



International Student Guide: Renewing your Temporary Resident Visa

You may have to apply to Immigration, Refugee and Citizenship Canada (IRCC) to renew your TRV if your visa has expired and you want to leave and re-enter the country. Please note that if your passport or study permit are expiring, you must apply for a new passport and/or study permit before applying for your TRV. You can now renew your TRV in Canada by applying online and sending your passport to Ottawa.

Please follow these instructions carefully:

1. Create your MyCIC account using GCKey or Sign-in Partner/Log into MyCIC

If you are a new user, you will need to create your MyCIC account through GCKey or Sign-in Partner at www.cic.gc.ca/english/e-services/mycic.asp. Your Client ID (8-digit number from your study permit) is required to complete the registration. DO NOT use your passport number to register!

2. Complete the 'Come to Canada' questionnaire

Click on "Apply Online" to complete the questionnaire and save your personal checklist code.

Questions	Answers
What would you like to do in Canada?	Visit
How long are you planning to stay in Canada?	Temporarily – more than 6 months
What is your current country of residence?	Canada
What is your current immigration status in Canada?	Student
Have you lived in Canada as a permanent resident?	No
When does your status in Canada expire?	Your study permit expiry date
Have you had a medical exam performed by a CIC authorized panel physician (doctor) within the last 12 months?	No *please see intl office if yes
Have lived in one or more <u>designated countries or territories</u> for more than 6 months in the last year?	No
Do you want to submit an application for a family member?	No
Are you giving someone access to your application?	No
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.
Do you have the ability to create a digital image of your documents (through scanning or taking a picture) and will you pay your application fees online using a visa, MasterCard or American Express?	Yes. If you don't have a credit card, you can purchase a pre-paid visa.

3. Fill in the online application form and gather supporting documentation

Completing the application (IMM5257) Form:

1. UCI	Client ID (8-digit number listed in the box directly above the expiry date of your study or work permit); or look for "UCI" number xxxx-xxxx or xxxxxxxx.
3. Visa requested	Visitor visa
Personal Details	
7. Current Country of Residence – Canada <ul style="list-style-type: none"> • Status • From (YYYY-MM-DD) • To (YYYY-MM-DD) 	<ul style="list-style-type: none"> • Student • The very first day you arrived in Canada (your first study permit issuance date) • Your study permit expiry date
Contact Information	
1. Current mailing address <ul style="list-style-type: none"> • Apt/Unit 	'Apt/Unit' - This is your apartment number if you have one
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. Note: place is where your passport was stamped ie. Toronto
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 recently travelled outside of Canada, this is the date and place of your most recent return to Canada.
4. If applicable, provide the document number...	Black number starting with only one letter listed under the large red number at the top right of your study permit
Details of Visit to Canada	
1. Purpose of my visit	Study
2. Indicate how long you plan to stay <ul style="list-style-type: none"> • From (YYYY-MM-DD) • To (YYYY-MM-DD) 	<ul style="list-style-type: none"> • Date of completing the application • Estimated date of program completion: your request should be 90 days after your graduation
3. A) Funds available for my stay: B) My expenses will be paid by:	Ensure to include enough for one year ie. \$20,000 Parents, scholarship
4. Name, address and relationship to institution	Give NSCC campus information
Education	
Have you had any post-secondary education (including university, college or apprenticeship training)?	Answer 'Yes' if you are a transfer student or have gone to college before Answer 'No' if you came to NSCC directly from high school.
Employment	
	Under 'Current occupation/Activity', enter NSCC information <i>Please note: It is not necessary to enter your part-time work on or off campus.</i>
Background Information	
2. A) Have you ever remained beyond the validity of your status, attended school	a) If you have studied or worked without a valid study or work permit, you will need to provide details and explanation.

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?	b) If you were ever refused any visa, admission to Canada or any other country please indicate and briefly explain.
Signature	This form cannot be printed, signed and scanned. You only need to validate and save it to your desktop or on a USB and then upload.

Supporting documents to scan and upload:

- digital photo (420x540 pixels)
- passport pages (only pages with stamps, visas, photos) saved as one single PDF document (less than 4MB)
- study permit
- confirmation of enrolment letter from NSCC Registrar's Office
- proof of financial support (statement of balance from your bank)

4. Log into MyCIC and upload the IMM 5257 form and the supporting documents.

5. Pay the application fee (\$100.00) with a credit card (VISA, MasterCard, American Express).

Please make sure you see the official receipt on the screen. Otherwise you need to try again or use a different credit card.

6. Submit the application.

Once your application has been successfully transmitted, you will see a confirmation of application submission under "My Messages".

7. Wait for a response from IRCC and mail your passport

Once your application has been processed, IRCC will send you an email and direct you to your "MyCIC" account to check your messages (under "My Messages").

In your "My Messages", please **print the IRCC letter** to be mailed with your passport

Purchase two prepaid Xpresspost envelopes—National envelopes at any Canada Post retail outlet.

Enclose one envelope in the other envelope along with your passport and IRCC letter. This second envelope will be used to return your passport and new TRV to you.

Mail your passport and letter to the following address:

Case Processing Pilot Office --Ottawa (CPP-O),
P. O. Box 9640 (365 Laurier Avenue West)
Ottawa, ON, K1G 6T2

Write your **Client ID, Application Number** and **"TRV Application"** on your **envelope** (white area above the mailing label)