

Updating Your Study Permit in Student Home

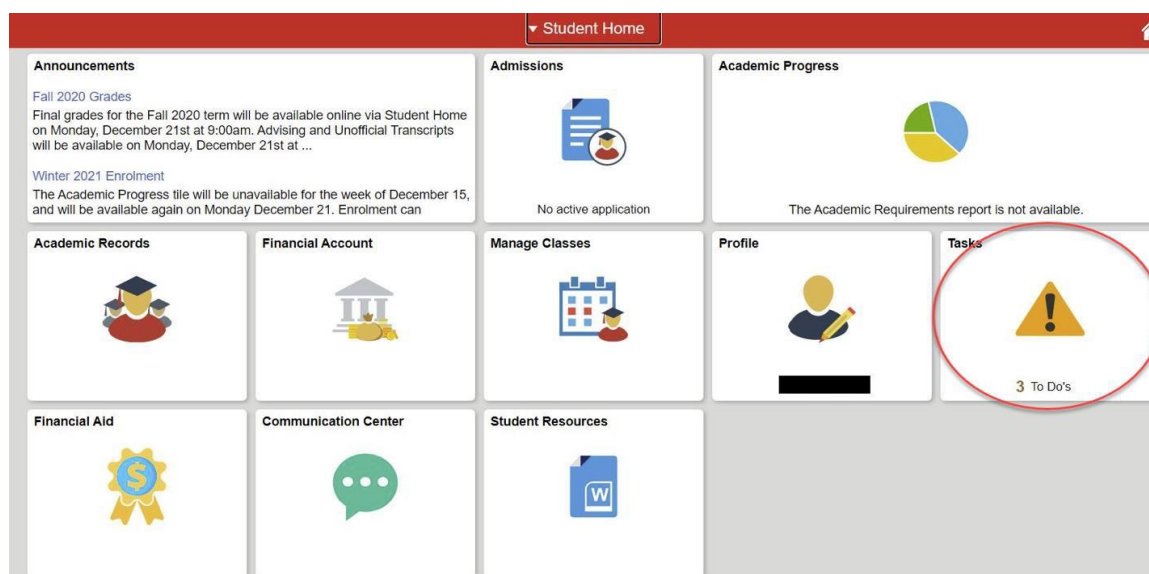
This document includes instructions for how to:

- Update your study permit application status in Student Home
- Upload your study permit documents in Student Home
- How to update your PAL information in Student Home
- How to find study permit information on your IRCC document

A study permit is required for international students in Canada. You are responsible for updating your current study permit status and application information in Student Home and uploading your study permit documents.

How to update your 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

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 do not require a study permit according to IRCC
<input type="checkbox"/> No	I have not applied for my study permit yet
<input type="checkbox"/> No	I applied for my study permit
<input type="checkbox"/> No	I received my Letter of Introduction
<input type="checkbox"/> No	I received my study permit
<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. If you are transferring from another institution, you may already have 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 do not require a study permit according to IRCC
<input type="checkbox"/> No	I have not applied for my study permit yet
<input checked="" type="checkbox"/> Yes	I applied for my study permit
<input type="checkbox"/> No	I received my Letter of Introduction
<input type="checkbox"/> No	I received my study permit
<input type="checkbox"/> No	My study permit application was rejected

Is this new or an extension

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

<input type="checkbox"/> No	I do not require a study permit according to IRCC
<input type="checkbox"/> No	I have not applied for my study permit yet
<input type="checkbox"/> No	I applied for my study permit
<input type="checkbox"/> No	I received my Letter of Introduction
<input type="checkbox"/> No	I received my study permit
<input checked="" type="checkbox"/> Yes	My study permit application was rejected

I will be re-applying ☒ Yes

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

Study Permit Status

Next

▼ Please select the status that best suits your situation:

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<input type="checkbox"/> No	I do not require a study permit according to IRCC
<input type="checkbox"/> No	I have not applied for my study permit yet
<input type="checkbox"/> No	I have applied for my study permit
<input type="checkbox"/> No	I have received my Letter of Introduction
<input checked="" type="checkbox"/> Yes	I have received my study permit
<input type="checkbox"/> No	My study permit application was rejected

Is this new or an extension

- 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. Instructions on how to find this information on your IRCC documents is included at the end of this tip sheet.

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.

