



Study Permit Extension Application Guide

*Property of NAIT International
Student Experience*

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Who must apply to extend their Study Permit

Students must apply to extend their Study Permit if the duration of their studies goes beyond the expiry date indicated on their Study Permit. **Remember, your study permit must be valid for the entire duration of your studies.**

However, there may be other scenarios in which you need to apply for a new Study Permit by applying for a Study Permit Extension:

1. Changing Designate Learning Institutes (DLIs) in Canada

As of November 8, 2024, students must be enrolled at the DLI named on their Study Permit. If you are changing your DLI, then you will need to apply for a new Study Permit before you can begin your studies. More information about changing DLIs can be found here: [Changing your school or program - Canada.ca](#)

2. Changing programs at NAIT

Although students are not required to obtain a new Study Permit if changing their program within the same DLI, some students may choose to do so. On November 1, 2024, IRCC introduced the field of study requirement for students applying for a Post-Graduation Work Permit (PGWP). However, the list of programs that meet the field of study requirement is subject to change without notice, and eligibility of these programs is dependent on the date the Study Permit application, or the PGWP application, was received by IRCC. As such, you may wish to apply for a new study permit so there is record that you meet the field of study requirement based on this criterion.

3. Change the conditions on your Study Permit

In some situations, students may need to apply to change the conditions on their Study Permit. Examples of this situation can include having conditions to work added, or having employment restrictions removed. In this case, the application to change conditions on the study permit will be the same as the Study Permit Extension application.

When to apply to extend your Study Permit

Students should monitor IRCC processing times to determine the appropriate time to apply for their Study Permit Extension. IRCC processing times are only an estimate, and are subject to change without notice. Current processing times can be checked here: [Check processing times at IRCC - Canada.ca](https://www.canada.ca/en/immigration-refugee-citizenship/services/visit-canada/processing-times.html).

Previously, students were advised to apply within the **90-day safe zone**; however, due to extended processing times from IRCC, students may wish to apply earlier.

If you apply to extend a Study Permit before it expires, you will have **maintained status** in Canada until IRCC renders a decision on the application. In other words, you would be able to continue studying and working as per the conditions of your previous permit while you wait for an answer from IRCC. You can read more about maintained status on IRCC's webpage: [Temporary residents: Maintained status during processing \(previously called implied status\) - Canada.ca](https://www.canada.ca/en/immigration-refugee-citizenship/services/visit-canada/maintained-status.html)

It is important to apply to extend your Study Permit before it expires. Be aware that IRCC uses Coordinated Universal Time (UTC) to determine the time and date the application was received, therefore it is important not to leave your application to the last minute. If you fail to extend your Study Permit before the expiration date, you will need to apply for a Study Permit Restoration. Once you lose your status, you cannot study or work in Canada until your status has been restored. If this is your situation, you can find more information about restoring your status here: [Extend your study permit or restore your status: What to do if your permit expires - Canada.ca](https://www.canada.ca/en/immigration-refugee-citizenship/services/visit-canada/study-permit-restoration.html)



How to Create an IRCC account

To apply for a Study Permit Extension online, you will need to log in to your IRCC account (GCKey). If you do not already have an account, you will need to create one with Immigration, Refugees and Citizenship Canada (IRCC). This is free and does not take a long time. To create an account, please follow the steps below.

1. Google "IRCC account" or follow the link below:

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

Your account lets you start an application, submit and pay for your application, get messages related to your application, check the status of your application and update your information.

**Need help signing in
or applying online?**

Option 1: GCKey

Sign in with your GCKey user ID and password.

Sign in with GCKey

Option 2: Sign-In Partner

Sign in with your online Canadian banking information if you have an existing account with 1 of our partners.

Sign in with Sign-In Partner

[View the full list of Sign-In Partners](#)

Don't have an account?

Register

2. Register for the IRCC account. You will have two options: register with GCKey or register with a Sign-In Partner. You must decide which option you would like to take. Both options will lead you to the same account.

• To register with GCKey:

- 1) Click 'Register with a GCKey'.
- 2) Click 'Sign Up'.
- 3) Read the Terms and Conditions of Use and click 'I Accept'.
- 4) Create a username. Click 'Continue'.
- 5) Create a password. Click 'Continue'.
- 6) Create your security questions and responses. Click 'Continue'.
- 7) Click 'Continue' to get to the 'Sign Up Complete' page.
- 8) Read the Terms and Conditions. Click 'I Accept'.
- 9) Enter your information and follow the steps to create your account.

