

Study permit extension guide: Submitting an application online with IRCC

Study permit extension applications must be submitted online using the IRCC secure account. Applicants are only able to apply on paper if they:

- have a disability that prevents them from applying online
- hold an identity or travel document for non-national residents, refugees or stateless persons

Creating an online account with IRCC (Immigration, Refugees and Citizenship Canada) allows you to apply for immigration documents like study permits, work permits, and visitor visas. This guide walks you through the creation of an IRCC account, including answering the IRCC questionnaire and submitting your study permit extension application online.

This guide has 6 parts:

- Part 1: Register using the GCKey option
- Part 2: Create your IRCC account
- Part 3: Complete the IRCC questionnaire
- Part 4: Understand the “Your document checklist” page
- Part 5: Biometrics Collection
- Part 6: Temporary Resident Visa or eTA

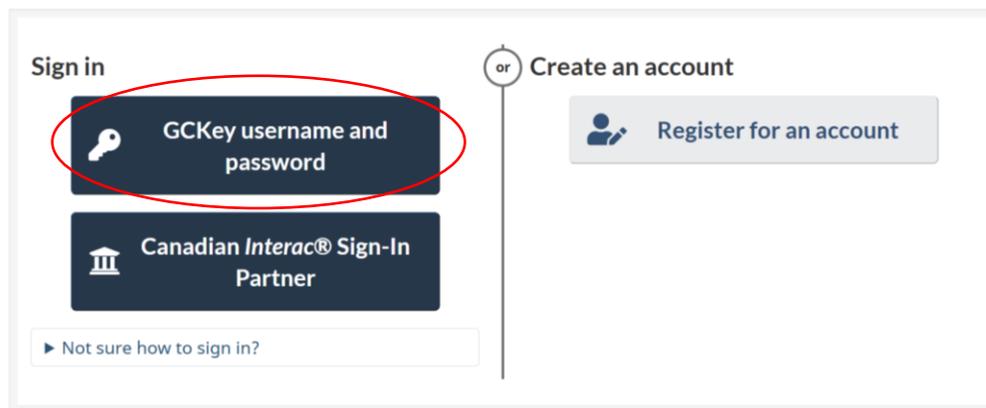
Please note: If you have already created an IRCC account in the past and you remember your username and password, you may log in (www.cic.gc.ca/english/e-services/account.asp) and skip to Part 3 of the guide.

The information in this guide may change.

The immigration information in this guide has been reviewed and endorsed by Mount Allison University’s Regulated International Student Immigration Advisor (RISIA No. S708818) in compliance with the Immigration and Refugee Protection Act and Regulations. However, this is not a legal document and information may change without notice. Always refer to Immigration, Refugees and Citizenship Canada (IRCC) at www.cic.gc.ca for the most up-to-date information.

Part 1: Register using the GCKey option

1. Go to the IRCC “Create an account or sign in” page at www.cic.gc.ca/english/e-services/account.asp.
2. You’ll see two options for registering:
 - a. “Canadian Interac Sign-in Partner”
 - b. “GCKey username and password”
3. We recommend the GCKey option. Click “Continue to GCKey”.



4. You’ll be directed to the “Welcome to GCKey” page. Click “Sign Up” on the right.
5. You’ll be guided through 4 steps to create your GCKey:
 - a. Review the “Terms and Conditions of Use” and click “I accept” if you agree.
 - b. Create your username.
 - c. Create and confirm your password.
 - d. Create your recovery questions, answers, and hints.
6. When you’ve successfully created your GCKey, you’ll see a page that says “GCKey Sign Up Complete”. Click “Continue”.

Part 2: Create your IRCC online account

1. After you have created your GCKey, you'll be prompted to accept "Terms and Conditions" again. Review the info and click "I Accept" to continue.
2. On the "Create an account" page, enter your name, email address, and preferred language of notification.
3. Create your security questions and answers.
 - a. You'll need to answer one of your security questions every time you sign-in to your IRCC account.

Once you complete the above steps, you will be brought to the **home page of your account**. This is the page that you see every time you sign in.

