

# Study Permit and SIN Extension Information for Graduate Students

**Important: It is the student's responsibility to ensure their study permit and SIN documents remain valid.**

1. All graduate students must hold a **valid study permit** for the entire duration of their studies.
2. To be hired as a graduate assistant (GAT, GANT, or GAR), students will also need a **valid Social Insurance Number (SIN)** through to the end of their appointment period.

It is the student's responsibility to ensure their student permit and SIN documents remain valid. Expiration dates are not tracked by graduate program staff or the Faculty of Graduate Studies (FGS).

## Study Permit Extensions

**Important: Apply for an extension 4-6 months before your permit expiry date.**

Graduate students must have a valid study permit while enrolled. If a student's study permit expires before the end of a term in which they are employed, they must apply for an extension before expiry.

### Applying for an Extension

**Important: Apply for an extension before expiry. If you have applied for a study permit extension prior to the expiry of your current study permit, you can stay in Canada. You'll have a status referred to as [maintained status](#) until you receive your updated study permit.**

**If your study permit will expire during a term when you are hired, follow these steps:**

- Apply for an extension as soon as possible (earliest: six months before expiration).
- Follow instructions here: [How to apply for a study permit extension](#)

**If you receive an extension before expiry:**

- Once you receive your updated study permit, email it to HR: [hrhire@ucalgary.ca](mailto:hrhire@ucalgary.ca)
  - **Subject:** "Updated Study Permit – UCID, Last Name, First Name"

**If your study permit has expired and you have applied for extension, follow these steps to update your HR record to maintained status:**

- By September 6 (Fall) or January 6 (Winter), submit an email to [hrhire@ucalgary.ca](mailto:hrhire@ucalgary.ca) with the subject and attachments listed:
  - **Subject:** "Study Permit Maintained Status Request – UCID, Last Name, First Name"
  - Copy of the existing (even if expired) study permit
  - Submission confirmation letter from IRCC confirming the submission of a study permit extension application (see below for instructions)
  - Receipt of payment for the study permit extension
  - [Confirmation of Registration Letter](#)
  - Confirmation of whether you will complete your program within 6 months
- How to Obtain an IRCC Submission Confirmation Letter
  - Log in to MyCIC
  - Click "Check status and messages"
  - Download the submission confirmation letter

**Maintained status** allows for you to remain in Canada, pending the processing of your application.

- You will be able to work and study until you receive a decision on your application.
- Retain your confirmation of submission of your study permit extension application. This is your proof that you benefit from the provisions of maintained status.

**Once you receive your updated study permit**, email it to HR: [hrhire@ucalgary.ca](mailto:hrhire@ucalgary.ca)

- **Subject:** "Updated Study Permit – UCID, Last Name, First Name"

## Social Insurance Number (SIN) Extensions

**Important: If your SIN starts with 9, you must apply to update it after receiving your study permit extension. The expiry date on both your SIN record and your study permit document must match.**

### **Steps to update your SIN once your study permit extension is approved**

1. Apply to Service Canada with your extended study permit information to update the expiry date on your SIN record.
2. Update your SIN with the University via the Student Portal.

## If the SIN Extension Won't Be Approved Before Hiring Deadlines

Deadline: September 6 (Fall) / January 6 (Winter)

- Inform your GPA.
- Your GPA will coordinate with HR for a SIN override request until your SIN extension is approved.

## Who Can Help?

Graduate Program Administrators (GPAs) and Graduate Program Directors (GPDs) **cannot** provide immigration advice. For assistance, contact:

- [ISS Immigration Advisors](#)
- [Academic & International Specialists in FGS](#)

## More Information on the International Student Services Website

- [Extending Study Permits](#)
- [Social Insurance Numbers \(SINs\)](#)