• To register with a Sign-in Partner:

- 1) Click 'Register with a Partner Sign-In'.
- 2) Choose your financial institution.
- 3) If you don't see your financial institution listed, you need to register with GCKey.
- 4) Enter your banking sign-in information and click 'Continue'.
- 5) Read the Terms and Conditions of Use and click 'I Accept'.
- 6) Enter your information and follow the steps to create your account.

How to Fill-out an Online Questionnaire

1. Log into your IRCC account and click on 'Apply to come to Canada':

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 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 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.

Students: Transfer schools

For approved study permit holders only. Tell us if

2. Then, click on 'Visitor visa, study and/or work permit.'

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)

3. Next, you will see an online questionnaire. Follow the tips below to complete the questionnaire:

Find out if you're eligible to apply

What would you like to do in Canada? *(required)* ?
Study

How long are you planning to stay in Canada? *(required)*
Please make a selection

Select the code that matches the one on your passport. *(required)* ?
Please make a selection

What is your current country/territory of residence? If you are presently in Canada, you should select Canada. *(required)* ?
Please make a selection

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? *(required)*
Please make a selection

What is your date of birth? *(required)* ?
Select year Select month Select day

You can click on underlined terms to see their definitions. For example, according to IRCC, a family member is “a spouse or common-law partner, dependent children, and their dependent children.”

You can click on the blue ? symbol to receive more explanation.

Please be sure to select the correct country of residence. Answer this question truthfully, based on where you are currently living. If you are currently living in Canada, select “Canada.” If you are currently living in a different country, you must select that country.

In most cases, students applying to change Designated Learning Institutes (DLIs) in Canada will need to apply for, and receive, a new Study Permit before they can begin their studies. If you are applying to change your DLI in Canada, you will need to select the option “I am a student residing in Canada and am changing DLIs”. If you are a current NAIT student, and applying to extend your current Study Permit, you must select “None of the above”.

Which of these responses describes your situation? (required) ?

Please make a selection

Please make a selection

I am a doctoral student in the United States of America applying to a designated learning institution (DLI) to pursue a doctoral degree

I am a student residing in Canada and am changing DLIs

None of the above

Note that as per IRCC’s announcement on January 22, 2025, you do **not** require a Provincial Attestation Letter (PAL) if you have entered Canada, have a Study Permit, and are applying for a Study Permit Extension **at the same school and level of study as your current permit**. In this case, you will need to select the option “Yes, I meet an exception from submitting a provincial or territorial attestation letter” You can find a complete list of PAL/TAL exemptions here: [Study permit: Get the right documents Provincial attestation letter or territorial attestation letter - Canada.ca](#)

However, if you are changing your school or level of studies, you will require a valid PAL.

Do you have a provincial or territorial attestation letter or meet an exception from submitting a provincial or territorial attestation letter? (required) ?

Please make a selection

Please make a selection

Yes, I have a provincial or territorial attestation letter

Yes, I meet an exception from submitting a provincial or territorial attestation letter

Next

4. Once you answer all questions on the questionnaire, IRCC will inform you what application you may start. Please click ‘Continue’ next to the option ‘Study Permit (in Canada).’

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

Temporary Resident Visa
You will need a temporary resident visa to return to Canada.
If you are working or studying in Canada, your temporary resident visa may expire at the same time as your work or study permit. If your work or study permit is expiring soon, please renew your study or work permit first. Once your study or work permit is approved, you may apply for your temporary resident visa.
Continue

5. Answer the remaining questions. Read all the questions carefully. Not all students will have the same answers, but we have shared some tips below.

Do you also want to apply for a work permit? **(required)**

Please make a selection

Please make a selection

Yes, I wish to apply for a CoOp Work Permit

No

**If you are not sure if your NAIT program has a co-op component, please contact your program administration to confirm or view NAIT's Work Integrated Learning Page: [Programs with WIL Experiences - NAIT](#)*

Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months? **(required)** ?

Please make a selection

Please make a selection

Yes

No

**Not all doctors are IRCC authorized panel physicians, you can click on the blue ? symbol to see the list of IRCC authorized panel physicians.*

Have you lived in a designated country or territory for more than six months in the last year? **(required)** ?

