

How do I apply to renew my study permit from within Canada?

Step 1 :

- Go to this site: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>
- Log in using your GCKey or a Sign-In Partner. You can also create a new account if you've forgotten your details.

The screenshot shows the 'Sign in' and 'Create an account' options. Under 'Sign in', there are two buttons: 'GCKey username and password' and 'Canadian Interac® Sign-In Partner'. Below these is a link: '▶ Not sure how to sign in?'. Under 'Create an account', there is a button: 'Register for an account'. The word 'or' is placed between the two sections.

Step 2 :

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.

If you're applying for a study permit, we encourage you to ~~apply using the IRCC Portal~~.

Note: You **must** apply through this portal (IRCC secure account) if you're applying with a family member who needs a work permit.

Click on « Apply to come to Canada », as shown on the left.

Step 3 :

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

←

Choose this option

Express Entry (EE)

International Experience Canada (IEC)

Step 4 :

Start answering the questions on the site. Here are explanations for some of them:

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)

Temporarily - more than 6 months

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Indicate that you intend to stay in Canada for more than six months, regardless of the actual remaining duration of your program.

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

Yes, I wish to apply for a CoOp Work Permit

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Answer "yes" if your program includes an internship (i.e. B.Eng. and Professional Master's). You will then be issued a coop work permit along with your study permit.

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

Yes

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Answer "yes" if you have a spouse and/or dependent children who also need to extend their stay in Canada. This will enable you to submit your applications together.

Step 5 :

Application Form(s)

Application Form(s)		
Details	Document name	Inst
Not provided	Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709) (required)	?

If you answer the questions correctly, you should arrive at this form. You'll need to download it, fill it in and upload it again here.

Supporting documents

Supporting documents		
Details	Document name	Instructions - Options
Not provided	Certificat d'acceptation du Québec (CAQ) (required)	?
Not provided	Co-op Letter (required)	?
Not provided	Passport (required)	?
Not provided	Letter of Acceptance or Letter of Enrollment / Registration (required)	?
Not provided	Use of a Family Member Representative for Online Applications (IMM5713) (required)	?
Not provided	Marriage License/Certificate (required)	?

The list of supporting documents will vary according to the answers that you previously provided. You will need to upload your documents in the appropriate spaces.

Step 6 :

Sign your application electronically, pay the fees and submit it.

Step 7 :

Send the acknowledgement of receipt of your application, which IRCC will upload to your account within 24 hours, along with the receipt for payment of fees to the Registrar's Office at registraire-caqpe@polymtl.ca. Once you've received your study permit, send a copy to the same address.