

## Tip Sheet: Updating your study permit status & PAL Requirement

A [study permit](#) is required for international students in Canada. You are responsible for updating your current study permit application and status information in Student Home and uploading a copy of your study permit document before you start classes.

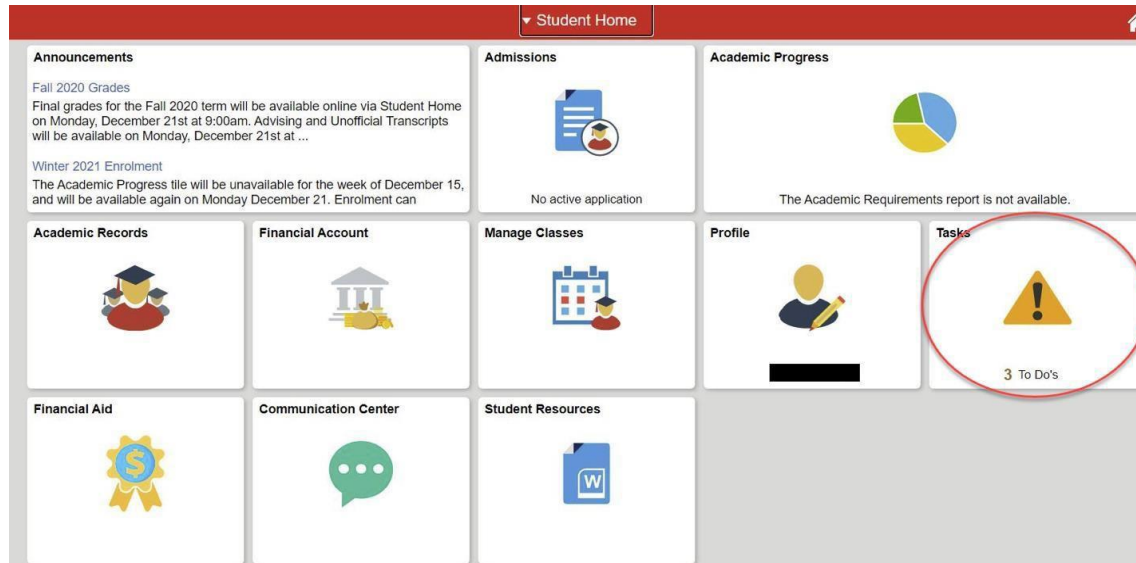
Most international students require a [Provincial Attestation Letter \(PAL\)](#) as part of their initial study permit application. If you are a current student who needs a new PAL, you can request this document by emailing [theservicehub@senecapolytechnic.ca](mailto:theservicehub@senecapolytechnic.ca).

Follow this Tip Sheet to update your information.

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## How to update study permit application status in Student Home

Log in to Student Home and select the “Tasks” tile



Select “Study Permit/UCI Details”

### To Do List

Task	Due Date	Status	
Emergency contact		Initiated	>
Enter Study Permit/UCI Details		Initiated	>
Update your local address		Initiated	>
Upload copy of Letter of Intro		Initiated	>
Upload copy of study permit		Initiated	>

Review the information and select the option that is applicable to you:

<input type="checkbox"/> No	I need to apply for my Seneca study permit
<input type="checkbox"/> No	I applied for Seneca study permit
<input type="checkbox"/> No	I received my Letter of Introduction inviting me to come to Canada to study at Seneca.
<input type="checkbox"/> No	I received my Seneca study permit
<input type="checkbox"/> No	I do not require a study permit according to <a href="#">IRCC</a>
<input type="checkbox"/> No	My study permit application was rejected

A study permit is required to study in Canada as an international student. After you have been accepted to study at Seneca you may apply to Immigration, Refugees and Citizenship Canada (IRCC) for a study permit. Some individuals may be exempt from study permit requirements. Please review [who needs a study permit](#) from IRCC.

If your application is approved outside Canada, you will receive a Letter of Introduction (LOI). This document includes your UCI number, issue date, and the expiry date. If your study permit is approved inside Canada, the document will be mailed to your home address.

Follow the prompts to complete the steps. If you have already applied for a study permit, indicate whether this is a new study permit application, or an extension of a previous study permit.