Please make a selection

Please make a selection

Yes

No

**Canada is not a designated country. If you have been living in Canada consecutively for the last 12 months or more, you can answer 'no.'*

In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada? **(required)**

Please make a selection

Please make a selection

Yes

No

**This question is asking about biometrics for the purpose of coming to Canada. Any biometrics you may have given to visit the United States, for employment purposes, etc. are not relevant.*

6. Once you complete all answers, you will be given an option to double-check your information.

Review your answers

Please review your results and modify your answers if required.

What would you like to do in Canada?
Work

How long are you planning to stay in Canada?
Temporarily - more than 6 months

Select the code that matches the one on your passport

If you notice a mistake, you can click on the 'pencil' symbol to change your answer.

7. Once you finish checking your answers, IRCC will give you some tips for making a successful application online. Please read them carefully as many problems can be avoided by following these tips.

Submitting your application

On the screen, you will be asked to upload the documents for your application. Please do not use your browser's navigation buttons, "Back" and "Forward", as they will not work properly within this application.

You must be logged into your own account to submit an application. You cannot use another person's account.

✓ Step 1: Use your account

✓ Step 2: Save your application

If you select the exit button, your information will be saved and you will return to your account home page.

You can continue your application at any time by logging into your account and selecting the e-Application link under the In-Progress section.

Please note that you have 60 days to submit your online application. The number of days remaining to submit your application appears in your account home page. If your application is not submitted within 60 days, it will automatically be deleted.

✓ Step 3: Upload your documents

Here are some guidelines for your documents:

- Your form(s) and document(s) must be in an electronic format.
- You do not need to sign your application form by hand if you submit your application form online. You will be asked to provide a digital signature once you are ready to transmit your documents.
- One file will be allowed per document type. For example, if you are asked to provide multiple pages of your passport, you must scan and save all pages as one file.
- You will be required to upload every requested form and document. You will not be able to proceed to the next steps until you upload every form/document.
- A "help" feature provides you with more information about each form/document. The help text will appear below the list of documents.
- The maximum size for each file is 4 MB (four megabytes). We accept these file formats:
 - PDF (Portable Document)
 - JPG, TIFF, or PNG (Image)
 - DOC or DOCX (Microsoft Word Document)

If your file is bigger than 4 MB, you should reduce the size. Here are some tips for making reducing your file size.

PDF format

- Recreate the PDF with Adobe Distiller set to "lowest file size."
- Ensure that all images in the PDF are set to 96 DPI (dots per inch).
- Remove all unnecessary images.

JPG format

- Scan your document at a lower DPI (dots per inch).
- Remove all empty space around the image.
- Shrink the image.
- Reduce the JPG image quality.

TIFF and PNG format

- Scan your document at a lower DPI (dots per inch).
- Crop the image to remove any empty space around the image.
- Shrink the image.
- Save the file as a JPG format instead.

DOC and DOCX format

- Remove unnecessary images, formatting and macros. Save the file as a recent Word version.
- Reduce the file size of the images before they are inserted in the document.
- If it is still too large, save the file as a PDF format.

8. Finally, you will be directed to your document checklist. Not all students will have the same items on their checklists; however, all documents listed under “Application form(s)” and “Supporting Documents” are required. Please click on the blue ? symbol next to each document name to see more explanation from IRCC. We have also shared some tips below:

Application Form(s)

Application Form(s)

Details	Document name	Instructions	Options
Not provided	1 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
Not provided	2 Proof of Provincial or Territorial Attestation Letter (PAL or TAL) Exception (required)	?	Upload file
Not provided	Passport (required)	?	Upload file
Not provided	3 Letter of Acceptance or Letter of Enrollment / Registration (required)	?	Upload file
Not provided	4 Proof of Means of Financial Support (required)	?	Upload file
Not provided	5 Digital photo (required)	?	Upload file

Optional documents

Optional documents

Details	Document name	Instructions	Options
Not provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	Upload file
Not provided	6 Client Information	?	Upload file

Box 1: If you cannot see the form on IRCC’s webpage, try downloading it to your computer. Then, open the form from where you save it on your computer using Adobe Reader, not through the webpage. For more technology trouble-shooting tips, see: [I can’t open my application form in PDF format. What can I do? \(canada.ca\)](#)

Box 2: If you are currently inside Canada and applying for a Study Permit Extension for the **same school and same level of study** as your current Study Permit, you are exempt from providing a PAL. You will need to include the following documents as proof of PAL exception (*be sure to merge all documents into one PDF*):

11762 - 106 Street NW,
Edmonton, Alberta, Canada T5G 2R1
www.nait.ca

A LEADING POLYTECHNIC COMMITTED TO YOUR SUCCESS

This document has been reviewed by a Regulated International Student Immigration Advisor (RISIA); however, this is not a legal document and information may change without notice. Always refer to IRCC website at www.cic.gc.ca for the most updated information.

