Study Permit Restoration inside Canada

Only use this guide if your Study Permit has already expired and if it is <u>within 90 days of expiry</u>. If your permit is still valid, please use the guide 'Study Permit Renewal Guide'. If your Study Permit has expired for more than 90 days, please book an appointment with the International Education Centre ASAP.

NOTE: that 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.*

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

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

Kay Balite's account

View the applications you submitted

Review, check the status or read messages about your submitted application.

Search:		Showing 0 to 0 of 0 entries | Show 5 ▾ entries				
Application type ↕	Application number ↕	Applicant name ↕	Date submitted ↓	Current status ↕	Messages ↕	Action
		No data available in table				

Did you apply on paper or don't see your online application in your account? Add (link) your application to your account to access it and check your status online.

Continue an application you haven't submitted

Continue working on an application or profile you haven't submitted or delete it from your account.

Search:		Showing 0 to 0 of 0 entries | Show 5 ▾ entries		
Application type ↕	Date Created ↓	Days left to submit ↕	Date last saved ↕	Action
		No data available in table		

Start an application

Apply to come to Canada

Includes applications for visitor visas, work and study permits, Express Entry and International Experience Canada. You will need your personal reference code if you have one.

Refugees: Apply for temporary health care benefits

Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.

Citizenship: Apply for a search or proof of citizenship

Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.

Even though you are already in Canada, you have to choose this option in order to Start an Application.

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

Signed in as Kay Balite   Account home | Account profile | Help | Logout

Personal checklist

Personal Reference Code

If you have already completed the Come to Canada or the Express Entry wizard, you would have received a document checklist and/or a personal reference code, based on the answers you provided.

* **Please enter your personal reference code to begin your application. (required)**

[   ] ❓

> Leave this blank.

[Continue] [Cancel]

I do not have a Personal Reference Code

If you do not have a personal reference code, you may answer a series of questions to find out if you are eligible to apply for a visa and/or permit, apply for Express Entry, and begin an online application.

If you begin your application **after you have logged into your account**, you will not receive a personal reference code, as the system will save your document checklist right into your account.

Determine your eligibility and apply online:

[Visitor visa, study and/or work permit]

> Choose this option.
>
> If you do not see this option, that means you have an existing/open application that you have not yet submitted.
>
> Go back to the main page of your account and look under "Continue an application you haven't submitted" to view your existing application.

[Express Entry (EE)]

[International Experience Canada (IEC)]

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 attestation letter?	No
Do you qualify for an exception?	Yes
Which exception do you qualify for?	I am an applicant who meets another exception listed on the IRCC website
When does your status in Canada expire?	Your study permit expiry date
Your status in Canada has expired within the last 90 days. To restore your status, you must pay $229. Do you also want to apply to restore your status?	Yes

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, <mark>*this is a temporary policy until October 5, 2029.</mark> *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 – if you are applying only for yourself. However, if you are applying for family members then you should choose: 'Yes, both appoint a representative and grant authorization to IRCC to release information to another person'.
In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada?	Dependent on your situation. If you have not given biometrics, you will be asked to give them at the closest collection centre. Appointment required plus $85 in fees.
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.

RISIA Regulated International Student Immigration Advisor **CRIEE** Conseiller réglementé en immigration pour étudiants étrangers

Kay Balite, Regulated International Student Immigration Advisor
CICC Membership # *S718279*
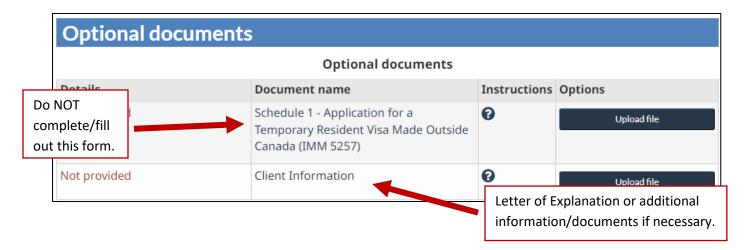***Updated: October 2024***