<input type="checkbox"/> No	I need to apply for my Seneca study permit
<input checked="" type="checkbox"/> Yes	I applied for Seneca study permit
Is this new or an extension	
	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">New <span style="float: right;">▼</span></div>
<input type="checkbox"/> No	I received my Letter of Introduction inviting me to come to Canada to study at Seneca.
<input type="checkbox"/> No	I received my Seneca study permit
<input type="checkbox"/> No	I do not require a study permit according to <a href="#">IRCC</a>
<input type="checkbox"/> No	My study permit application was rejected

Extension

New

If you had applied for a study permit already, but received a refusal from IRCC, indicate if you plan to reapply. Seneca’s immigration team is ready to assist you with your reapplication, please connect with [theservicehub@senecapolytechnic.ca](mailto:theservicehub@senecapolytechnic.ca)

If you have received your study permit, indicate “Yes” I have received my study permit. Then click “Next” in the top right corner

<input type="checkbox"/>	No	I need to apply for my Seneca study permit
<input type="checkbox"/>	No	I applied for Seneca study permit
<input type="checkbox"/>	No	I received my Letter of Introduction inviting me to come to Canada to study at Seneca.
<input type="checkbox"/>	No	I received my Seneca study permit
<input type="checkbox"/>	No	I do not require a study permit according to IRCC
<input type="checkbox"/>	No	My study permit application was rejected

Input the details for your study permit. This information can be found on your Letter of Introduction (approval letter), and on your official study permit document. Input the date of issue, expiration date, and Unique Client Identifier (UCI) number. Ensure that you use only numerical characters for the UCI number, no hyphens/dashes. ([Learn how to find your study permit information](#)).

Data entered on 04/17/2024

Visa/Permit Status **Granted**

Date of Issue

Expiration Date

UCI

After entering the information, click “Save” in the top right corner to continue.

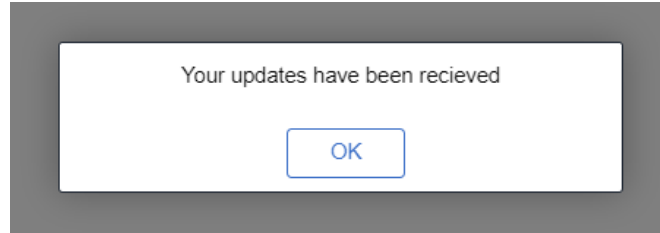
If you applied for a study permit extension, enter the date you applied, and the Unique Client Identifier (UCI) number. Ensure that you use only numerical characters for the UCI number, no hyphens/dashes.

Visa/Permit Status **Renewal in Progress**

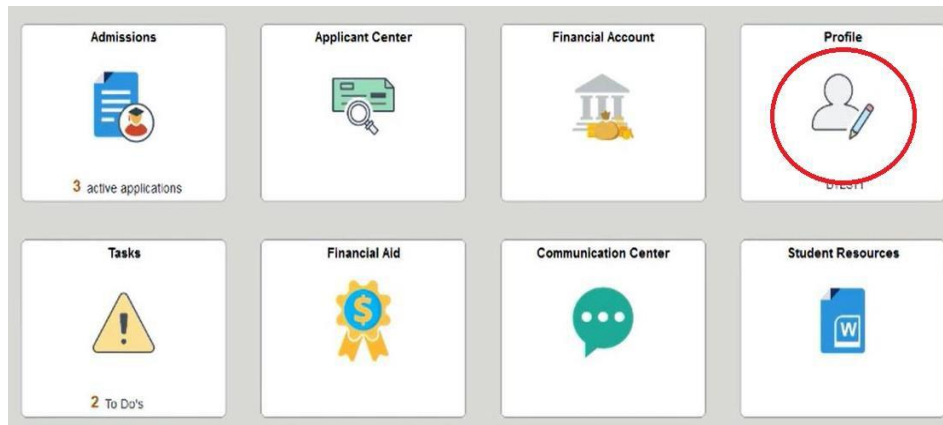
Application Date

UCI

After entering the information, click “Save” in the top right corner to continue. After clicking “Save” a confirmation message will appear. Click “Ok” to continue.



You can return to this screen and update your status at any time in the future by clicking the “Profile” tab in Student Home. This may be necessary if you receive a decision on your application, or if you have applied for an extension.

