You may have to apply to Citizenship and Immigration Canada (CIC) to renew your study permit if your permit will expire before you will complete your program of study at NSCC. Please note that if your passport is expiring, you must apply for a new passport before applying for your study permit. Also, if you intend to work in Canada after you graduate, you will need a valid study permit when you apply for your post-graduate work permit. Follow these easy steps to apply online:

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](http://www.cic.gc.ca/english/e-services/mycic.asp). Your Client ID (8-digit number from your study permit or work 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. Refer to the Come to Canada Questionnaire Guide on the reverse side of this information sheet if you have any questions.

<table>
<thead>
<tr>
<th>Questions</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>What would you like to do in Canada?</td>
<td>Study</td>
</tr>
<tr>
<td>How long are you planning to stay in Canada?</td>
<td>Temporarily – more than 6 months</td>
</tr>
<tr>
<td>What is your current country of residence?</td>
<td>Canada</td>
</tr>
<tr>
<td>What is your current immigration status in Canada?</td>
<td>Student</td>
</tr>
<tr>
<td>Do you also want to apply for a work permit?</td>
<td>No</td>
</tr>
<tr>
<td>When does your status in Canada expire?</td>
<td>Your study permit expiry date</td>
</tr>
<tr>
<td>Have you had a medical exam performed by a CIC authorized panel physician (doctor) within the last 12 months?</td>
<td>No *please see int'l office if yes</td>
</tr>
<tr>
<td>Have lived in one or more designated countries or territories for more than 6 months in the last year?</td>
<td>No</td>
</tr>
<tr>
<td>Do you want to submit an application for a family member?</td>
<td>No</td>
</tr>
<tr>
<td>Are you giving someone access to your application?</td>
<td>No</td>
</tr>
<tr>
<td>There are fees associated with this application. Will you be paying your fees or are you fee exempt?</td>
<td>Yes, I will be paying my application fees.</td>
</tr>
<tr>
<td>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?</td>
<td>Yes. If you don't have a credit card, you can purchase a pre-paid visa.</td>
</tr>
</tbody>
</table>
3. Fill in the online application form and gather supporting documentation

Completing the application (IMM5709) 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 xxxxxxx or xxxxxxxxx.

3. I’m applying for one or more of the following:

   An initial study permit or extension of study permit

**Personal Details**

7. Current Country of Residence – Canada

   • Status
   • From (YYYY-MM-DD)
   • To (YYYY-MM-DD)

   • 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

   • 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

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 Intended Study in Canada**

3. My program and level of study will be:

   Diploma of xxx program or Certificate of xxx program

4. Duration of expected study

   • From (YYYY-MM-DD)
   • To (YYYY-MM-DD)

   • Date of completing the application
   • Estimated date of program completion: your request should be 90 days after your graduation

5. The cost of my studies will be:

   Tuition
   Room & board
   Other
   $9,500
   $10,000
   $1000

6. Funds available for my stay (CAD)

   The amount indicated should be the same amount, or less, than the proof of funds provided with your application.

7. a) In addition to a study permit, are you also applying for a work permit?

   a) NO

**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

Please note: It is not necessary to enter your part-time work on or off campus.

**Background Information**

a) Have you ever remained beyond the

   a) If you have studied or worked without a valid...
| validity of your status, attended school without authorization or worked without authorization in Canada? | study or work permit, you will need to provide details and explanation. |
| 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)
- 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 5709 form and the 4 supporting documents.**

5. **Pay the application fee ($125.00) 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 the 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”.