The screenshot shows the IRCC online account home page for John Smith. The page features a navigation menu with options like Jobs, Immigration, Travel, Business, Benefits, Health, Taxes, and More services. Below the navigation, there's a breadcrumb trail: Home → Your account. The user is signed in as John Smith, with links for Account home, Account profile, Help, and Logout.

John Smith'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.

[Students: Transfer schools](#)
For approved study permit holders only. Tell us if you are changing designated learning institutions. You will need your application number.

Account messages

Read messages related to your account. Messages about a submitted application are on your application status page.

You have no messages.

[Report a problem or mistake on this page](#)

Part 3: Complete the IRCC questionnaire

1. From your IRCC account homepage, click on "[Apply to come to Canada](#)".

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.	Students: Transfer schools For approved study permit holders only. Tell us if you are changing designated learning institutions. You will need your application number.
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2. You'll see the "Personal checklist" page:
 - a. You will **NOT** have a Personal Reference Code, so **ignore** this section.
 - b. **Scroll down** to the "I do not have a Personal Reference Code" section.
 - c. Click on "Visitor visa, study and/or work permit".

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)

[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](#)

[Express Entry \(EE\)](#)

[International Experience Canada \(IEC\)](#)

3. Your screen should now say, “Find out if you’re eligible to apply”.
 - a. You’ll be guided through a series of questions to determine your eligibility to apply for your study permit extension.
 - i. Click on the blue question mark if you need help understanding a question. If you still have questions after reading a prompt, reach out to the International Student Advisor.

Find out if you're eligible to apply

* All fields are mandatory

What would you like to do in Canada? ?

Please make a selection

How long are you planning to stay in Canada?

Please make a selection

Which country issued your passport? ?

Please make a selection

What is your current country/territory of residence? If you are presently in Canada, you should select Canada. ?

Please make a selection

Do you have a **family member** who is a **Canadian citizen** or **permanent resident** and is 18 years or older?

Please make a selection

What is your date of birth? ?

Select year Select month Select day

Save and Exit Questionnaire Next

4. When you’ve answered all the eligibility questions, you’ll see a screen that indicates your eligibility to extend your stay in Canada as a student. Click “Continue”.

Your results

Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.

Study Permit (in Canada)

You may be eligible to extend your stay in Canada as a student

Continue

5. Next, you'll be guided through another series of questions that will generate your personal document checklist.
 - a. Click "Continue" on the "Create your personal checklist" screen to begin.
 - b. **Important:** Here are a few questions that students often have questions about:
 - i. **Do you have a provincial or territorial attestation letter or meet an exception from submitting a provincial or territorial attestation letter?**
 - Select "Yes, I meet an exception from submitting a provincial or territorial attestation letter".
 - ii. **"Do you also want to apply for a work permit?"**
 - Select "No".
 - Note: this question relates to students who are completing a co-op program and require a separate work permit. This is not relevant for Mount Allison students as we do not have co-op programs.
 - iii. **"Have you visited or lived in any one of the designated countries for 6 consecutive months in the last year?"**
 - If you have lived in Canada for more than 6 months in the past year, the answer to this question is 'No'.
6. After completing the IRCC questionnaire, you will see a screen that says "Review your answers".
 - a. Confirm that your responses are accurate.
 - b. Make any corrections, if necessary. Then click "Continue".
7. The next screen, "Submitting your application", provides technical information to help you during your application process.
 - a. Review this information.
 - b. Click "Continue" on the bottom right.
8. You will now see the "Your document checklist" page.

Part 4: Understand the “Your document checklist” page

1. This page lists your required documents and links to any forms you need to fill out.
 - a. Review your list of required documents.
 - b. If you need further information or instructions for an item, click on the blue question mark icon in the "Instructions" column to the right of the document name.
 - c. Download applicable forms by putting your cursor over the document name. You'll see a note that says “(Opens a new window)”, which indicates the form can be downloaded.
 - The application form you see should be named: *Application to Change Conditions, Extend my stay or Remain in Canada as a Student [IMM5709]*

Your document checklist

Your documents

This is the list of documents you need to submit in order to apply. You cannot proceed until each file has been uploaded. Select the question mark button to learn more about each document.

