

# Tip Sheet: Updating Your Study Permit Application 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 and extension applications. If you are a current student who needs a new PAL, you can request this document by updating your PAL requirement in Student Home.

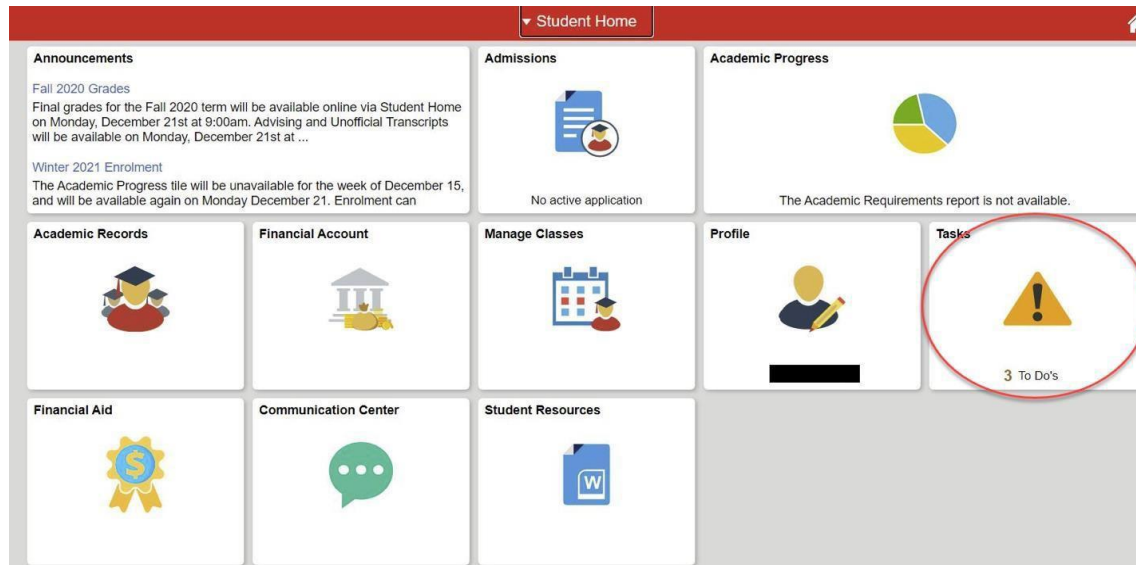
Follow this Tip Sheet to update your information.

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

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



2. Select “Study Permit/UCI Details”

### To Do List

			5 rows
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	>

3. 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. Please also note that 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. 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.

Some responses will require additional information, 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	
<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

New
▼

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)

4. 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

5. You will be asked to 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.

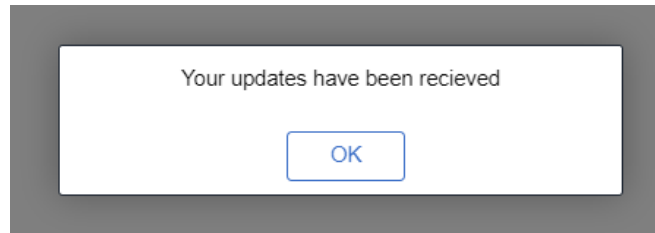
If you applied for a study permit extension, enter the date you applied, and the Unique Client Identifier (UCI) number. Ensure that you use only numerical characters for the UCI number, no hyphens/dashes.

Visa/Permit Status Renewal in Progress

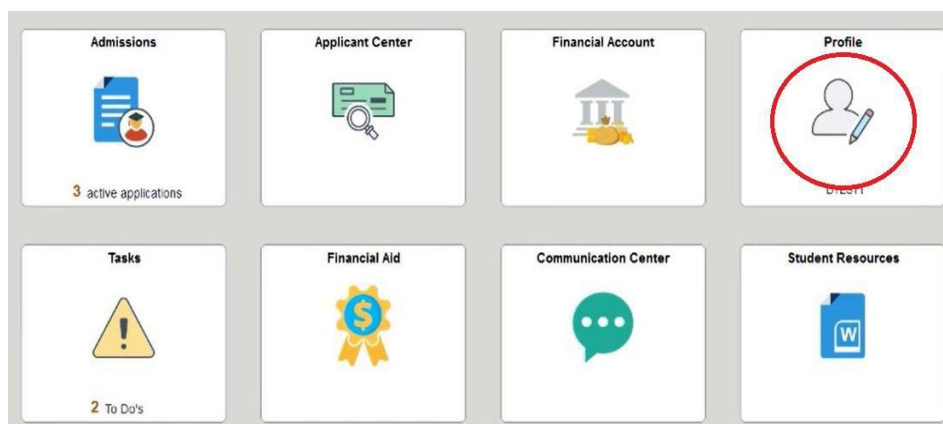
Application Date

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 received 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.

Personal Details

Contact Details

Addresses

Emergency Contacts

SIN/ITN Information

**Study Permit Data**

Consent to Release Information

Update PAL Information

▼ Please select the status that best suits your situation:

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 [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. 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.