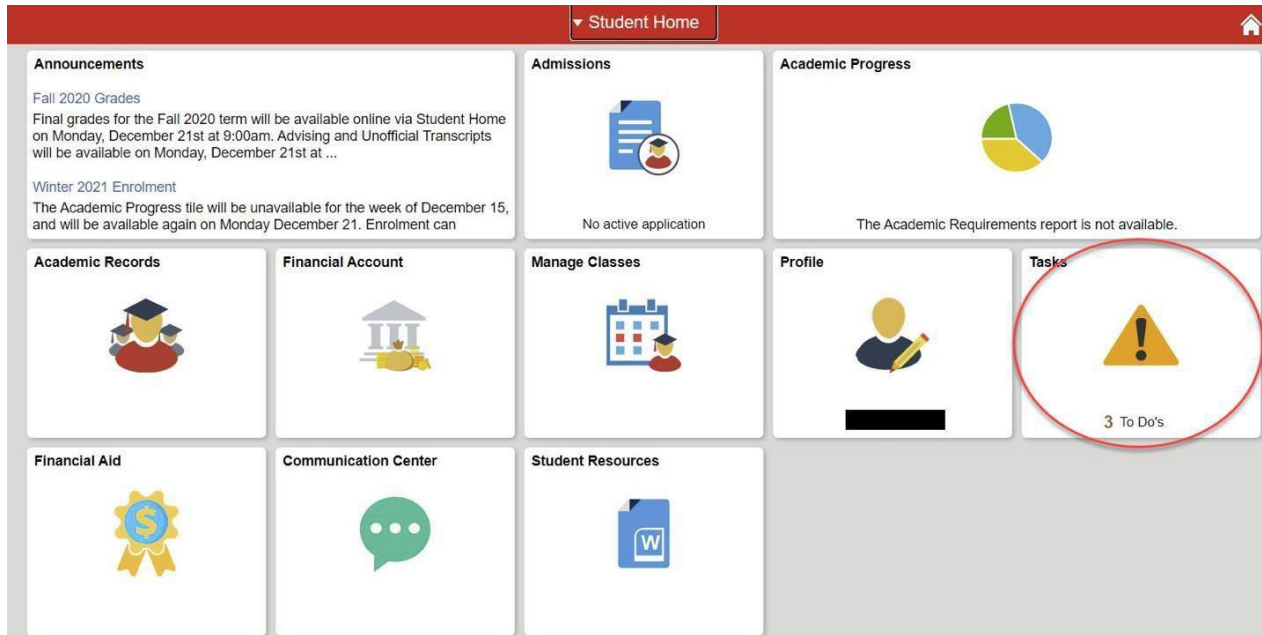


Then click “Study Permit Data” on the left side of the screen.

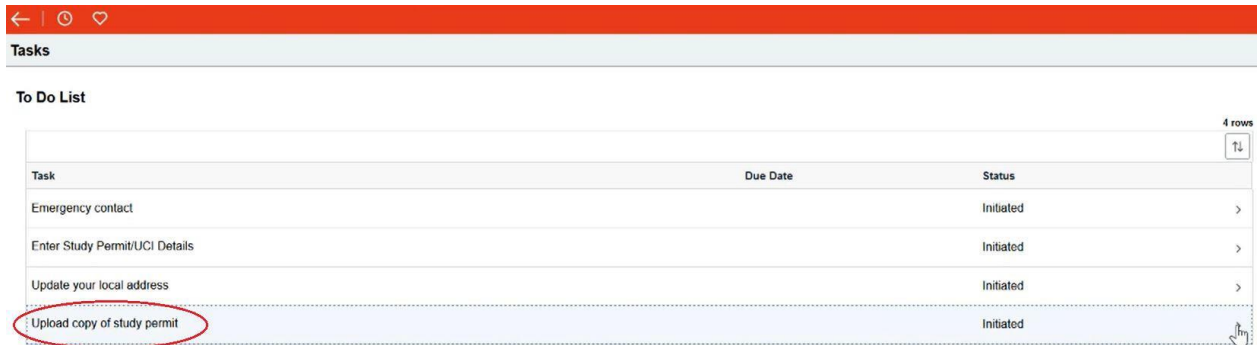
<ul style="list-style-type: none"><li>Personal Details</li><li>Contact Details</li><li>Addresses</li><li>Emergency Contacts</li><li>SIN/ITN Information</li><li><b>Study Permit Data</b></li><li>Consent to Release Information</li><li>Update PAL Information</li></ul>	<p>▼ Please select the status that best suits your situation:</p> <p>A study permit is required to study in Canada as an international student. After you have been accepted to study at Seneca you may apply to Immigration, Refugees and Citizenship Canada (IRCC) for a study permit. Please review <a href="#">who needs a study permit</a> from IRCC.</p> <p>If your application is approved outside Canada, you will receive a Letter of Introduction (LOI). This document includes your UCI number, issue date, and the expiry date. If your study permit is approved inside Canada, the document will be mailed to your home address. If you receive a Letter of Introduction (LOI) while you are inside Canada, you will need to go to a Canadian port of entry to present the LOI and receive your study permit.</p> <p>As of November 8, 2024, you must study at the institution listed on your study permit. A new study permit is required if you <a href="#">change schools</a>.</p> <p><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes I need to apply for my Seneca study permit</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No I applied for Seneca study permit</p> <p>Is this new or an extension? <input type="checkbox"/> New <input checked="" type="checkbox"/> Extension</p> <p><input type="checkbox"/> No I received my Letter of Introduction inviting me to study in Canada to study at Seneca.</p> <p><input type="checkbox"/> No I received my Seneca study permit</p> <p><input type="checkbox"/> No I do not require a study permit according to IRCC</p> <p><input type="checkbox"/> No My study permit application was rejected</p>
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## How to upload study permit documents to Student Home