[Are you having difficulty downloading a form?](#)

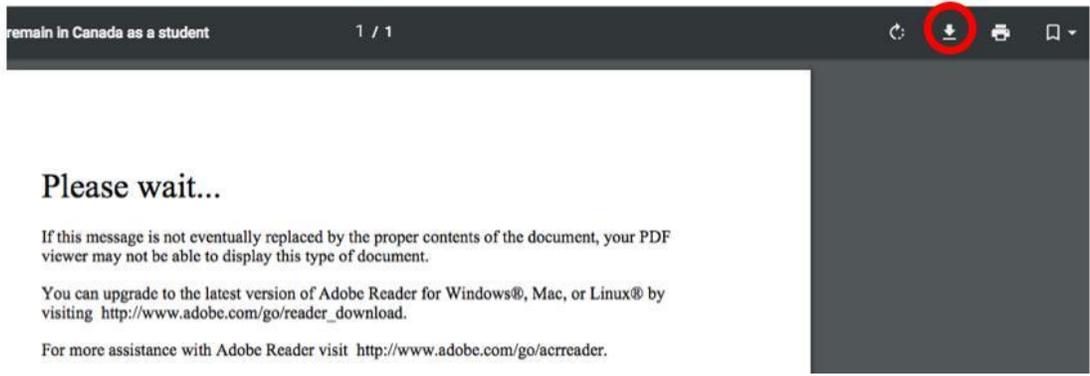
Versions of application forms for study permits and work permits dated November 2013 (11-2013), or later, and applications for temporary resident visas dated March 2014 (03-2014), or later, can only be uploaded to the IRCC Portal.

Note: You are responsible for ensuring that the documents you submit are correct. Carefully review the documents you have attached to this application. A decision concerning your application will be made based upon the information you submit. You will not be able to make changes to your application once it has been submitted. Please ensure that you scan and attach all relevant documents to your online submission. Any documents received by mail related to this application will not be considered.

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)		Upload File
	(Opens a new window)		

Supporting Documents			
Supporting Documents			
Details	Document Name	Instructions	Options
Not Provided	Birth Registration/Certificate (required)	?	Upload File
Not Provided	Passport (required)	?	Upload File

- c. **If you see a “Please wait...” message when you're downloading a form:**
- i. Click on the download arrow at the top right to save the file onto your computer and then open it with Adobe Reader.
 - ii. If you don't see the arrow, move your cursor to the top of the screen and it will appear.



2. You should see the following documents in your “document checklist”:

- Proof of Provincial or Territorial Attestation Letter (PAL or TAL Exception)
 - See Appendix A
- Passport
 - Provide a copy of the bio-data page (the page with your name, date of birth, passport number, expiration date, etc.) and your study permit. Also include a copy of every page of your passport that has stamps, visas, or markings.
- Letter of Acceptance or Letter of Enrollment / Registration
 - You will need to request a Confirmation of Enrolment letter from MtA's Registrar's Office. In the “Additional notes” section, you need to request that your **expected graduation date** is included in this letter.
 - Please note: the confirmation of enrolment letters that students can print from Self Service are not acceptable for your study permit extension application.
- Proof of Means of Financial Support
 - See the IRCC website for a list of options for proving your funds (see #2 under “What information do I need to apply”).
- Digital photo
 - If you do not have a recent passport-style photo, you can go to Jean Coutu and have a passport photo taken (tell them you would like a digital copy)

Additional documents may be required depending on your situation (i.e. the *Family Information Form*).

3. Uploading your files

- Once you've gathered your required documents, you will upload them to the "Your document checklist" page using the corresponding "Upload File" button on the right.

Your document checklist

Your documents

This is the list of documents you need to submit in order to apply. You cannot proceed until each file has been uploaded. Select the question mark button to learn more about each document.

[Are you having difficulty downloading a form?](#)

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Note: You are responsible for ensuring that the documents you submit are correct. Carefully review the documents you have attached to this application. A decision concerning your application will be made based upon the information you submit. You will not be able to make changes to your application once it has been submitted. Please ensure that you scan and attach all relevant documents to your online submission. Any documents received by mail related to this application will not be considered.

Application Form(s)			
Details	Document Name	Instructions	Options
Not Provided	Application for Study Permit Made Outside of Canada (IMM1294) (required)		

(Opens a new window)

4. Once you have started your online application, you have 60 days to complete it. You can continue your application (and return to your "Document checklist") by selecting "Continue application" from your account homepage.