As of November 8, 2024, you must study at the institution listed on your study permit. A new study permit is required if you [change schools](#).

☐ No

I need to apply for my Seneca study permit

☐ Yes

I applied for Seneca study permit

Is this new or an extension

Extension

New

☐ No

I received my Letter of Introduction inviting me to study in Canada to study at Seneca.

☐ No

I received my Seneca study permit

☐ No

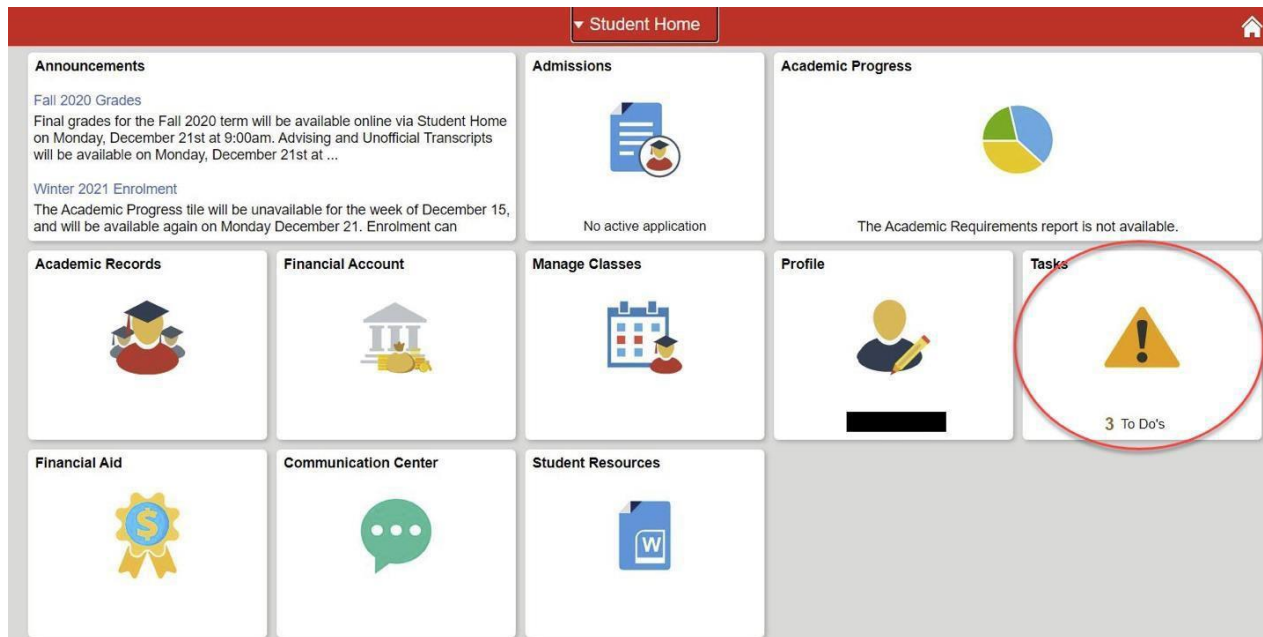
I do not require a study permit according to IRCC

☐ No

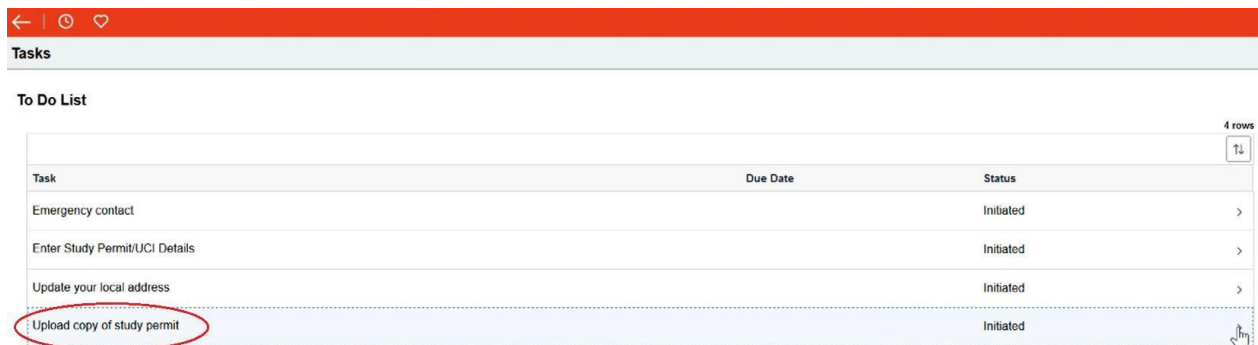
My study permit application was rejected

## How to upload study permit documents to Student Home

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



2. Select “Upload copy of study permit”



3. 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

4. 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)

Cancel

Done

Upload Study Permit Status Documents  
Please name your documents appropriately.