- Letter of explanation, written by you, stating that you are exempt from providing a PAL because you are continuing your studies at the same DLI (NAIT) and in the same level of study (include the name of your program) as your current study permit. You should also include a screenshot from IRCC's website of the PAL exception you meet. You can find IRCC's list of PAL exceptions here: [Study permit: Get the right documents Provincial attestation letter or territorial attestation letter - Canada.ca](#)
- Copy of your unofficial transcripts showing that you are continuing your studies at NAIT, in the same level of studies. Unofficial transcripts can be accessed in your MyNAIT Portal.

Box 3: If you are extending your Study Permit because you need more time to complete your current program, this is **NOT** your original Letter of Acceptance from NAIT. This should be a **Study Permit Extension Letter**, which you can request through: [my.nait.ca/contact – Current Course/Program > International Students/ Immigration > Contact Us](#). Please double-check that your contact information is correct (MyNAIT Portal > Self-Service > Profile) and include your NAIT student ID number to avoid delays.

If you are extending your Study Permit because you are changing your school or program, you may use your Visa Letter of Acceptance (LOA) for the new program. **You must ensure that the LOA is valid at the time of submission of your application.**

This is also where you must upload your unofficial NAIT transcripts, along with any transcripts you have received from any other Canadian educational institution where you've previously studied (*if applicable*). You can download your unofficial transcripts through your MyNAIT Portal. *Be sure to combine your Study Permit Extension Letter and Unofficial Transcripts into one PDF file.*

Box 4: You can click on the blue  symbol to see what financial documents you can provide. It says "provide as many documents as you can", which means you may provide more than one document. However, you must merge them into one PDF file in order to successfully upload it. For more information on financial sufficiency, including the funds required and accepted proof, see: [Study permit: Get the right documents - Proof of financial support - Canada.ca](#)

Box 5: You can click on the blue  symbol to see specific dimensions. You are encouraged to print these dimensions and take them with you to your photographer. Note that the digital photo must be taken within 6 months prior to submitting your application.

Box 6: While it is not mandatory to include a document here, you can use this space to upload any additional documents you wish to include in your application. These may include:

- A Letter of Explanation - You can write a Letter of Explanation (LOE) to include in your application if there is anything about your studies or time in Canada you want to explain to IRCC. For example, if you have attended another post-secondary institution in Canada, you will need to explain why you changed schools and/or programs.
- Medical documentation.
- Proof of relationship for any accompanying family members, such as birth certificates, marriage certificates, statutory declaration of common law union, etc, *if applicable*.
- Approved Authorized Leave form and supporting documents, *if applicable*.

9. Once all the files are uploaded, you can submit the application and pay the fees.

How to Fill out IMM5709 Application Form

1. Go to your document checklist and click on “Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709)”.

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
Not provided	Proof of Provincial or Territorial Attestation Letter (PAL or TAL) Exception (required)	?	Upload file
Not provided	Passport (required)	?	Upload file
Not provided	Letter of Acceptance or Letter of Enrollment / Registration (required)	?	Upload file
Not provided	Proof of Means of Financial Support (required)	?	Upload file
Not provided	Digital photo (required)	?	Upload file

Optional documents

Optional documents

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

If you cannot see the form on IRCC's webpage, try downloading it to your computer. Then, open the form from where you saved it on your computer, using Adobe Reader, not through the webpage. For more technology trouble-shooting tips, see: [I can't open my application form in PDF format. What can I do? \(canada.ca\)](#)

2. Visit this IRCC webpage to access IMM5709 question-by-question completion guide under “Completing the form” subheading: [Guide 5552 - Applying to Change Conditions or Extend Your Stay in Canada - Student - online application - Canada.ca](#)

Read all the questions carefully. Not all students will have the same answers, but we have shared some tips below:

7 Current country or territory of residence:				
Country or Territory	Status	Other	From	To
* Canada	* Student		* YYYY-MM-DD	* YYYY-MM-DD

If the box is grey, this means that it is not applicable to you and you don't need to write anything in that box.

