

# Request for Letter of Extension for Study Permit

REGISTRAR & ENROLMENT SERVICES

## SUBMIT FORM

Email the completed form as a PDF to [international@langara.ca](mailto:international@langara.ca) from your Langara email.  
Incomplete forms will not be processed. Make sure to check that the form is complete before submitting your request.

## DELIVERY METHOD

The study permit extension letter will be sent to your Langara email account.  
Processing time is **7-10 business days**.

## IMPORTANT INFORMATION

1. Prior to applying for a letter of extension, you are required to pay the non-transferable, non-refundable \$1,500 commitment fee for the semester for which you are planning to register next. You must also ensure that there are no holds on your student account. To learn more about holds, visit [Student Accounts FAQ - Holds](#).
2. If you have more than six (6) months remaining on your current study permit you will not be issued an extension.
3. If you are on academic probation your study permit will be extended for one semester only.
4. If you are on academic suspension you will not be issued a letter of extension.

## STUDENT INFORMATION

Last or family name: \_\_\_\_\_ First or given name(s): \_\_\_\_\_

Langara ID: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of birth (YYYY/MM/DD): \_\_\_\_\_

If you are not registered in the current semester, please indicate the semester for which you plan to register next:

January (spring)     May (summer)     September (fall)

## ADDITIONAL INFORMATION

Please answer all of the following questions. If you miss a question, the processing of your request will be delayed.

1. Is your study permit expiring within six (6) months?

Yes     No

Current study permit expiry date (YYYY/MM/DD): \_\_\_\_\_

2. Did you pay the required \$1,500 CAN commitment fee for the next semester?

Yes     No

a. If no, is this your last semester at Langara?

Yes     No

b. If this is your last semester at Langara, are you graduating after completing the current semester?

Yes     No

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## ADDITIONAL INFORMATION (Continued)

3. Are you planning to graduate from the program in which you are currently enrolled?

Yes  No

a. If yes, are you considering the co-op option?

Yes  No

b. If you answered no to question 3, please indicate the program that you plan to graduate with. Please provide all relevant information below.

Credential:  Post-Degree  Baccalaureate (Bachelor)  Associate of Arts  
 Associate of Science  Diploma  Certificate  Citation

Program: \_\_\_\_\_

c. If you indicated a credential and program above, are you considering the co-op option?

Yes  No

## SIGNATURE

I hereby confirm by my signature below that I have read and understand the terms and the conditions of the Request for Confirmation of Enrolment for Study Permit Extension Form. All the information that I have provided on this form is accurate and complete. If deemed incomplete or insufficient by the Langara Global team, I understand that the processing time may be delayed or that the confirmation of enrolment for study permit extension may not be issued.

\_\_\_\_\_

Student's signature

\_\_\_\_\_

Date signed (YYYY/MM/DD)

SPECIAL NOTES/REQUESTS:

## OFFICE USE ONLY (DO NOT COMPLETE THIS SECTION)

Current registered:  Yes  No

Program: \_\_\_\_\_

End date:  Spring (April 30, 20\_\_\_\_)  Summer (August 31, 20\_\_\_\_)  Fall (December 31, 20\_\_\_\_)

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