Log in to Student Home and select the “Tasks” tile



Select “Upload copy of study permit”



You will be taken to a new screen where you can upload your documents.

### Upload a Study Permit

- Click to upload your study permit status documents. All files must be in PDF or JPG format, and not exceed 5000KB. Please name your documents appropriately as below:
- Application confirmation (This is a letter you receive from IRCC after submitting an application)
  - Letter of Introduction (This is the approval letter you receive from IRCC, before arriving in Canada)
  - Study Permit (This is the official study permit you receive when you arrive in Canada)
  - Extension Application (This is a letter you receive from IRCC after submitting an application)
  - Study Permit Extension (This is the official study permit you receive from IRCC)
  - Work Permit (If you are eligible to study with a work permit, upload a copy of your work permit)
  - Authorization Letter (If you are eligible to study with a work permit, you may have received a letter from IRCC)
  - Other (If you are eligible to study without a study permit, you may have other documents confirming your status)

Upload

Add a description of the document you are uploading. Please use one of the below:

- **Application confirmation** (letter you receive from IRCC after submitting an application)
- **Letter of Introduction** (approval letter you receive from IRCC, before arriving in Canada)
- **Study Permit** (official study permit you receive when you arrive in Canada)
- **Extension Application** (letter you receive from IRCC after submitting an application)
- **Study Permit Extension** (official study permit you receive from IRCC)
- **Work Permit** (If you are eligible to study with a work permit, upload a copy of your work permit)
- **Authorization Letter** (If you are eligible to study with a work permit, you may have received a letter from IRCC)
- **Other** (If you are eligible to study without a study permit, you may have other documents confirming your status)

CancelDone

Upload Study Permit Status Documents  
Please name your documents appropriately.

**Upload File**

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Attachment Type	Study Permit
Upload	Required
Description	<input type="text"/>
<input type="button" value="Add Attachment"/>	

***Note: Seneca does not require a copy of your student visa (passport stamp), passport request letter, biometrics request letter, or any other communications you have received from IRCC.***

When you're ready, click "Done" and then "Submit" in the top right corner. After clicking "Submit" a confirmation message will appear. Click "Ok" to continue.

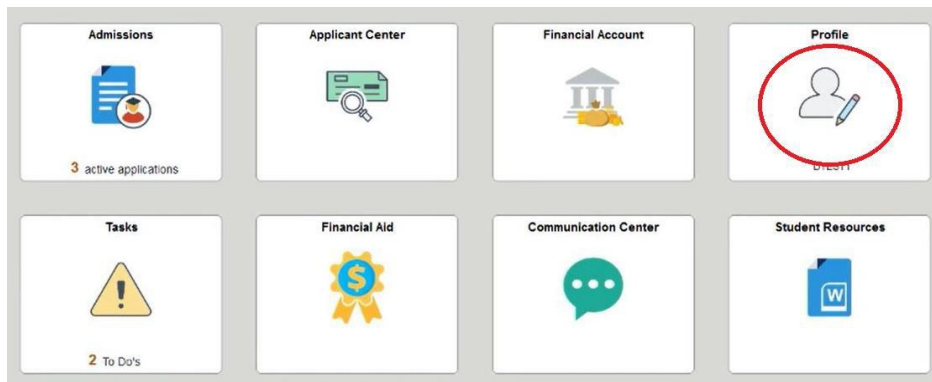
Your updates have been recieved

## How to update PAL requirement in Student Home

As of January 22, 2024, most study permit applications to IRCC require a Provincial Attestation Letter (PAL). Some students are exempt from PAL, please refer to [IRCC](#) to learn more about PAL requirements and exemptions.