Under 'From', enter the issue date exactly as printed on your Study Permit.

Under 'To', enter the expiry date exactly as printed in your Study Permit.

NATIONAL IDENTITY DOCUMENT

1 Do you have a national identity document? ☐ * No ☐ * Yes				
2 Document number	3 Country or Territory of issue	4 Issue date	5 Expiry date	
		YYYY-MM-DD	YYYY-MM-DD	

Not all countries have compulsory National Identity Documents. If your country does not have one, click 'NO'.

COMING INTO CANADA

1 Date and place of your original entry to Canada	* Date	* Place
	YYYY-MM-DD	
2 * a) The original purpose for coming to Canada	b) Other	
3 Date and place of your most recent entry to Canada (if not the same as original entry)	Date	Place
	YYYY-MM-DD	
4 If applicable, provide the document number of the most recent Visitor Record, Study Permit, Work Permit or Temporary Resident Permit issued to you.	Document Number	

This is the date you first came to Canada. If you originally arrived as a student, this will likely be the date you were issued a Study Permit. If you originally arrived as worker/tourist/family visit, etc., this will likely be the date you were issued your work permit/visitor record, etc.

You can find this number in the top right corner of your Study Permit. This is a letter, followed by a 9-digit number e.g. F123456789.

DETAILS OF INTENDED STUDY IN CANADA

1 I have been accepted at the following educational institution			
* a) Name of School Northern Alberta Institute of Technology (NAIT)		My level of study will be:	*My field of study will be:
b) Complete address of school in Canada			
* Province AB	* City/Town Edmonton	* Address 11762 - 106 Street Edmonton, AB, Canada, T5G 2R1	
2 Designated Learning Institution # (O#) O18713200642	My Student ID # is: 200	3 Duration of expected study	1 * From 20 YYYY-MM-DD * To 20 YYYY-MM-DD
4 The cost of my studies will be:		5 * a) Funds available for my stay(CAD) * b) My expenses in Canada will be paid by: *c) Other	
2	* Tuition \$	Room and board \$	Other \$
3			

Box 1: 'From' date should be the date you submit your application. 'To' date should be the date indicated in your Study Permit Extension letter (see 'Box 3' on page 12).

Box 2: You can copy the tuition amount from your original Letter of Acceptance from NAIT. 'Room and board' represent how much you need for rent. 'Other' means how much you need for books, transportation, personal items, etc. Answer this question truthfully, your expenses will depend on your specific circumstance.

Box 3: In a), write the amount of money in Canadian dollars that is available. In b), write who that money belongs to: you or your parents. If the money comes from another sponsor, explain more in c), e.g. your spouse, bank loan, scholarship, etc.

EMPLOYMENT

Give details of your employment for the past 10 years, including if you have held any government positions (such as civil servant, judge, police officer, mayor, member of parliament, hospital administrator)			
1	From	* Current Activity/Occupation	* Company/Employer/Facility name
	* YYYY To * MM	* City/Town	* Country or Territory
	YYYY MM		Province/State

You are asked to provide your employment history for the past 10 years. Begin with your current/most recent employment first. If you need more space (IMM5709 only provides space for 3 positions), you can make an additional document using Microsoft Word and upload it under "Client Information" section on your Document Checklist.

If you are not working at the moment, you may use "student" as your occupation and "NAIT" under your Company name. Under 'From' you can enter the date you started studying. Under 'To', enter the date you expect to finish studying.

2

c) Have you previously applied to enter or remain in Canada? ☐ No ☒ Yes

*d) If you answered "yes" to question 2a), 2b) or 2c), please provide details.

