprenticeship. Answer 'No' if you came to MSVU directly from high school.		
Er	nployment		
Give the details of your employment	Put your job information. If you do not have a job, put the following: Current occupation/Activity: Student Employer: Mount Saint Vincent University.		
Backgro	und Information		
2. A) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?	a) If you have studied or worked without a valid study or work permit, you will need to provide details and explanation.		
B) Have you ever refused any kind of visa, admission, or been ordered to leave Canada or any other country?	b) If you were ever refused any visa, admission to Canada or any other country please indicate and briefly explain.		
C) Have you previously applied to enter or remain in Canada?	c) Choose YES. Then, list all the permits that you've been granted. For example: "I have a Study Permit, Canadian visa or eTA, and have extended my Study Permit.		
Signature	 Type your full your name in the signature line, press the validate button, and save it to your desktop, OneDrive, or on a USB. Do not insert an e-signature. This form should not be printed, signed and scanned. 		

5. List of documents for review:

NOTE: please email the following documents to immigration@msvu.ca for review.

- imm5709e primary application form to stay in Canada as a student
- Provincial Attestation Letter (PAL) from MSVU Admission's Office



- Digital photo similar to a passport photo and you can use your phone to take your photo
- Passport scan all pages except blank pages. Save multiple pages as 1 PDF file
- MSVU Letter of Acceptance
- Proof of funds (account summary statement of balance from your bank). Ideally, a minimum of \$5,000 CAD for individual students. If you have family member(s) with you, you would need a greater amount.
- Letter of explanation (if necessary) upload this in the section 'Client Information'
- Medical exam (optional)
- Study Permit

Medical Exam

IMPORTANT: in-Canada applications only

IRCC created a <u>temporary public policy</u> for immigration medical exams (IMEs) <u>until October 5</u>, 2029 only. If you completed an IME within the past 5 years, submit a copy of your previous medical exam.

To qualify for this temporary policy, you must meet **all** of these conditions:

- You applied, or are applying, for either permanent residence or temporary residence.
- You already live in Canada.
- You completed your previous IME in the last 5 years.
- Your previous IME indicated a low risk or no risk to public health or public safety.

NOTE: You need to submit your proof of medical exam performed by an IRCC approved physician if you plan to work in the fields of education, childcare, medical and healthcare services, nursing homes, taking care of elderly and other vulnerable people, hospital, and agriculture, etc. Click on this link to <u>view the list</u> of IRCC approved physicians by country to book your appointment if necessary.

6. Pay the application fee with a credit card or visa/mastercard debit

Fees

Fees

Application	Quantity	Price (CAD) per unit	Total (CAD)
Study Permit	1	\$150.00	\$150.00