A new PAL is required to reapply to IRCC following a refusal and may be required for some study permit extension applications. If you require a new PAL contact [theservicehub@senecapolytechnic.ca](mailto:theservicehub@senecapolytechnic.ca).

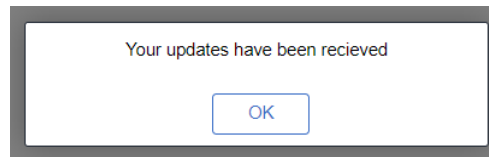
Log in to Student Home and click the “Profile” tile



Navigate to “Update PAL Information” on the left side of the screen and select the response that applies to your situation.

A screenshot of the 'Update PAL Information' form. The left sidebar contains a list of menu items: Personal Details, Contact Details, Addresses, Emergency Contacts, SIN/ITN Information, Study Permit Data, Consent to Release Information, and 'Update PAL Information' (circled in red). The main content area has a heading 'Please select the status that best suits your situation:' followed by explanatory text. Below this, there are two main sections: 'I require a Seneca PAL' with a 'No' radio button and the text 'I require a Seneca PAL to include with my study permit application'; and 'I do not require a Seneca PAL because...' with five radio buttons and corresponding reasons: 'I have a valid Seneca study permit...', 'I am an exchange student...', 'I am a refugee or protected person...', 'I am eligible for permanent residence...', and 'Other exemption reason.'

When finished, click “Save” in the top right corner. Then click “OK” to continue.



## Where to find study permit information on your IRCC document

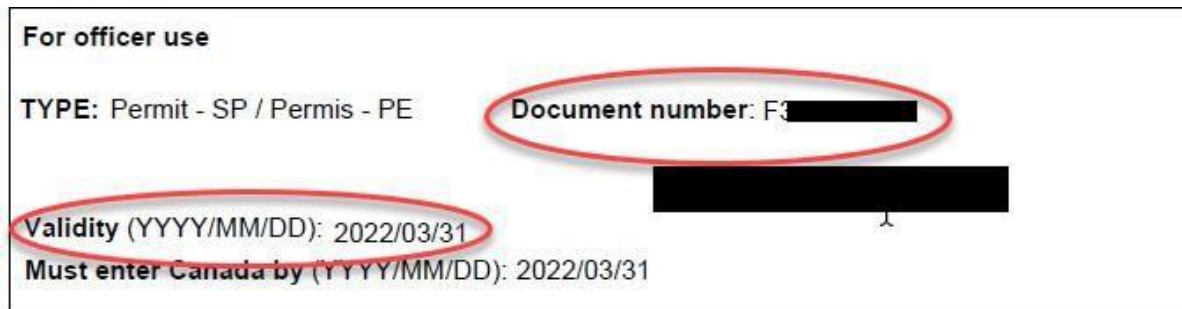
If your study permit is approved, you will receive a “Letter of Introduction”. This is a two-page document that includes important information about your study permit.

**Page 1** – You will find the Unique Client Identifier (UCI) number at the top.

December 04, 2019



**Page 2** – You will find the expiry date (Validity date) and the Permit (Document) number.



You can also locate this information on your study permit. On arrival in Canada, the officer will review your documents and print your study permit. Be sure to make a copy of this document and keep it in a safe place.

Both the study permit number and the UCI number can be found on the top right corner of your official study permit document.



The Date Issued and Expiry Date can be found under the *Additional Information* section of the document.

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**ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE**

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**Date Issued/Déjà livré le:** 2024/12/18 (yyyy/mm/dd - aaaa/mm/jj)  
**Expiry Date/Date d'expiration:** 2026/09/30 (yyyy/mm/dd - aaaa/mm/jj)  
**Case Type/Genre de cas:** 34  
**Institution Name/Nom de l'institution:** SENECA COLLEGE OF APPLIED ARTS AND TECHNOLOGY  
**Field of Study/Domaine d'études:** OTHER  
**Level of Study/Niveau d'étude:** COLLEGE - DIPLOMA / COLLÈGE - DIPLÔME  
**In Force From/En vigueur le:** 2024/12/18 (yyyy/mm/dd - aaaa/mm/jj)