Renewing your Study Permit, Work Permit, or Visa from within Canada

BVe
Bureau de la vie étudiante

The Student Life Office (BVE) team has put together some quick reference notes to help you through the process.

> **The following information is from the Immigration, Refugees and Citizenship Canada (IRCC) website. It is in no way intended to replace official IRCC documents. For more information, please refer to Immigration, Refugees and Citizenship Canada:**
>
> **https://www.canada.ca/en/immigration-refugees-citizenship.html**

Applications for renewing study permits, work permits, and temporary resident visas for persons already in Canada can be submitted online on the Immigration, Refugees and Citizenship Canada website. We recommend that you apply to extend your status at least approximately 3 months before your current permit expires. Please note that, to renew your study permit, you must have a valid passport and (if applicable) a valid CAQ.

PROCESSING TIMES

Processing times vary, but, for study and work permits, they usually range from 3 to 8 weeks for online applications and 10 to 20 weeks for mail-in applications. For visa applications, the processing time usually ranges from 2 to 4 weeks.

Processing times are regularly updated on this website: https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html

FEES

- Study permit: $150
- Closed work permit: $155
- Open work permit (post-graduation, spouse of student, etc.): $255
- Temporary resident visa: $100
- Restoration of status: $200
- Work permit for a credited UL internship: $0

Fees must be paid by credit card (Visa, MasterCard, etc.) or debit card (Interac Online, Visa Debit, etc.). For **online applications**, fees must be paid directly in your MyCIC account when submiting your application. For mail-in applications, you must pay on the IRCC website then print the receipt and send it with your application.

APPLYING ONLINE

1. Create or open your MyCIC account

Click on "My application" on the IRCC homepage and then on "Sign in or create an account." Next, choose the method you will use to connect (Sign-In Partner or GCKey). If you do not have an account yet, follow the instructions to create one. If you have an account, log in to it.

Please note that, unless you have the proper authorization, you cannot use some else's MyCIC account to submit an application.

2. Submit your application

- Once logged in to your MyCIC account, click on "Apply to come to Canada" under the "Start an application" section of the homepage.

- If you have previously checked your eligibility with the *Come to Canada* wizard, enter the personal reference code this tool provided you. If you have not used the wizard, you will not have this code, so click on "Visitor visa, study and/or work permit" under "Determine your eligibility and apply online," and answer the questions.

- Once you have entered the personal reference code or answered the eligibility questions, you will be taken to the main page of your application. Here you will need to upload all the requested documents. Be sure to use only the accepted file formats and sizes. Never submit an incomplete application.

  - ✓ **If you are unable to open a form** with your web browser (Chrome, Firefox, Safari, etc.), you will need to download the PDF that will not open, save it to your computer, and then open it with Adobe Acrobat Reader (rather than opening it from your web browser).
  - ✓ Before uploading your form, **you must validate it** (this generates several barcodes) then save it. If the "Validate" button does not generate barcodes, use another computer. This is a common problem with Apple products.
  - ✓ For online applications, you must **NOT** print the form, and you must **NOT** sign it.
  - ✓ If you need more space to answer the questions in a section, print and complete the appropriate page or section, scan it, and include the page with your application by uploading it to the "Optional Documents" section as "Client Information."
  - ✓ For each requested document, you must provide a single file no larger than 4 MB, but the file can be several pages long.
  - ✓ Any document that is not in English or French must be accompanied by an official translation.

- Once you have started an online application, you will have 60 days to complete it.

- Once you have uploaded all the documents, you will be able to pay the fee and submit your application. You will see a confirmation page after you submit your application.

- Within minutes or a few hours, a confirmation of receipt of your application and a payment receipt will be available in your MyCIC account. Save them on your computer right away. If necessary, send them to the Registrar's Office (immigration@reg.ulaval.ca) to show that you have applied (make sure you clearly identify yourself in the email).

APPLYING BY MAIL

Applications for a study permit, work permit, and visa can be submitted by mail. However, processing times are much longer than the processing times for online applications, and you will not receive any official confirmation that your application has been received. Therefore, we strongly recommend that you apply online and that you do not apply by mail. If you apply by mail, use Canada Post's Xpresspost service to send your application. Never submit an incomplete application.

FORMS IMM 5709, IMM 5710, AND IMM-5257

The instruction guides for each application explain how to complete these forms correctly. It is important to read them carefully. They are available at the following links:

Study permit: https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/application-change-conditions-extend-your-stay-canada-student.html

Work permit: https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/application-change-conditions-extend-your-stay-canada-worker.html

Temporary resident visa: http://www.cic.gc.ca/english/information/applications/visa.asp

Here are some guidelines to help you complete the forms:

First section of the form

Box 1: UCI stands for "unique client identifier" and is eight to ten digits long. The UCI is also called the Client ID. It can be found on your current study or work permit.

"COMING INTO CANADA" section

Box 4: This number can be found in the top right corner of your current permit. Study permit numbers start with the letter F and work permit numbers start with the letter U; they are followed by 9 digits.

"DETAILS OF INTENDED STUDY IN CANADA" section (IMM 5709 only)

Box 1: University address: 2325 rue de l'Université, Québec City, Québec G1V 0A6

Box 2: Enter the number that corresponds to Université Laval: **O19359011020** (starting with the letter **O**). Then enter your student ID number in the box on the right.

Box 7: Enter your CAQ **file number** (starting with C000).

"EDUCATION" section

Enter the most recent post-secondary degree you have **completed**.

"EMPLOYMENT" section

Box 1: Enter your current activity (student at Université Laval). In the next boxes, list your occupations from previous years.

SUBMITTING YOUR PASSPORT TO CPP-OTTAWA AFTER AN ONLINE VISA APPLICATION

Once your online temporary resident visa application has been approved, you will need to send your passport to IRCC so they can put the visa in your passport. Be sure to follow the submission instructions given at: https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account/where-submit-passport.html

Purchase two Canada Post Xpresspost Regional envelopes, one letter-sized (318mm x 241mm) and the other standard-sized (260mm x 159mm). Keep note of each envelope's tracking number. Write your name and your full mailing address in the "To" field of the standard-sized envelope; it will be used to return your passport to you. Put this envelope inside the letter-sized envelope along with **your passport** and the letter you received in your MyCIC account **confirming your visa approval**. Finally, address the letter-sized envelope to:

CPP – Ottawa (e-Application)
PO Box 9640
Ottawa, ON
K1G 6T2

IMPORTANT NOTE

It is important to keep copies of all the documents you have sent as well as proof of payment, shipment, and receipt.

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www.ulaval.ca/en/international/international-students/immigration/