I applied and was approved for a Study Permit and a Temporary Resident Visa in ~~2014~~ 2014, application S ~~123456789~~

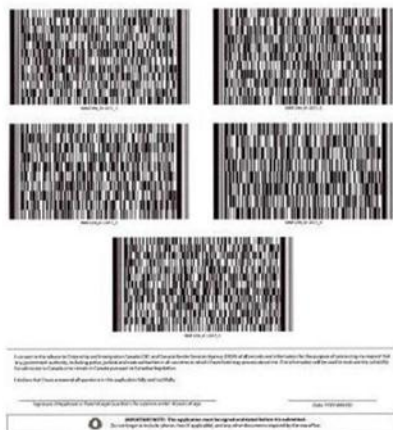
Under "Background Information," question 2, click 'Yes' if you have ever applied or been approved for a Canadian visa, study permit, work permit or any other immigration document. Provide details (permit/visa type, dates, outcome (approved/refused) and application numbers) about ALL previous applications in the comment box.

3. Once you complete all the fields, click 'Validate' at bottom of the form. If you are applying online, you do NOT need to print the form, you will be asked to provide a digital signature once you are ready to submit all the documents on your document checklist.

Depending on the type of application made, the information you provided will be stored in one or more Personal Information Banks (PIB) pursuant to section 10(1) of Canada's Privacy Act. Individuals also have a right to protection and access to their personal information stored in each corresponding PIB under the Access to Information Act. Further details on the PIBs pertaining to IRCC's line of business and services and the Government of Canada's access to information and privacy programs are available at the [Infosource website](#) and through the IRCC Call Centre. Info Source is also available at public libraries across Canada.

Validate

4. If you have provided all the information, when you click on "Validate" a new page with bar codes will appear at the end of the document. It will look like this:



If you are missing information in the form, the fields you need to fill out will be outlined in red with a description of what is missing. It could look like this:

COMING INTO CANADA		
1	Date and place of your original entry to Canada ▶	* Date YYY-MM-DD * Place
2	* a) The original purpose for coming to Canada	b) Other
3	Date and place of your most recent entry to Canada (if not the same as original entry) ▶	Date YYYY-MM-DD Place
4	If applicable, provide the document number of the most recent Visitor Record, Study Permit, Work Permit or Temporary Resident Permit issued to you. ▶	Document Number

Once you fix the fields outlined in red, try to “Validate” the form again, so the bar codes appear at the end of the document.

5. Upload your validated IMM5709 form to your document checklist.



How to Write a Letter of Explanation

We strongly recommend that all students include a Letter of Explanation in their Study Permit Extension application. A Letter of Explanation can be used when there is something about your studies or time in Canada that you wish to explain to IRCC, and/or provide additional documents to help the immigration officer better understand your situation.

For example, students should include a Letter of Explanation (LOE) to explain:

- **Any gaps in studies or authorized leaves** – As per IRCC, students must study every academic term of their program to meet their study permit conditions. If you have taken an authorized leave from studies, you must explain this and provide supporting documentation. If you have a gap in study that was not authorized, you must explain this to IRCC, and keep in mind that the final decision will be at the discretion of the IRCC officer.
- **Changes in programs or school** – You must explain when and why this change occurred. Additionally, if you are applying for a Study Permit Extension to change your school, you must provide an explanation as to why you are making this change.
- **Future enrollment** – If enrollment is not yet open for the upcoming term(s), be sure to address this in your LOE and indicate when enrollment will open for your program. Additionally, if you are enrolled part-time in a future term, be sure to address this and provide an explanation, whether it is your last term, a scheduled break, or you are waitlist for a class.
- **Missing documents** – All applications submitted to IRCC must be complete and include all required documents. If, for reasons beyond your control, there is a document you are unable to provide, you must explain this to IRCC, including the steps you have taken to acquire this.
- Any other unique situation you wish to elaborate on to address potential concerns of the IRCC officer.

When writing your Letter of Explanation, keep in mind the following:

- The letter must be written in either English or French.
- Be clear and comprehensive.
- The letter should be as short and concise as possible, while still providing IRCC with the necessary and relevant information.
- Maintain a formal, polite and respectful tone in the letter. Avoid using abbreviations or slang.
- **It is your responsibility to ensure all information provided is accurate and truthful.**

Refer to the following sample of how you can structure your Letter of Explanation, and what information you may wish to include:

[Date]

[Your full name, as per your passport]
[Your UCI number, *if applicable*]
[Your current address]
[Your current phone number]
[Your email address]

Explanation Letter – [Reason for providing the letter]

Dear Officer,

[Indicate what type of application you are applying for, a summary of your background as an international student, and why are you providing the letter of explanation. If there is more than one reason for including a letter of explanation, you may provide subheadings for each topic. You may also include steps you have taken to resolve the issue and ensure it does not happen again.]

