



## STUDY PERMIT RENEWAL INFORMATION

### To receive our help with your Study Permit – you need to:

1. Fill out Yellow Request Form for a letter of re-admission and please give it to Receptionist at your campus. Your letter will be ready the following Monday.
2. Sign up for a Study Permit Session to receive help from Admissions. Please indicate if you want to do it on-line or paper. Study Permit sessions are once each month at each campus. Please see schedule below. Please note this is the ONLY time we are able to help with the study permit so make sure you attend and plan ahead.
3. Please try to scan or copy your documents ahead of time. If not, we will have to do this at the session IF there is enough time. Your application will NOT be complete until you have done this.
4. Attend the Study Permit session you have signed up for. **Please be on time!!!!**

### SCHEDULE:

Lansdowne Campus - Ewing 112 starting at 1:30 pm SHARP!

- January 19
- February 16
- March 15
- April 19

Interurban Campus - CBA 201 starting at 1:30 pm SHARP!

- January 20
- February 24
- March 23
- April 20

Please note: Students must pre-register for each session as there are only 25 spots available per session.

### On-Line Study Permit Session:

1. Make a user account by following these steps:
  - <http://www.cic.gc.ca/>
  - Click on “English” (unless you use French)
  - Click on “Apply online or access unsubmitted application”
  - Click on “Study Permit”
  - Follow the steps on how to make a user name and on how to make a password – 2 steps. PLEASE MAKE SURE YOU REMEMBER YOUR USER NAME AND PASSWORD YOU CREATE HERE!!!! \*\*
2. Scan **all** documents BEFORE the study permit session:
  - **Passport (if you have a new passport – bring both old and new) and Study Permit**
  - **Letter or statement from your bank showing a balance and your name**
  - **letter from Camosun and transcripts**
  - **Bring Credit Card to pay on-line OR Scan Fee Receipt if you have paid the fee at the bank instead**

**Client ID:** number found on your Study Permit – this is your number at Citizenship and Immigration Canada – like your student ID at Camosun.

**To Scan:** Use the photocopier and select SCAN. Log in as usual (the same way you log on to the student computers). Scan the documents and send it to your e-mail. Once you have it in your e-mail – save it as a PDF file and name them as you see below.

Please scan the documents before your appointment and save them as a PDF file document. You **MUST** save them as:

- Client ID1234-5678 – Passport Info (front page of your passport, study permit, copy of the last entry stamp on your passport from the last time you came in to Canada)
- Client ID1234-5678 – Financial Info (bank statement)
- Client ID1234-5678 – Post-Secondary Info (letter from Camosun and transcripts)

If you want to see a video on how to fill it out on-line see:

<http://www.cic.gc.ca/english/department/media/multimedia/video/application/application.asp>

#### **Paper Application Study Permit Session:**

1. Ask us for Study Permit Application Package when you request the letter from Camosun (envelope, application form and receipt to pay at the bank)
3. Bring **all copies** of your documents to the Study Permit session:
  - **Passport (if you have a new passport – bring both old and new) and Study Permit**
  - **Letter or statement from your bank showing a balance and your name**
  - **letter from Camosun and transcripts**
  - **Fee receipt after you have paid the fee at the bank**
2. Mail the application form to Immigration via Registered Mail or Courier.

#### **What to do when you receive your NEW Study Permit:**

- Bring the new Study Permit to International Admissions when you receive it – we will take a photocopy for you file.
- Don't forget you also need to update your MSP – Medical Insurance – we can help bring in your CareCard with your Study Permit.

**ON-LINE APPLICATION (approx. 60 business days)**

**PAPER APPLICATION (approx. 80 business days)**

**Make sure you check – this is only an approximate!**

<http://www.cic.gc.ca/english/information/times/temp.asp>

**\*\* Please remember you are not supposed to leave Canada while your Study Permit is being renewed! Plan accordingly when you decide to extend your Study Permit\*\***

See you at the Study Permit Session

Thank you! ☺

International Admissions