John Smith's account

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 1 to 1 of 1 entries | Show 5 entries

Application type ↑↓	Date Created ↓	Days left to submit ↑↓	Date last saved ↑↓	Action
Online Application	October 3, 2018	60	October 3, 2018	Continue application Delete application

Please note: If you have any questions as you work through your application, be sure to reach out to the International Centre. Christa can answer any questions you might have and is happy to meet with students to review questions or documents in advance of submission.

Part 5: Biometrics Collection

Biometrics are your fingerprints and photo. You likely had your biometrics collected as part of your original study permit application to Canada. Biometrics are valid for 10 years so you may not need to submit your biometrics as part of your extension application. If you are unsure of the status of your biometrics, use the [check status tool](#) to find out if your biometrics are still valid.

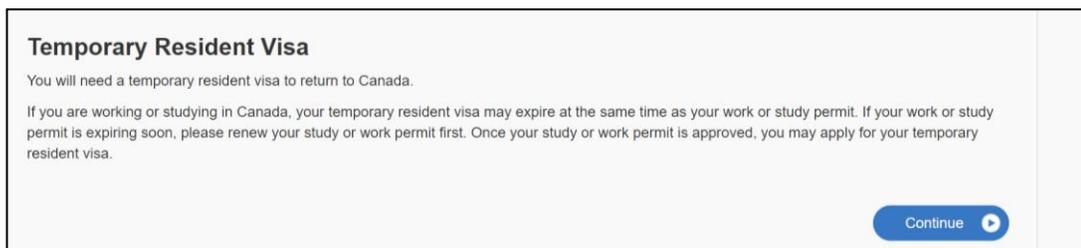
Learn more about the biometrics collection process on the IRCC website: IRCC: [Biometrics collection process](#)

The closest Biometrics collection locations to Mount Allison are in Fredericton, NB or Halifax, NS.

Part 6: Temporary Resident Visa or eTA

Temporary Resident Visa (TRV)

If you require a [Temporary Residence Visa \(TRV\)](#) to enter Canada, it is recommended that you submit your application for a TRV soon after you receive your new study permit in the mail. You will follow the same steps as outlined in this guide to submit your TRV application, using your IRCC online account. When you get to the “Your results” page, select “Temporary Resident Visa” instead of “Study Permit (in Canada)”.



The application is submitted online and once it is processed, you will receive a message in your account with instructions detailing how to mail your passport to the visa processing centre in Ottawa for stamping.

eTA: Electronic Travel Authorization

If you are a passport-holder of a visa-exempt country, you do not require a TRV, but instead you need a valid [Electronic Travel Authorization \(eTA\)](#) when entering Canada by air (note: U.S citizens are exempt). An eTA is automatically issued to you with the renewal of your study permit so you should not require a separate application. You can check the status of your eTA here: [eTA Status Confirmation](#)

APPENDIX A: Proof of PAL Exception template

Use the template below to write a letter you will use for the **Proof of Provincial or Territorial Attestation Letter (PAL or TAL Exception)** as required for your study permit extension application.

Note: If your current study permit was not issued for studies at Mount Allison (e.g. you transferred schools since arriving in Canada), do not use this letter. Please reach out to MtA's International Student Advisor (cmaston@mta.ca) to discuss your situation.

(insert date)

TO: Immigration, Refugees and Citizenship Canada (IRCC)

RE: Provincial Attestation Letter (PAL) Exception Request

Dear immigration officer,

I am writing to formally request an exemption from the PAL requirement as part of my study permit extension application. I hold a valid study permit and will continue to attend the same university at the same level of study for which my current study permit was issued.

As per the exceptions to the requirement to provide a PAL/TAL section, as found on the official IRCC website (refer to weblink below, "Who doesn't need a PAL/TAL"), I understand that students who remain enrolled at the same level of study at the same institution are eligible for this exemption.

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/get-documents/provincial-attestation-letter.html>

Please find attached my current study permit and proof of my enrolment at Mount Allison University.

Thank you for your consideration.

Sincerely,

(insert your full name)