Upload File

Attachment Type

Study Permit

Upload

Required

Description

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.***

5. 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

OK

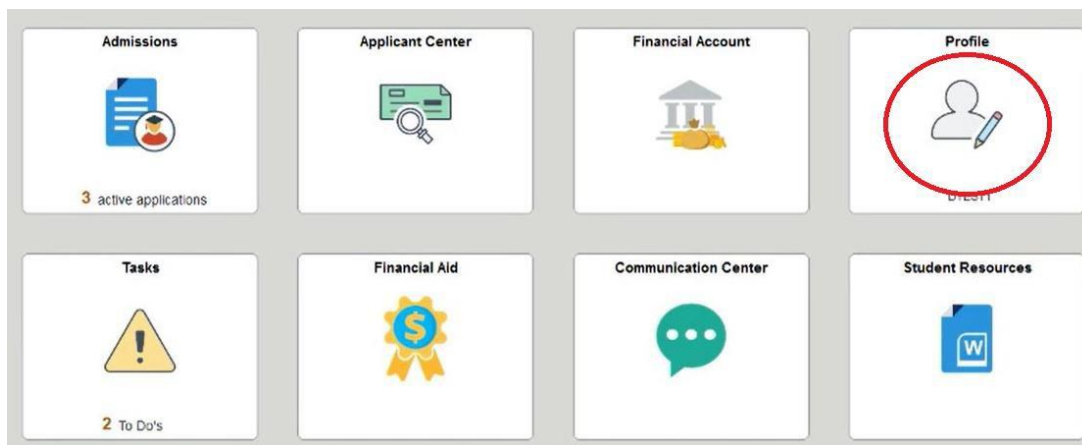


## How to indicate PAL Requirement in Student Home

As of January 22, 2024, most new 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.

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

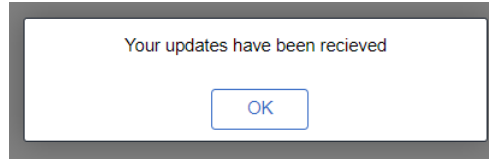


2. Navigate to “Update PAL Information” on the left side of the screen and select the response that applies to your situation.

Personal Details	<p>▼ Please select the status that best suits your situation:</p> <p>Most international students require a <a href="#">Provincial Attestation Letter (PAL)</a> to study in the province of Ontario. Your <a href="#">study permit application</a> must include your Seneca Letter of Acceptance (LOA) and Seneca PAL.</p> <p>Some students may be <a href="#">exempt</a> from requiring a PAL. Please indicate if you require a PAL for your study permit application.</p> <p>Note: As of January 22, 2025, a new PAL is required to change your DLI and to reapply after a study permit refusal.</p> <p>▼ I require a Seneca PAL</p> <p><input type="checkbox"/> No I require a Seneca PAL to include with my study permit application</p>
Contact Details	
Addresses	
Emergency Contacts	
SIN/ITN Information	
Study Permit Data	
Consent to Release Information	
Update PAL information	<p>▼ I do not require a Seneca PAL because...</p> <p><input type="checkbox"/> No I have a valid Seneca study permit; or I am in Canada and have applied for or will apply for a study permit extension for the same DLI and level of study.</p> <p><input type="checkbox"/> No I am an exchange student studying at Seneca.</p> <p><input type="checkbox"/> No I am a refugee or protected person, or claimant.</p> <p><input type="checkbox"/> No I am eligible for permanent residence based on humanitarian and compassionate grounds, a current public policy, or through the spouse or common-law partner in Canada class.</p> <p><input type="checkbox"/> No Other exemption reason.</p>



3. When you're finished, click "Save" in the top right corner. A confirmation message will appear. 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

Unique Client Identifier: 11- [REDACTED]

Application Number: [REDACTED]

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

<b>For officer use</b>	
<b>TYPE:</b> Permit - SP / Permis - PE	<b>Document number:</b> F3 [REDACTED]
<b>Validity (YYYY/MM/DD):</b> 2022/03/31	[REDACTED]
<b>Must enter Canada by (YYYY/MM/DD):</b> 2022/03/31	

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.

**STUDY PERMIT/PERMIS D'ÉTUDES**

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**CLIENT INFORMATION/INFORMATION DU CLIENT**

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Family Name/Nom de Famille: [REDACTED]  
 Given Name(s)/Prénom(s): [REDACTED]  
 Date of Birth/Date de naissance: [REDACTED] (yyyy/mm/dd - aaaa/mm/jj)  
 Sex/Sexe: [REDACTED]  
 Country of Birth/Pays de naissance: [REDACTED]  
 Country of Citizenship/Citoyen de: [REDACTED]  
 Travel Doc No./N° du document de voyage: [REDACTED] B PASSPORT

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**ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE**

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Date Issued/Délivré le: 2019/12/07 (yyyy/mm/dd - aaaa/mm/jj)  
 Expiry Date/Date d'expiration: 2021/11/30 (yyyy/mm/dd - aaaa/mm/jj)  
 Case Type/Genre de cas: 30  
 Institution Name/Nom de l'institution: DESIGNATED LEARNING INST-ON  
 Field of Study/Domaine d'études: HOSPITALITY/TOURISM  
 In Force From/En vigueur le: 2019/12/07 (yyyy/mm/dd - aaaa/mm/jj)