

how to extend your study permit: a step-by-step guide

TO BEGIN THE PROCESS OF APPLYING FOR AN EXTENSION OF YOUR STUDY PERMIT, YOU WILL NEED:

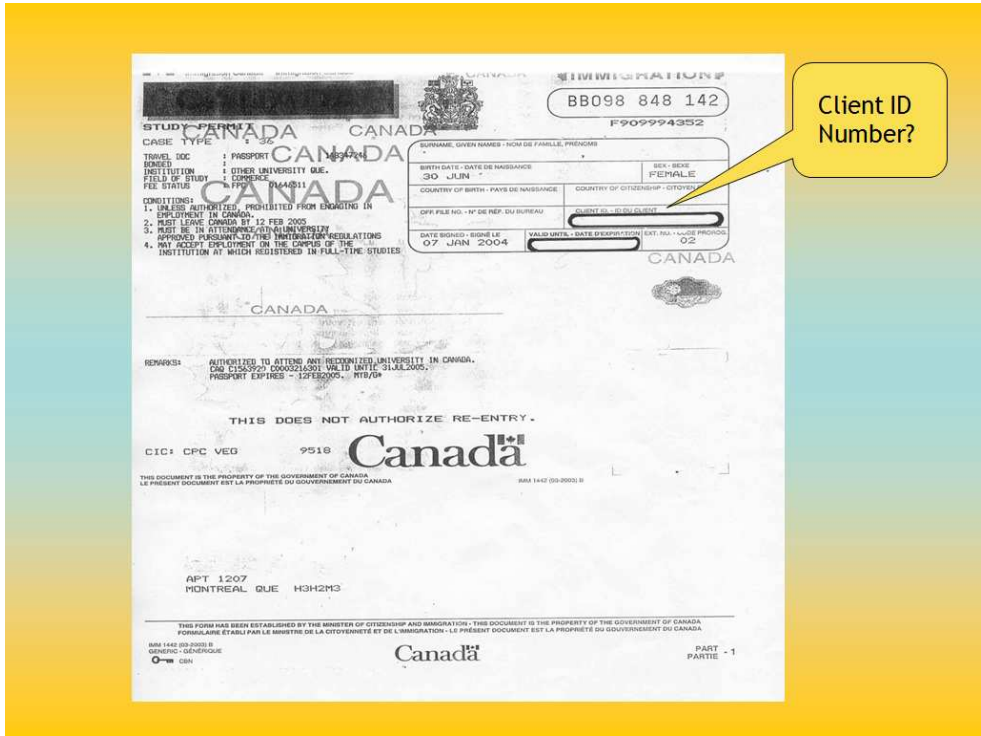
- INTERNET ACCESS, AS THE APPLICATION IS COMPLETED ELECTRONICALLY, ONLINE*
- YOUR PASSPORT, AS YOU WILL NEED INFORMATION FROM IT TO ANSWER THE QUESTIONS
- YOUR CURRENT STUDY PERMIT, AS YOU WILL ALSO NEED INFORMATION FROM IT TO ANSWER THE QUESTIONS
- A 'PROOF OF FUNDS' STATEMENT, FROM YOUR BANK, OR AN APPROPRIATE DOCUMENT TO SHOW THAT YOU HAVE ENOUGH MONEY TO SUPPORT YOURSELF DURING YOUR STUDIES
- A CONFIRMATION LETTER FROM UPEI, TO SHOW YOUR CURRENT STUDENT STATUS
- A CREDIT CARD, (VISA, MASTERCARD, OR AM.EX.) TO PAY THE \$125 APPLICATION FEE

**PLEASE NOTE THAT THESE APPLICATIONS CAN ONLY BE DONE USING INTERNET EXPLORER AS YOUR BROWSER*

Go to the Citizenship and Immigration (CIC) website: www.cic.gc.ca and make the following selections:

- Under right hand side "*I need to*" select "*Apply Online...*"
- "*Study Permit*"
- "*Log onto MyCIC directly*" or "*NO*" if you need to register for an account.
- You will be prompted to log in or create an "*Access Key*"
- On the '*Enrolment*' page, answer "*YES*" to the statement: "Indicate whether you have a client identification number or not" The client ID# is found in your study permit (see image below)
- "Apply online to stay in Canada to study, work or visit"
- Answer the questions carefully, use "change/modify" if you make a mistake
- Scan and attach the necessary documents :
 - o **Proof of funds**- Ask your bank to provide this letter on their letterhead with a stamp and signature of the bank employee who provided it
 - o **Letter of confirmation of registration**- Request this letter from the Registrar's office
 - o **Passport**- Include the photo page and any stamp showing entry to Canada
- **Be prepared to pay \$125 CDN online with a credit card** (Visa, Mastercard or American Express) If you do not have a credit card, give the cash to a friend who would agree to pay for you with his/her card

Check for a message in your account called "Confirmation of Online Transmission". Once you receive this message, you know you have completed the application. The new study permit will be mailed to the address you provided. If you need any help or have questions, contact your International Student Advisors, Joy Ikede or Erica Stanley.



Client ID Number?

Enrolment - Mozilla Firefox

File Edit View History Bookmarks Tools Help

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Citizenship and Immigration Canada Citoyenneté et Immigration Canada Canada

Citizenship and Immigration Canada
www.cic.gc.ca

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Enrolment
MyCIC
Log Out

Before Enrolling on MyCIC

Before you enrol in MyCIC, you must indicate if you have ever applied for a service from Citizenship and Immigration Canada (CIC).

If you have applied before, then you will have a client identification number (client ID). You can find your client ID on any official document issued by a Citizenship and Immigration Canada office, Case Processing Centre or Canadian visa office outside Canada.

Your client ID consists of four numbers, a hyphen (-) and four more numbers (example 0000-0000).

If you have never applied before, you will not have a client ID.

Indicate if you have a client identification number or not.

Yes No

Done blscr3.egs-seg.gc.ca

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