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

INSTRUCTIONS: You need to download the Adobe Acrobat Reader application to your computer.
Under Application Form(s), Click on the document "Application to Change Conditions...". After clicking it, a new webpage will open up. The webpage will say "Please Wait...". You don't have to wait. Immediately press the download button of your web browser. 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

	Document name	Instructions	Options
	Passport (required)	❓	Upload file
	Letter of Acceptance or Letter of Enrollment / Registration (required)	❓	Upload file
	Proof of Means of Financial Support (required)	❓	Upload file
	Proof of upfront medical exam (required)	❓	Upload file
Not provided	Digital photo (required)	❓	Upload file

Combine your Confirmation of Enrolment and Official Transcripts into 1 file and upload it here.
Do NOT upload your Letter of Acceptance.

Optional documents

Optional documents

Details	Document name	Instructions	Options
	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	❓	Upload file
Not provided	Client Information	❓	Upload file

Do NOT complete/fill out this form.

Letter of Explanation or additional information/documents if necessary.

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:	Check both options: Apply for a study permit for the first time or extend my study permit Restore my status as a student
Personal Details	

7. Country/Residence
    • Current Country of Residence
    • Status
    • Other
    • From (YYYY-MM-DD)
    • To (YYYY-MM-DD)
	• Canada
	• Other
	• Type 'Out of status, restoration'
	• Leave it blank
	• Leave it blank

Contact Information	

1. Current mailing address
    a) Apt/Unit
 	
    b) Street number
 	
    c) Street name
	a) This is your room number OR apartment number inside your apartment building.
	
	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) **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'.
Coming 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	
1. 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 #)	O19301947442 (first letter is capital "O" not zero)
3. Duration of expected study • From (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 program completion

4. The cost of my studies will be:
    a) Tuition
 	
    b) Room & board
    c) Other
	(for one year only)
	    a) $17, 000 – check your [MyMount](#) for exact amount
	    b) How much is your rent + cost of food for 1 year
	    c) $3,000 for books, pocket money, clothes, etc.

5. Funds available for my stay (CAD)	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.)
a) In addition to a study permit, are you also applying for a work permit?	a) NO
Education	
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.
Employment	
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
Background Information	
2. A) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada? B) Have you ever refused any kind of visa, admission, or been ordered to leave Canada or any other country? C) Have you previously applied to enter or remain 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) If you were ever refused any visa, admission to Canada or any other country please indicate and briefly explain. c) **Choose YES.** Then, list all the permits that you've been granted. For example: "I have a Study Permit, Canadian visa and/or 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
- Digital photo
- Passport – scan all pages except blank pages. Save multiple pages as 1 PDF file
- Confirmation of Enrolment Letter from MSVU Registrar's Office
- Official Transcripts from MSVU Registrar's Office
- Proof of funds (account summary statement of balance from your bank)
- Letter of explanation (if necessary) – upload this in the section 'Client Information'
- Medical exam (optional)
- Study Permit

Enrolment Letter and Official Transcripts

For the enrolment letter, fill out the Letter Request Form and email it to heather.standing@msvu.ca and if she is on vacation, you can email it to stephanie.hale@msvu.ca.

Note: When filling out the form, you must choose **all** of the following options:
- Confirmation of Enrolment Letter
- Visa Letter
- Extension of permit renewal
- and Other option box of Visa Letter, you should write 'Study Permit'.

For Official Transcripts, you can go in-person to receive it right away OR you can fill out the Transcript Request Form and email it to transcripts@msvu.ca.

Medical Exam

IMPORTANT: in-Canada applications only

IRCC created a temporary public policy for immigration medical exams (IMEs) until October 5, 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 view the list 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	$150
Restoration of status	1	$229	$229

The fee shown is an estimate based on the fees in effect on the day that this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission.

Total price (CAD) $379

7. Submit the application.

Once your application has been successfully transmitted, you will receive a confirmation of application submission under "My Messages" or on your home account page.

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