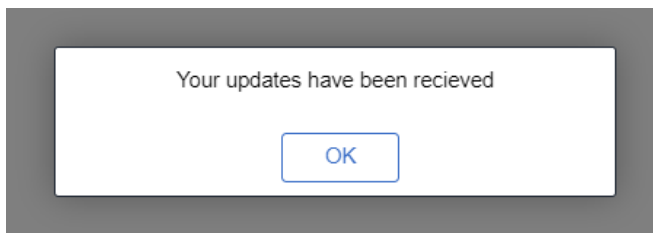
Visa/Permit Status Renewal in Progress

Application Date

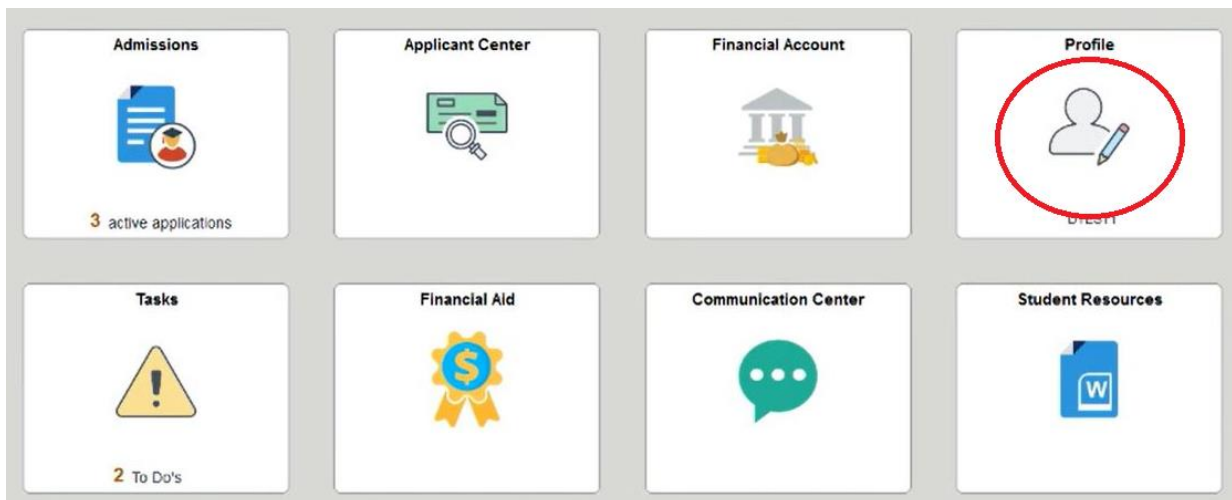
UCI

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

Update PAL information

▼ Please select the status that best suits your situation:

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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.

