




How may we help you today?

If your visit to ISA is regarding:

- Extension of your study permit, Entry Visa, Post-Graduation Work permit  
 Prepare the documents described below and bring them to ISA's CIC Workshop on Fridays. (at IB2004, 3pm ~ 4:30pm). We will walk you through the on-line application process at the site.

<ul style="list-style-type: none"> <li>• <b>Extension of your study permit</b></li> </ul> All of the documents below must be made in separate digital copies for uploading to CIC website.	
• Digital copy of your passport	clearly showing the passport number, the dates of issue and expiry, name and date of birth, the stamp made by Canadian authorities on your most recent entry into Canada and any other marked pages
• Passport size digital photo	Between 60KB - 240KB in file size
• Proof of means of financial support	Example: copy of your bank statement from your bank support
• 'Letter of acceptance' to TRU	Ask at International Admissions office. (you must pay the tuition fee for next semester.)
• Payment method for application	Credit card (fee :\$150)

<ul style="list-style-type: none"> <li>• <b>Extension of your Visa</b></li> </ul> All of the documents below must be made in separate digital copies for uploading to CIC website.	
International students do not need to renew their Entry Visa as long as they are in Canada. The Entry Visa is only needed when you re-enter Canada. If you still want to renew your entry visa to Canada while in Canada, you will need the following documents.	
• Recent Education transcript	Ask for it at the TRU Cashier by paying the fee (\$8.56)
• Canadian work or study permit	Your valid study permit
• Proof of means of financial support	Your bank statement
• Passport or travel document	clearly showing the passport number, the dates of issue and expiry, name and date of birth, the stamp made by Canadian authorities on your most recent entry into Canada and any other marked pages
• Digital passport photo	between 60KB - 240KB in file size
• Proof of next term's enrolment	Ask at International Admissions office
• Payment method for application	Credit card (\$100.00)

<ul style="list-style-type: none"> <li>• <b>Apply for Post-Graduation Work Permit</b></li> </ul> All of the documents below must be made in separate digital copies for uploading to CIC website.	
• Final transcript or official letter from the university	Ask at International Admissions office.
• A clear, legible copy of your valid passport or travel document	If using your passport, include a copy of the page that shows your birth date, country of origin, etc. Any pages with stamps, visas or markings
• Payment method for application	Credit card (Total \$255 - \$100 for work permit, \$155 for Open Work Permit Holder fee)
• Digital photo	Between 60KB - 240KB in file size

\* Graduates cannot apply for a PGWP online if their country of residence is **not** Canada. However, if they are temporarily abroad and they meet the eligibility requirements for the PGWP, they should apply on paper through an overseas visa office or a visa application centre (VAC). Those foreign nationals who are eligible to apply for a work permit at a port of entry (POE) may also apply for a post-graduation work permit through that channel.

\*Paragraph R186(w) allows students who have completed their program of study to work while they are waiting for a decision on their work permit application as long as they were a full-time student enrolled at a designated learning institution in a post-secondary academic, vocational or professional training program, and they did not exceed the allowable hours of work.

- Applying for a Social Insurance Number:
  - You need a [Social Insurance Number](#) (SIN) from Service Canada to work in Canada or to receive benefits and services from government programs. You must have one of the following conditions or remarks printed on your study permit in order to apply for a SIN for off-campus work:
    - *May work 20 hrs per week off-campus or full-time during regular breaks*
    - *May accept employment on or off campus*
- **If your study permit has the above remarks, take it to the Service Canada office to receive your Social Insurance Number – 520 Seymour Street, Kamloops**
  - If your study permit does not have one of the above conditions or remarks, you must submit a request for [an amendment to your study permit](#) before you can apply for a SIN. There is no fee for this request: Please see an ISA for further assistance.
  - If your study permit has: This permit does not permit the holder to engage in off campus *employment in Canada*, printed on it and you have changed your program of study, you must [apply to change the conditions](#) of your study permit and pay the applicable fee : see an ISA for further assistance.
- Request for Letter of Invitation for your family to visit you or attend convocation:
  - Visit [www.mytruworld.ca](http://www.mytruworld.ca) & look for link titled “Letter of Invitation”. You will receive the letter by email about 2 – 3 days after submitting your request.

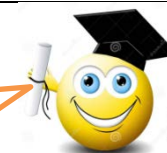
- Need to see a Doctor at a Walk-in Clinic?
  - You can go to the campus clinic and make an appointment. Please note that you cannot make an appointment for same day
  - If the campus clinic is closed or you need to see a doctor on the same day, you can visit the following walk-in clinics. (Please google the clinics below for locations.)
    - [Summit Medical Clinic](#) (Accepts Guard.me card/MSP card)
    - [NorKam Health Centre](#) (Accepts Guard.me card/MSP card)
    - [Kamloops Urgent Care Clinic](#) (Accepts MSP card. Does not accept Guard.me card. You pay for the services and then submit a claim to Guard.me for reimbursement)
- MSP (For students on TRU World group plan):
  - **How to apply:** See your ISA
  - **How to pay:** MSP fees will be charged to your student account
  - **I lost my card:** please let your ISA know. A replacement card will be ordered for you
  - **My MSP card has expired:** The MSP expiry date is tied to your study permit expiry. Please provide us with your new study permit.
  - **Can I put my account on hold:** Yes, but only if you will be away from Canada for more than 6 calendar months. Proof of your travel plans are required to process the hold (example: copy of flight tickets).
  - **Is my MSP card good to use in other provinces?** Yes. However, what MSP pays doctors for their services varies across the country. As an example, it may cost \$30 to see a doctor in a walk in clinic in BC. The cost in another province may be less, equal to or more. In cases where it

is more, MSP will pay the \$30 directly to your service provider and you will be billed for the balance. The same applies for hospital visits.

- **Does MSP cover all medical services?** No. For example cosmetic surgery, dental services, routine eye exams, eyeglasses, hearing aids, prescription drugs, chiropractor visits, massage therapy, naturopathy, and physiotherapy. The full list can be viewed at <http://www.gov.bc.ca> (type “Services not covered by MSP” in search box).
- **Anything else?** Please send an email with your questions or making an appointment with any ISA below. We will be more than happy to help you with your questions or concerns.

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Good luck with your studies!



International Student Advisor Team