



Study Permit Extension Support Letter Request

If you are writing on this form, ensure you print clearly.

Upload the request form through [myVCC](#): choose **myServices**, and in the **International Students** tile, click on **Upload Documents**.

[Check letter processing time](#) and [view instructions for uploading documents at myVCC](#)

Personal Information

VCC Student Number:	VCC Program:	
Last name (family name):	First name (given name):	
Canadian/local home address:	Phone Number:	Date of Birth:
Email Address (for this email to be sent):		
☐ I confirm I have updated the above contact information (mailing address, phone number and email address) on my myVCC account, and understand that missing or inconsistent information may result in a delay of letter issuance.		

Study Permit Info

Current Study Permit Expiry Date:	Do you need to extend your co-op work permit? ☐ Yes ☐ No
Is your study permit expiring within 6 weeks after you complete your program? Note that the graduation audit takes 6 weeks after all your final grades are submitted and you should have a valid study permit to apply for the PGWP . ☐ Yes ☐ No	

Additional Information

Did you use VCC's Letter of Acceptance (LOA) to apply for your current study permit ☐ Yes ☐ No <i>If you selected 'yes', check 'N/A' in the next question</i>	Have you changed your Designated Learning Institution (DLI – school) to VCC with IRCC prior to November 8, 2024? ☐ Yes ☐ No ☐ N/A
Passport Number: _____	
Passport Expiry Date: _____	

Acknowledgement

By signing this letter request, I confirm that I have read and understood all of the following.

- I have confirmed that my mailing address is correct and if I am issued a Provincial Attestation Letter (PAL), I will **not** be issued a new one with a new mailing address
- If I have a **Hold** on my account, the letter will not be issued until the hold has been resolved.
- I must prepay the next semester's tuition **before** submitting the letter.
- You do not also need a Confirmation of Enrolment letter for your study permit extension application. Please view our study permit extension instruction guide

Student Signature: _____

Date: _____