[Indicate what supporting documentation you are including, *if applicable*]

- *Supporting document name*
- *Supporting document name*

[Thank the officer for considering your explanation]

Sincerely,
[Your signature]
[Your full name]

Remember, the Letter of Explanation, along with any supporting documents, will need to be uploaded under **Optional Documents – Client Information** in your portal.

Optional documents			
Optional documents			
Details	Document name	Instructions	Options
Not provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	<button>Upload file</button>
Not provided	Client Information	?	<button>Upload file</button>

How to Include Family Members in your Application

As per IRCC, 'Family Members' includes spouse or common law partner or dependent children (under the age of 22), and their dependent children. You can find IRCC's definition of 'Family members' using the following link: [Glossary - Canada.ca](https://www.cic.gc.ca/Glossary.aspx?lang=eng)

If your family member is currently with you in Canada, you may include them in your Study Permit Extension application to extend their status.

1. When completing the IRCC Eligibility Questionnaire, you will be asked if you would like to submit an application for a family member. Selecting 'Yes' will generate additional questions for each accompanying family member, starting with your spouse or common-law partner.

Find out if you're eligible to apply

Do you want to submit an application for a [family member](#)? (required) ?

Yes

Save and Exit Questionnaire

Next

Find out if you're eligible to apply

If you are submitting applications for more than one [family member](#), please start with your [spouse](#) or [common-law partner](#) (if it applies). ?

Save and Exit Questionnaire

Next

2. Once you have answered all questions about your accompanying family member(s), they will be added to your document checklist, along with the IMM Form and documents they will be required to provide, along with the additional fees.
Make sure you provide documents, such as a marriage certificate, statutory declaration of common-law, and/or birth certificates to prove your genuine relationship. If there is not a specific document checklist for these items, they may be added under 'Optional Documents – Client Information'

Family Members

You have told us that additional people will come to Canada with you. Please attach their documents below.

Family Member 1 - [REDACTED]

Application Form(s)

Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710)

Supporting documents

Passport ?

Proof of upfront medical exam ?

Fees

Fees			
Application	Quantity	Price (CAD) per unit	Total (CAD)
Study Permit	1	\$150	\$150
Open Work Permit Holder Fee	1	\$100	\$100
Work Permit	1	\$155	\$155

After you Apply

If you apply to extend a Study Permit before it expires, you will have **maintained status** in Canada until IRCC renders a decision on the application. In other words, you would be able to continue studying and working as per the conditions of your previous permit while you wait for an answer from IRCC. Please note that you will have maintained status only as long as you remain in Canada throughout the processing of your application. If you leave Canada while on maintained status, you will lose your maintained status and would not be able to resume studying and/or working until the new permit has been received. You can read more about maintained status on IRCC's webpage: [Temporary residents: Maintained status during processing \(previously called implied status\) - Canada.ca](#)

Note that your Social Insurance Number (SIN) expires on the same date as your Study Permit; however, while on maintained status from IRCC, you can continue to work even though your SIN has expired. Once you receive your new permit, you will need to apply to Service Canada to update the expiry date on your SIN. More information about your SIN can be found here: [Social Insurance Number – Apply, update or obtain a SIN confirmation - Canada.ca](#)

Another document that will expire at the same time as your Study Permit is your Alberta Health Care Insurance Plan (AHCIP) coverage. However, if you have not received a decision from IRCC at the time your AHCIP coverage will expire, you may apply for a 90-day extension. To do so, you must contact AHCIP directly or visit your local registry office. After you have received your new Study Permit, you must take it to your local registry office to renew your AHCIP coverage. You can find more information about AHCIP coverage here: [Health care coverage for temporary residents | Alberta.ca](#)

Finally, students from visa-required countries will likely have a Temporary Resident Visa (TRV) that expires on the same date as their Study Permit. Although it is not required to have a valid TRV while you remain in Canada, this document is required to re-enter Canada should you need to travel outside of the country. As such, we recommend students keep this document up to date. You can find more information about applying for a new TRV, including our TRV Application Guide, here: [Temporary Resident Visa and Electronic Travel Authorization - NAIT](#)



We want to hear from you! Did you find this application guide to be helpful? How can we make it better or easier to use? Contact us through [my.nait.ca/contact](#) – **Current Course/Program > International Students/ Immigration > Contact Us.**