Last Updated on 2024-04-15

No

I do not require a study permit according to IRCC

No

I have not applied for my study permit yet

Yes

I have applied for my study permit

Is this new or an extension

Extension

No

I have received my Letter of Introduction

No

I have received my study permit

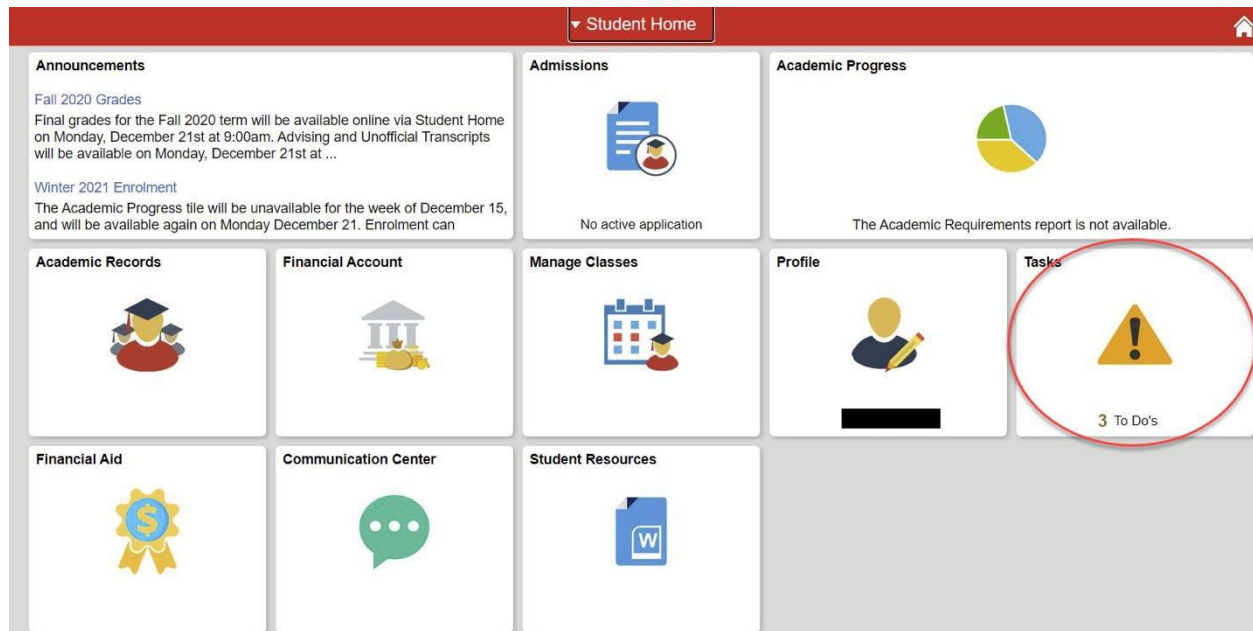
No

My study permit application was rejected

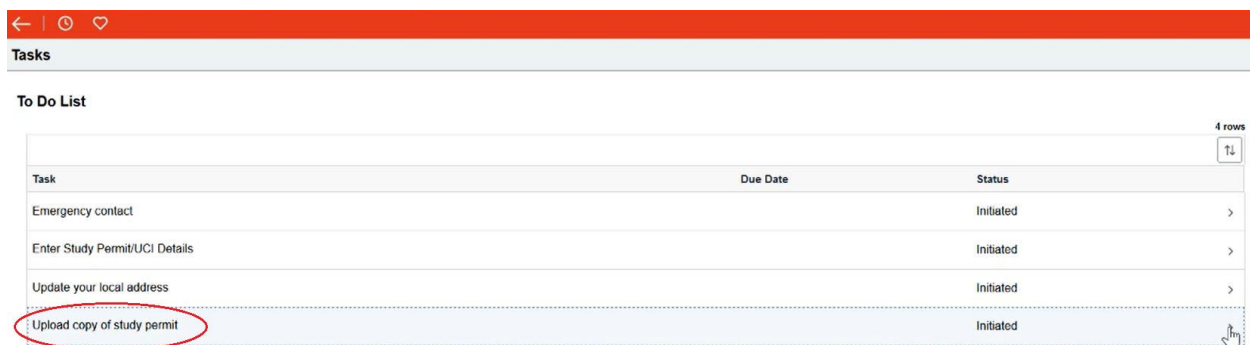
(continue to next page for “How to upload your study permit documents in Student Home”)

How to upload your study permit document 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

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.

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.

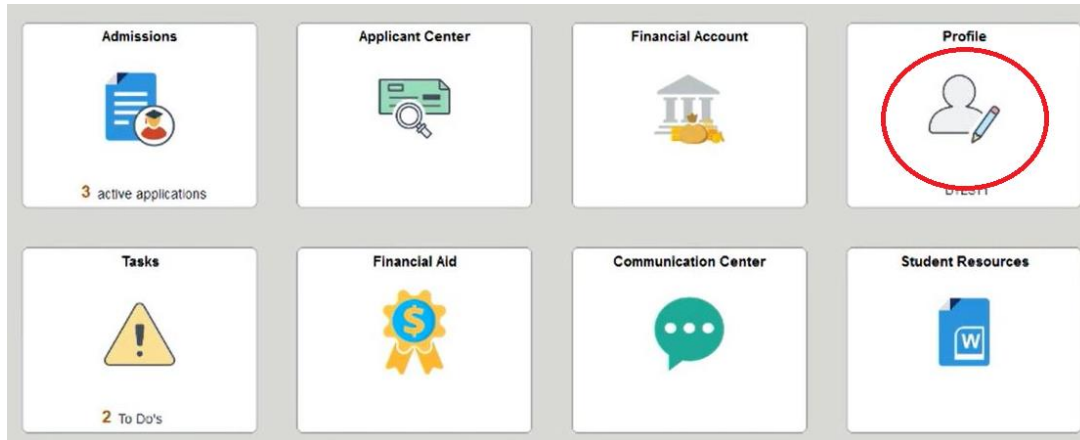
Your updates have been recieved

OK

How to update your PAL information in Student Home

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

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

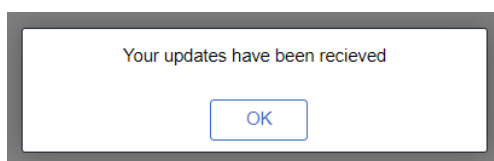


2. Navigate to “Update PAL Information” on the left side of the screen and select the response that applies to your situation.

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' (which is highlighted with a red circle). The main content area has a heading 'Update PAL information' and a 'Save' button. Below this is a section titled 'Please select the status that best suits your situation:' followed by a paragraph explaining PAL. A list of status options follows, each with a 'No' button: 'I have a valid study permit, or have applied for a study permit extension, or will be applying for a study permit extension', 'I have a work permit', 'I am a visiting or exchange student studying at a designated learning institution (DLI)', 'I have completed a course or program of study that is a prerequisite to enrol at Seneca', 'I have a temporary resident permit valid for at least 6 months', 'I am a protected person', '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', 'I am the family member of a foreign national who lives in Canada and meets one of the requirements outlined on the Government of Canada website', 'I have a valid Provincial Attestation Letter (PAL) from Seneca', and 'I need a Provincial Attestation Letter (PAL)'.

When you're finished, click “Save” in the top right corner.

A confirmation message will appear. Click “Ok” to continue.



How to find your study permit information on your IRCC document

There are two pages to the Study Permit Letter of Introduction (Approval Letter).

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]

[REDACTED] [REDACTED]

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

For officer use

TYPE: Permit - SP / Permis - PE Document number: F3 [REDACTED]

Validity (YYYY/MM/DD): 2022/03/31

Must enter Canada by (YYYY/MM/DD): 2022/03/31

Study Permit:

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



STUDY PERMIT/PERMIS D'ÉTUDES

CLIENT INFORMATION/INFORMATION DU CLIENT

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

ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE

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)

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