



9125 - 50th Street • Edmonton, Alberta, Canada T6B 2H3  
780.465.3500 • 1.800.661.8582 • Fax: 780.465.3534 • www.kingsu.ca

## APPLICATION OF STUDY PERMIT FOR HIGH SCHOOL STUDENTS CURRENTLY STUDYING IN CANADA

Your current study permit will only allow you to study at a high school level and not at a post-secondary level. Apply **at least 60 days before** the start of the school term for a valid permit. King's will not accept a high school study permit.

1. Apply to King's at <http://www.kingsu.ca/apply-now> and wait for your admission letter.
2. Contact your sponsor for proof of funds available / means of support
  - Letter from sponsor saying that he/she will be supporting you
  - Proof of his/her financial standing
    - Bank statement OR
    - Letter from employer with yearly earnings listed
  - Minimum amount recommended for a single student is tuition for a 12 month period plus \$10,000
2. Go to your high school and request for:
  - Photocopies of transcripts
3. Fill Application to Change Conditions, Extend My Stay or Remain in Canada (IMM 5709)
  - Online <http://www.cic.gc.ca/english/e-services/study.asp>
    - Login OR create an access key to and register as a new user
    - when they ask for a Client ID, click **yes** and look in your study permit for it
  - OR
  - On paper <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5709E.pdf>
    - Complete the form electronically
    - Click on "Validate" at the top or the bottom of the form
    - Print, sign and date the form
    - Make sure the 2D barcode form is printed
    - Place the barcode page (page 5) at the top of the application package
4. Pay your fees \$125
  - Online <https://eservicesak.cic.gc.ca/epay/welcome.do?lang=en>
    - Print Internet receipt
    - Fill out payer information section
    - Keep Copy 1 and send Copy 2 to CIC with all other documents
  - OR
  - At a bank or credit union
    - Get receipt from Coordinator of International Student Programs
    - Complete the Payer Information at the back of the receipt
    - Bring receipt to bank or credit union and pay the amount
    - Keep the client Copy 1 and send Copy 2 to CIC with all other documents



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**5. Check document checklist** to ensure you have all documents needed

<http://www.cic.gc.ca/english/pdf/kits/forms/IMM5555E.PDF>

- ➔ Application to Change Conditions, Extend my stay or Remain in Canada (IMM 5709)
- ➔ Document Checklist
- ➔ Proof of payment
- ➔ Photocopies of passport pages with
  1. passport number
  2. date of issue and expiry
  3. name and date of birth
  4. stamps made by Canadian authorities upon entry
  5. any other marked pages
- ➔ Photocopies of your study permit
- ➔ Proof of acceptance from King's (admission letter)
- ➔ Proof of funds available / means of support
- ➔ Proof of academic standing at current institution
  1. photocopies of transcripts

**6. Submit application**

- ➔ Scan all documents online
- OR**
- ➔ Mail all documents to:  
Citizenship and Immigration – Study Permit  
Case Processing Centre  
6212 – 55<sup>th</sup> Ave, Unit 101  
Vegreville, AB  
T9C 1X5

**7. Keep the Coordinator of International Students posted on the application process and let the school know when you will be arriving.**

**Note:** For complete details on the application process, visit  
<http://www.cic.gc.ca/english/information/applications/extend-student.asp>.